

Ashmead Primary School Code of Conduct

- All staff have a responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.
- Staff must comply with all school policies and procedures.
- All staff are aware that the way they conduct themselves has an influence on children and we must, therefore, demonstrate the highest standards of conduct at all times.
- Staff have a responsibility to build positive and professional relationships with children and to be aware of – and to avoid – any behaviours that could be deemed unprofessional and/or a safeguarding concern.
- All staff are aware of their responsibility for safeguarding children as laid out in our safeguarding policy. This is the primary responsibility we have and cannot be shirked at work or in our private lives.
- Staff should use school equipment to take photographs of children rather than personally owned equipment (e.g. mobile phone) where possible. If this is unavoidable then the photographs should be deleted within 24 hours.
- Staff must maintain the highest standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.
- Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school community. Any such conduct could lead to dismissal.
- In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable and could lead to dismissal.
- Staff have a responsibility to use caution when using technology and need to be aware of the risks to themselves and others, e.g. using social media. Staff are aware that they need to set their privacy settings to an appropriate level. Staff are aware that unprofessional comments about the school that could bring themselves, the school, school community or local authority into disrepute are always inappropriate.
- Staff should only use their school email account when communicating on school matters.
- All members of staff must declare any business interests outside of school that may be connected to the supply of goods and/or services to the school or could be rewarded through association with the school.
- Staff must not reveal confidential information about children, parents or staff except in a professional capacity. This sort of information must not be discussed in any other context.
- All staff need to be recognised that failure to meet these standards of behaviour and conduct may result in disciplinary action. This can range from informal action through formal actions and, ultimately, to dismissal.

Approved: January 2017

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