

**Policy and Guidance for  
Staff Conduct**

For the purposes of this policy, unless stated otherwise, 'all staff' means Headteacher, Teachers, Ancillary, Clerical, Caretaker, Volunteer, Domestic Staff, Governors and Work Experience Students.

In establishing and maintaining high standards in all areas of the school's organisation, this policy has been written in consultation with the whole staff, teaching, domestic, ancillary, clerical, caretaker, and applies to anyone working in the school, and in whatever capacity.

**Conduct.**

- All staff must be aware that they are ambassadors of the school, and to this end, general behaviour should reflect the school's aims, values and ethos. The integrity of the school must be upheld at all times, and school business remains confidential and within school until directed otherwise by the Head.
- Breaches of confidence will be treated as a disciplinary matter, and the LA disciplinary procedures will be followed.
- Staff meeting minutes will be available to all staff and these are always to be viewed as confidential unless directed otherwise by the Head
- Teachers must ensure that they are aware of the document 'Schoolteacher's Pay and Conditions' and they must be aware that they are legally bound by this document. A copy of the document is held by the Head and is available on request.
- Grievances must be made to the Head in the first instance, and should the need arise, the Governor's have a grievance procedure which will be used when all normal avenues of reconciliation have failed. A copy of the Grievance Policy and the Disciplinary Policy can be found on the 'G' drive - **G/Staff only/Policies/**.
- All staff must wear a badge and sign in and out of school. All visitors must do the same.
- All staff must know our fire alarm procedures and act accordingly.
- Hot drinks in cups must not be taken into the classrooms, the playground or the corridors between the hours of 08:40 and 15:30. Thermal cups are advised during these times but should be avoided when children are present.
- The staff room is a confidential area and it is hoped that all adults working in the school understand that there are times when teachers have matters which are of a sensitive and confidential nature to discuss.
- Ancillary Assistants and Volunteer helpers must refer queries regarding a child's education and general welfare to the Class Teacher. On no account should an approach to a parent be made either directly or indirectly. This remains the responsibility of the Class Teacher and ultimately the Head. Ancillary assistants will be invited to contribute at Parent Meetings.
- Staff personal mobile phones should be used with discretion, and never during class teaching time in front of the children. Phones should be switched off, or on silent, during school working times. Mobile phone cameras should not be used in school, or during school visits, to take photos. The school mobile phone should be taken on all school visits and trips.

At all times, staff must be smartly dressed. This single expectation sends out to children, parents, visitors and the community as a whole, an important non-verbal message about our aims, values and ethos demonstrating that we respect our office and that we recognise the importance of presentation, not only of children's work, but also of ourselves. Appearance is important, and general presentation should be neat, clean and tidy at all times. Jeans are not acceptable.

In the interest of hygiene, it is recommended that long hair is tied back - nits can be an occupational hazard. Staff are requested to alert the Headteacher if they become infested with nits etc so that appropriate measures can be taken.

All staff must change and dress appropriately for PE and games, which includes footwear. Outdoor activities such as field trips will involve staff wearing activity appropriate clothing. Outdoor activities may mean that staff need to protect themselves from the sun and therefore staff should wear appropriate head-gear for such protection.

### *Toynton All Saints Primary School*

All staff must ensure that any tee shirt/hat etc which has a printed logo/motif on it is appropriate for Primary School children to see/read.

Platform and extremely high-heeled shoes must not be worn at work (health and safety). Please note that the Hall has cushioned flooring which can be damaged by stiletto and metal heels.

Body piercing is restricted to earrings only. Nose rings, lip-rings, eyebrow piercing etc. are not acceptable in school.

At any public occasion should be dress up for rather than dress down.

**Domestic staff** - mid-day supervisors are required to wear an apron provided by the school. Long hair must be tied back. In cold weather, trousers and a thick jumper are recommended, as is a waterproof coat. Fingernails must be kept short and, in keeping with Food Hygiene regulations, nail varnish must not be worn for work. Rings are restricted to wedding rings only when dealing with food and any other jewellery must be removed. Cuts must be covered with blue plasters, available from the Administrators office.

**Caretaking Staff** - the caretaker is on duty early in the morning and late at nights and the heating is usually off. It is important that he/she dresses to keep warm. Protective clothing provided by the school for the safe handling of chemicals, rubbish etc, must be worn. All Health and safety regulations regarding protective clothing must be strictly adhered to.

When dealing with body fluids (blood, vomit, excreta) as all personnel in school are required to do on occasions, protective gloves **MUST** be worn; these are readily available in each classroom, all toilet areas and the Administrator's office. Each classroom has a hygiene bucket that contains gloves and paper towels.

**Work Experience** - teenagers on work experience placement at the school must follow this policy and dress as for teaching staff or wear school uniform. As the first experience of the workplace, the importance of appropriate dress will be stressed to the candidate by the Headteacher and will be re-enforced by the member of staff responsible for the trainee.

**Volunteer helpers** - our school relies heavily on the goodwill of many people, parents and staff. All volunteer helpers are asked to dress appropriately.

In the event of a dispute regarding the appearance of a member of staff, the Head will act as arbitrator. Where there is a disagreement between the Head and a member of staff regarding the implementation of this policy, the Governor's Grievance Committee will arbitrate.

In conclusion, ours is a happy school and we all wish to keep it that way. By adhering to the school's policies, we will not only uphold those principles which are embodied in our Philosophy, but we will continue to improve general standards within the school environment.

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This policy was agreed by the Full Governing Body on 13<sup>th</sup> October 2009 in consultation with the staff.