



# STAFF CODE OF CONDUCT

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## STAFF CODE OF CONDUCT

Ranches Primary School is committed to providing a high quality all-round education to its pupils, based on the fulfilment of academic, sporting, cultural potential through the provision of a happy, purposeful living and working environment. Just as the very highest standards of courtesy, behaviour and endeavour are expected from pupils, staff, in return, are committed to providing pupils with the very best care, attention and education. The staff set the standards and all have a part to play in ensuring the ethos of the School is maintained.

School Policies provide specific guidance and procedures for staff to follow, many of which are reflected in the list below. However this list is not exhaustive and staff are expected to follow all school procedures.

### 1 All staff should:

- 1.1 Conduct themselves in a professional manner and provide a good role model for emerging adults, both in and out of School.
- 1.2 The official language for use in all communication within the School is English.
- 1.3 Be of smart appearance in keeping with the School's dress and appearance policy.
- 1.4 Exercise their duty of care towards pupils and take all reasonable steps to ensure the safety of pupils and other staff by following the Health and Safety Policy and the Policy and Procedures for Safeguarding and Child Protection. All staff are expected to read these two policies annually to ensure they are up to date with their requirements.
- 1.5 Consider carefully the physical setting and nature of any interaction with pupils so as not to lay themselves open to any undue suspicion of accusation.
- 1.6 Show respect for pupils, parents and colleagues through trust, integrity, honesty and courtesy and tolerance and consideration for all without prejudice towards creed, disability, age, gender, orientation or race.
- 1.7 Fulfil an appropriate pastoral role and support pupils on their emotional, intellectual, physical, social and spiritual development putting the wellbeing, development and progress of the child first.
- 1.8 Ensure all day-to-day communication about pupils goes through Head of Year. NB - situations of a sensitive nature (e.g. divorce, bereavement) may need to be communicated to the Principal or Vice Principal of the School in the first instance.
- 1.9 Communicate effectively and work collaboratively and supportively with colleagues as part of a team.
- 1.10 Use professional discretion regarding information about pupils, parents and colleagues, particularly in line with the Child Protection Policy.
- 1.11 Maintain and respect School property, restricting the use of School equipment and resources to professional use, unless specific permission is given by the relevant member of staff.



- 1.12 Declare any conflict of interest if and when appropriate.
- 1.13 Adhere to the rules, regulations and guidelines contained in their contract of employment and staff handbook.
- 1.14 Staff should be at their workplace, ready to commence work at the specified schedule. Any absence or delay must be notified to the School Secretary/HR no later than 7:00am.
- 1.15 In addition teaching staff should:
  - 1.16 Take responsibility for maintaining the quality of their teaching.
  - 1.17 Prepare lessons thoroughly and assess and monitor 'pupils' progress' carefully.
  - 1.18 Help children to become confident and successful learners.
  - 1.19 Be accessible and welcoming to parents as appropriate to their role in the School and the meeting with the parents.
  - 1.20 Collaborate with external professional bodies as appropriate.
- 1.21 Staff must not:
  - 1.22 act in any way that brings the School into disrepute;
  - 1.23 make statements to journalists/media concerning the School without the express permission of the Principal;
  - 1.24 take illegal drugs or any other illegal substances;
  - 1.25 be under the influence of alcohol while teaching or on duty or otherwise in the presence of pupils or parents;
  - 1.26 use abusive language or bullying tactics;
  - 1.27 condone any illegal drinking, drug taking, smoking or other breaches of School rules by pupils;
  - 1.28 use corporal punishment or unreasonable restraint in dealings with pupils;
  - 1.29 view, download or send pornographic, racist or violent material via the school network;
  - 1.30 abuse privileges or opportunities provided by the School. (School property and materials must not be appropriated for personal use and events and trips organised for pupils must not involve any personal gain to the organiser);
- 1.31 The School policy of allowing easy access to telephones and computers must not be abused by running up large bills for communications of a personal nature;
- 1.32 accept gifts or gifts in kind which have a value greater than AED 500 from pupils or parents without consulting the Principal.
- 1.33 issue their network passwords to pupils or colleagues or allow others to access the network in their name;
- 1.34 conduct verbal personal business on their mobile phone when working and turn off or onto silent during lessons or meetings. Mobile devices that form part of the tools for work are of course allowed.
- 1.35 communicate with pupils by personal e-mail or personal mobile phones