

**Signed** \_\_\_\_\_  
**PRINT NAME** \_\_\_\_\_

**Autumn 2018**

**Next Review Autumn 2020**



**St. Paul's With St. Michael's C.E. Primary School**

**Code of Conduct for All Staff and Visitors**

- All visitors to read and sign for the Safeguarding insert before having access to pupils or areas of the school with pupils.
- All staff and visitors must follow the policy of confidentiality concerning any adults in the school including parents and other visitors. Any concerns should be directed to the Head Teacher.
- Good time-keeping is essential and all staff must follow times set for assemblies/playtimes/meetings and any other deadlines.
- Post-holders must cover their area of responsibility within the guidelines set out in their job descriptions and co-operate with colleagues and consultants when necessary.
- All staff will uphold the ethos of the school when representing it at any external forums and out of hours inclusive of any communications on social networking sites that might be deemed inappropriate.
- All staff are required to attend meetings as a requirement of their directed hours and for each meeting to be appropriately prepared.
- Planning and marking must be consistent with school policy by all staff and visitors (where appropriate).
- All staff can only order resources after order is authorised and signed by Head or Deputy.
- All staff and visitors are required to know the School Improvement Plan or the areas that are relevant to them.
- Letters to parents by all staff or visitors are to be shown and approved by Senior Leaders before being distributed.

- The children's entitlement (social, emotional & academic needs) always takes precedence.
- We uphold and embrace all differences within our school community and will challenge any action that compromises them.
- All staff and visitors (where appropriate) must take responsibility for the well-being and behaviour of all pupils in the school and promote the school ethos and behaviour policy at all times.
- Appropriate social interaction will be modelled at all times.
- All staff and visitors are to act in a professional manner. Disciplinary procedures are in place to address unprofessional behaviour.
- The dress code is modest, neat and tidy.
- No mobile phones to be used or displayed by staff and visitors in the presence of school children.
- Members of staff and visitors (where appropriate) should familiarise themselves and uphold school policies.
- All staff and visitors must follow health and safety procedures/ fire evacuation procedures.
- All visitors must sign in and out as well as have their visitors badge visible at all times whilst in school.
- All staff and visitors must follow the policy of disclosures concerning pupils' welfare. Any concerns directed to the class teacher in the first instance. The class teacher will advise the relevant CP officer.