



Codes of Dress and Professional Standards – September 2017

This code applies to all staff who work at the School (permanent, fixed term and casual) and to volunteers who attend the school Facilities.

Staff Dress Code Policy

It is a condition of employment that all staff comply with the Keevil dress code. Accordingly all staff are expected to dress in a professional or business-like manner

In a school which has a strong uniform policy, members of staff are expected to keep high standards of dress and avoid the impression of casual or sloppy wear. Staff need to be mindful that although there is a difference in circumstances, pupils will aspire to be smart if staff are too. Staff are both professionals and role models and consistent standards of professional attire help set a purposeful and business-like manner.

Dress Code Requirements

In a Primary School different roles often require clothing that wouldn't be as formal as, say, in an office. Nonetheless, within this context it is important that we all look smart as an example to the children. An example of this is black jeans: they must be mat black with no extra features.

Staff **must not** wear clothing which depicts offensive materials e.g. political, religious, racist or sexist slogans, inappropriate drawings or pictures etc.

PE kit should only be worn for PE and shorts should not be worn

The following should not be shown/worn:

- Low cut tops
- Underwear on show
- Tattoos should aim to be covered
- Exceptionally Short skirts

The school's dress code applies on all occasions when staff are working except staff development days.

The policy is not exhaustive in defining acceptable and unacceptable standards of dress and appearance and staff must use common sense in adhering to the principles underpinning the policy

Security ID Badges

All staff will be required to wear an ID badge.

Punctuality and Absence

All staff are expected to arrive in school by 8.30am

Absence must be notified to the School as early as possible according to the procedures laid down in 'Staff Absence'. Absent staff should contact the school on a daily basis during the period of absence unless the absence is for a specified length of time and a return date has been made known to the School.

Staff Relations

All staff have a right to be treated with respect and civility. It is most unprofessional to criticise the work of colleagues or encourage or allow children to do so. Disagreements between staff should be conducted in a professional manner and should not be displayed in front of pupils. Where necessary, if the dispute cannot be resolved amicably, it may be necessary to involve a member of the Senior Leadership Team. Confidences should never be disclosed without prior agreement with those staff concerned.

Language

At all times, staff must remember their audience. Politeness and civility in all situations is expected of staff. When pupils are present or are able to hear, staff should please refrain from:-

- Discussion about personal matters
- Swearing or strong language
- Making unprofessional comments about colleagues or pupils
- Talking about pupils when they are present – talk to them, not about them!
- The use of sarcasm in reprimanding pupils

Smoking

We have a 'No Smoking' policy for all staff and visitors in all areas of the school including the staffroom, toilets, workrooms, classrooms and all extended areas of the School Facilities. If you need to smoke during the school day, you must either drive away from the school Facilities in your car or walk to an area well away from the school Facilities which is not visible to the pupils. Staff should never on any occasion smoke in the presence of pupils.

Food and Drink

Staff should refrain from eating or chewing gum whilst teaching pupils. This may be permissible in some circumstances e.g. where it forms part of a social educational lesson/activity, but this should not interfere with the teaching taking place within the room

and should not represent a Health and Safety hazard. Cups should not be left on shelves, desks, tables etc.

Alcohol

Staff should not drink alcohol during the school day. Neither pupils nor parents should be able to detect alcohol on a member of staff in the normal course of duty.

Contact with Parents

In contacts with parents, the greatest discretion must be used. Never be drawn into a discussion of other pupils or teachers; you will certainly be quoted to your, and the School's embarrassment.

Professional Associations

All staff should think seriously about the need to join a professional association. They are able to offer support, professional advice and Legal Aid should it ever be needed. We have no Teacher Union representatives in School but all Unions have members within the School.

Personal Calls/Mobiles

Calls of a personal nature should be avoided during lesson and meeting times and should therefore not be used.

Staff must not use any sort of hand-held mobile communication device whilst driving a school minibus or school van or when parked in a petrol station. (See Vehicle & Driving Policy)

Confidentiality

Pupils and staff have a right to expect complete confidentiality in all matters relating to school. Information will be shared on a need-to-know basis and should not be shared with anyone out of school. This includes matters discussed at meetings and all other forums in the School. All discussions within Staff Rooms must remain confidential to staff and not be discussed off school premises.

Freedom of Information Act

Everything you write down or record can be seen by the parents or members of the public, except in certain circumstances of Data protection and very high levels of confidentiality. Please be aware of this.

Physical Contact

When contact is necessary it must be appropriate, expected and in a situation that cannot be misconstrued. Staff should report any concerns regarding incidents of contact with

pupils to a member of the Senior Leadership Team. All incidents of restraint must be reported to the SLT.

Managing Student Behaviour

Wherever possible, Keevil encourages the development of self-discipline within pupils. This can only be achieved if pupils are made to feel safe and secure within the School and are not subjected to inappropriate reprimands and have the opportunity to manage their behaviour themselves. When a student needs to be reprimanded, staff need to be aware of the likely consequences of their actions. Use the Behaviour Management Policy and take advice from colleagues who are in school to support you.

Mobile Phones and the Internet (information for your protection)

Contact with pupils and their families using a mobile phone or the Internet should only be used for appropriate educational activities associated with teaching and learning. It may also be used for emergency contact arrangements on school trips and visits.

NB: It is now a criminal offence to have a relationship with a student which is greater than a 'normal' teacher/student relationship. If prosecuted, imprisonment can follow as well as the right to teach, withdrawn. The normal age of consent does not apply in these cases and the Law applies to any student whilst in the school. Relationships with past pupils have also been known to cause problems because any suggestion that inappropriate contact was made before the student left will also be investigated and could lead to disciplinary action.

Clear Desk/Tidy Classrooms/Offices

It is the responsibility of all teaching staff to keep their classrooms tidy and attractive. Boards should be well decorated and should include pupils' work as well as attractive, stimulating material.

Please refer to the Clear Desk/Office Policy for detailed information on the requirements for keeping desks clear and offices tidy.

Code of Conduct for Safe Working Practice

All staff will be given and required to read the document Code of Conduct for Safe Working Practice and verify in writing that they have done so.