



## Prince Henry's Grammar School

### Staff Code of Conduct

This guide to staff conduct has been written with input from a range of staff, both teaching and associate at all levels of our organisation as a way to support colleagues to best role model the high levels of professionalism which are expected by us all. We must take seriously our responsibilities to Students, parents and the wider community as well as each other and the expectations set out below are designed to allow us to better achieve this.

#### Safeguarding

All staff should give due regard to the safety of students. Staff are responsible for communicating safeguarding concerns to Designated staff as outlined in the School's child protection policy. The expectations on all staff are laid out in the DFE document Keeping children safe in education (April 2014).

#### Social contact

Staff should not seek to have social contact (including through social media) with children or their families unless the reason for this has been firmly established and agreed with senior leaders.

#### Absence

If you are unavoidably absent, please ensure that you ring the Absence Line 01943 855678 **before 7.30am** (during school holidays the Absence Line number 01943 855661). Leaving contact later than this, or leaving messages on the school answerphone, emailing or texting, means your absence may not be picked up before cover is set and may mean another teacher has to cover your 'unforeseen absence'.

#### Signing in and out

Where staff are free during school time but need to leave the site, they must sign out in person or by ringing reception. If this is known in advance, it should have been agreed by submitting a Planned Absence Form; if the need arises during the day, please sign out: this will usually be for exceptional circumstances of under an hour.

Teaching staff are contracted for work between 8.20am and 3.00pm (or agreed part time hours) and should be on site during this time, unless there are exceptional circumstances. For Health and Safety reasons, particularly in the event of a fire or other alarm, we need to account for all staff and students on site.

## **Staff Dress**

- All staff must dress in a manner that reflects a professional approach
- All staff are role models for the learners in the school, therefore they have a responsibility to model appropriate dress and appearance
- The image that we project as professionals is associated with how we present ourselves; the image of the school in the community is related to how all adults in the school dress. It is therefore important to dress appropriately when acting in a professional capacity and with due regard to any conclusions parents/visitors may draw from your appearance

### **Staff are expected to dress in smart office wear:**

- A suit or smart trousers and a shirt and tie for men
- A dress or smart skirt/trousers for women
- Clean, smart, closed footwear that is appropriate and safe for walking around the school site (to ensure Health & Safety regulations are not contravened)

### **OR**

- An agreed uniform for the area of the school that they work in e.g. site team, PE staff

### **The following may be helpful guidance as to what is and is not appropriate:**

- No denim
- No excessively revealing clothes (consider appropriate clothing when bending over a desk or walking up staircases)
- Tops may be sleeveless but not "strappy" or strapless
- No sports t-shirts (except PE staff)
- No shorts (except PE staff)
- No inappropriate footwear e.g. flip flops
- No extreme hairstyles or colours
- No visible body piercings (except discrete earrings) or tattoos
- Fashion accessories to a minimum
- Make up to be subtle

## **Identity Badges**

These must be worn and visible for security and access purposes. They must not be left overnight in rooms.

## **Alcohol**

- The school acknowledges that staff and other adults are influential role models for students and should demonstrate appropriate interactions: adult to adult and adult to student, as well as demonstrating healthy choices in front of students
- It is the expectation that staff do not consume alcohol or any other illegal or harmful substances and then teach or take responsibility for students (including on school trips).
- Alcohol must not be consumed by the member of staff nominated to be on duty during residential trips

## **Smoking**

Prince Henry's Grammar School is a no smoking site, this includes e-cigarettes and 'vaping'.

## **Deadlines**

These are set to be met. Anyone who lets these slip makes it very difficult for other colleagues to do their work. If there are particular reasons a deadline is to cause individual difficulty, it is common courtesy to speak to the member of staff in advance.

## **Punctuality**

Teachers must be in school for 8.20am each day, whether there is a briefing or not. Staff should arrive at lessons and meetings so that they can begin on time.

## **Staff Briefings**

All staff are expected to attend the weekly staff briefing held in the staff room each Friday at 8.20am. Staff who miss briefing for any reason should read the notes taken which are published on SIMS or in office/common/briefing.

## **Mobile Phones**

These must not be used during lessons. At all other times staff should give consideration to the appropriateness of their use in the sight of students or visitors.

## **Car Parking**

All staff who park on site should do so wholly within marked bays. Staff cannot exit the Newall Carr road car park between 3pm and 3.10pm.

## **Site Security**

All sixth form students and visitors to the site (including contractors) should wear an identification badge. If a member of staff sees anybody on site who is not displaying ID they should challenge them, then either; a) for sixth form students assign a point in the Standards for learning system b) for visitors such as parents etc escort them to reception or c) for intruders immediately contact reception so that Senior staff can be informed.

(In cases of emergency then 999 should be called and reception informed asap).

## **Duties**

All duties should be carried out promptly and proactively with the welfare of students as the first priority.

## **Food and drink**

Hot liquids (including soup etc) should not be carried onto corridors unless appropriately covered. Hot food should not be carried down the language corridor during lunch break again unless appropriately covered.

## **Visitors into School**

All visitors to school must sign in at reception. Visitors must not be unsupervised within school and should wear a badge identifying them as a visitor at all times. It is the responsibility of individual staff to ensure that any visitors they have in school follow the procedures outlined here.

## **Positive Discipline**

All staff are expected to play a full part in the implementation of the school's Positive discipline system. Consistency is the key to the system and in using it effectively we all support each other.

**A range of relevant policies are available to view on the SIMS learning gateway.**