

Grindleton CE Aided Primary School



Staff Code of Conduct Summary January 2022

We have the highest expectations for all members of our school community

Staff are expected to fulfil the obligations placed upon them under the terms of their contract of employment, i.e.

- Be ready and willing to work as specified in their role definition/Job Description
- Conduct their work in a co-operative manner.
- Be polite and courteous at all times
- Attend work
- Be punctual in time keeping
- Be honest and trustworthy
- Obey reasonable management instructions
- Take care of themselves, their colleagues and others while at work
- Take care of school property and equipment
- Familiarise themselves with, and follow the Health and Safety rules applicable in their school
- Compliance with the school's Smoking at Work Policy.
- Follow the GSWP 2019
- Follow the guidance in KCSIE 2021
- Accept and adhere to school policies and procedures
- Maintain confidentiality
- Ensure fairness
- Use appropriate lines of communication
- Follow the guidance in the use of media policy
- Report any concerns of breaches of law or Child Protection.
- Disclose any convictions
- Notify the Headteacher of any changes in personal circumstances – including medical needs
- Dress appropriately and take pride in your appearance
- Be an ambassador for Grindleton CEP School at all times.

For more details see the staff code of conduct.

To be reviewed in line with the Staff code of Conduct