



## Introduction

The public is entitled to have trust and confidence in the integrity of Green Lane Primary Academy, its staff, governors and volunteers. The conduct of all must therefore be of the highest standard. This Code of Conduct has been prepared to help employees and volunteers on issues of conduct by providing a framework of guidelines specific to Green Lane which is in addition to the Code of Conduct issued by Delta Academies Trust.

All adults within Green Lane Primary Academy are expected to adhere to all policies including safeguarding and child protection, positive behaviour and anti-bullying. Teachers must adhere to the teaching standards.

## Confidentiality and Information Disclosure

- Adults working at Green Lane Primary Academy must conform to the requirements of the Data Protection Act 2002 and must take all reasonable steps to ensure that the loss, destruction, inaccuracy or disclosure of information does not occur as a result of their actions. This includes information relating to school business and pupil data.
- Staff must not take any photos of children or children's work on their personal mobile phone – all photos must be taken using Delta phones, iPad or cameras.
- There is to be no uploading of children's work or performances on social media or to parent's personal mobile phone numbers or email addresses. Class dojo, Academy newsletters and Academy website are acceptable.
- Staff should minimise their exposure to problems such as Facebook or LinkedIn facial recognition by only displaying a professional photo on their email address (if staff choose to display one at all).
- Invitations from current or ex pupils on social networking sites should not be accepted.
- Staff should not post or exchange comments on social networking sites about Green Lane Primary Academy.

## **Staff Dress Code**

- To dress professionally shows pride, effort, respect for oneself and one's profession. Adults in school are role models for learners in the school; therefore they have a responsibility to model appropriate dress and appearance.
- Adults should be neat, clean, smart and tidy, wearing clothes, including shoes, which are commensurate with their post in the school. The staff dress code is smart rather than casual. This is not a policy meant to detail every eventuality, it is up to individual staff to decide whether their appearance is appropriate guided by the principles above. However, denim, flip flops and revealing clothes, such as short skirts or low cut tops, should be avoided. Tattoos and facial piercings should be discrete or covered. All employees should wear ID badges.
- Green Lane Primary Academy is committed to promote diversity and will therefore respect individual preference in terms of customs, culture, religion and tradition.

## **Additional expectations**

- Staff should always speak to children in a calm, respectful and professional manner. We use the behaviour policy and give children choices. Praise and building on the positive should always come first. When consequences are applied they should be applied calmly and staff should avoid shouting at pupils unless there is a risk to health and safety.
- Staff should not volunteer to discuss their personal lives with the children and are expected to teach every lesson with positivity, even handedness and enthusiasm.
- Staff should not initiate children sitting on their knee.
- Staff should be mindful of having another adult present for any situation which may be left open to interpretation.
- Relationships between staff should be characterised by openness, fairness and respect, this means valuing all contributions, acknowledging

differences and working together to build a climate of continuous improvement.

- Staff must use their best efforts to ensure that they do not demean or undermine pupils, their parents or colleagues through their actions or words.
- Staff should refrain from using any language which may be delivered 'as a joke' but may be misinterpreted by the children.

Implemented Sept 2017. To be reviewed September 2019

Lucy Carlisle Head of Academy Sept 2017



Chair of EAB