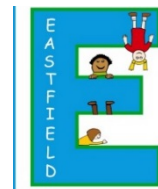




# Eastfield Primary School



## Child and Family Friendly Staff Code of Conduct

### *What is a staff code of conduct?*

A staff code of conduct tells all people who work at Eastfield how to behave – it is a bit like the Golden Rules but for the grown-ups.

### *What is in the code of conduct?*

**Staff uniform** – this lets staff know what they can and can't wear to school (a bit like our school uniform policy)

**Attendance** – this tells staff that we expect them in school every day and tells them what to do if they are poorly (a bit like our attendance policy)

**Behaviour** – this tells staff how they must behave in school. They must be kind and treat everyone with respect and we will not allow any member of staff to bully or upset anyone.

**Safeguarding** – this tells staff that they must look after the children in their care and protect them from harm. School Staff are not allowed to use their mobile phones in school.

**Being honest** – all staff must tell the Head Teacher if they have another job outside of school and all staff must tell the truth about what they earn.

**Gifts** – this tells staff that they are only allowed to accept small gifts from children or parents e.g. flowers at the end of the school year or at Christmas but they must never accept any money from parents or children.

**Health and Safety** – this tells staff that they must take every action to keep themselves and everyone else in the school safe and well.

**Alcohol and Drugs** – this tells staff that they cannot drink or smell of alcohol or take drugs when they are at school.

**School equipment** – this tells staff that they should look after all school equipment and only use them for school work. All school staff need to keep passwords safe.

**Facebook** – this tells staff that they cannot go on social media e.g. facebook, snapchat, Instagram when they are working. Staff are not allowed to be 'friends' with children at Eastfield Primary. Staff are not allowed to talk about Eastfield Primary School on social media.

**Data protection** – this tells staff that they should not talk about Eastfield children to other people who do not work at Eastfield Primary School.

