

A Summary of the Staff Behaviour Code of Conduct Sept 2023- Sept 2024

This is a summary of the guidance shared in the above policy. Please read the policy but ensure you understand the key points below.

PLEASE DO.....	Pg	PLEASE DON'T.....	Pg
<input checked="" type="checkbox"/> Read and ask questions about KCSIE.		<input checked="" type="checkbox"/> Give any student or parent your personal contact details.	12 17
<input checked="" type="checkbox"/> Treat students, parents and each other with kindness, dignity and respect at all times.	12 17 26 45	<input checked="" type="checkbox"/> Accept students or parents on your social media platforms. Check your settings are at the highest level. We recommend that you DO NOT accept any ex student until they reach the age of 21.	21
<input checked="" type="checkbox"/> Respect the confidentiality of information shared in school.	11	<input checked="" type="checkbox"/> Attend school if you are under the influence of alcohol or a substance which includes prescription medication which may affect your ability to work with children.	47
<input checked="" type="checkbox"/> Ensure you know reporting protocols such as safeguarding referrals and staff concerns.	41 42	<input checked="" type="checkbox"/> Engage in any sexual conversation or relationship with a student.	29
<input checked="" type="checkbox"/> Dress professionally to safeguard students and yourself.	14	<input checked="" type="checkbox"/> Give students a lift in your car without permission from the Principal or DSL. This must be done in pairs.	30
<input checked="" type="checkbox"/> Discuss or take action promptly if you have acted in any way which may give rise to concern.	26	<input checked="" type="checkbox"/> Use or allow school equipment to download inappropriate material.	36 38
<input checked="" type="checkbox"/> Report to the DSL any out of school contact that you may have with a student.	16	<input checked="" type="checkbox"/> Have any physical contact with a student unless they pose a danger to themselves or others.	22 24
<input checked="" type="checkbox"/> Declare any gifts over the value of £25 to the principal, including incentives or discounts.	45	<input checked="" type="checkbox"/> Use terms of endearment instead of names.	17
<input checked="" type="checkbox"/> Treat all students equally and without favouritism.	12 15	<input checked="" type="checkbox"/> Ask students to babysit for your child.	16 31
<input checked="" type="checkbox"/> Embrace and celebrate the differences that our school community has to offer.	45		
<input checked="" type="checkbox"/> Report any developing infatuations promptly.	16		
<input checked="" type="checkbox"/> Inform the Principal/DSL of any recent criminal convictions.	45		
<input checked="" type="checkbox"/> Continue to follow Safeguarding guidance when escorting students offsite on trips and residentials.	34		
<input checked="" type="checkbox"/> Use school devices to make recordings or take pictures with parental consent.	36 47		
<input checked="" type="checkbox"/> Ensure that all communication with Staff, Students, parents and external agencies remain respectful and within the working day. (8am - 5pm)	12 45		

