



# Pocklington Community Junior School

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## Staff Code of Conduct

This code of conduct relates to conduct both inside and outside of school and via any external media i.e. social networking sites, mobile phones or any other media.

When interacting with all adults and children, our staff will never say, do or imply anything to undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs

All staff at our school are expected to work within these parameters to maintain and hold our high expectations.

### When dealing with colleagues we:

- Treat each other with courtesy, respect and trust, taking care not to make derogatory or hurtful remarks
- Promote a positive approach to working as a team
- Listen to and enable all staff to have a voice
- Try to keep a sense of perspective and understand differing viewpoints
- Make every effort to be flexible and accepting of change
- Work together in the best interests of the whole school to solve problems
- Share ideas and resources which may help colleagues and pupils maintain our high standards
- Try to remain calm in potentially difficult situations
- Respect confidentiality
- Respect and value the diversity of views and all backgrounds represented
- Value the differing talents of others and use these for the good of the school
- Value and respect colleagues as fellow professionals
- Seek a solution rather than apportion blame
- Avoid personal disputes and resolve conflict immediately in a rational and calm manner
- Do not question decision making in the public domain but seek an audience away from the public viewpoint
- Ensure that actions are taken which take account of and support the roles and responsibilities of others
- Show consideration for colleagues' personal lives when contacting them out of school hours about non-essential matters

### When dealing with children we:

- Treat children with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the professional position of someone working in an educational environment
- Promote our school values of respect, confidence, aspiration, honesty, independence and hard within and beyond the school environment
- Be vigilant in safeguarding pupils' well-being, in accordance with statutory provisions and school guidelines
- Create a safe environment in which children feel safe and are able to trust people around them
- Listen to what they say with sensitivity
- Show a genuine interest in all children
- Model to children how to treat others with respect – peers and adults alike
- Model and consistently show our high expectations of everyone in our school, regardless of position

- Motivate and inspire children to do their best
- Address children appropriately using their agreed names
- Celebrate their successes and encourage, praise and support them
- Work with them to maximise their potential
- Endeavour to remain calm in potentially difficult situations
- Ensure that personal beliefs are not expressed in such a way as might exploit pupils' vulnerability or might lead them to break the law

**When dealing with parents we:**

- Respect that parents and carers may come from different backgrounds
- Take time to listen to them and respect their confidentiality
- Remain calm and display empathy
- Are realistic and honest in our communication
- Work together in the best interest of the child
- Pass any concerns on as appropriate
- Keep appropriate and accurate records as required
- Remain professional and support our colleagues should the need arise
- Encourage their involvement where appropriate and thank them when they have volunteered their help

**Within the school environment we:**

- Follow school policies
- Assess all lessons/tasks for potential risks in order to safeguard children and staff
- Dress appropriately in a smart manner, setting a good example for the children. Blue denim should not be worn within the classroom unless it is an 'own clothes day' for charity. Classroom based staff should not wear insubstantial footwear, such as flip-flops, for health and safety reasons
- All Staff to wear PE kit/comfortable clothing and trainers on their PE day or Sports' Day. Teaching Assistants supporting the teaching of PE can also wear PE kit/comfortable clothing
- Leave mobile phones and other personal devices safely out of reach during teaching time
- Finish hot drinks at break time and leave these in the staffroom when lessons begin. Bottles of water may be taken into class
- Keep the school environment tidy, free from clutter and safe at all times
- Are observant for and report any health and safety concerns without delay

**When talking about our school we:**

- Emphasise the positive and acknowledge our position as ambassadors for our school
- Show loyalty to the school and its population
- Are sensitive to our audience
- Support the agreed structures and policies and uphold its confidentiality
- Work for the good of the whole school community and make every effort to see the wider school picture

**Beyond the School environment:**

- Be aware that the school's reputation and integrity can be compromised by inappropriate staff conduct both during and beyond the school day.
- Staff should be vigilant in protecting both their own and the school's reputation on social media (Ref: See E Safety Policy)
- Conduct outside work may be considered and dealt with under the Disciplinary Procedures Policy and where it is decided that an incident that has occurred outside of work means that an employee is unsuitable to continue

employment with the Trust, the incident may be viewed as an act of gross misconduct and the employee may be summarily dismissed. (Ref: See Disciplinary Procedure Policy for acts of misconduct)

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**Staff Code of Conduct read and agreed:**

**Signed by..... (Staff member)**

**Print name..... Date.....**