



# Code of Conduct For All Staff

## Griffin House Preparatory School

### 1. Introduction

The School's expectation is that all pupils receive the highest possible quality of teaching and learning within a positive and respectful environment.

It is important, therefore, that staff understand that their own behaviour and the manner in which they conduct themselves with their colleagues, pupils, parents and other stakeholders sets an example and affects The School environment.

The School recognises that the majority of staff always act in an appropriate manner and treat others with dignity and respect. However, we consider it important to make clear the standards we expect from staff so that misunderstandings and/or misinterpretation of rules are kept to a minimum.

This Code is intended to set out our expected standards of conduct, our rules and values. It applies to all staff, regardless of status. It is not an exhaustive compilation of what staff can and cannot do but it is hoped that it will ensure everyone is clear about what is acceptable and what is not. The Code is binding on all school staff.

The Code is binding on all school staff. Breaches of the Code and the standards expressed in it could result in disciplinary action, including dismissal for serious offences. We hope, of course, that such action won't be necessary and that all staff will ensure they read the Code and act in accordance with it.

### 2. General Standards and Expectations

All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of pupils. They should adopt high standards of personal conduct in order to maintain the confidence and respect of their peers, pupils and the public in general.

**This Code helps all staff to understand what behaviour is and is not acceptable.**

As a member of The School's staff it is important that you:

- Provide a high standard of service in your dealings with colleagues, pupils, parents and other stakeholders whether in person, by telephone, letter or e-mail. Be polite, responsive and treat people with respect. Be as clear as possible about any decisions and actions you take and the reasons for them
- Always use appropriate language and never demean, distress or offend the decency of others. This may happen, for example, by displaying material or pictures that could be seen as offensive, or by making degrading, suggestive or insensitive comments or remarks
- Respect the rights of others and treat them with dignity. Never threaten, bully, fight with or assault anyone
- Never steal, damage or take items that belong to others (see 3 (d) below in relation to confiscation of items from pupils). Hand lost property in to the office
- Do not discriminate against, harass or victimise anyone you meet in the course of your work, on any grounds, including the protected characteristics (Equality Act 2010):
  - Age
  - Race (which includes colour and ethnic / national origin)
  - Disability
  - Religion or belief

- Gender
- Gender reassignment
- Pregnancy or maternity
- Sexual orientation
- Marital or civil partner status
- Working on a temporary or part time basis
- Trade Union involvement

(Note that discrimination, harassment and victimisation include the use of language, making remarks, telling jokes, displaying materials or behaving in a way that may be interpreted as discriminatory, even if not directed at a particular individual[s])

- Raise any concerns about inappropriate behaviour by pupils, parents or colleagues, or about the internal workings of The School by following the appropriate procedure
- Promote The School's vision, ethos and values
- Comply with School policies and any other rules, regulations or codes that apply to your work and the workplace
- Do not make public statements about The School without first obtaining authorisation from the Head
- Avoid actions that may discredit The School or bring it into disrepute, this explicitly includes the expression or promotion of partisan views in personal conduct or delivery of the curriculum
- Ensure that you are not under the influence of alcohol during working hours. (The Head will decide if it is appropriate for alcohol to be made available at staff parties/social events)
- Do not abuse drugs
- Do not disclose or misuse confidential information
- Do not engage in, or encourage, gossip, rumour or innuendo

### **3. Working Practices**

An atmosphere of mutual confidence, trust and respect between managers and staff is essential to achieving The School's aims and targets and providing a high quality of teaching and learning.

As a member of staff you should:

- Promote The School in a positive manner
- Work reliably and in accordance with The School's policies and practices as well as any other rules and regulations that apply to your work and/or the workplace
- Carry out any reasonable instructions given to you by your manager and/or Head
- Recognise that you are part of a team and that everyone should be
- Working together to achieve similar aims for the benefit of pupils

#### **(a) Management and Staff Relations**

An atmosphere of mutual confidence, trust and respect between managers and staff is essential to achieving The School's aims and targets and providing a high quality of teaching and learning.

As a manager you should, in addition:

- Support and assist staff to carry out their work properly, including the implementation of The School's Induction Policy for all new staff
- In your dealings with your staff, act in accordance with the relevant local and national conditions of employment/service
- Give feedback and advice on areas for further development to assist staff in meeting objectives
- Aim to develop staff to meet current and future needs of The School
- Consider constructive suggestions for improvements to working practices and standards
- Treat all staff fairly, consistently and with dignity
- Provide a safe and healthy working environment free from discrimination and harassment

## **(b) Professional Standards & Relationships**

Staff are expected to demonstrate the highest possible standards of personal and professional conduct and behaviour and consistently act with honesty and integrity. The school expects staff to treat each other, pupils, parents and the wider school community with dignity and respect at all times.

Furthermore, staff must have regard for the ethos and values of the school as well as its policies and procedures and act in accordance with these at all times, including in their dealings with those who come into contact with the school e.g. visitors.

Staff must act in accordance with their duty of care to pupils and ensure that the safety and welfare of the children and young people at the school are accorded the highest priority. In this and other ways staff should always maintain standards of conduct and behaviour which sustain their professional standing and that of the school.

Teachers are reminded of, and are expected to uphold, their wider responsibilities as set out in the Teachers' Standards, including an understanding of, and acting within, the statutory frameworks which set out their professional duties and responsibilities.

Staff should ensure that their relationship with pupils is appropriate to the age, maturity and gender of the pupils, taking care that their conduct does not give rise to comment or speculation. Attitudes, demeanour and language all require care and thought.

Staff should act in an open and transparent way that would not lead any reasonable person to question their actions or intent. Staff should think carefully about their conduct so that misinterpretations are minimised.

## **(c) Relationships with Parents**

Staff are expected to interact with parents in a polite and respectful manner and recognise parents' entitlement to express any concerns they may have about their child's learning, safety or wellbeing. Staff should avoid discussing school matters with parents outside school if approached and should instead refer the parent to the normal school communication channels.

## **(d) Honesty & Integrity (including gifts, rewards & favouritism)**

Staff must maintain the highest standards of honesty and integrity in their work. This includes the handling and claiming of money and gifts and the use of school property and facilities.

All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept, or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should refer to the schools Whistleblowing Policy.

Large (exceeding £100) or regular gifts from suppliers, parents or associates of the school must be declared to the Headteacher, or to the Proprietor if the Headteacher is the recipient, with the exception of 'one off' token gifts from students or parents. Personal gifts from individual members of staff to individual students are inappropriate and could be misinterpreted. It is acceptable for staff to offer prizes of small value in certain tasks or competitions.

## **(e) Conduct Outside Work**

Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school community.

In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable and could lead to dismissal.

## **(f) Reporting Malpractice and Improper Conduct**

Most problems and concerns within the workplace can be fairly easily resolved, often informally. Sometimes it is necessary to use a more formal route, such as The School's Grievance Procedure. Very occasionally, however, more serious issues may arise involving, for example, unlawful conduct, financial malpractice, corruption, health and safety issues or other actions, which are not in the best interests of the pupils or The School.

You may be worried about raising serious issues, perhaps concerned that you may be mistaken, that you may lose your job or otherwise suffer some form of retribution as a result. However, The School actively encourages an atmosphere to enable you to raise concerns about malpractice at an early stage, in the right way. Provided that you are acting in good faith, The School will protect you from victimisation or other detriment, even if you are mistaken about the matter. However, you must never raise unfounded allegations maliciously. This would be viewed as a disciplinary matter.

Prior to raising a concern, please note:

- If you are a member of a Professional Association or Trade Union, it may have in place a Code, or rules, which set out how members should behave in relation to raising concerns involving colleagues and/or in relation to dealings with colleagues in general. You are advised, in these circumstances, to familiarise yourself with any such Code or rules or contact your Union for further advice
- Where you have concerns relating to a child protection issue, you should take action in accordance with the Child Protection Policy

## **(g) Fundamental British Values**

All staff at Griffin House School must ensure that their behaviour and conduct is in line with the ethos of the school. They must ensure they show tolerance of and respect for the rights of others. Staff must seek to promote and not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.

Staff must ensure that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

## **4. Safeguarding & Whistle Blowing**

Griffin House School recognises its statutory and moral duty to safeguard and promote the welfare of pupils and understands that staff play a vital role in meeting these responsibilities. Staff must be aware of their individual safeguarding responsibilities, including to provide a safe environment in which children can learn, to be aware of the signs of abuse and neglect, to identify children who are suffering, or are likely to suffer, significant harm and to take appropriate action in such cases to prevent concerns from escalating.

All members of staff must be aware of the school's systems for supporting child safeguarding, including the role of the school's Designated Child Protection Officer (DCPO). The Designated Child Protection Officer (DCPO) is the Headteacher, who takes regular training. In addition there is a Deputy Child Protection Officer, Tracey White, who will act in the DCPO's absence

Concerns about the welfare of a child must be raised without delay to the school's DCPO in the first instance. In the event that none of the above are available Buckinghamshire County Council's Safeguarding team should be contacted (0845 4600001 or 01296 383962 email: [secure-cypfirstresponse@buckscc.gcsx.gov.uk](mailto:secure-cypfirstresponse@buckscc.gcsx.gov.uk)). There should be no delay in reporting a concern if there is risk of immediate serious harm to a child.

Staff should be familiar with the school's child protection policy. All staff will receive appropriate child protection training and will be provided with guidance on child safeguarding as part of their induction to the school.

Staff must take the upmost care of pupils under their supervision with the aim of ensuring their safety and welfare. Staff must not demean or undermine pupils, their parents or carers, or colleagues.

Staff should acknowledge their individual responsibilities in bringing matters of concern to the attention of senior leadership in the school. This is particularly important where the welfare of children may be at risk.

The Public Interest Disclosure Act 1998 (as amended) gives protection to people who disclose reasonable concerns about serious misconduct or malpractice at work. This is sometimes known as Whistleblowing. The Governing Body of the school will treat all matters of malpractice very seriously and allegations about such matters will be dealt with quickly and with appropriate confidentiality.

All staff need to ensure they are fully aware of the school's **Safeguarding and Child Protection Policy** and the school's **Whistleblowing Policy**. These can be found in the Shared Teachers' Area –

## **5. School Policies and Procedures**

All members of staff must comply with The School's policies and procedures. This policy has been drafted to comply with School Policies and Procedures. Policies are available on request to the Head.

## **6. Dealings with Pupils**

As a member of staff you are expected to:

- Work towards and encourage the highest possible level of achievement for all pupils
- Value and respect all pupils equally, treating them in a polite, positive, responsive and considerate manner
- Apply The School's Behaviour Policy as situations demand in order to encourage and develop appropriate behaviours
- Ensure that items confiscated from pupils are left in a safe place, ideally labelled and locked away. Parents/guardians should be informed about when items will be returned
- Act in accordance with The School's Safeguarding Policy
- Ensure that you do not breach professional boundaries and do not act in a way that could be misinterpreted or otherwise leave you vulnerable to allegations of inappropriate behaviour

### **(a) Physical Contact**

As a general principle staff will refrain from making unnecessary physical contact with their pupils. When physical contact is made with pupils this should be in response to their needs at the time, of limited duration and appropriate given their age, stage of development, gender, ethnicity and background.

It is unrealistic and unnecessary, however, to suggest that staff should touch pupils only in emergencies. In particular, a distressed child, especially a younger child, may need reassurance involving physical comforting, as a caring parent would provide. Staff should not feel inhibited from providing this.

Staff should never touch a child who has clearly indicated that he/she is, or would be, uncomfortable with such contact, unless it is necessary to protect the child, others or property from harm .

Physical punishment is illegal as is any other form of physical response to misbehaviour, unless it is by way of necessary constraint.

Staff who have to administer first aid to a pupil should ensure whenever possible that this is done in the presence of other children or another adult.

Following any incident where a member of staff feels that his/her actions have been, or may be, misconstrued, the incident should be immediately reported to Senior Management.

Any formally agreed plan for children with SEN or physical disabilities should be understood and agreed by all concerned, including parents/carers and staff should be provided with relevant information about vulnerable pupils in their care.

Extra caution may also be required where it is known that a child has suffered previous abuse or neglect. Many such children are often needy and seek out inappropriate contact, thereby leading staff to be vulnerable to allegations of abuse.

Staff should be particularly careful when supervising pupils in a residential setting, or in approved out of school activities, where more informal relationships tend to be usual and where staff may be in proximity to pupils in circumstances very different from the normal school/work environment.

These guidelines should be applied, where appropriate, to contact between adults.

### **(b) Infatuations**

Staff need to be aware that it is not uncommon for students to be strongly attracted to a member of staff and/or develop an infatuation. Staff should be aware that such circumstances always carry a high risk of words or actions being misinterpreted and for allegations to be made against staff.

A member of staff who becomes aware that a student may be infatuated with themselves or a colleague should discuss this at the earliest opportunity with a senior colleague so that appropriate action can be taken. In this way, steps can be taken to avoid hurt and distress for all concerned.

### **(c) Behaviour management and use of reasonable force**

Any form of physical/verbal violence towards pupils, staff or parents will not be tolerated at Griffin House. Corporal punishment is unlawful in all schools and physical force should never be used as a form of punishment; to do so is likely to constitute a criminal offence.

## **7. Health and Safety**

The School aim is to promote good health and ensure safe working practices for staff, pupils, parents, other stakeholders and visitors. Staff of The School also have a legal responsibility to contribute to a safe working environment. Failure to accept this responsibility may put themselves and/or others at risk.

You should ensure that you:

- Read and understand The School's Health and Safety Policy
- Comply with Health and Safety Regulations and use any safety equipment and protective clothing supplied to you by The School
- Comply with any hygiene requirements
- Comply with any accident reporting requirements
- Never act in a way which might cause risk or damage to any other members of The School community, or visitors

## **8. First Aid & Intimate Care**

In cases where first aid or medication needs to be administered, all staff should adhere to the school's **Health and Safety Policy** and the **Griffin House First Aid & Administration of Medicines Policy**.

All children have a right to safety, privacy and dignity when contact of an intimate nature is required. A care plan should be drawn up and agreed with parents for all children, including those with special needs, who require intimate care on a regular basis.

In this regard staff should:

- adhere to the school's intimate care guidelines;
- make other staff aware of the task being undertaken;
- explain to the child what is happening;
- consult with colleagues where any variation from the agreed procedure or care plan is necessary and record the justification, sharing the information with parents.

## **9. Appearance and Dress**

It is expected that:

- When at work, or representing The School, you ensure that your appearance is neat and clean
- You always dress in a manner which is appropriate to your role and the circumstances or setting in which you work
- You remember that you are a role model for pupils and your appearance and dress should reflect this important and unique position
- You do not dress in a way that may cause embarrassment to pupils, parents, colleagues, other stakeholders or visitors. (for example: consider appropriateness of T-Shirts with slogans)

Ultimately, it will be for the Head to decide whether a member of staff's appearance and/or dress is appropriate or not.

The Head must ensure that the rights of employees to dress as they please, and in accordance with their principles and beliefs, is balanced with the need for The School to promote a suitable image to its stakeholders. At all times, care will be taken not to discriminate in relation to appearance and dress requirements.

## **10. Hours of Work and Attendance**

It is important that all staff are in school at their agreed starting time and do not leave before their agreed finishing time. Bad timekeeping and poor attendance increases costs, causes disruption for others and has an adverse effect on pupils' education.

It is recognised that the majority of staff are punctual and do not take time off without good cause or obtaining prior permission.

Our expectations are that:

- You attend work in accordance with your contract of employment and associated terms and conditions in relation to hours, days of work and holidays
- Wherever possible, you make routine medical and dental appointments outside of your working hours or during holidays. The only exceptions to this requirement will be in the event of an emergency or particular difficulty, in relation to hospital appointments (which are rarely negotiable) or to attend for ante-natal care if you are pregnant. Pregnant employees are entitled to paid time off for ante-natal appointments. In any circumstances, however, you should agree time off with the Head at the earliest opportunity to ensure that adequate cover arrangements can be made
- Any member of staff taking leave without permission will be subject to disciplinary action

## **11. Sickness Absence**

All staff are expected to follow The School's absence reporting procedure when they are absent from work due to illness or injury.

This procedure includes notification as early as possible on the first day of absence, keeping The School informed where absence continues, requirements for the provision of medical certificates and procedures on return to work.

## **12. Sensitive Information and Confidentiality**

It is expected that staff will use sensitive information properly and have due respect for confidentiality.

If you have access to such information, you should ensure that you:

- Know what information The School treats as confidential (check with the Head if you are

- unsure)
- Know who is entitled to have access to what information (check with the Head if you are unsure)
  - Are responsible and professional in using and allowing access to personal information on pupils, parents, staff, governors and any others
  - Use personal information in line with the principles of the Data Protection Acts. Such data must:
    - Be obtained lawfully and fairly
    - Be held only for specified and lawful purposes
    - Be relevant and just sufficient for those purposes
    - Be used or disclosed for no other purpose
    - Be accurate, up to date, and kept only as long as is necessary
    - Be held securely to prevent unauthorised access or tampering
    - Be available for inspection and correction by the person it is about
    - Not be transferred to countries outside the European Economic Area without adequate protection

### 13. Use of School Resources

**School communications systems and equipment, including electronic mail and Internet systems,** along with their associated hardware and software, are for official and authorised purposes only. The Head may authorise personal use which:

- Does not interfere with the performance of professional duties
- Is of reasonable duration and frequency
- Serves a legitimate school interest, such as enhancing professional interests or education
- Does not overburden the system or create any additional expense to The School

The Head should consider carefully discretionary use for any other purpose.

Staff are expected to conduct themselves honestly and appropriately on the **Internet**, and respect the copyrights, software licensing rules, property rights, privacy and prerogatives of others.

Internet users are prohibited from transmitting or downloading material that is obscene, pornographic, threatening, racially or sexually harassing, or in any way contravenes the Equal Opportunities Policy. Chat rooms may not be visited, nor sites known to contain offensive material.

The keeping of a personal diary on the Internet (whether at school or at home) where reference is made to The School without authorisation is not acceptable as such usage could cause harm to the reputation of The School and may undermine the confidence of parents.

Staff should not post photos of staff events on Facebook without getting consent from those featured in pictures.

### 14. Use of Technology and Information Technology

#### (a) Inappropriate I.T. Usage

Under no circumstances should adults in schools access inappropriate images on the internet or access any other site which could call into question the member of staff's suitability to work with children. The same rule applies to the use of the school's equipment by members of staff at home, e.g. use of laptops.

Accessing indecent images of children on the internet, and making, storing or disseminating such material, is illegal and is likely lead to criminal prosecution and may result in barring from work with children and young people.

Personal property of a sexually explicit nature such as books, magazines, DVDs or such material on any electronic media must not be brought onto or stored on the school premises.

## **(b) Social Media & Networking**

Social networking sites and blogging are extremely popular. Staff must not post material which damages the reputation of the school or which **causes concern about their suitability to work with children and young people**. Those who post material which could be considered as inappropriate could render themselves vulnerable to criticism or allegations of misconduct or disciplinary action.

It is not recommended that staff use these sites, however if staff have a profile they must ensure that they:

- Keep their profile private.
- Lock all pictures and make sure that they can only be seen by 'friends'.
- Be careful of profile content.

Social networking sites offer the opportunity for communication with children, young people and their parents outside normal professional boundaries. School staff must take care to protect their privacy and protect themselves from risk of allegations in relation to inappropriate relationships and cyberbullying. Staff must not develop or maintain online relationships with parents or pupils through social networking sites, instant messaging or other media, whether this is through school or personal IT facilities.

Staff in school should not establish or seek to establish social contact with pupils for the purpose of securing a friendship or to pursue or strengthen a relationship. This includes social networking and blogging. Even if a pupil seeks to establish social contact, or if this occurs coincidentally, the member of staff should exercise her/his professional judgment in making a response and be aware that such social contact in person, by phone or on the internet could be misconstrued and may place the member of staff in a very vulnerable position.

Staff and volunteers must not give their personal details such as home/mobile phone number; home or e-mail address to pupils unless the need to do so is agreed with senior management.

Staff should advise senior management of any regular social contact they have with a pupil, where it is apparent that it may give rise to a concern. This can also apply to social contacts made through outside interests or through the staff member's own family.

## **(d) Taking and Storing Photographs**

Staff should not use their personal mobile phone as a camera in school. Any photograph/video must be taken using school equipment. Staff must only save images on school computers/devices.

When taking photographs staff need to:

- ensure that all images are available for scrutiny in order to screen for acceptability.
- be able to justify images of children in their possession.
- avoid making images in one to one situations.

## **(e) Use of Mobile Phones**

Staff are not permitted to make/receive calls/texts during contact time with children. Emergency contact should be made via the school office. Use of phones (inc. receiving/sending texts and emails) should be limited to non-contact time when no children are present e.g. in office areas, staff room, empty classrooms.

Staff should have their phones on silent or switched off and out of sight (e.g. in a drawer, handbag or pocket) during class time.

Mobile phones should not be used in a space where children are present (eg. classroom, playground).

It is also advised that staff security protect access to functions of their phone.

Should there be exceptional circumstances (e.g. acutely sick relative), then staff should make the Headteacher aware of this and can have their phone in case of having to receive an emergency call.

It is also recognised that some children's medical needs may necessitate the use of mobile phones; these instances will be covered in the individual care plan.

Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take recordings of children, or sharing images. Legitimate recordings and photographs should be captured using school equipment.

Staff should report any usage of mobile devices that causes them concern to the Headteacher.

We recognise that mobile phones provide a useful means of communication on offsite activities.

However staff should ensure that:

- Mobile use on these occasions is appropriate and professional (and will never include taking photographs of children).
- Mobile phones should not, wherever possible, be used to make contact with parents during school trips – all relevant communications should be made via the school office.
- Where parents are accompanying trips they are informed not to make contact with other parents (via calls, text, email or social networking) during the trip or use their phone to take photographs of children.

## **15. Keeping Within the Law**

Staff are expected to operate within the law. Unlawful or criminal behaviour, at work, or outside work, may lead to disciplinary action, including dismissal, being taken against you.

You must ensure that you:

- Uphold the law at work
- Never commit a crime away from work which could damage public confidence in you or The School, or which makes you unsuitable for the work you do. This includes, for example:
  - Submitting false or fraudulent claims to the Council or other public bodies (for example, income support, housing or other benefit claims)
  - Breaching copyright on computer software or published documents
  - Sexual offences which will render you unfit to work with children or vulnerable adults
  - Crimes of dishonesty which render you unfit to hold a position of trust
- Write and tell the Head immediately if you are charged with, or convicted of, any crime whilst you are employed at The School. (This includes outside of your working hours). The Head and/or governors would then need to consider whether this charge or conviction damages public confidence in The School or makes you unsuitable to carry out your duties

### **FURTHER ADVICE**

If there is anything in this Code that you do not understand, you should speak to the Head.

<b>Date</b>	<b>Position</b>	<b>Name of reviewer</b>	<b>Date of next review</b>
Jan 2016	Headmaster	Tim Walford	April 16
April 2016	All Staff	Tim Walford	July 17
July 2017	Headmaster	Tim Walford	July 2018
Jan 2018	All Staff	Tim Walford/Tracey White	July 2018
January 2019	Head	Tim Walford	January 2020
January 2019	Chair of Governors	Mr A. Khan	January 2020

**Aide memoire for all staff**

All members of the school community have a right to be treated with respect and dignity. Staff and volunteers must not use any form of degrading treatment to punish or undermine a pupil or colleague. The use of sarcasm, demeaning or insensitive comments towards others is not acceptable in any situation. When speaking to pupils or adults, we always consider how we would expect to be spoken to ourselves. **Shouting aggressively is not acceptable in any situation.**

### **As professionals we will:**

- use a positive statement rather than a negative one so that children can learn what we expect of them in any situation.
- use a calm tone of voice at all times, to explain something to or instruct the children, so that they can follow our words without feeling threatened or uncomfortable.
- avoid using sarcastic words or phrases as these demean others and prevent them from developing high self-esteem.
- act in a professional manner and speak respectfully towards colleagues, irrespective of our relative position or status within the school hierarchy.
- speak politely to one another.
- be approachable, friendly and welcoming to other adults in school – both staff members and visitors.
- be flexible and understanding of unexpected changes within the school day.
- communicate clearly and honestly.
- address concerns openly and honestly with the person to whom the concern is addressed, whenever possible, without publicly criticising anyone.
- never act in a way that publicly undermines a colleague.
- take responsibility for our actions and be prepared to apologise when we have made mistakes and undertake to learn from those errors.
- not deliberately discriminate or ostracise certain members of staff.
- avoid the establishment of ‘cliques’ within the staff body.
- support the professional development of all colleagues.
- avoid workplace gossip and negativity as it breeds resentment and becomes a roadblock to effective communication and collaboration. We all have a duty to take active steps to divert conversations away from this if we come across it.
- work as part of a team, contributing as well as learning from others and helping to build up a strong workforce.
- treat everyone with respect.
- behave in a positive way despite any personal problems that we may have, especially in front of children.

### **Written Confirmation**

**Declaration of receipt**

I confirm that I have read the Griffin House Code of Conduct and agree to act in accordance with it. I understand that any unlawful or unsafe behaviour could lead to appropriate legal or disciplinary action being taken.

Name: *(please print)*: .....

Signature: ..... Date: .....

*Please return this slip to the School Office as soon as possible*