



Amber Primary School and Children's Centre

Code of conduct

DRESS CODE

The staff at Ambler, take pride in their appearance and wear smart, professional, comfortable clothing which is appropriate to their role. All staff employed by or volunteering at Ambler:

1. Do not wear any clothing that can be seen 'up, down or through' and are mindful of the length of skirts and shorts and of the depth of necklines
2. Wear footwear that is suitable for moving safely inside the building as well as outdoors – NO FLIP FLOPS
3. Ensure that any slogans on clothing are of an appropriate and inoffensive nature
4. Ensure that tattoos are, where possible, are covered but where they are more visible are appropriate to working with children
5. Do not have fingernails which are too long and could be a health and safety concern when e.g. changing babies' nappies
6. Do not wear jewellery that distracts from their role or that could cause a health and safety concern to themselves or others e.g. very large hoop / dangly earrings
7. Act as role models to the children and do not wear blue denim Jeans, Skirts or Dresses in an effort to support and drive the school uniform. Denim Jackets may be worn but not inside the building.

MEETING AND GREETING

Staff at Ambler, recognise the importance of building positive relationships with all stakeholders. The team maintain a friendly, approachable and professional manner and understand the importance of listening and being supportive. Staff endeavour to:

1. Use the stakeholders' name
2. Keep good eye contact
3. Remain calm and professional particularly when dealing with sensitive situations
4. Welcome all visitors with a friendly manner
5. Make positive first impressions
6. Communicate (whether face to face or the phone) in a polite manner

ICT

The use of ICT is integral to many aspects of an educational setting and is used to enhance general practice, staff at Ambler:

1. Follow the e-safety policy at all times
2. All mobile phones should be locked away during the school day – If you need to be contacted in an emergency you can use the school or CC reception number.
3. Do not use computers / the internet for personal reasons in public areas or during work time
4. Check that the websites they intend to use with pupils are appropriate prior to lessons / learning
5. When unattended your PC should be locked as a security measure. Privacy screens will be supplied for PC's in public areas.
6. Are aware that certain items (e.g. ipads) and networks are used by both staff and children and therefore do not download inappropriate or personal apps / documents

7. Do not make comments about work, school or children on social networking sites and do not make social connections with present or past students who are under 18 e.g. Facebook friend requests
8. Check work email regularly (daily where possible)
9. Any sensitive data should be sent via secure email such as Egress.

DIALOGUE AND COMMUNICATION

Staff members at Ambler demonstrate integrity both inside and outside of the School and Children's Centre in their conduct towards everyone. They earn the trust of stakeholders in how sensitive information and relationships are dealt with and:

1. Remain mindful of confidentiality and communicate responsibly being respectful of how you discuss peoples' lives
2. Respond professionally to informal information and seek advice when unsure of what your responsibility is
3. Use appropriate language and tone of voice
4. Are sensitive to the people/person they are communicating with
5. Do not hold personal conversations around children
6. Listen to all, and are polite/friendly
7. Remain professional regardless of means of communication
8. Understand how to speak to children and other adults and are positive role models
9. Difficulties with relationships in the provision are dealt with together
10. Maintain a professional approach with parents and carers when communicating with them e.g. Organising official meetings, when necessary
11. Ensure comprehensive handover of information among staff when there is a change of personnel e.g. job share / lunchtime supervisor / specialist teaching staff / extended day care

MAINTAINING GOOD PRACTICE

Staff at Ambler, are involved in developing and maintaining good practice to support the children and parents/carers to 'achieve more' and:

1. Lanyards are to be worn at **all times around the neck** for identification and security purposes.
2. Have an awareness of health and safety, child protection procedures, knowing designated members of staff (safeguarding policy and procedures)
3. Consistently model good practice and always intervene or bring to the immediate attention of SLT when they see someone acting inappropriately or in a way that contradicts good practice
4. Consider all aspect of a child's life and their individual needs when working with and supporting children and adults
5. Are aware of professional boundaries with parents including not working or babysitting for parents in a private capacity (safeguarding)
6. Maintain a 'can do', solution focused positive attitude
7. Are punctual and ready for work – Arriving well in time and prepared for the day ahead
8. Ensuring your tasks for the day are completed in full and your working area is prepared for the next day
9. Share responsibility and ownership for the work, vision and ethos of the school and children's centre
10. Are open to developing their own practice and supporting the development of others
11. Strive to maintain an open door policy in all communications with each other and other stakeholders