



MOWDEN HALL SCHOOL

STAFF CODE OF CONDUCT

It is expected that the staff at Mowden Hall will conduct themselves in a professional and civilized manner. They are role models for the pupils at the school, and as such it is expected that they will keep to the following guidelines.

STAFF CODE OF CONDUCT WITH CHILDREN

Staff should be extremely aware of Safeguarding issues. The Staff should avoid putting themselves (or indeed children) in a vulnerable position. For example:

- Staff should be wary to avoid a situation when they are 1:1 with a child in an enclosed environment.
- When coaching games, staff should avoid close personal contact when demonstrating technique.
- Staff should not be connected to or interact with current pupils on social media. There may be situations when staff are connected to past pupils (we would advise against connecting with anyone under 18 years of age), or parents. Indeed, there may be family connections between staff, pupils and parents. Should this be the case, staff are advised to ensure their settings are set to a suitable standard to make sure they do not inadvertently connect or interact with current pupils.
- Staff should not divulge personal details to children.
- Staff should avoid contact with children, outside of the School, which is not school related.
- Staff should avoid creating personal friendships with children, and should aim to keep relationships with children on a professional level.
- Staff teaching individual music lessons should be particularly aware that they do not place themselves or children in a vulnerable position.

DRESS

- Staff are expected to set appropriate standards of personal appearance and dress. This will normally indicate a jacket and tie for the male staff and a skirt or smart trousers for females. Exceptions will be informed by common sense:
- Staff regularly taking P.E. may need to wear a tracksuit during the day.
- Hot weather may indicate a more relaxed style of clothing.
- Staff are expected to change appropriately for games and are expected to change after games.

ATTENDANCE

Punctuality is important and staff are expected to be at the right place at the right time.

Assembly: All staff are expected to attend the morning assembly at 8.30a.m. unless the Headmaster has agreed absence.

Lessons: Should always begin on time. The pupils should not be released until the end of the lesson. This also applies to supervised prep.

Lunch: All staff are expected to attend weekday lunches unless it is their half day. It is an important social occasion and a time when staff are able to educate children about their eating habits.

Term Breaks: Staff who live on the School site are expected to welcome children and parents back to school at the beginning of term, and at half terms, unless otherwise agreed with the Headmaster.

Illness/Absence: In the event of illness, please would staff inform the Headmaster and Assistant Head (Admin) as quickly as possible. They should keep the School regularly informed as to how long the illness is likely to last.

For any other absences from School, permission should be sought from the Headmaster well in advance of the occasion. The Deputy Head and Assistant Head (Admin) should also be informed of absences so that the necessary adjustments can be made.

APPELLATION

- While staff are likely to be on Christian name terms socially, surnames and titles should be used in front of children.
- When addressing children, staff should use Christian names. Children are expected to address male members of staff and visitors as 'Sir' and female members of staff should be addressed as 'Mrs. Lake' or 'Miss Wild', for example.

STAFF ROOM

- The Staff Common Room is open at all times, both for work and for social meetings. The Secretaries will put post and messages for members of staff into their appropriate pigeonhole.
- The principle notice board for staff is in the Staff Common Room. Staff should check the board every morning. A weekly timetable is continually displayed and any changes that may be necessary are displayed as far in advance as possible. Staff are encouraged to entertain any visitors in the lounge area of the Staff Room, as there are often confidential notices on the boards in the 'working area'. Staff are not encouraged to take parents into the Staff Room.

PARENTS

Parents are welcome at School and should be treated with courtesy. They have a right to expect sensible and straightforward answers to questions about their children.

DISCIPLINE

- It is anticipated that a competent teacher will not experience serious or long-term disciplinary problems at Mowden Hall. However, in the case of exceptions, it is essential problems are discussed with the Headmaster or Deputy Head so that appropriate support and guidance can be provided. For further details on discipline please see Behaviour and Sanctions Policy.
- It is essential that the staff at Mowden Hall work as a close team in dispensing discipline. A consistent approach is the most effective approach.

SMOKING

Mowden Hall School is a No Smoking zone. If staff wish to smoke, they must leave the School site outside of their allotted working hours.

PERSONAL BELONGINGS – MOBILE PHONES AND MEDICATION

In relation to EYFS all staff should ensure that their personal belongings are stored in a locked cupboard. This includes mobile phones (which must not be used in school) and any staff medication.

SUMMARY

All the employees of Mowden Hall are role models to the children. It is consequently essential that they conduct themselves in a civilised manner.