

## **PROFESSIONALISM – WHAT DOES THIS MEAN AT HEMINGFORD GREY PRIMARY SCHOOL?**

**This code of conduct was established following discussions with all staff at the school September 2018**  
The school follows the DfE Guidance on Safer Working Practice for Adults and Young People who work in Educational settings

### Policies and procedures

Once agreed, support policies, aims, climate and ethos of school.  
Be pro-active and read and follow ALL policies and procedures rigorously including those relating to safeguarding and health and safety.  
Read, understand and follow key safeguarding policies.  
Ensure Duty of Care is carried out.  
Any school related issues must not be aired on social networking sites.

### Body Language

Smile lots. Say hello/good morning/afternoon, followed by name.  
Tone of voice appropriate to the occasion.  
Shouting is rare.  
Lots of positive comments and praise.  
Sarcasm and humiliation are never appropriate.

### Behaviour Policy

Golden rules apply to adults as well as children.  
Apply the policy consistently and fairly.  
Don't pre-judge any situation – always investigate fully.  
Model appropriate behaviour and language for the children. (Don't sit on tables, don't put feet up on chairs/tables, don't slouch).  
Act as role model for children (Think of the impact of this outside school too)

### Dress Code

Smart/Casual and fit for purpose. (Don't 'Dress for the Beach', keep skirt length appropriate, no strappy tops). No Denim.  
Smart PE kit can be worn on the day that PE takes place (need to change if have a meeting). Hair tied back.

### Respect the environment

Return anything you borrow from colleagues.  
Put everything back in the correct place.  
Keep the classroom and school orderly, clear of clutter and ensure they are inspirational learning places.  
Classrooms must always be left in readiness to learn for the next day.  
'Floor, no store', resources not balanced on top of cupboards, no piles of papers.

### Have high standards and expectations

For ALL children.  
Support and challenge ALL children appropriately.  
Engage positively with all CPD opportunities provided to develop own practice.  
Take personal responsibility for developing and furthering own practice.  
Be organised and be prepared to deliver high quality lessons.

### Fulfil commitments

Messages/letters for parents, ensure that they get there.  
Take the responsibility to meet deadlines; stress is caused for those waiting and also for person who misses deadline.  
Ensure appropriate time is given when asking others to complete tasks.  
Support the TEAM ethos of the school by working together.

### Relationships

Treat and value all adults and children fairly and equally.  
Do not discriminate.  
Be consistent so that people know where they are with you.  
Ensure you follow the Safer Care code of Conduct policy and interact appropriately with children in school.  
Do not engage in any social networking sites with pupils

### Attitudes

Be positive and upbeat – this builds a positive working and learning environment.  
Be polite and respond/relate professionally and appropriately.  
Rudeness is not acceptable and needs to be followed by an apology and/or explanation.  
Be honest.  
Act with integrity.

