

Hanley St Luke's Church of England Academy



Code of Conduct for Adults in School

Hanley St Luke's Church Of England Academy expects all children to receive high quality teaching and learning in a positive and respectful environment. Employees of the Trust should ensure that their own behaviour, and the manner in which they conduct themselves with colleagues, children, parents and stakeholders, sets a positive and professional example for children.

You are expected to uphold the following principles:

- Selflessness: - your decisions must be taken in terms of the values and mission of the Academy Trust and not in order to gain financial or other material benefits.
- Integrity: - you must not place yourself in a situation where your position is compromised.
- Objectivity: - all decisions must be made on merit alone
- Accountability: - you must accept accountability for your decisions and actions
- Openness: - you should be as open as possible about all your decisions and actions
- Honesty: - you should declare any private interests relating to your duties and take lawful steps to resolve any conflicts to ensure that public interest is protected.
- Leadership: - you must support and promote these principles by example.
- Conduct: - you must avoid bringing the Trust into disrepute (e.g. by the use of social networks, the internet or other means be it verbal, activity or otherwise)
- Respect: - you must treat others with respect

Be a positive role-model for students, colleagues, parents and visitors

- Listen to and value each individual.
- Acknowledge the feelings and anxieties of others.
- Maintain confidentiality at all times, including off-site.
- All complaints should be dealt with in the appropriate manner, either in private or within a formal meeting. Avoid public displays of negative attitudes or behaviour.
- Maintain a positive outlook and approach; praise and encourage children for their efforts, behaviour, and achievements.
- All staff are expected to remain vigilant about the safety and well-being of all pupils in and around school. Any concern about any child must be reported to the designated safeguarding leader, or her deputy.
- Report any inappropriate attitude or behaviour, in order to maintain consistency of practice in keeping children safe and preserving their positive well-being and relationships with staff.

Respect the right of every child to privacy.

- **Never** discuss individual or groups of children in view or hearing of other pupils or adults. Show discretion and sensitivity.
- It is school policy that any incidents involving students, or family, of members of staff are dealt with by other colleagues.

Respect school resources

- Share resources with colleagues and always return to their appropriate storage place
- Take collective responsibility for communal areas such as: STEM room, school library and staff room