



BRANWOOD  
PREPARATORY  
SCHOOL

## Staff Code of Conduct Policy

Version	2 (Version 1 May 2014)				
Policy reviewed on	May 2017				
Policy Written by	Mrs Flynn				
Policy seen by Headmistress and Governor on  (date / signature)					
Policy Review Date	May 2018				

**This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.**

## **Staff Code of Conduct**

The School expects employees to behave appropriately, courteously, professionally and responsibly within the following guidelines:

- To comply with all policies, guidelines, legislation and procedures which aim to safeguard children and the school community.
- Carry out their professional duties under the reasonable direction of the Headmistress and SMT.
- Have high expectations of all pupils and themselves.
- Hold positive values and attitudes and adopt high standards of behaviour in their professional role.
- Ensure that the interests of pupils remain paramount at all times
- Go beyond the call of duty for our pupils
- Promote and develop the business and affairs of the School
- Carry out duties professionally, on time and to a satisfactory standard
- Promote good behaviour, be responsible, honest and respectful
- Hold high ethical values and do not abuse your position for personal gain
- Maintain a high standard of integrity in all school relationships
- Exercise diligence with regard to the care of all School property and equipment
- Devote your whole time and attention to the School's activities during working hours
- Ensure that you undertake no other work or activities which are likely to be prejudicial to the interests of the School
- Undertake any duties which may reasonably be requested and which are within your skills and capabilities
- Observe all legal and ethical requirements applicable to the School
- Keep confidential all information gained during the course of employment about the School or that of pupils and other stakeholders
- Ensure you provide such explanations, information and assistance as to your activities as may be required by the School from time to time and be helpful and obliging to all colleagues and management

<b>Version</b>	<b>Date of Review</b>	<b>Reviewer</b>	<b>Changes made</b>
2	May 2018	Mrs Flynn	Updated layout