

FALKNER HOUSE STAFF CODE OF BEHAVIOUR

Nursery – Year 6 (therefore includes EYFS)

GENERAL

All staff must adhere to the highest professional standards of behaviour at all times when on the premises or in the neighbourhood. They must not bring the school or teaching profession into disrepute. This means:

- no alcohol is to be consumed within school hours.
- no smoking on site ; staff should never smoke anywhere in the presence of a pupil.
- All staff including agency and volunteer staff are required to have read, be aware of and comply with of all Falkner House policies and in particular the Child Protection and Safeguarding Policy including Annex A and Part 1 of KCSIE and the Behaviour Policy
- Good humour and civility and non- discriminatory behaviour to colleagues and children alike
- Never making salacious/demeaning remarks to or in the presence of children.
- Never commenting on a child's physical characteristics , development, or making suggestive or derogatory remarks
- Not having undue attachments - if staff suspect that a pupil is becoming inappropriately attached to them or another member of staff, or that your relationship with or feelings towards a child is placing you at risk of unprofessional behaviour they must share their concerns with a senior colleague.

STAFF DRESS CODE

Staff should dress smartly. Jeans, denim and excessively low cut, short or tight clothes should be avoided. Please keep to one earring per ear and no nose studs. Trainers should only be worn by PE staff. There are Falkner House track suits, polo shirts and cagoules available for the PE staff

CONFIDENTIALITY

Staff are reminded that all information relating to pupils and their parents is confidential and protected under the Data Protection Act. Falkner House families should never be discussed with any third party.

STAFF REGISTRATION

All staff must sign in and out on the register kept in the office.

GOING OFF SITE

If staff need to go off site during breaks they must notify the office as they leave and sign in and out in the book provided. Absences should be kept to a minimum.

WHISTLEBLOWING Please see the [Child Protection and Safeguarding Policy](#)

USE OF MOBILES

Staff should turn off mobiles at all times except during lunch or mid-morning breaks. Any phone conversations should be held in private so as not to disturb other staff. The children should not see staff with their phones either in school or out on trips. The only exceptions to this is use of the school mobile when on a trip or at PE.

CONTACT WITH PARENTS

- There should always be extreme politeness to parents
- Parents are addressed formally i.e. “Mr or Mrs x” within the school context. Teachers who have connections with Falkner House families outside school need to be aware of the potential difficulties.
- Letters or written notices from staff to parents must be approved in advance by FR, ED or AG. Copies of individual correspondence with parents should be kept in the appropriate pupil’s online record in pupil notes or section of purple File.
- Staff should use only the school telephone number to contact parents and not their personal mobile or home telephone. They should not give their private contact details
- Any email contact with parents should be via the office and staff should not email parents directly.
- If any parents cause difficulties to staff, FR, ED or AG should be contacted immediately so that appropriate action can be taken and advice and support given.

CONTACT WITH CHILDREN

Further detail relating to contact with children is in the relevant section of the Child Protection and Safeguarding Policy. Please also see the school Internet Security and Data Protection Policies.

GIFTS FROM PARENTS

If a parent gives a present to a member of staff it must be thanked for promptly at least in person or ideally by letter to the parent. Acknowledgment, if appropriate, should also be made to the child in a tactful fashion. If a present has clear child involvement e.g. is handmade the child needs to be thanked in writing. Handmade presents or letter of thanks need particular acknowledgement and thanks. If an individual family gives a present to a teacher worth over c. £150 it should be mentioned to the headteacher. We must always be aware of the sensitivity of this issue and ensure that no parent feels obliged to give anything at all. Equally important is that staff are tactful with each other and generally discreet as regards presents received. Please see the comment under gifts in the parent handbook

STAFF ABSENCE

In the case of ill health, the school should be called as soon as possible. Messages after hours may be left on the answer phone but in this situation either AG, FR or ED should also be contacted on 020 7259 2492 (AG) 07967154218 (FR) or 07779656993 (ED). Short term teacher absence is generally covered in-house as the aim is to minimise disruption for the children. Individual music staff should also notify the Head of Music as soon as possible. The school must always be aware of any alteration in staffing so that appropriate security checks can take place.

Signed

Date

Name

**FALKNER HOUSE STAFF INTERNET and DATA PRIVACY CODES OF PRACTICE Nursery –
Year 6 (therefore includes EYFS)**

I agree

- To check the suitability of any website being used in the classroom before any pupil is present
- That whilst using school devices at school or at home I will access only sites and material that are appropriate.
- That whilst using a personal devices while at school I will access only sites and material that are appropriate.
- That any personal mobile devices that may be brought into school will only have material that is appropriate.
- Not to use a USB stick on any school computer
- To log on to the school's computer network using my unique username and password or the staff log on and not to allow any other staff member to use my username and password.
- Not at any time to log on to any internet chat room or similar facility whilst within the school.
- Not to have cyber contact with pupils e.g. they must not be "*Facebook friends*". Staff should not have direct telephone/email contact with pupils outside school. Any such contact regarding homework/fixtures should be made via parents.
- E-mail communication and any user data held on school equipment may be inspected by the Headteacher. Other Internet based communication, such as web browsing, is monitored using automated software.
- To respect the privacy of the data that the school holds and understand the importance of keeping all information private.
- Not to give details of my username and password for Google Apps to anyone else or utilise another user's account to misrepresent their identity for any reason.
- Not to access (e.g. read, write, modify, delete, copy, move) another user's personal electronic documents (including email) without the owner's permission or as allowed by this policy or by law.
- Not to copy or share school data without permission.
- Not to take personal data (e.g. student data) away from the school without authorisation from the Headteacher. Any electronic data that is taken offsite must be password protected and encrypted. This includes data held on portable equipment (laptops, USB drives) and Internet based file synchronisation tools, such as Google Drive.
- Remote access to school based systems must be authorised by the Headteacher and configured by the IT department. Examples of remote access methods include: webmail or other mobile email solutions (Blackberry, Windows Mobile), email forwarding to a personal account, Virtual Private Network (VPN) connection, LogMein or other remote desktop connection, web portals, and file synchronisation tools such as Google Drive.
- To notify the Bursar if at any stage there is the possibility of my being barred by guilt by association in accordance with the Child Care (disqualification 2009).

- That all data created while I am employed by the school is the property of the school and cannot be tampered with or removed from school premises.
- Staff provided with any portable ICT equipment, such as a laptop or mobile phone, are expected to sign for its use on receipt. Staff may use school equipment for authorised business use only.
- To not use ICT resources in violation of license agreements, copyrights, contracts or national laws.
- Not to load or download software on any device without the authorisation of the Headteacher. Periodic audits of software held on ICT equipment will be undertaken.
- Not to knowingly create, install, run, or distribute any malicious code (e.g. viruses, Trojans, worms) or another destructive program on any ICT resource.
- Not to knowingly or willingly interfere with the security mechanisms or integrity of ICT resources. No one may use ICT resources to attempt unauthorised use, or interfere with the legitimate use by authorised users, of other computers on internal or external networks. Access to networks will be monitored.
- For security purposes to log off or lock my computer if I expect to be absent from my desk for any length of time.

Within the terms of the Data Protection Act 1998, Human Rights Act 1998 and the Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000, Falkner House or the school may record or inspect any information transmitted through or stored in its computers, including e-mail communications and individual login sessions, without notice when:

- There is reasonable cause to believe the user has violated or is violating this policy, any guidelines or procedures established to implement this policy.
- An account appears to be engaged in unusual or unusually excessive activity.
- It is necessary to do so to protect the integrity, security, or functionality of ICT resources or to protect Falkner House or its partners from liability.
- Establishing the existence of facts relevant to the business.
- Ascertaining or demonstrating standards which ought to be achieved by those using the ICT facilities.
- Preventing or detecting crime.
- Investigating or detecting unauthorised use of ICT facilities.
- Ensuring effective operation of ICT facilities.
- Determining if communications are relevant to the business (for example, in the last resort where an employee is off sick or on holiday and business continuity is threatened).
- It is otherwise permitted or required by law.

Signed
Name

Date