

## Staff Code of Conduct

**Responsibility: Principal**

**Review Date: July 2018**

The Academy Staff Code of Conduct is set to maintain the principle that staff will conduct themselves to the highest standards, recognising that we have a duty to act as role models for the students we work with and to promote a professional attitude to all members of our community. As such, this policy forms part of a whole Academy approach which aims to promote the good behaviour necessary for effective learning to take place.

### **Aims:**

- To enable all staff to be aware of understand what is deemed acceptable conduct;
- To support staff working with students, parents and other staff to create an environment free from physical, verbal or non-verbal abuse;
- To ensure that all students and staff have the opportunity to achieve their potential;
- To ensure that every student and member of staff can develop their own sense of personal and cultural identity;
- To ensure that every student and member of staff is receptive and respectful towards others.

### **1. Acceptable Conduct: Relationships with students**

Staff have a duty to safeguard students from:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

This duty to safeguard students includes the duty to report concerns about students to the designated child protection officer. Upon appointment, all staff are issued with a hard copy of the Academy Safeguarding Policy and Academy Child Protection Policy and understand that they are expected to read these and operate within the guidance set.

Staff are not permitted to form close personal friendships with students / recent students or parents / carers. This includes all forms of social networking (e.g. Facebook, Texting, Twitter, Instagram) Where close family relationships exist between such groups, these should be declared to the Principal at the commencement of employment at the Academy. Failure to do so may result in disciplinary sanctions in accordance with the Academy Trust Disciplinary Policy (see paragraph 14).

Staff have a responsibility to develop the emotional wellbeing of students as well as nurturing their academic potential:

- Treating all students with respect at all times. The use, by staff, of derogatory or abusive statements or subjecting a student to ridicule is not acceptable within the Academy. Staff are expected to set an example to students and therefore the use of appropriate language is important at all times. Swearing or the use of vulgarities is not acceptable at any time;
- Staff should avoid creating confrontational situations;
- Staff are expected to work with all students irrespective of their demeanour or ability, race, religion, culture or sexual orientation. It is important that every opportunity is treated as a new beginning and staff should always try to emphasise the positive;
- Although dealing with young people can at times be extremely challenging, it is always important that staff remember in any circumstances where they are being challenged, that they are the adult and the professional, therefore all interactions with students and parents should be held within this paradigm.

Staff should be addressed by students using their surnames throughout the Academy. This applies to all staff working at the Academy regardless of job role. Staff should always use surnames when referring to other staff within the earshot of students.

Staff should also read and adhere to the Academy Trust Physical Intervention Policy and Assessment Guidance and the Academy Trust Social Networking / Mobile Communications Policy.

## **2. Dress**

2.1 Work wear for staff should be that which would be acceptable within a professional office environment. It is therefore expected that male and female staff will conform to expected norms of dress in a professional office environment (including a suit style jacket). Jeans, leggings and T-shirts are not acceptable as work wear. Footwear should be appropriate to a busy environment – trainers are not acceptable for every day wear apart from those delivering Physical Education.

2.2 Body piercing is discouraged, apart from a single earring in each ear, and staff are expected to respect this convention while at the Academy or off-site on Academy business.

Any tattoos should be hidden from view while staff are working at the Academy.

## **3. Equipment**

3.1 Computers – Staff will be issued with an iPad, laptop and/or desktop computer as appropriate and passwords to access the Academy Intranet and World Wide Web. Staff are responsible for the use of the equipment while in their possession and should therefore be careful about who has access to their password. Staff have been issued with an Acceptable User Protocol and are expected to adhere to this.

3.2 Mobile Phones – Staff should not use their personal mobile phones during lessons and should not make or receive calls at any time that they are supervising students, unless in an emergency situation or if needing to contact Academy staff with regards to requiring assistance. ICT support should be requested using the Electronic Help Desk unless a telephone call is essential. Designated staff will be issued with an Academy Mobile Telephone. Members of the Academy Leadership Team are expected to have mobile phones on their person and switched on at all times in case of emergency.

3.3 Other equipment – Any items belonging to the Academy must remain available to be used by staff and students as necessary. Staff will be responsible for the safe keeping of equipment loaned to them by the Academy.

3.4 Apart from Computer equipment and mobile phones (paragraph 3.1. and 3.2 above), permission of the Principal should be requested if Academy equipment is to be taken home. In addition, to ensure Health and Safety precautions are in place, staff may not operate personal equipment or appliances within the Academy.

## **4. Health and Safety**

4.1 The Academy Trust will provide all employees with timely and role appropriate Health and Safety Training and employees will be expected to co-operate with requests to attend.

4.2 Every employee is expected to take reasonable care of their own and other people's Health and Safety.

4.3 You are expected to inform either your line manager or one of the Academy Health and Safety representatives if you think there are inadequate precautions which could pose a series Health and Safety risk to yourself, your colleagues, to students or visitors at the Academy.

## **5. Time Keeping and Attendance**

5.1 Support staff are expected to work hours stated in their contracts of employment. Teachers are expected to undertake 1265 hours of directed time in accordance with the School Teachers Pay and Conditions document. Teachers' paid on Leadership or staff paid on the Academy Trust Board pay scale are exempt from this but are covered by the Working Time Regulations (1998) amended (2003).

5.2 Punctuality is the key to running a successful educational establishment and students and staff are expected to attend at the start of the day on time (unless by prior arrangement with the Principal). Staff should attend all lessons on time and to remain on-site throughout the day. Staff should be ready to receive students at the scheduled start time for sessions as well as making sure students are not dismissed before the appropriate end of session time.

5.3 Full-time staff should arrive at the Academy no later than 08:30 (Tuesday to Friday) and 08:20 (Mondays for Staff Briefing). Staff should not leave the premises until after 3:15pm (unless contracted hours state otherwise or by arrangement with the Principal).

5.4 Staff should follow the signing in and out procedures. Staff must sign in at the start and end of the day and if leaving/returning to the Academy during the day.

5.5 Staff are expected to follow the Protocol for Staff Absence (planned or unplanned) to ensure that all necessary procedures can be put in place to cover this.

## **6. Honesty and Integrity**

6.1 Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of Academy property and facilities. Staff should also refer to the Academy Trust Whistleblowing / Gifts / Fraud / Anti-Bribery Policy.

6.2 It is the duty of staff to inform the Academy if any professional / criminal investigation or conviction is initiated against them. This includes an act that may directly affect them carrying out their job role (e.g. a mini bus driver with a driving ban). Enhanced CRB checks are carried out in accordance with safeguarding requirements, all convictions must be declared to the HR Manager. A Risk Assessment will follow. Failure to do this may result in disciplinary action.

## **7. Conduct Outside Work**

7.1 Staff must not engage in conduct outside work which could damage the reputation and standing of the Academy or the employee's own reputation or the reputation of other members of the Academy community.

7.2 Staff should exercise common sense in understanding activities which could damage their, or the Academy's reputation. Staff should also refer to the Academy Trust Social Networking / Mobile Communications Policy.

7.3 Staff should be careful to ensure that nothing they say or do brings the Academy's name into disrepute. Gossip in our communities can damage a reputation that has taken a considerable amount of time to establish. This also includes sharing information or communicating on social media.

7.4 Criminal offences that involve violence, possession or misuse of drugs or sexual misconduct are likely to be regarded as unacceptable and may constitute gross misconduct and could result in summary dismissal.

## **8. Confidentiality**

8.1 Where staff have access to confidential information about students or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the student on a need-to-know basis.

8.2 Staff should be aware that if they are in possession of data which may be covered by the Data Protection Act this should not be disclosed without permission. If staff are unsure of what action to take they should consult the Principal or designated person in the first instance.

8.3 All staff are likely at some point to witness actions which need to be confidential. For example, where a student is bullied by another student (or member of staff), this needs to be reported and dealt with in accordance with the appropriate procedures. Such matters must not be discussed outside the Academy, including with the student's parent or carer, nor with colleagues from the Academy.

8.4 Staff have an obligation to share with their line manager or the Academy's Child Protection Officer any information which gives rise to concern about the safety and welfare of a student (See Safeguarding Policy). Staff must be careful never to promise to a student that they will not act on information. The Child Protection Officer is Mrs Sarah Woodbine.

8.5 Staff who deal with, or are involved in, Safeguarding / Child Protection cases or staff who have experienced an upsetting incident in the Academy may feel that they need emotional support, or that they need to "off-load". In these cases, or if a member of staff becomes concerned for a colleague, staff should speak confidentially to a member of the Academy Leadership Team or the Academy Trust HR Team.

## **9. Smoking / Alcohol / Drugs**

9.1 Alcohol may not be consumed during working hours on Academy premises or grounds. Staff are not permitted to smoke or vape on the premises or in the grounds. Staff taking students on educational trips should also refer to the Academy Trust Academy Trips Policy.

9.2 Staff must be conscious of UK law when discussing issues, particularly the use of illegal substances, with students. It is expected that staff will attend for work in a fit state to carry out their duties – staff found under the influence of drugs, alcohol, other substances or found bringing drugs into the Academy are likely to be deemed to be unfit for work and suspended. The Academy may initiate a disciplinary investigation in these circumstances.

## **10. Use of Cars**

10.1 Staff registration numbers are held on the database and it is important that staff inform administration if their number changes. For their own protection, staff should never give lifts to students without clearing it with a senior member of staff. Staff must never offer lifts to students outside of the Academy for example on the way into work or on the way home. Staff must, in addition, check that their insurance covers them for taking a student in their car.

10.2 All staff who are attending courses or meetings on behalf of the Academy or as part of their professional development must ensure that they have the appropriate insurance in place.

## **11. Relationships with other staff**

11.1 All staff are entitled to feel safe and secure at work and be free from intimidation or bullying behaviour. Staff are therefore expected to show professional courtesy and respect at all times to others working within the Academy.

11.2 Staff are expected to treat all colleagues with respect at all times. The use of derogatory or abusive statements or subjecting a colleague to ridicule is not acceptable within the Academy. Staff should behave in a professional manner towards other colleagues at all times and understand how a negative attitude can have a negative impact upon the work and mood of others.

11.3 Should a member of staff feel that the above guideline has not been followed they should raise the matter with their line manager or, in the case where this involves the line manager, with a member of staff senior to them. Alternatively, staff can confidentially contact the Academy Trust HR team or refer to the Academy Trust Harassment and Bullying Policy.

11.4 Staff, of course, may choose to have close personal relationships with colleagues. However, behaviour whilst at, or representing the Academy should always be conducted professionally (e.g. avoid inappropriate physical contact in front of students or colleagues, no references made to the relationship in formal meetings).

## **12. Parental Contacts**

12.1 The Academy has an expectation that staff will act swiftly and professionally at all times. This is particularly important where parents have contacted the Academy with a concern or complaint relating to the education of their child. The aim at the Academy is to make a return call on the same day, and always within 24 hours, of the original contact, even if in the first instance this is just a holding call. Where an error has been made we should look to apologise and correct the mistake as soon as possible. Investigations should be carried out promptly and effectively with parents informed of the outcome as soon as is practical (unless in relation to Child Protection / Safeguarding).

Where an ongoing investigation may take some time, due to a student or member of staff being absent for example, parents should be informed and given a date by which the investigation will be completed.

### **13. Duty Responsibilities**

13.1 The Academy has a duty rota in place and all staff should ensure that they understand the requirement upon them to carry out Duties before/after school and during morning break / lunchtimes. Unless absent from the Academy, it is the responsibility of the individual duty member of staff to ensure that they are present during specified duty times or that another member of staff is covering the duty on their behalf. In addition, staff should arrive at the Duty area promptly.

13.2 Staff must be clear of their role during Duty times. Staff should be vigilant whilst on duty with regards to safeguarding students. Having a high profile and talking to students is the best way to achieve this, remembering that attention should still be paid across the whole area being patrolled.

13.3 Whilst on Duty, staff should stand near to the main road, be vigilant with regards to ensuring students leave the Academy in a sensible manner, cross the road safely, are aware of traffic, are safe with regards to Academy coaches turning into our grounds. Students should be reminded to enter and exit the Academy on the marked paths.

### **14. Disciplinary Action**

14.1 Disciplinary action with regards to staff conduct will be undertaken as required following the Academy Trust Disciplinary Policy.

14.2 Staff should understand that the purpose of Disciplinary action is to ensure that staff and students are safeguarded, and any disciplinary action is not undertaken lightly. There is however an open-door policy with regards to Senior Management within the Academy and wherever possible, the Academy will seek to resolve issues informally.

14.3 The Academy Trust endorses our intention to have a professional, high quality, dedicated team of staff who operate with integrity and honesty at all times to ensure that we have the best possible working environment for staff and students.