

Staff Code of Conduct

‘Empowering our students to take responsibility and seize greatness.’

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Type of policy:	<input type="checkbox"/> Network-wide <input checked="" type="checkbox"/> Tailored by school	Approval:	Project Board
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ARK MODEL

Component	Element
<input type="checkbox"/> Strategic Leadership & Planning <input type="checkbox"/> Monitoring, Reporting & Data <input type="checkbox"/> Governance & Accountabilities <input type="checkbox"/> Teaching & Learning <input type="checkbox"/> Curriculum & Assessment <input type="checkbox"/> Culture, Ethos & Wellbeing <input type="checkbox"/> Pathways & Enrichment <input type="checkbox"/> Parents & Community <input type="checkbox"/> Finance, IT & Estates <input checked="" type="checkbox"/> Our People	Behaviour Model

1. Aims, scope and principles

This policy aims to set and maintain standards of conduct that all staff at Ark Soane Academy are expected to follow.

By creating this policy, we aim to ensure our school is an environment that enables our students to receive an excellent academic education and develop the character needed to live happy, fulfilled lives as the drivers of their own destinies

Many of the principles in this code of conduct related to the [Teachers' Standards](#).

At Ark Soane Academy, we believe in the extraordinary potential of our students. We believe that by living according to our values “work hard, be kind aim high”, our students are empowered to understand the world, make positive contributions to society and shape their futures.

Our School staff have a responsibility to act in accordance with these beliefs and at all times to endeavor to deliver our school vision to the best of their abilities. Ark Soane Academy's staff have an influential position in the school and will act as role models for students by consistently demonstrating high standards of behaviour in accordance with the school's values.

We expect that all teachers will act in accordance with the personal and professional behaviours set out in the Teachers' Standards.

We expect all support staff, governors and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others.

Failure to follow the code of conduct may result in disciplinary action being taken, as set out in our staff disciplinary procedures.

Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, staff will use their professional judgement and act in the best interests of the school and its students.

2. Legislation and guidance

In line with the statutory safeguarding guidance ‘[Keeping Children Safe in Education](#)’, we should have a staff code of conduct, which should cover acceptable use of technologies, staff/student relationships and communications, including the use of social media.

We are required to set out a staff code of conduct under regulation 7 of [The School Staffing \(England\) Regulations 2009](#).

This policy also complies with our funding agreement and articles of association.

3. General obligations

Staff set an example to students. They will:

- Maintain high standards in their attendance and punctuality
- Never use inappropriate or offensive language in school
- Treat students and others with dignity and respect
- Show tolerance and respect for the rights of others
- Not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Express personal beliefs in a way that will not overly influence students, and will not exploit students' vulnerability or might lead them to break the law
- Understand the statutory frameworks they must act within
- Adhere to the Teachers' Standards and all additional guidance from Ark

4. Safeguarding

Staff have a duty to safeguard students from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, or neglect.

Staff will familiarise themselves with our safeguarding policy and procedures and the Prevent initiative, and ensure they are aware of the processes to follow if they have concerns about a child. All staff will be expected to sign to show that they have read and understood these as well as the required statutory KCSIE guidance.

Our safeguarding policy and procedures are available in the staff room and from the school office as well as on sharepoint. New staff will also be given copies on arrival. All staff will be trained at least annually with updates throughout the school year.

5. Staff/student relationships

Staff will observe proper boundaries with students that are appropriate to their professional position. They will act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so.

If staff members and students must spend time on a one-to-one basis, staff will ensure that:

- This takes place in a public place that others can access
- Others can see into the room
- A colleague or line manager knows this is taking place

Staff should avoid contact with students outside of school hours if possible.

Personal contact details should not be exchanged between staff and students. This includes social media profiles.

While we are aware many students and their parents may wish to give gifts to staff, for example, at the end of the school year, gifts from staff to students are not acceptable.

If a staff member is concerned at any point that an interaction between themselves and a student may be misinterpreted, this should be reported to their line manager or the headteacher as soon as possible.

6. Communication and social media

School staff's social media profiles should not be available to students. If they have a personal profile on social media sites, they should not use their full name, as students may be able to find them. Staff should consider using a first and middle name instead and set public profiles to private.

Staff should not attempt to contact students or their parents via social media, or any other means outside school, in order to develop any sort of relationship. They will not make any efforts to find students' or parents' social media profiles.

Staff will ensure that they do not post any images online that identify children who are students at the school without their consent.

Staff should be aware of the school's e-safety policy and Staff IT Acceptable Use Agreement

7. Acceptable use of technology

Staff will not use technology in school to view material that is illegal, inappropriate or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails, gambling and viewing pornography or other inappropriate content.

We have the right to monitor emails and internet use on the school IT system.

8. Confidentiality

In the course of their role, members of staff are often privy to sensitive and confidential information about the school, staff, students and their parents.

This information will never be:

- Disclosed to anyone without the relevant authority
- Used to humiliate, embarrass or blackmail others
- Used for a purpose other than what it was collected and intended for

This does not overrule staff's duty to report child protection concerns to the appropriate channel where staff believe a child is at risk of harm.

9. Honesty and integrity

Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with students, handling money, claiming expenses and using school property and facilities.

Staff will not accept bribes. Gifts that are worth more than £5 must be declared and recorded on the gifts and hospitality register.

Staff will ensure that all information given to the school about their qualifications and professional experience is correct.

10. Dress code

Staff will dress in a professional, appropriate manner. The uniform expectations for students at Ark Soane Academy are high. Their dress is formal and expectations are consistently applied. Staff act as role-models to students and are expected to dress in a similarly professional way.

Staff are expected to wear business-attire including a jacket and formal trousers, skirts or a dress. Footwear should be formal and male staff are asked to wear a tie. Tattoos and piercings, other than those in the ear, must be kept hidden when at the Academy.

11. Conduct outside of work

Staff will not act in a way that would bring the school, or the teaching profession into disrepute. This covers relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school on social media.

Failure to follow the code of conduct, including outside work, may result in disciplinary action being taken, as set out in our staff disciplinary procedures.

12. Staff Absence

Staff are expected to model the excellent attendance and punctuality we expect from our students, wherever possible.

In the event of an unplanned absence, staff must telephone the Principal before 7.30am in the morning on the first day of absence (text messages and emails are not acceptable).

If there is no response you must leave a message stating: your name, the nature of your absence (e.g. sickness or emergency) and the date that you expect to be able to return to work so that cover can be organised.

You must also report your absence to your Line Manager as soon as possible (this can be by e-mail). Teaching staff have a responsibility to ensure that cover work is sent to the academy through your HOD or line manager. The expectation is that all absent staff set cover work (see cover WTD for more details).

You must keep in contact during your absence. You are required to make contact on at least the 1st, 4th and 8th day (if applicable) of your absence and to ensure that the School is fully informed on when you are likely to return to work.

Members of staff are requested to complete a Self-certification form on their return to work and Line Managers will schedule a return to work interview. After 7 days (including the weekend) a medical certificate must be produced and submitted to Mugdha Malve, HR Co-ordinator.

In the event of a planned absence, the member of staff must complete a 'Requesting Leave of Absence Form' this must be filled in and handed to their Line Manager a minimum of two weeks before the date requested. The member of staff will then give copies to the School Operations Manager. Again, the School Administrator is informed and cover arrangements are made including duty cover.

Staff are requested to remind their colleagues the day before a planned absence and ensure all lessons are planned and prepared for.

13. Supply Teachers

Supply teachers and other agency staff will adhere to, and be subject to, the same rules, policies and procedures as full-time staff. Supply staff arriving at the school will be given an induction pack including;

- i. Safeguarding policies and procedures and key staff including DSL and 2 i/c DSL
- ii. A map of the school and Health and Safety information including emergency procedures
- iii. Times of the day and their teaching timetable
- iv. Soane's high expectations in terms of student behaviour, teaching and staff professional conduct.

The Operations Manager is responsible for arranging supply cover and monitoring the pre-employment checks:

- i. Identification from the supply teacher, in the form of a passport or birth certificate
- ii. Proof that they have the right to work in the UK
- iii. The validity of any qualifications, including qualified teacher status (QTS)
- iv. References which have been provided by the supply teacher's previous employers
- v. The validity of the enhanced DBS certificate. Supply teachers are only employed if they have an up-to-date enhanced DBS certificate.

14. Duty Rotas and Student Supervision

All staff are expected to perform supervision duties as outlined in Soane's duty rota.

High quality supervision is essential in order to ensure our students' safety and our high standards of student behaviour. As such, we have ensured high levels of adult to student ratios on duties.

Members of staff supervising play/lunchtimes need to:

- Report to their duty point on time
- Position themselves strategically to ensure there are no blind spots
- Not engage in telephone calls or other behaviours that may distract from monitoring students

15. Monitoring arrangements

This policy will be reviewed every years, but can be revised as needed. It will be ratified by the LGB and Regional Director.

16. Links with other policies

This policy links with our policies on:

- Staff disciplinary procedures, which will be used if staff breach this code of conduct. It also sets out examples of what we will deem as misconduct and gross misconduct
- Staff grievance procedures
- Safeguarding
- Gifts and hospitality
- E-safety and Staff IT Acceptable Use Agreement