



# Staff Code of Conduct

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# **Harborne Academy**

## **Staff Code of Conduct**

This policy sets out clear guidance on the standards of behaviour expected from all staff. Academy staff are in a unique position of trust and influence as role models for students. Therefore, staff must adhere to behaviour that sets a good example to all students.

This policy applies to all staff and volunteers in the Academy regardless of their position or role of responsibility. This includes:

- All staff including teaching and support staff;
- Volunteers;
- Casual workers;
- Temporary and supply staff including agency staff;
- Teachers on training/placements at the Academy and apprentices.

Breach or failure to observe this policy may lead to action being taken, for Academy staff this could result in disciplinary action including, but not limited to dismissal under the Academy's disciplinary procedure.

This code of conduct is not an exhaustive list of acceptable and unacceptable standards of behaviour. In situations where guidance does not exist in this policy staff are expected to exercise their professional judgement and act in the best interests of the students and the Academy.

Staff are also expected to adhere to the values of Harborne Academy. These are set out in the Staff 4 P's; Pride, Passion, Professionalism and Performance. (Appendix A).

### **Confidentiality**

Staff may have access to confidential information about students, their parents or their siblings. Staff must not reveal such information except to those colleagues who have a professional role in relation to the student.

Staff have a statutory obligation to share with Sarah Ross, Designated Safeguarding Lead, any information which gives rise to concern about the welfare or safety of a student or that might suggest a student is in need or at risk of significant harm. Staff should pass on information without delay in accordance with the Academy's Safeguarding Policy. Staff must never promise the student confidentiality. They must inform the student that they may have to pass information on if it is in the interest of their safety.

### **Dress code**

Staff should dress according to the staff dress code, details can be found in the Staff Dress Code Policy. This policy can be found on the P: Drive.

## **E-Safety**

Staff should follow the Academy's E-Safety policy and the IT Acceptable Use Policy at all times. Both these policies can be found on the P: Drive.

Staff must not engage in inappropriate use of social network sites which may bring themselves or the Academy into disrepute.

Staff must not communicate with students, their families or ex-students through social media, websites, instant messenger accounts or text message. The only acceptable method of contact is letter, school email accounts or school telephone.

Mobile phones and personally-owned devices may not be used during lessons or formal school time. The Academy will not be responsible for the loss, theft or damage of personally-owned mobile phones or mobile devices.

## **Gifts/Hospitality**

Staff must not accept gifts or hospitality from actual or potential contractors or suppliers.

The Academy does not deter students from showing their appreciation with small gifts at the end of term, however expensive or inappropriate gifts, or gifts which are given on a regular basis should be reported to the Headteacher.

## **Photography, video and images of children**

Academy activities involving recording images as part of the curriculum, extra school activities, publicity or to celebrate an achievement should be carried out in accordance with the Data Protection Act 1998. The image of a student is personal data, and therefore it is a requirement under the Data Protection Act 1998 that consent is obtained from the parent/guardian of the student. Pupil records in SIMS confirm where consent has been given by parents. A record of photographs should not be taken on personally owned mobile phones or mobile devices, a school camera should be used. Further information can be found in the Data Protection Policy on the P: Drive.

## **Physical contact**

Physical contact should be avoided wherever possible. However there are occasions when physical contact will be acceptable, such as:

- Action to prevent harm or injury to the student or others. Minimum force should be applied to prevent harm or injury. Staff who have cause to use this form of physical contact should report it immediately, preferably in writing, to the Designated Safeguarding Lead.
- When comforting a student in distress, staff should use their professional judgement and discretion and should be aware of how contact such as this could be misconstrued.

- Unavoidable contact. This could be the case in practical subjects such as PE and Drama and in some forms of skills coaching. All teachers must be alert to the possibilities of misinterpreting any contact.
- When working with students with special needs. This will form part of their care plan and those working closely with these students will have had training on how to administer to their needs. If students require assistance with toileting or changing two members of staff must be present.
- When administering first aid. The condition will determine the suitability and necessity of physical contact.

## **Professional Behaviour and Conduct**

Staff are expected to demonstrate the highest possible standards of personal and professional conduct and behaviour. The Academy expects staff to treat each other, students and parents with dignity and respect at all times, ensuring communications both written and verbal are courteous, respectful and positive.

Staff are expected to follow all reasonable instructions from line managers and the Senior Leadership Team, wilfully refusing or ignoring such requests can be deemed misconduct and could lead to disciplinary action under the Academy's disciplinary procedure. Instructions not deemed to be reasonable or seen to be a risk for Health and Safety or Safeguarding purposes should be reported to the Headteacher immediately. A difference of opinion should not be communicated in front of students or in public spaces within the Academy.

Staff must act in accordance with their duty of care to students and ensure the safety and welfare of students at all times.

Staff must have regard for the ethos and values of the Academy and must not do or say anything which may bring the Academy into disrepute. Care should be taken by staff to avoid any conflict of interest between activities undertaken outside the Academy and responsibilities within the Academy. Staff should act in accordance with the Academy's policies and procedures at all time and teachers are also required to adhere to Teachers' standards (Appendix B)

## **Relationships with Students**

Staff must maintain professional boundaries with students appropriate to their position and must always consider whether actions are warranted, proportionate, and safe and applied equitably. Staff should act in an open and transparent way that would not lead any reasonable person to question their actions or intent. Staff should think carefully about their conduct so that misinterpretations are minimised.

Staff must not establish or seek to establish social contact with students for the purpose of securing a friendship or to pursue or strengthen a relationship. If a young person seeks to establish social contact you should exercise your professional judgement in making a response and be aware that such social contact could be misconstrued.

Staff must not develop personal or sexual relationships with students.

Staff must not accept friend invitations or become friends with students on any social media platforms. Staff should also refrain from following the Twitter or other similar social media accounts of students or their parents.

## **Safeguarding**

All staff are expected to read and familiarise themselves with both Part 1 of the DfE document 'Keeping Children Safe in Education 2016' and Harborne Academy Safeguarding Policy. Both these documents can be found on the P: Drive.

## **Smoking, alcohol and other substances**

Harborne Academy is a non-smoking site. Staff must not smoke on Academy premises. Any member of staff wishing to smoke must leave the school grounds. Staff must not smoke whilst working with or supervising students' offsite. Staff must not use E-cigarettes within the Academy.

Staff must not consume or be under the influence of alcohol, illicit drugs or other illegal substances on or near school premises.

## **Communication**

Written communication should be accurate, grammatical and avoid colloquialisms. All written communication should be professional in nature, written with the awareness that it may be scrutinised in future.

All staff should use their school email address for communications pertaining to work. A copy of all written communication about individual students should be placed on the student's file kept in the main office by the author.

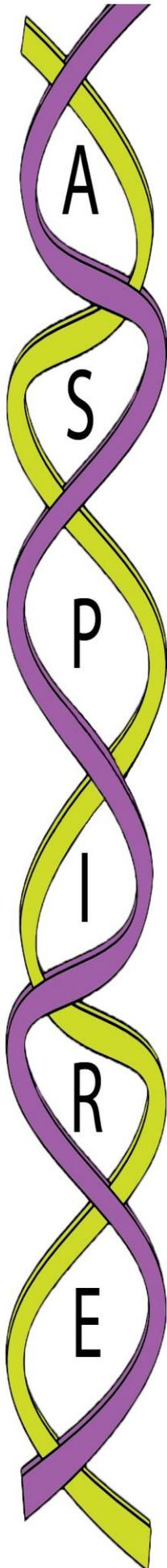
Staff should endeavour to reply to parental concerns and other requests from professionals within 24 hours where possible, and to keep adequate records of communication.

Staff may receive requests for information under the Freedom of Information Act. Requests are made directly by letter or email and should be addressed to the Headteacher. They request must contain the following information; name, address and detailed description of the recorded information required. Freedom of Information requests can only be completed by the Headteacher.

## **Whistleblowing**

The Whistleblowing policy can be found on the P: Drive.

## Appendix A



## STAFF 4 Ps

### PRIDE

- Aim to be an outstanding teacher.
- Place learners at the centre of the learning experience and listen to their voice.
- Have the highest expectations for our learners.
- Create a learning environment and displays that are excellent.
- Shapes learners' learning environment that will influence learner motivation and achievement/behaviours.
- Take pride in your practice to ensure excellent learner outcomes.

### PASSION

- Be passionate, positive, and enthusiastic about your work. Go the extra mile.
- Take an interest in every child. The better you get to know your learners, the more influence you will have on their attitude.
- Keep your learners attention. Teach your learners why the knowledge you convey is important and how they can apply what they learn in their daily lives.
- Seek new subject knowledge and share this with your learners and colleagues.

### PROFESSIONALISM

- Follow planning procedures and protocols.
- Take charge of your classroom. Manage your learners' behaviour.
- Never miss a deadline.
- Keep up to date with your marking and grading of learners' tasks.
- Treat your colleagues and line managers with respect.
- Treat your learners with respect.

### PERFORMANCE

- Take responsibility for your learners' results. As a professional teacher, the grades your learners achieve are you. Bear this in mind, in all you do. No excuses.
- Increase performance management against targets.
- Keep abreast of education policy and legislation (Academy professional/procedures).
- Improve performance and practice for all.