



# Isca Academy Academy

## Staff Code of Conduct

Date of publication: July 2019

Review date: July 2020

Isca Academy aims to provide a calm, safe and professional environment in which all can learn and work.

The Local Governing Body expects that the conduct of employees is appropriate and demonstrates consistently high personal and professional standards. All employees should uphold the public trust in staff working with children and should maintain high standards of ethics and behaviour, within and outside of the school.

Adults in the school community are expected to model high standards of behaviour, even when faced with inappropriate behaviour from others. It is expected that employees working in the school will maintain standards of conduct in keeping with the interests and standing of the School and the Ted Wragg Multi-Academy Trust, (TWMAT), including conduct outside working hours and in any form that is visible to the public including social networking or any electronic form.

The Local Governing Body expects that each employee will;

- a. act with integrity and not bring the school or TWMAT into disrepute;
- b. devote his/her full attention while at work to the duties of his/her position and in doing so act with responsibility, good judgement and in good faith;
- c. be clear about staff/pupil boundaries and appropriate behaviour;
- d. not discriminate against and/or harass and/or victimise any colleague, student or any other person on the grounds of race, colour, ethnic origin, nationality, gender, sexual orientation, disability, marital status, pregnancy, age or religious belief;
- e. never divulge confidential information connected with the school or TWMAT;
- f. observe the rules, regulations and instructions adopted by the school ;
- g. follow procedures to safeguard students and report any concerns regarding the health, safety and welfare of students;
- h. use appropriate electronic communications for the context in which they are working, including on computers, laptops and/or communications systems, including but not limited to texts, social networking websites (see acceptable use policy);
- i. use appropriately school equipment and property (see acceptable use policy);
- j. disclose any relationship or work practices which may compromise the integrity of the school and or it's community;
- k. comply with health and safety requirements;
- l. not be an active member or an associate of any group that does not uphold the ethos of equality for all and the values of the TWMAT;
- m. not be in possession of or under the influence of alcohol, illegal substances or drugs at school;

### **Conduct outside work**

Misconduct and/or criminal offences that occur outside the workplace should not impact on an employee's ability to undertake his/her role. Any such incidents should be reported to the Headteacher so as to mitigate any potential risk to the school and / or its pupils.

Some misconduct and/or criminal offences may make an employee unsuitable for the job s/he is employed to do. This includes:

- a) any written and verbal communications, which may bring the school into disrepute and includes all types of media including newspapers, internet, and social networking sites.
- b) being identified as a perpetrator of domestic violence;
- c) actions inconsistent with the professional standards of public behaviour expected of the role;
- d) any behaviour that has the potential to cause serious damage to the school's reputation and / or its pupils.

### **Good Professional Relationships/Practices with Students**

Each member of staff should:

- Treat students with dignity and respect;
- Foster a culture of openness and support within school;
- Be vigilant about maintaining their privacy and being mindful of placing themselves in vulnerable situations;
- Maintain professional boundaries at all times;
- Not ask students to undertake personal jobs or errands;
- Only give gifts to students as part of the school reward system;
- Be aware on the school's policy of receiving gifts from students and/or their parents;
- Report and record any incident which suggests a student may have developed an infatuation with a member of staff;
- Ensure that personal social networking sites are set at private and that students are never listed as 'friends';
- Never give personal contact details to students;
- Never humiliate a student;
- Only use texting as part of an agreed protocol and only when other forms of communication are not possible; texting of students should only be from a school mobile phone;
- Not send personal messages to students by internet or web based communication channels;
- Always seek approval for planned social contact with students from senior colleagues;
- Have no secret social contact with students and/or their parents;
- Be aware of how, even well intentioned physical contact may be misconstrued by the student, and observer or anyone to whom the action is described, any incidents such as this should be reported;
- Not indulge in horseplay;
- Be aware of cultural or religious views about touching;
- Be sensitive to issues of gender;
- Be circumspect about offering comfort and reassurance to a student in distress, record such incidents;
- Avoid meetings with a student in remote or secluded areas;
- Carefully consider the circumstances if meeting a student in a 1:1 situation and tell a colleague about the meeting.
- Staff who are also parents of students at Isca Academy should complete a "pink form" each year listing their children's main friends who they are likely to have contact with outside of school either personally or via social media.

## **Good Professional Relationships/Practices with Colleagues**

It is the responsibility of each employee to take all reasonable steps to develop and maintain good working relationships with colleagues and to deal with workplace issues in a professional, practical and constructive manner.

Employees should try to resolve any difficulties at the earliest opportunity without having to use a formal process. This should be done so that it has minimum impact on the school and/or work colleagues and to preserve working relationships.

Resolving issues in a sensible and sensitive way will require all parties to recognise their part in the issue/difficulty and how their behaviour may be contributing to the circumstances. Employees should be willing and open to looking at ways of resolving the issues without resorting to formal processes where possible.

## **Staff Dress Code**

All staff are role models for the pupils in the school; therefore, they have a responsibility to model appropriate dress and appearance. The image of the school in the community is also related to how all adults in the school dress as well as the pupils.

Staff are expected to dress in a way which:

- presents a professional and positive image of the school;
- avoids giving offence to people of different cultures or beliefs;
- presents a positive role model for students;
- contributes to high standards of health and safety.

Staff should look clean, tidy and well groomed and should have a good standard of personal hygiene at all times.

Clothes should be appropriate to the role they do in school and where necessary protective clothing should also be worn.

**Note** – Jeans, flip-flops, low cut or see through tops and short skirts or dresses are not deemed suitable for any role within the school.

## **Safeguarding**

### **What Academy staff should know and do**

- Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as: protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

- Children includes everyone under the age of 18.
- Where a child is suffering significant harm, or is likely to do so, action should be taken to protect that child. Action should also be taken to promote the welfare of a child in need of additional support, even if they are not suffering harm or are at immediate risk.

### **The role of the Academy**

- Everyone who comes into contact with children and their families has a role to play in safeguarding children. Academy staff are particularly important as they are in a position to identify concerns early and provide help for children, to prevent concerns from escalating. Schools and academies and their staff form part of the wider safeguarding system for children. This system is described in statutory guidance on *Working Together to Safeguard Children and Keeping Children Safe in Education*. Schools and academies should work with social care, the police, health services and other services to promote the welfare of children and protect them from harm.
- Each school and academy has a designated safeguarding lead who will provide support to staff members to carry out their safeguarding duties and who will liaise closely with other services such as children's social care. At Isca Academy these are Aimee Mitchell and Kate Campbell Bellis.

### **The role of Academy Staff**

- All staff should acquaint themselves with the Keeping Children Safe in Education latest guidance on an annual basis to ensure that they are complying.
- The *Teacher Standards 2012* state that teachers, including headteachers, should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties.
- All academy staff have a responsibility to provide a safe environment in which children can learn.
- All academy staff have a responsibility to identify children who may be in need of extra help or who are suffering, or are likely to suffer, significant harm. All staff then have a responsibility to take appropriate action, working with other services as needed.
- In addition to working with the designated safeguarding lead staff members should be aware that they may be asked to support social workers to take decisions about individual children.

### **Academy specific guidance**

- All staff members should be aware of systems within the academy which support safeguarding and these should be explained to them as part of staff induction and on an annual refresher basis. This includes: the academy's child protection policy; the academy's staff behaviour policy (sometimes called a code of conduct); and the designated safeguarding lead. At Isca Academy, concerns about a child's welfare/safety should be raised on CPOMS as soon as the concern arises. The designated safeguarding lead is Aimee Mitchell.
- All staff members will also receive appropriate child protection training which is regularly updated.
- All concerns relating to members of staff should be reported on a Pink Form and given directly to the Headteacher.

### **What Academy staff should look out for**

- All school and academy staff members should be aware of the signs of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection.
- Staff members working with children are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned. When concerned about the welfare of a child, staff members should always act in the interests of the child.

- There are various expert sources of advice on the signs of abuse and neglect. Each area's Local Safeguarding leads should be able to advise on useful material, including training options, see the DCFP website for more details.
- Knowing what to look for is vital to the early identification of abuse and neglect. If staff members are unsure they should always speak to children's social care.
- A child going missing from an education setting is a potential indicator of abuse or neglect. School and academy staff members should follow their procedures for dealing with this.
- All staff have a responsibility to understand safeguarding and child protection guidance and are entitled to training. If you feel you have not accessed the appropriate training please let your line manager know.
- The principles of safeguarding practice can be summed up as follows:
  - Behave in a professional manner at all times;
  - Look after each other;
  - Always seek advice if in doubt.
- Use social networking sites with care and never use public sites to communicate with students where there is no audit trail.

Children are protected from physical, sexual, verbal and emotional abuse under several statutes including The Children Act 1989. This Act expressly lays down specific procedures to be followed in circumstances where an incident has occurred and/or allegations have been made that an employee has abused a child.

### **Defining inappropriate conduct**

The Local Governing Body (LGB) has adopted the TWMAT disciplinary policy, a copy of which can be found on the school internet. It includes some examples of behaviour which might constitute misconduct or negligence and gross misconduct. The lists are not exhaustive but examples of these are listed below;

### **Misconduct/Negligent Behaviour**

It should be noted that depending on the seriousness of the circumstances, any of these actions may be treated as gross misconduct:

- Refusal to comply with reasonable and lawful instructions
- Timekeeping, including failure to remain at work during contracted hours and being absent without permission
- Negligent actions or behaviour
- Failure to disclose relationships which may compromise the integrity of the TWMAT, School or any work practices
- Failure to disclose a personal relationship with a colleague which impacts on professional duties
- Inappropriate use of school equipment/property
- Breach of confidentiality
- Failure to comply with Health and Safety requirements
- Actions that may bring the School or Ted Wragg Multi Academy Trust into disrepute
- Discrimination and/or harassment
- Undertaking unnecessary personal activities during working hours
- Failure to report any concerns regarding the health, safety and welfare of children
- Misuse of social media

## Gross Misconduct/Gross Negligent Behaviour

The following list is not exhaustive but gives examples of behaviour that could be regarded as gross misconduct:

- Physical, sexual, emotional or verbal abuse of pupils, colleagues, parents and/or governors
- A sexual offence
- Sexual conduct with a child and/or pupil aged 18 years or under
- Inappropriate contact with a child, either physical or non-physical e.g. via a social network
- Grooming
- Abuse of trust
- Possession of, taking or distributing indecent photographs or publications
- Breach of security, financial procedures or confidentiality
- Inappropriate use of computer, laptop and/or communications systems, including but not limited to inappropriate communications using technology i.e. texts, social networking websites
- Making of vexatious and/or malicious allegations
- Discrimination, including harassment and victimisation on the grounds of race, colour, ethnic origin, nationality, gender, sexual orientation, disability, marital status, pregnancy, age or religious belief
- Being an active member or an associate of any group that does not uphold the ethos of equality for all
- Dishonesty, theft, bribery, fraud (including corruption), misuse of Ted Wragg Multi Academy Trust or school property or resources, or deliberate falsification of records
- Bullying and/or Harassment, including cyber bullying
- Providing false information in relation to an application for employment, qualifications, etc
- Fighting, assault or any violent behaviour to other employees, pupils, governors, contractors or members of the public
- Deliberate damage to property or equipment
- Sleeping or carrying out inappropriate activities (e.g. using Facebook) during working hours
- A criminal conviction inconsistent with the standards expected for the role
- Failure to disclose any pending criminal proceedings for which an arrest or a formal charge is made, any conviction, caution, reprimand, bind over or final warning received
- Being under the influence of alcohol, illegal substances or drugs
- Being in possession of illegal substances or drugs
- Serious negligence which causes unacceptable loss, damage or injury
- Refusal to follow a reasonable formal instruction
- Engaging in unauthorised employment during hours contracted to work for the School/Trust or during periods of specially designated leave e.g. sick leave, special leave etc.
- Abuse of the sick pay scheme
- Behaviour that leads to a breakdown in working relationships
- Failure to uphold the professional standards of the role the employee is employed to perform
- Misconduct and/or displays of lack of professionalism including the employee deliberately absenting him/herself from work



Some examples of behaviour at work may also constitute a criminal matter, e.g. bribery may fall under the Bribery Act 2010.

The above lists are not exhaustive and there may be several other breaches of conduct that may be deemed misconduct or gross misconduct.

**ALL STAFF ARE REQUIRED TO SIGN A COPY OF THIS FORM TO CONFIRM THEY HAVE RECEIVED AND READ**

**A copy for reference will be held on the F Drive, under Business and Operations /Policies and Procedures.**

Staff Code of Conduct 2019/20

I confirm I have received and read the Staff Code of Conduct:

signed.....

Name .....

Date.....