



ROSE BRIDGE
A C A D E M Y

Revised Date: June 2018

Code of Conduct for Employees



INTRODUCTION

Rose Bridge Academy and the Governing Body are committed to maintaining high standards of conduct in all areas of its activities. It relies on staff to observe these standards when carrying out their duties and in doing so promote and maintain public confidence and trust in the work of the academy. This document is not a prescriptive guide to what staff should and should not do. It highlights the principal areas where staff need to be aware of their responsibilities when working in the academy and is a framework for behaviour

In addition to this policy, all staff employed under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards 2012' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct.

Staff are required to comply with the Code of Conduct as it will help them to understand and comply with the high standards of conduct the academy expects, failure to do so may result in disciplinary action, which could include dismissal.

1. RESPONSIBILITIES

STAFF RESPONSIBILITIES

As part of the code, staff are expected to:

- familiarise themselves with the contents of the code and act in line with the principles set out in it;
- act honestly and with dignity and treat others with respect;
- attend work and be able to carry out their duties safely and effectively;
- ensure their conduct does not discriminate against others;
- understand and apply the academy's rules, policies and procedures and act in line with its vision and values;
- follow reasonable management instructions, procedures and regulations; and
- be committed to delivering quality services, competently, and with due care.

ACADEMY RESPONSIBILITIES

The academy also has a responsibility to help ensure that staff:

- are clear about what is expected of them;
- have a safe and healthy working environment;
- have a work environment that is free from discrimination, harassment or bullying as covered by the Dignity at Work policy;
- are offered relevant development opportunities;
- have the opportunity to choose to be accompanied by a trade union representative or colleague, in appropriate circumstances, as determined by academy policy; and
- are treated fairly, with respect and dignity.

2. PURPOSE AND SCOPE

A Code of Conduct is designed to give clear guidance on the standards of behaviour all academy staff are expected to observe, and the academy should notify staff of this code and the expectations therein. Academy staff are role models and are in a unique position of influence and must adhere to



behaviour that sets a good example to all the students within the academy. As a member of the academy community, each staff has an individual responsibility to maintain their reputation and the reputation of the academy, whether inside or outside working hours. This applies equally to the school day and occasions where staff are representing the academy for example but not exhaustive:

- School trips
- Residential activities
- Parent/Teacher events

This Code of Conduct applies to:

- all staff who are employed by the academy, including the Headteacher;
- all staff in units or bases that are attached to the academy.

The Code of Conduct does not apply to:

- peripatetic staff who are centrally employed by the LA;
- academy meals staff employed by Metrofresh Catering or by an external contractor;
- staff of external contractors and providers of services (e.g. contract cleaners). (Such staff are covered by the relevant Code of Conduct of their employing body)

3. SETTING AN EXAMPLE

All staff who work in the academy are expected to be role models and set examples of behaviour and conduct which can be copied by students. Staff must avoid using inappropriate or offensive language at all times.

All staff must demonstrate high standards of conduct in order to encourage our students to do the same, including adhering to the academy's dress code.

All staff should arrive in academy in good time to begin their contracted hours.

All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct. This Code helps all staff to understand what behaviour is and is not acceptable.

4. SAFEGUARDING STUDENTS

Staff have a duty to safeguard students from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

The duty to safeguard students includes the duty to report concerns about a student to the academy's Designated Safeguarding Lead (DSL) for Child Protection.

The academy's DSL is Mrs V Schumacker (v.schumacker@cfat.org.uk) (Deputy Headteacher). In her absence please see

Helen Sharples h.sharples@cfat.org.uk

Jenny Gibbons j.gibbons@cfat.org.uk

Melanie Wood m.wood@cfat.org

The Safeguarding Governor is Mrs J Wood

Staff have access to copies of the academy's Child Protection Policy and Whistleblowing Procedure



Staff must take reasonable care of students under their supervision with the aim of ensuring their safety and welfare.

5. SECURITY AND IDENTIFICATION BADGES

Staff must only use their ID for official purposes and they must not give it to anyone else. They must ensure it is visibly displayed at all times whilst on academy premises and when on other schools or external premises.

Staff are encouraged to question anyone in academy premises who isn't displaying either an ID or a visitor's badge. (Red visitor's lanyards mean that the visitor should be accompanied) If staff loses their ID they must report it to the Office Supervisor and they will need to pay for a replacement. Staff who leave the employment of the academy are required to return their ID and any other academy equipment they may have.

6. STUDENT DEVELOPMENT

Staff must comply with academy policies and procedures that support the well-being and development of students.

Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of students.

Staff must follow reasonable instructions that support the development of students.

7. HONESTY AND INTEGRITY

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.

All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept, or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should refer to the Whistleblowing procedure.

Gifts from suppliers or associates of the academy must be declared to the Headteacher, with the exception of "one off" token gifts from students or parents. Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted.

Criminal actions

Academy staff must inform the Headteacher (Governing Body if the staff is the Headteacher) immediately if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution.

The Headteacher or Governing Body will discuss this with the staff in the context of their role and responsibilities in order to help safeguard children and other staff at the academy.

Probity of records and other documents

The deliberate falsification of documents is not acceptable. Where an staff falsifies records or other documents, including those held electronically, this will be regarded as a serious disciplinary matter.



8. FINANCIAL INDUCEMENTS

Declaration of interest

In this section, "business contact" refers to any person, body or organisation with which the academy is involved on a financial or charitable basis (including contractors; developers; consultants; regional or national charities). This also includes business contacts who are potential suppliers (e.g. they are tendering for future business).

Staff should consider carefully whether they need to declare to the academy their business contact where this might cause a conflict with academy activities.

Failure to make a relevant declaration of interests is a very serious breach of trust and therefore if staff are in doubt about a declaration, they are advised to consult a member of the Senior Leadership Team.

All declarations should be submitted in writing to the Headteacher on the academy Register of Business Interests.

9. HEALTH, SAFETY AND WELFARE

Staff must adhere to the academy's Health and Safety policy, procedure and guidance and must ensure that they take every action to keep themselves and everyone in the academy environment safe and well.

This includes taking immediate safety action in a potentially harmful situation (either on or off-site) by complying with statutory and academy guidelines and collaborating with colleagues, agencies, the trust and if required, the local authority.

All staff have a duty to take reasonable care for their own Health, Safety and Welfare and those of colleagues and students whilst at the academy or whilst involved in academy activities.

All staff have a responsibility to understand the medical conditions policy and be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency.

10. CONDUCT OUTSIDE WORK

Staff must not engage in outside work which could seriously damage the reputation and standing of the academy or the staff's own reputation or the reputation of other members of the academy community.

In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.

Staff must exercise caution when using information technology and be aware of the risks to themselves and others.

Staff may undertake work outside academy, either paid or voluntary, provided that it does not conflict with the interests of the academy nor be to a level which may contravene the working time regulations or affect an individual's work performance.

Staff must not engage in inappropriate use of social network sites which may bring themselves, the academy, academy community or employer into disrepute. (See Academy's Social Media Policy)



11. USE OF ACADEMY PROPERTY, FACILITIES AND EQUIPMENT

Staff must only use academy property, facilities and equipment for the academy's business unless they have their line manager's permission.

Staff may make phone calls or print personal documents, within reason and within their own time, but they are required to reimburse the academy for the cost. Printing costs can be verified by the ICT technical support team.

The academy Mini Bus must only be used for academy business. Drivers have a responsibility for the safety and security of the Mini Bus, which includes not leaving the keys in an unattended vehicle. Drivers of the Mini Bus must behave in a considerate way to other road users, including not parking in a disruptive way, speeding or giving vent to road rage.

When staff leave the academy's employment, they must return any property belonging to the academy. This may include, but is not limited to, security and identity cards, door fobs, vehicle and fuel keys, laptop, mobile phones or items of uniform.

The academy has the right to monitor academy e-mails, phone calls, internet activity or documents production, principally in order to avoid offensive or nuisance material and to protect systems from viruses.

12. Staff Dress Code

An effective member of staff will dress appropriately as a professional to model the expectations we have of our students.

Respect in the academy community begins with appearance and staff should strive to be a positive role model for each student. Students will tend to model the behaviour and appearance they see in the classroom.

Making a good impression upon parents and carers will help foster a productive relationship to help the students excel in the classroom.

Staff are expected to dress in formal, professional business wear, promoting our drive for corporate excellence.

Clothing

Male staff are required to wear a formal suit or smart trousers and a shirt and tie.

Female staff are required to wear a tailored skirt, full length trousers, dress, or suit with a jacket.

Footwear should be of sufficient strength and stability to allow staff to carry out tasks related to their duties safely.

Our expectations are for the academy environment:

- No denim /canvas /corduroy
- No revealing clothing e.g. low cut /strappy /tight fitting tops or short skirts
- Shoulders should be covered
- No leisure shoes e.g. flip flops /trainers
- No inappropriate slogan tops
- No cropped tops, cropped trousers, leggings



During the summer months staff should be mindful that students still wear the same formal uniform.

PE staff should dress in accordance with their role (sportswear) and formalwear at school events.

All staff must wear their names badges /ID.

Appearance

- Make up should be subtle
- No extreme hairstyles /colour
- No visible body piercings (except one pair of earrings in the lower lobe)
- Jewellery discrete
- Any tattoos to be covered at all times
- Staff should look clean, tidy and well groomed

INSET /Trips /School events /Parents' Evenings

All staff should dress formally for school events, including Parents' Evenings.

Staff should be dressed appropriately for the event.

During INSET days, any arranged meetings with parents or carers outside agencies should be done so in formal attire.

Technicians/Support staff

Caretaking and cleaning staff are provided with protective uniform that should be worn at all times.

Technician staff working in laboratories, Art rooms and D&T rooms are required to wear 'normal' protective clothing e.g. lab coat, apron.

13. CONFIDENTIALITY

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

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 by a member of staff), this needs to be reported and dealt with in accordance with the appropriate academy procedure. It must not be discussed outside the academy, including with the student's parent or carer, nor with colleagues in the academy except with a senior member of staff with the appropriate role and authority to deal with the matter.

However, staff have an obligation to share with their manager or the academy's Designated Senior Person any information which gives rise to concern about the safety or welfare of a student. Staff must never promise a student that they will not act on information that they are told by the student.

14. DISCIPLINARY ACTION

All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action.