



# **KHALSA SECONDARY ACADEMY STAFF POLICIES**

## **Code of Conduct Policy (O12)**

**This policy must be read in conjunction with the Academy's  
Safeguarding Policy  
Radicalisation & Extremism Policy  
Discipline & Grievance Policy**

DATE APPROVED:	2015
DATE FOR REVIEW:	2017
APPROVED BY:	GOVERNING BODY

### **1. INTRODUCTION**

- 1.1 The governing body of Khalsa Secondary Academy is required to set out a Code of Conduct for all Academy employees.
- 1.2 All staff who are employed under the Teachers' Terms & Conditions of Employment have a statutory obligation to follow this code of conduct, as are all non-teaching staff and admin and cleaning staff who work at Khalsa Secondary Academy.
- 1.3 The governors' expectations are that all students receive the highest possible quality of teaching and learning within a positive and respectful environment. It is important, therefore, that staff understand that their own behaviour and the manner in which they conduct themselves with their colleagues, students, parents and other stakeholders sets an example and affects the school environment.
- 1.4 The governors recognise that the majority of staff always act in an appropriate manner and treat others with dignity and respect. However, we consider it important to make clear the standards we expect from staff so that misunderstandings and/or misinterpretation of rules are kept to a minimum.
- 1.5 This Code is intended to set out our expected standards of conduct, our rules and values. It applies to all staff, regardless of status. It is not an exhaustive compilation of what staff can and cannot do but it is hoped that it will ensure everyone is clear about what is acceptable and what is not.
- 1.6 The Code is binding on all Academy staff. It is expected also that those staff deployed within the school for extra-curricular enrichment activities will adhere to its principles.
- 1.7 Breaches of the Code and the standards expressed in it could result

in disciplinary action, including dismissal for serious offences. We hope, of course, that such action won't be necessary and that all staff will ensure they read the Code and act in accordance with it.

## **2 SETTING AN EXAMPLE**

- 2.1 All staff who work in schools set examples of behaviour and conduct which can be copied by students.
- 2.2 All staff must, therefore, demonstrate high standards of conduct in order to encourage our students to do the same.
- 2.3 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- 2.4 This Code helps all staff to understand what behaviour is and is not acceptable.

## **3. GENERAL STANDARDS AND EXPECTATIONS**

- 3.1 As a member of the Academy's staff it is important that you:
- 3.2 Provide a high standard of service in your dealings with colleagues, students parents and other stakeholders whether this is in person, by telephone, letter or e-mail. Always be polite, responsive and treat people with respect and consideration. Be as clear as possible about any decisions and actions you take and the reasons for them.
- 3.2 Always use appropriate language and never demean, distress or offend the decency of others. This may happen, for example, by displaying material or pictures that could be seen as offensive, or by making degrading, suggestive or insensitive comments or remarks.
- 3.2 Respect the rights of others and treat them with dignity. Never threaten, bully, fight with or assault anyone.
- 3.3 Never steal, damage or take items that belong to others (see 3 (d) below in relation to confiscation of items from students). Hand lost property in to the office.
- 3.4 Do not discriminate against, harass or victimise anyone you meet in the course of your work, on any grounds, including:
  - race
  - ethnic or national origin
  - gender
  - sexual orientation
  - marital status

- religious or other beliefs
- disability
- HIV status
- age
- Trade Union involvement
- having responsibility for dependants
- working on a temporary or part time basis

(Note that discrimination, harassment and victimisation include the use of language, making remarks, telling jokes, displaying materials or behaving in away that may be interpreted as discriminatory, even if not directed at a particular individual[s])

- 3.5 Raise any concerns about inappropriate behaviour by students, parents or colleagues, or about the internal workings of the Academy , by following the appropriate procedure, such as the Grievance Procedure.
- 3.6 Promote the School's vision, ethos and values.
- 3.7 Comply with the Academy's policies and any other rules, regulations or codes that apply to your work and the workplace:
- 3.8 Do not make public statements about the Academy without first obtaining authorisation from the Principal.
- 3.9 Keep within the law, both at work and outside of work.
- 3.10 Avoid actions that may discredit the Academy or bring it into disrepute.
- 3.11 Ensure that you are not under the influence of alcohol during working hours.
- 3.12 Do not abuse drugs.
- 3.13 Do not disclose or misuse confidential information.
- 3.14 Do not engage in, or encourage, gossip, rumour or innuendo.

#### **4. CONDUCT OUTSIDE WORK**

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

- 4.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.
- 4.3 Staff must exercise caution when using information technology and be aware of the risks to themselves and others.
- 4.4 Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school nor be to a level which may contravene the working time regulations or affect an individual's work performance.

## **5. WORKING PRACTICES**

### **5.1 Management and Staff Relations**

5.1.1 An atmosphere of mutual confidence, trust and respect between managers and staff is essential to achieving the Academy's aims and targets and providing a high quality of teaching and learning.

5.1.2 As a member of staff you should:

- Promote the School in a positive manner;
- Work reliably and in accordance with the school's policies and practices as well as any other rules and regulations that apply to your work and/or the workplace;
- Carry out any reasonable instructions given to you by your manager and/or Principal;
- Recognise that you are part of a team and that everyone should be working together to achieve similar aims for the overall benefit of the students.

5.1.3 As a manager you should, in addition:

- Support and assist staff to carry out their work properly;
- In your dealings with your staff, act in accordance with their relevant local and national conditions of employment/service;
- In consultation with staff, set standards of work and objectives, as appropriate to their role;
- Give feedback and advice on areas for further development to assist staff in meeting objectives;
- Aim to continually develop staff to meet current and future needs of the school;

- Ensure compliance with the Working Time Regulations 1998, as amended, recognise the need for staff to pursue interests outside work and, therefore, be able to enjoy a reasonable work/life balance;
- Consider constructive suggestions for improvements to working practices and standards;
- Treat all staff fairly, consistently and with dignity;
- Provide a working environment free from discrimination and harassment;
- provide a safe and healthy working environment.

## **6. SAFEGUARDING STUDENTS/STUDENTS**

6.1 Staff have a duty to safeguard students/students from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

6.2 The duty to safeguard students/students includes the duty to report concerns about a student to the Academy's Designated Safeguarding Officer.

6.3 The Academy's DSPs are:

- Mrs Rose Codling Principal and Lead Safeguarding Officer
- Dr Ranvir Singh, Deputy Safeguarding Officer
- Miss Jo Thorogood, Deputy Safeguarding Officer
- Sue Vig, Governor responsible for Safeguarding

6.4 Staff are provided with personal copies of the abridged version of the Academy's Safeguarding Policy and Radicalisation & Extremism Policy. Staff are also provided with the DfE document Safeguarding Children in Education. (March 2015). All staff must be familiar with these documents.

6.5 Staff must not seriously demean or undermine students, their parents or carers, or colleagues.

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

## **7 STUDENT WELFARE AND DEVELOPMENT**

7.1 As a member of staff you are expected to work towards and encourage the highest possible level of achievement for all students.

7.2 You value and respect all students equally, treating them in a polite, positive, responsive and considerate manner.

7.3 Be firmly committed to consistently applying the Academy's Behaviour Policy as situations demand in order to encourage and develop appropriate behaviours

7.4 All staff will ensure that items confiscated from students are left in a safe place, ideally labelled and locked away. Parents/Carers should be informed about when items will be returned.

7.5 Staff will act in accordance with the Academy's Safeguarding Policy and will ensure that you do not breach professional boundaries and do not act in a way that could be misinterpreted or otherwise leave you vulnerable to allegations of inappropriate behaviour.

## **8 HONESTY AND INTEGRITY**

8.1 Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.

## **9. SCHOOL POLICIES AND PROCEDURES**

All members of staff must comply with the Academy's policies and procedures. All the key policies are given to staff as part of the staff induction procedure and are also available on the staff shared drive.

## **10. HEALTH AND SAFETY**

10.1 The Governors aim is to promote good health and ensure safe working practices for staff, students, parents, other stakeholders and visitors. Staff of the Academy also have a legal responsibility to contribute to a safe working environment. Failure to accept this responsibility may put themselves and/or others at risk.

10.2 You should ensure that you:

10.2.1 Read and understand the School's Health and Safety Policy and comply with Health and Safety Regulations and use any safety equipment accordingly.

10.2.2 Comply with any hygiene requirements.

10.2.3 Comply with any accident reporting requirements.

10.2.4 Never act in a way which might cause risk or damage to any other members of the school community, or visitors.

## **11. APPEARANCE AND DRESS**

- 11.1 It is expected that: when at work, or representing the school, staff will ensure that their appearance is neat and clean.
- 11.2 **Jeans and or combat trousers are not suitable unless on a school trip or during teaching a PE lesson.**
- 11.2 Staff are expected to always dress in a manner which is appropriate to your role and the circumstances or setting in which you work.
- 11.3 All staff recognise that they are a role model for students and therefore staff appearance and dress should reflect this important and unique position.
- 11.4 Staff will not dress in a way that may cause embarrassment to students, parents, colleagues, other stakeholders or visitors. (for example: consider the appropriateness of T-Shirts with slogans).
- 11.5 Ultimately, it will be for the Principal to decide whether a member of staff's appearance and/or dress is appropriate or not.

## **12. HOURS OF WORK AND ATTENDANCE**

- 12.1 It is important that all staff are in school at their agreed starting time and do not leave before their agreed finishing time. Bad timekeeping and poor attendance increases costs, causes disruption for others and has an adverse effect on students' education.
- 12.2 Once they arrive, staff must use their time productively and appropriately as it is not just being on site on time, but being ready to start work that reflects good working practices.
- 12.3 The Governors recognise that the majority of staff are punctual and do not take time off without good cause or obtaining prior permission.
- 12.4 Our expectations are that:
  - 12.4.1 All staff attend work in accordance with their contract of employment and associated terms and conditions in relation to hours, days of work and holidays.
  - 12.4.2 Wherever possible, routine medical and dental appointments are made outside of your working hours or during holidays. The only exceptions to this requirement will be in the event of an emergency or particular difficulty, in relation to hospital appointments (which are rarely negotiable)

### **13. SICKNESS ABSENCE PROCEDURE**

13. All staff are expected to follow the Academy's absence reporting procedure when they are absent from work due to illness or injury. This procedure includes notification as early as possible on the first day of absence, keeping the school informed where absence continues, requirements for the provision of medical certificates and procedures on return to work.

### **14. SENSITIVE INFORMATION AND CONFIDENTIALITY**

- 14.1 It is expected that staff will use sensitive information properly and have due respect for confidentiality.
- 14.2 Any staff with access to such information, should ensure that they:
- 14.2.1 Know what information the school treats as confidential (check with your manager if you are unsure)
- 14.2.2 Know who is entitled to have access to what information (check with your manager if you are unsure)
- 14.2.3 Are responsible and professional in using and allowing access to personal information on students, parents, staff, governors and any others

### **15. ACCEPTABLE USE OF ICT AND TECHNOLOGY**

- 15.1 School communications systems and equipment, including electronic mail and Internet systems, along with their associated hardware and software, are for official and authorised purposes only.
- 15.2 Staff are expected to conduct themselves honestly and appropriately on the **Internet**, and respect the copyrights, software licensing rules, property rights, privacy and prerogatives of others.
- 15.3 Internet users are prohibited from transmitting or downloading material that is obscene, pornographic, threatening, racially or sexually harassing, or in any way contravenes the Equal Opportunities Policy. Chat rooms may not be visited, nor sites known to contain offensive material.
- 15.4 Staff should not post photos of staff events on face book without getting consent from those featured in pictures.
- 15.6 Staff must be careful not to accept friend invitations from students or parents on social networking sites or post any information that could be regarded as being sensitive or detrimental to the school.



## **16 CONFIDENTIALITY**

- 16.1 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.
- 16.2 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 school procedure. It must not be discussed outside the school, including with the student's parent or carer, **nor with colleagues in the school** except with a senior member of staff with the appropriate role and authority to deal with the matter.
- 16.3 However, staff have an obligation to share with their manager or the Academy's Designated Safeguarding Officer 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.
- 16.4 Failure to follow the Academy's confidentiality policy could result in disciplinary action.

## **17 MONITORING AND REVIEW**

- 17.1 The governors of Khalsa Secondary Academy have the responsibility to ensure that the Principal and Senior Leaders implement this policy consistently.
- 17.2 However all staff are responsible for keeping themselves informed of the policies and procedures. A copy of this policy has been given to all staff members and they have signed to acknowledge receipt.
- 17.3 The Principal will report to the governors termly on any matters that arise in relation to staff code of conduct, via the head teacher reports.
- 17.5 This policy will be reviewed every three years, or earlier, if necessary.