



Ark Evelyn Grace  
Academy

**STAFF CODE  
OF  
CONDUCT**

# ARK EVELYN GRACE ACADEMY STAFF CODE OF CONDUCT

## The Staff Code of Conduct

### 1. Introduction:

The EGA staff code of conduct is designed to give guidance on the standards of professional behaviour all staff at Evelyn Grace Academy are expected to observe. EGA staff are role models and are in an important position of influence. All staff must adhere to behaviour that sets a good example to all students within the academy. We expect all our staff to ensure their behaviour promotes effective working relationships and collaboration with colleagues. As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.

Our core values are **excellence, endeavour and self-discipline**. These values are relevant to everyone in the EGA community and staff are expected to model the core values in their actions and interactions.

### 2. Guidance in the Code of Conduct aims to:

- Ensure staff act professionally at all times in order to provide a high quality, safe, supportive learning environment which secures the very best outcomes for the students in our care
- Safeguard young people
- Reduce the risk of staff being accused of improper or unprofessional behaviour
- Outline the behaviours and attitudes that stakeholders should expect of staff working at EGA

#### ***Professionalism:***

***The skill, good judgment, and polite behaviour that is expected from a person who is trained to do a job well.***

### 3. Safeguarding

All staff are expected to attend relevant Safeguarding training as requested. Documentation such as the Safeguarding Policy and Keeping Children Safe in Education must be read and understood so that all those working in the school community are clear about how they can protect themselves from allegation.

The duty to safeguard students includes the duty to report concerns about a student to the school's Designated Safeguarding Lead and/or Deputy Designated Safeguarding Lead.

#### **The Designated Safeguarding Lead 2018/19 is:**

**Shah-Noor Ashraf (He is line managed by the Principal: Tim Dainty)**

#### **The Deputy Designated Safeguarding Leads 2018/19 are:**

**Mareca Laing** Year 7 DOL, **Maina Bragahi** Year 8 DOL, **John King** Year 9 DOL, **Errorr Beckford** Year 10 DOL and **Norris Morrissey** Year 11 DOL.

### 4. Confidentiality

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.

All staff are likely at some point to witness actions which need to be confidential. Such matters must not be discussed outside the school. Confidential matters should not be shared with parents/carers of students or with colleagues in the school. Confidential matters should remain with a senior member of staff with the appropriate role and authority to deal with the matter. Staff have an obligation to share with their manager or the school's Designated Safeguarding Lead 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. No child protection concerns should be shared with anyone other than a DSL, Deputy DSL, Vice Principal: Culture & Ethos or the Principal.

## **5. Communication and the code of conduct:**

Communicating in corridors and public areas

5.1 Staff should be aware that they are constantly on show therefore all of their communications should provide a good model to the students and wider community.

5.2 Communication should always be professional, polite and respectful whether on site, in the immediate vicinity of the academy or anywhere a member of staff is representing the school

5.3 Staff should be aware that what they say may be overheard by students or a member of the public

5.4 This list is not exhaustive however staff should refer to the following bullet points to guide their communications with others:

EGA staff:

- Are expected to speak to each other and the students in a polite and courteous manner
- Must not use abusive, threatening or inappropriate language to any stakeholder
- Must not use sarcasm or any other form of public humiliation or talk about students or staff in front of other students and staff
- Must not engage in conversations or conduct outside the academy which could damage the reputation of the academy, the employee's own reputation or that of any other stakeholder

When communicating with others, staff should consider the quality of "**eloquence**" that we seek to develop in our students and adapt their language appropriately. Responding in full sentences and avoiding colloquialisms will support the development of our students' literacy skills.

## **6. Electronic and mobile phone communication**

At EGA wherever possible we encourage face to face communication however we recognise that we live in a technological age. All staff will use email and other electronic communication for business purposes and to support the goals and objectives of the academy. Email should be used in a manner that is consistent with the standards the academy sets for staff communications.

When using email and other electronic communication staff should:

- Ensure that all communication is appropriate
- Re-read or an email before sending it to check that the spelling, grammar, tone and content is appropriate – if you are unsure ask someone to check
- Avoid sending electronic or mobile communications when upset or angry
- As far as possible use black font size 11/12 Calibri, Arial or Georgia
- Consider carefully who needs to receive a particular message and only send to “all staff” if **absolutely necessary**
- As far as possible only make telephone calls to parents/carers from the academy landline
- Endeavour to respond to parents and carers within 24 hours

Staff should not:

- Accept students as ‘friends’ on Facebook or any other social media
- Communicate with students and their families using their own personal telephone/mobile
- Disclose their personal telephone numbers or email addresses to students or parents.

## **7. Staff Internet and Computer Use**

### **Sharing personal information**

Staff must be aware of how they use the internet and how they maintain and allow access to their social networking sites to reduce the risk of embarrassment or anything that might bring their professional conduct into question.

Staff should not maintain contact with students using electronic communication devices including mobile telephones.

## **8. Images and Video**

Any image or video taken of a student should be for a clear educational reason and should be stored in the staff shared area. Staff should refrain from taking and storing images of students on their own electronic equipment. Images or video taken by staff remains the property of Ark Evelyn Grace Academy and permission must be granted by the Academy to use or share a photo or image of a student.

Please see acceptable ICT use policy in staff T/drive

## **9. Communication with the police or media**

- The police and media should only be contacted by the Principal, Principal's PA or one of the Vice Principals and contacts from these sources should be referred to the Principal
- Contacts from social care and those which relate to safeguarding should be referred to the designated or deputy designated safeguarding lead

## **10. Communication using radios**

Allocated radios are for emergency use, on-call and giving information needed quickly. Staff issued with radios must remember that radio communications will be heard by others. Generally speaking, when meeting with parents or receiving visitors it is preferable to switch the radio off.

Professionalism when using a radio is essential. Staff issued with a radio should:

- Ensure communications are brief and to the point
- Try to remain calm avoiding raising one's voices or adopting a tone that will make others anxious
- Avoid using the name of students, refer to gender, year and area of the school they may be found
- Be mindful of the language you use

## **11. Letters**

Whole school letters leaving the Academy on headed paper must be approved by the Principal. Such letters must be sent to the Principal's PA at least 24 hours before they need to be sent.

- Letters should be carefully checked for errors of spelling and grammar and to ensure that the content and tone are appropriate.
- Checking and approval of all letters by line managers is essential

## **12. Care of the working and learning environment**

Health and Safety is everyone's responsibility. In accordance with the Academy health and safety policy, all staff are responsible for creating a learning environment which promotes the academy ethos and inspires and motivates students to learn.

In support of this staff are expected to:

- Create a learning environment with displays that are inspiring and well presented
- Ensure that litter in their classrooms, in the immediate vicinity of their rooms or in communal areas they are using is binned
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- Report vandalism, damage, graffiti or untidy areas to SLT and the site or IT team
- Leave rooms used in good condition i.e. chairs under and boards cleaned
- Keep staff rooms and class rooms free of food, cups, plates and crockery

One of the qualities we are seeking to develop in our students is "**responsibility**". With this in mind staff should promote the need for students themselves to take responsibility for creating a healthy, clean, safe learning environment.

### **13. Meetings with students**

In the interest of safeguarding and to reduce risk of allegation staff should exercise caution in situations where they are working or meeting alone with students.

Cautionary measures include:

- Maintaining a professional tone in the presence of the student
- Leaving the door to the room open
- Keeping the blinds up so that others can see in
- Ensuring that nothing is blocking glass panels in the room (eg posters etc)
- Asking another member of staff to be present, look in or be on hand should you need to ask them to come in
- Asking another student to remain in the room

### **14. Signing in and out**

It is a health and safety and fire requirement that all staff sign in and out of the building using their ID card and the entry-sign system.

Staff should only use their personal ID card to sign in.

Use of an ID card that does not belong to the individual signing in could result in disciplinary action.

### **15. Staff dress code**

Teaching is a formal and professional vocation. Our staff dress code reflects this and it is we believe it is important that staff project and model a professional image to students, parents and other stakeholders. Our dress code also reflects the high expectations of the academy.

Teaching, learning support and administrative staff are expected to dress professionally in smart office wear. For those who have other roles within the academy a uniform or more appropriate clothing may be required.

This list is not exhaustive however at Evelyn Grace Academy we believe that professional dress means:

- A suit or smart trousers, jacket and a shirt and tie for male staff
- Top buttons must be done up where a tie is worn. Jackets must be worn around site, outside of classrooms.
- A dress or smart skirt/trousers for women with a jacket, smart cardigan or similar.
- Please be mindful of the length of your skirt, above the knee with plain tights is acceptable, depth of neckline, cleavage should be covered and be mindful of the sheerness of your clothes.
- Clean and smart footwear that is appropriate and safe for walking around the school site.
- Wearing of jewellery should be kept to a minimum.
- Hairstyles should be well groomed and appropriate for school.

The following are not deemed acceptable:

- Tattoos on display
- Facial piercings, other than those in the ears (except for religious reasons)
- Denim clothing
- Caps or hats (excluding religious headwear)
- Combats, shorts, tracksuits and leggings, trainers, plimsolls or flip flops (PE staff are allowed to wear tracksuits, shorts and trainers)
- Hooded tops

## **16. Use of car park**

Staff allocated a parking space are expected to park in a responsible way being considerate to;

- Others using the parking area
- Those who live in the immediate area
- Those who may need to access the site in case of emergency.

When parking staff should:

- Ensure that doors and gates shut behind them as they enter or exit the site
- Keep the volume of music/radios to a minimum
- Park only in the bays provided
- Not block fire exits or trade entrances.
- Not park in the disabled bay unless registered disabled.

## **17. Other Employment**

If employees have any other business interests they must declare it.

## **18. Financial Inducements, Gifts, Hospitality and Sponsorship**

Offers of hospitality, including visits to exhibitions, business meals, social functions, etc should only be accepted if there is a genuine need to represent the Academy in an official capacity.

Particular care must be taken when dealing with contractors or potential contractors.

## **19. Disciplinary Action**

Failure to adhere to the guidelines in this Code of Conduct may lead to disciplinary action which could result in dismissal.

