



Staff Code of Conduct

ACADEMIC YEAR	AUTHOR	ROLE	DATE OF NEXT REVIEW
2023-2024	Juan Fernandez	Headteacher	September 2024



Table of Contents

1. Introduction	3
2.1 Personal responsibility – workwear	3
2.2 Personal responsibility – Time-Keeping	5
2.3 Personal responsibility – Absence	6
3. Personal and Professional Responsibility	6
4. Communication	7
5. Care of the working environment	8
6. Employment	8
7. GDPR, Data Protection and Privacy	8
8. Respect for Diversity and Promoting Equality	9
9. Summary and conclusion	9
Addendum	10

- **1. Introduction**

This Code of Conduct is intended to provide clear information to staff about professional standards expected at The Greenwell Academy.

- The conduct, behaviour and practice of all school staff will have an influence on the development of children and young people.
 - This code sets out to guide the everyday judgements and actions of staff, providing clear guidance on what is acceptable conduct and what is not.
 - All employees are expected to apply the values of the academy and the wider Trust in their conduct at work, demonstrating honesty and integrity at all times. In general terms, the School expects that the conduct of its employees is such that no justifiable complaint can be made by parents, students, colleagues, other bodies or agencies or members of the community in relation to conduct and behaviour of School staff.
 - Any complaints about inappropriate conduct will be dealt with fairly and reasonably, using the agreed procedures. The Code of Conduct does not cover every eventuality.
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- **2.1 Personal responsibility – workwear**
 - Staff should be aware that clothing and / or personal items could be damaged or dirtied during the course of the day.
 - All staff should take into account the nature of the students they work with.
 - All employees should wear practical clothing that enables them to carry out their role comfortably.
 - Staff should be aware of the design of jewellery worn on duty, bearing in mind the safety aspect for themselves and the students. Fingernail length must be considered when handling young people and should be kept to a minimum.
 - Revealing or provocative clothing is unacceptable.
 - All staff should wear smart apparel; therefore, no jeans or hats (religious reasons excepted) should be worn.
 - A photo ID card should be worn during directed time.
 - It is the Line Manager's responsibility to advise on inappropriate clothing. If you are unsure, please seek advice.
 - These standards also apply when a member of staff is representing Beckmead Family of Schools at offsite venues.
 - Tattoos (words and pictures) should be covered if of an inappropriate or offensive nature.

Clothing:

- Smart casual clothes, No logos.

- No low cut tops/T Shirts, vest tops, midriff showing, plunging necklines, halter tops, shoestring strap tops, no rips, no tears, long sleeves advisable, avoid bare arms.
- Knee length shorts are allowed in the summer, no short skirts or dresses above the knees - note that they must be knee length not any shorter.
- No denim jeans, No ties
- Inappropriate tattoos should be covered
- Avoid strong perfumes / lotions
- If supporting swimming, swimming costumes must be one piece. Staff may wear a T shirt over costumes/ shorts.

Footwear

- Flat or low heel shoes, enclosed; toes and heels must be covered. You must be able to run in your footwear.
- High heels, heavy boots, open toe sandals, flip flops are unsuitable.

Glasses

- It is not recommended that you wear designer or expensive eyewear in case of damage.

Hair

- Please tie long hair back. Extreme hairstyles are discouraged.

Jewellery and Watches

- Any items that could harm either yourself or children during physical intervention, should be removed whilst at work. This includes, but is not limited to, facial and body piercings, rings and hoop earrings.

Mobile telephones

- Mobile telephones should be stored in bags or lockers and not be brought into the classroom or working environment. If you do not have a locker, please talk to the head of school / administrators and ask them to keep valuables safe. Leave the office number with any family or professionals that may need to speak to you in the school day.

- **2.2 Personal responsibility – Time-Keeping**

Punctuality is essential to the efficient running of The Greenwell Academy.

- All teaching staff should be **ready to work** by **8.15 am**. All teaching staff should arrive before the beginning of the school day to ensure that their classroom is ready. They should be ready to receive their students in their classrooms as they arrive from 8.45 am onwards. **(The school day for teaching staff ends at 3.40pm)**
 - Support staff should have signed in and be ready to start work at **8.30am** promptly. **(The school day for support staff ends at 3.30pm)**
 - All staff must attend a daily briefing in the staffroom before the start of the school day at **8.30 am**.
 - All staff must attend a daily debriefing in the staffroom at the end of the school day at **3.10 pm**.
 - If lateness is unavoidable, staff **must** phone the appropriate senior colleague, school office or ring Honeydew to inform them of the expected time of arrival. An email, text or answer phone message is not proof that the School has been informed.
 - When absent or late, staff must always text or call the Headteacher on **07593 445851**.
 - Colleagues should not leave the premises before the end of directed/contracted time.
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- **2.3 Personal responsibility – Absence**
 - If any member of staff is unable to come to work because of illness or injury, they must ring Honeydew absence line on **0333 833 1345** before 7.15 am on the first day of absence giving the reason and expected date of return.
 - You must update Honeydew of your confirmed return to work date to ensure your absence is closed
 - It is staff's responsibility to telephone Honeydew to report an absence and to pick up the phone call or telephone back if they are seeking an update on absence.
 - Staff who are sick must provide a self-certificate on their return to work. A doctor's certificate (Fit Note) must be produced on the seventh day of absence. If your first certificate was for more than 14 days, or you have received more than one certificate, you must provide a final doctor's statement of fitness on your return to work.
 - All teaching and support staff must report to their Line Manager or the HR Manager on return from any absence to complete a return to work interview.

- Special Leave will be granted in exceptional circumstances only and can only be authorised by The Executive Head Teacher in partnership with the Heads of School. Unless there is an emergency, all appointments should be booked during holiday time.
- **3. Personal and Professional Responsibility**
 - It is accepted that it is reasonable for staff working together to have a personal relationship outside the working environment. However, it is important that when this occurs, the staff involved do not allow their personal relationship to affect the standard of their work practice whilst at work.
 - It is not acceptable for staff members to become involved in contributing to spreading gossip or rumours. Should any member of staff have a genuine concern about a member of staff, it is their responsibility to raise this with the person concerned or their Line Manager.
 - Staff must at all times maintain clear and professional boundaries in their work with students and their families. If any staff member is concerned that these boundaries are in danger of being broken, it is their duty to raise this concern with their Line Manager immediately.
 - Staff must reflect the School Aims and Values and good child care practice when using recorded materials e.g. DVDs , television programmes and music in the school and should ensure that the students only have access to appropriate reading materials.
 - All of the Beckmead sites are 'non-smoking sites. This policy extends to the shared decision that colleagues do not smoke during the school day as the smell of the smoke impinges on the rights and the education of the students.
 - Staff must adhere to the e-safety and ICT acceptable use policies
 - Staff must not befriend, add or accept any student on social media
 - It is suggested that staff adjust their privacy settings to ensure that only your basic profile can be seen by members of the public.
 - School equipment should not be used for excessive personal use unless authorised by the Headteacher. This includes photocopy facilities, stationery, telephones, computers, audio & electronic equipment and premises.
 - Staff electrical equipment should not be brought on to site without the written permission of the Facilities and Compliance Manager. Items with a plug should not be used unless PAT tested.
 - USB Memory Sticks must be encrypted. No personal memory sticks should be used on school equipment.
 - Staff ID passes must be visible at all times where possible. If you do not have a photo ID or your pass, keys or fob are lost or stolen please report to llane@beckmeadtrust.org as soon as possible.

- **4. Communication**

- Swearing is an inappropriate form of communication and is totally unacceptable at The Greenwell Academy.
- Staff must not use sarcasm, bad language, degrading comments, racist or discriminatory comments, personal abuse, sexualised language or disrespectful language.
- Any member of staff should feel able to challenge any of the above. Staff must ALWAYS be aware of confidentiality.
- Discussions among staff regarding students and their families should be held in private.
- Doors must be closed when using the telephone or discussing students and their families.
- Confidential records/ papers must not be taken off school site without the Headteacher's permission and **must be signed out from the main office** and should always be kept in a safe place.
- It is acknowledged that staff may need to resolve practice issues related to staff-to-staff interaction; these must be resolved privately and not in the hearing of students.

- **5. Care of the working environment**

- No confidential paper should be left on desks in School vehicles or in view of windows (including logins). All confidential waste should be shredded or placed in the sealed confidential waste bins.
- Dirty cups, plates etc. should be washed up and removed from classrooms, teaching spaces or the staffroom as appropriate.
- Personal belongings should be locked safely away.
- Members of staff must not make personal use of school facilities e.g. telephones, washing machines, etc. without prior consent of the Headteacher.
- The last person to leave a room should ensure that appropriate electrical equipment and lights are switched off, doors and windows are locked and alarms are set when necessary.
- Log-ins should not be shared with colleagues and always make sure to lock your screen when walking away.

- **6. Employment**

Where an employee undertakes additional employment he/she must notify the Human Resources Department of the number of hours he/she is working per week, to comply with the requirements of the Working Time Directive. Consent will not be unreasonably withheld.

- **7. GDPR, Data Protection and Privacy**

GDPR and Data breaches. The School must report within 72 hours of becoming aware of a breach. Please report any breaches to our Data Protection Officer who is Dee Fullerton – email DPO@beckmeadtrust.org or call 0208 777 9311 as soon as possible.

- **8. Respect for Diversity and Promoting Equality**

- All employees must act appropriately towards all children and young people, parents, carers and colleagues, whatever their socio-economic background, age, gender, sexual orientation, disability, race, religion or belief.
- Employees must take responsibility for understanding and complying with all academy policies.
- Employees should help to create a fair and inclusive school environment by taking steps to improve the wellbeing, development and progress of those with special needs, or whose circumstances place them at risk of exclusion
- or under-achievement.
- Employees should strive to address discrimination, bullying or stereotyping, or seek assistance from the Executive Headteacher where issues are identified.

- **9. Summary and conclusion**

- It is the responsibility of every member of staff to ensure that they are working with the School's Aims and Values.
- All staff have responsibility to record and report to a Manager where they consider that there has been poor practice or malpractice by a member of staff, volunteer or visitor to the School site. The school has a whistleblowing policy that is readily available to staff.
- It is the responsibility of individual staff members to keep up to date, read and adhere to changes in policy that may affect their practice at work.
- Improper conduct can cover a wide range, including financial irregularity, abuse of students, abuse of power or position, neglect of duty, discrimination, bullying or harassment.

Appropriate disciplinary action will be taken if you are in breach of any of the above.

- **Addendum**

Members of staff are required to inform their Line Manager of any matter concerning them, which may have implications for their potential safety or the wellbeing of the students in their care.

The Greenwell Academy, part of The Beckmead Trust

EMPLOYEE NAME

POSITION

I hereby confirm that I have read the Code of Conduct and agree to conform to the professional standards outlined herein.

Signed: Date:

This plan complies with our funding agreement and articles of associations.

