



The Priory Federation of Academies Trust Code of Conduct Policy

This Policy has been approved by the Priory Federation of Academies Trust.

Signed.....
Mr T J Coffey, Chairman

Date: February 2008

This Policy will be reviewed by each Academy Committee:

(1) Chair of The Priory Academy LSST Committee

Signed.....

Date:

(2) Chair of The Priory Witham Academy Committee

Signed.....

Date:

(3) Chair of The Priory City of Lincoln Committee

Signed.....

Date:

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Date:

Next Review Date of Policy – February 2010

THE PRIORY FEDERATION OF ACADEMIES TRUST

CODE OF CONDUCT

INTRODUCTION

The purpose of this document is to make all staff employed by the Federation Trust aware of the accepted standards of behaviour and conduct. Wherever possible, specific advice is given but in general terms Staff of the Federation Trust are expected to conduct themselves at all times, in such a way that no discredit could be brought upon the Federation Trust or the Academies.

It is important that staff familiarise themselves with the expectations and where there is doubt, please speak to the Head of Academy for further guidance. Failure to comply with the standards can lead to disciplinary action, and in cases of serious or persistent breach, can lead to dismissal.

The Governors are aware that the vast majority of staff do conduct themselves, at all times, in a professional and dignified manner. The guidance offered is meant to be supportive and explanatory rather than an attempt to interfere either in the professional or personal lives of Staff.

A copy of the Code will form part of the Handbook but in addition, a separate copy should be signed, dated and returned to be placed in the personal file of each member of the Federation Trust.

THE CODE

Staff are expected to:

- Implement and adhere to the Professional Standard's Policy and the Basic Expectations as set out by the Federation Trust/Academy. The Federation Trust/Academy may produce "Basic Expectation" cards on a whole range of issues from 'managing the classroom' to 'duties around the school'. These could be included in the Staff Handbook and referred to regularly. Staff who feel that elements should be looked at again are asked to bring suggestions to the appropriate SMT through Departmental, Heads of Department, Curriculum Leaders, Year Directors, HOY Meetings or other appropriate forums. Staff are reminded of the absolute need to be ready and able at all times to carry out their duties and to be punctual in all circumstances.
- Support the policies and aspirations of the Federation Trust/Academy at all times, and be especially sensitive when out of school. All Staff before appointment are given every opportunity to investigate the Federation Trust/Academy and come to a decision as to whether the environment is right for them. Once appointed, the Federation Trust expects that all Staff will actively promote the values which permeate the life of the Academies. For example:

The highest standards of behaviour

Courtesy

A respect for all individuals

An awareness of the importance of the environment

The Academies learning climate including the commitment to a strict uniform policy

Support for Extra Curricular Activities

The Combined Cadet Force/ACF

Residential Experiences

The House System

Training School Initiative and others, as identified from time to time.

Policies can always be reviewed but until changed Staff are expected to totally, and actively support the ethos determined by the Governors.

Staff should:

- Support all pupils of whatever ability to do their best and have high personal aspirations. The Academy is a learning community which hopes to inspire young people and to enhance and enrich students' lives enabling them to experience as wide and as full a range of learning opportunities as possible. It is assumed that Staff will use their expertise and enthusiasm for the benefit of the students.
- Be friendly and welcoming, helpful, polite and courteous to everyone connected with the Academies: visitors, parents, other Staff and students etc. In terms of the Students, Staff are, when admonishing, expected to differentiate between the unacceptable actions of the child and the child itself. The action should be condemned in terms of "We do not do this at The Academy, At the Academy we expect" etc. The child should not be condemned. Staff should never humiliate a child either privately or publicly. Sarcasm should not be used and where practicable, students should be dealt with privately, not in front of others. Familiar or inappropriate language should not be used. Male Staff should be referred to as Sir and Female Staff as Miss (or Mrs when using a surname). All language which could constitute or be construed as of a sexual nature should be avoided.

When interviewing members of the opposite sex, Staff should seek to speak to individuals in open areas, and no meeting is to be held in closed locked areas or any location without external visibility. If appropriate or practical, another member of staff should also be present.

- Be aware outside school, of the responsibility to maintain the integrity and good name of the Federation Trust. Staff are, often recognisable and recognised. They should be conscious of maintaining an appropriate level of behaviour at all times. Staff are particularly reminded that intimate personal relationships with students is forbidden by law, no matter what the age of the student. Outside school, if a member of Staff enters licensed premises and is aware that under age students are present, this should be reported to the management or, Staff should leave the premises. When students are present at social events outside school but are legally of age, the member of Staff will have to make a decision as to whether to remain is advisable, in the light of the general expectations laid out above.

More specifically Staff should be conversant with the Conditions of Service under which they are employed. A contract is signed by all Staff and individuals are responsible for ensuring that they are aware of the specific requirements of their post. When in doubt, Staff should ask for clarification.

Staff should be aware of current and relevant legislation e.g.:

- Health and Safety at Work Act
- Sex Discrimination Acts including Gender Equality
- Race Relations Act
- Disability and Discrimination Act

Staff are to ensure that they are up to date on these legal obligations. Copies of relevant information can be obtained on request; is available on the Federation Trust network system and is published in the Handbook.

- Staff should carry out duties and responsibilities at all times with honesty and integrity. Authority or positions should never be used for personal gain or to enable colleagues or others to gain personally. Staff must declare if they have connections with any business or organisation that supply the Federation Trust/Academy.
- Federation Trust equipment is to be treated with due care and respect. If Staff wish to borrow equipment for personal use they must first gain permission from the Line Manager to whose Department the equipment is inventoried and to whom the Executive Headmaster/Head of Academy has delegated the authority to authorise loans. Academy procedure for signing equipment in and out must be followed. If in doubt, check with the line manager. Equipment taken out of school which has not been authorised and is subsequently lost or broken must be replaced at the borrower's own expense. Staff taking equipment out of school without following the procedures are laying themselves open to accusations of "improper conduct". Improper conduct can lead to disciplinary action including dismissal. Breakages should always be reported immediately to the Inventory Holder.
- Permission must be obtained from the Executive Headmaster/Head of Academy to undertaken additional employment. The Federation Trust expects all Staff to fulfil their obligations to the students, and reserves the right to make a judgement as to whether undertaking additional work would be prejudicial to that outcome, or bring the school into disrepute. A discussion with the SMT before seeking additional employment should always precede the attempt to find an additional job/post. If on appointment a member of staff already has a further post, this should be declared at the interview.
- The Executive Headmaster/Head of Academy is to be informed in advance of a decision to apply for a post elsewhere. The Federation Trust recognises that every individual has a right to seek employment as and when they deem appropriate. However, since the Academy will generally be asked for a Reference, it is both courteous and sensible for the application to have been discussed with the Head of Academy in advance. Staff who have been on interview are asked to inform the Head of Academy of the outcome on the morning following return to school.
- Staff must declare and pay for any private telephone, photocopying, faxing and postage made using school resources. Mobile telephones should not be used for personal matters during work hours. Emergency calls can be made from school land lines.
- The Federation Trust's advice via the appropriate member of the SMT should be sought on any matter regarding Patent Copyright and the acceptance of gifts. Staff should be aware that "intellectual copyright" of; for example, textbooks written by Staff, can in some circumstances be claimed by the Federation Trust and clarification of the Federation Trust's position should be sought.
- A member of staff must notify the Executive Headmaster/Head of Academy of any criminal charges or convictions whilst they are in the employment of the Federation Trust. The Governors may then make a decision as to whether this constitutes unprofessional conduct and whether there has been a breakdown in the bond of trust necessary between employer and employee. In such cases, dismissal may be appropriate. Each case will be considered independently and on its merits. It is likely that the Governors would view any conviction for possession of prohibited drugs, sexual misconduct, theft, misappropriation of school funds or equipment, violent conduct, disorderly conduct in a public place etc as gross misconduct, within the general heading of "professional misconduct" and therefore the

member of staff concerned would be liable for dismissal.

- The additional following points are brought to all Staff's attention:

Smoking on site is totally prohibited.

The use, possession or distribution or sale of drugs is totally prohibited and constitutes gross misconduct for which the penalty could be dismissal.

Staff are prohibited from working whilst under the influence of non-prescribed drugs or alcohol. It is potentially a dismissal offence for any member of staff failing to meet their contractual obligations due to alcohol or substance abuse. Staff must bring to the attention of their Line Manager any medication or illness which may affect their work performance or behaviour.

The Executive Headmaster has the final say as to what the Federation Trust deems to be an appropriate professional standard of appearance; including hairstyles. In general terms, Male staff are expected to wear collar and tie and Female Staff should be dressed for work in a professional environment and where regular contact with members of the public is the norm. Female staff are especially asked to bear in mind that in advising Sixth Form female students about what is appropriate, the Academy will often use the phrase that "Sixth Form students are permitted to wear what is considered acceptable attire for Female Staff to wear". It is very important therefore that Staff set the standard and do not wear clothing, or have hairstyles, which would be inappropriate and unacceptable.

- While the Federation Trust accepts that Staff will access the internet for personal reasons, using the school system access should not take place while on "duty", (e.g. when teaching or for support staff, in working time). During non-contact time, before or after school etc the school system can be used but all staff should be aware that personal access to sites will be monitored and no site is to be accessed that would be considered inappropriate. Staff are asked to seek guidance from their Line Manager if in any doubt about the appropriateness of accessing a particular site.

In summation, the Governors expect all Staff to behave at all times with dignity and professionalism. The Code is not exhaustive. Each situation will have to be dealt with separately and with due consideration.

All members of staff and at all levels are to bring to the notice of their immediate Line Manager on an 'in confidence' basis any matter whether personal or professional which may have an impact on the reputation of the school or affect working relationships with either pupils or other members of staff.

Please print your name and sign this document to acknowledge that you have read and understand the Code of Conduct. Please then return it to Head of Academy. You should retain a copy for your personal reference and information.

Name Signed

Date