## Staff Professional Conduct and Expectations

**Aims:**
To ensure the Academy staff all operate with a common set of high values and are self-monitoring.

**Targets / outcomes:**
Create a high quality professional environment ensuring high standards of conduct reflecting the ethos and the values of the Academy.

**Definition:**
This document is a set of explicit expectations, based on our core values: leading by example, working together, respecting individuals, dedication to learning and achieving, openness, commitment to all, fairness.

### Standards and responsibilities for all staff

**Collective responsibility.**
- Uphold school vision and values in and out of school
- To maintain a safe working environment
- To follow the school’s policies
- To uphold safeguarding protocols
- Challenge colleagues and students when falling below the high expectations

**Managing positive working relationships.**
- To be kind in all interactions
- To be conscious of the impact of language
- To acknowledge effort and hard work
- Get to know your colleagues
- Demonstrate your faith in yourself and your colleagues
- Use appropriate language
- Deliver and implement all the value related behaviours
- Respond to each other positively
- When there is conflict try and resolve it immediately and face to face
- Manage confidentiality thoughtfully

**Appearance and presentation**
- To wear appropriate professional work attire including accessories
- To wear closed toe and heel shoe
- Tattoos covered
- No leggings, spaghetti straps, shorts, skirts above the knee
- Aware of personal hygiene
- Model the standards we would expect of students
- Meet the school’s health and safety requirements

### Communication

**Communication with students, verbal, e-mail and written**
- Uphold and promote the school vision and values
- Use professional and formal language
- Communication maintains clear professional boundaries between the student, parent/carer and member of staff
- Any email communication between students/staff must only be on the school based system
- No students pictures on mobile phones
- Use the school email for trips and visits rather than personal phone numbers

**Communication with parents.**
- Be empathetic and listen - be mindful that parents/carers may be angry and a calm and measured response is needed.
- Be prepared for meetings with as much as information as possible
- Record and log all communication with parents/carers
- Use polite and professional language
- Use positive and respectful language to talk about students
- Talk about the behaviours not the child
- Be mindful that the parent has the right of access to everything written down about themselves and their child
- Use the school’s signature template and appropriate font and sizing in written communication

**E-mail, verbal and written communication with staff**
- The preference must be to communicate the message face to face first and email as a second option
- If a challenging conversation has to be had, it must take place face to face and NOT via email
- Private conversations should take place in offices/staffroom
- Professional and appropriate language should be used
- Conversations in front of students, parents and visitors should always be professional.

**Email**
- Emails are a record so the content must be of a professional nature
- Formal language used at all times
- Emails should not contain a tone or emotional sentiment that might cause offence or upset
- BCC/CC and forwarding only the people who need to know
- Email records of meeting should accurately reflect the discussions of the meeting

**Social media**
- Use of social media follows any safeguarding protocols involving any content about themselves
- Understands the personal responsibility of their social media profile and privacy settings
- Articulates their views and beliefs appropriately on social media and accepts advice if mistakes are made.
- Professional distance on all forms of social media

**Relationships at work**
- Staff in a relationship should not display this in the workplace and should not let it impact on their roles or responsibilities.
- Professional distance in working relationships e.g. appropriate to the work role
- Colleagues need to treat each with kindness
- If there is a conflict of interests such as line management, this should be declared to the Executive Principal.

**Respecting the Academy environment.**
- Parking in the appropriate place
- Ensuring that the relevant people are aware if and when you access site out of hours
- Reporting any damage or Health and Safety to Premises
- Wash cups up - avoid growing mould where possible
- Dispose of all litter be conscious of maintaining a clean environment
- Do not stick posters onto the academy walls

**Classroom environment**
- Ensures classroom and public/shared spaces are kept clean tidy
- Leave classrooms as they are found
- Leave equipment and resources in the appropriate places
- Take care and maintain displays
- Report any damage or health and safety to Premises

**Offices/communal social/work areas.**
- Discuss the academy proudly and professionally at all times
- Build a positive picture of the student body, never placing negative thoughts into the minds of others
- Communicate information on a need to know basis only
- Keep all work areas tidy

**Sickness management and punctuality.**
- Call in on time the cover supervisor on time and your line manager
- Have cover work prepared in advance for planned absence
- Follow back to work protocol - completing paperwork and meeting with line manager
- Be on time to work everyday
- Be punctual to meetings

**Managing work/life balance**
- Communicate to line manager when help is required in regard to work life balance
- It is not necessary to check or respond to emails on the weekends and after 6pm
- Be observant of colleagues and report any concerns
- Be proactive in making suggestions about how to reduce workload
- Follow and deliver all expectations so that we achieve 100% consistency for all staff and students
- Produce high quality live marking

**Trips and visits**
- Role models to students in a public forum: demonstrate manner, courteous behaviours
- Appropriate dress - professional NOT casual
- Use of voice and language when dealing with student
- Promote AAA - always positive and selling our strengths - proud and confident

**Gifts**
- Declare gifts over £50
- No preferential treatment of individual students

**Safeguarding responsibilities**
- Absolute responsibility for delivering the Academy’s safeguarding procedures
- Prioritising the safety and welfare of students at all costs
- Never ignoring any situation or action that might impact on the safeguarding of our students and staff
- Never communicate with students through social media
- Never socialise with students
- Avoid being in the same social situation as students - modify and adapt your behaviours accordingly
Never give a lift to a student unless you have business insurance and a second member of staff is present.

Smoking
- Staff will smoke off site and in designated areas
- Will keep the smoking area clean
- Will make sure they do not smell of smoke on their return to school

Social events
- Behave in a way that promotes the Academy, never using derogatory language or behaving in a way that may be interpreted as offensive towards the academy

Related documents
- KCSIE, Safeguarding, Performance Management, Behaviour Policy