



Staff Conduct and Expectations Policy 2022-23

All staff should have access to this policy and sign to the effect that they have read and understood its contents

Date of last review:	August 2022	Author:	Vice Principal
Date of next review:	September 2024	Owner:	Ark Alexandra Academy
Type of policy:	<input type="checkbox"/> Network-wide <input type="checkbox"/> Set for school <input checked="" type="checkbox"/> Tailored by school	Approval:	Board
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POSITIONING WITHIN ARK OPERATIONAL MODEL

Component	Element
<input type="checkbox"/> Strategic Leadership & Planning <input type="checkbox"/> Monitoring, Reporting & Data <input type="checkbox"/> Governance & Accountabilities <input type="checkbox"/> Teaching & Learning <input type="checkbox"/> Curriculum & Assessment <input checked="" type="checkbox"/> Culture, Ethos & Wellbeing <input type="checkbox"/> Pathways & Enrichment <input type="checkbox"/> Parents & Community <input type="checkbox"/> Finance, IT & Estates <input type="checkbox"/> Our People	Safeguarding

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

Our Vision

Ark Alexandra's vision is to provide all members of our community with the opportunities to engage with 'life in all its fullness' (John 10:10). This will be achieved through the highest quality of education that a truly great school will provide. We are committed to striving for excellence and inspiring our students to fulfil their potential. Our faith underpins our aim for all students to have the widest possible life choices. By knowing every student, and demonstrating kindness, we will inspire every member of Ark Alexandra to have a positive impact on the community around them.

Collective responsibility

- Uphold and promote the school vision and values in and out of school
- Maintain a safe working environment for everybody
- follow and implement the school's policies
- Uphold safeguarding protocols
- Challenge and support colleagues and students who are not upholding the high expectations (in private)

Managing positive working relationships

- To be kind in all interactions and conscious of the impact of your language and tone
- To acknowledge effort and hard work of colleagues and students
- When there is conflict try and resolve it immediately and face to face, in private
- Share information in a reasonable and professional manner
- Share effective practice and collaborate across departments
- Support each other

Appearance and presentation

- Wear appropriate professional work attire
- Wear closed toe shoes
- Tattoos where deemed offensive, to be covered at the direction of the LMM
- No leggings or treggings to be worn as trousers
- No spaghetti straps, shorts, skirts at the knee
- Aware of and maintain good personal hygiene
- Meet the school's health and safety requirements

Communication

Communication with students, verbal, e-mail and written

- Use polite and respectful language and tone in all interactions with students
- Communication maintains clear professional boundaries between the student and member of staff
- When communicating with students, in class and in groups, extra care must be shown in your choice of words or topics discussed
- Email communication between students and staff must be on the school based system
- No student pictures to be taken/stored on mobile phones or any personal contact details (including 6th Form), unless you know the parents of the child or relations of the child out of school context
- Use the school email/phone/Teams account for communication on trips and visits rather than personal phone numbers

Communication with parents

- Face to face meetings or telephone calls will always be superior when discussing any behaviours that are not acceptable
- Use polite and respectful language
- 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 information as possible
- Do not engage in conversations with parents about other students
- Avoid conversations with parents outside the school environment about students and school
- Record and log important communication with parents/carers on BROMCOM

- 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
- Maintain professional formal language when recording events or incidents for students
- Remain emotionally neutral and provide the facts only

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 or as a follow up
- Use polite, respectful language and tone in all communications
- If a challenging conversation must be had, it must take place face to face and NOT via email in private
- Private conversations should only take place in your own office or a private space
- Difficult or inappropriate conversations must not happen in the corridor
- Conversations in front of students, parents and visitors should always be professional.
- Timely and accurate communication in advance of major events/CPD/INSET
- Adhere to the school's communication policy
- When conflict or misunderstanding arise seek to resolve the issue informally first

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
- Email records of meetings should accurately reflect the discussions of the meeting
- Adhere to the communications framework which is found [here](#)

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
- Avoid engagement in any social media that is detrimental to Ark Alexandra Academy.

Relationships at work

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

Respecting the Academy environment

- Parking for staff is in designated staff parking areas, staff should refrain from using visitor or 6th form parking areas.
- Refrain from parking in the disabled parking spaces unless you have a blue badge
- Ensuring that the relevant people are aware if and when you access the sites out of hours
- Reporting any damage or Health and Safety to Premises – see it and report it
- Be conscious of maintaining a clean environment
- Ensuring that the relevant people are aware if and when you access the sites out of hours, or require late opening. Staff must comply with the lone working Risk Assessment for their own safety.

Classroom environment

- Ensure classroom and public/shared spaces are kept clean and tidy
- Report any damage or health and safety issues to the Premises Team

Offices/communal social/work areas

- Always discuss the Academy professionally in public
- Keep all work areas tidy

Sickness management and punctuality

- Call by 7.00am. Inform the cover supervisor, Jerry Firth, and your line manager.
- Prepare cover work 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 regarding work/life balance
- It is not necessary to check or respond to emails after 6pm or at weekends (adhere to the communication strategy)
- Be observant of colleagues and report any concerns over well being
- Be proactive in making suggestions about how to reduce workload

Trips and visits

- Act as role models to students in a public forum: demonstrate manners, courteous behaviours
- Appropriate dress
- Use of voice and language when dealing with student
- Promote AAA - always positive and selling our strengths - proud and confident
- 1:10 ratio for school trip and residential trip, 1:15 on a low risk trip

Gifts

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

Safeguarding responsibilities

- Every member of staff is responsible for safeguarding and prioritising the safety and welfare of students
- Act on/report any situation or action that might impact on the safeguarding of our students and staff
- Never communicate with students privately through social media
- Avoid socialising with students at a social event, unless you know the parents of the child or relations of the child out of school context
- When giving students a lift in your car ensure you have business insurance and a second member of staff
- When meeting with a student on your own, keep the door open and maintain high visibility
- Prioritising the safety and welfare of students at all costs, this includes ensuring that no unauthorised individuals gain access to the Academy by “tailgating” members of staff through doors or gates.
- All staff must use the InVentry system to sign onto and off both sites. This is to ensure that all staff can be accounted for in the event of a fire or incident.

Smoking and vaping

- Only smoke and vape off site and away from the school building
- Leave no smoking debris behind
- Ensure you do not smell of smoke
- Avoid smoking and vaping in front of students including 6th form students

Social events

- Behave in a way that promotes the Academy, never using derogatory language or behaving in a way that may be interpreted as perceived as offensive towards our Academy.

SLT and MLT will:

Model, promote and support staff in achieving the highest professional conduct.
Emphasise the why and then the what
Secure consistency from all staff

Related documents

Ark Policies:
<https://arkschools.sharepoint.com/ArkNetCentral/policies/Shared%20Documents/Forms/AllItems.aspx?id=%2FArkNetCentral%2Fpolicies%2FShared%20Documents%2FOur%20People>