

Bay Learning Academy CIC

Staff Code of Conduct

2023 - 2024

Introduction

Bay Learning Academy promotes a culture of high professional standards. This Code of Conduct sets out the standards expected and the duty upon all adults including staff, volunteers and governors to abide by it. Following this Code of Conduct will help to safeguard all adults from being maliciously, falsely or mistakenly suspected or accused of professional misconduct.

This document cannot provide a complete checklist of what is, or is not, appropriate behaviour for all adults working at the Academy. There will be occasions and circumstances in which staff have to make decisions or take action in the best interests of the student where no specific guidance has been given. Adults are expected to make responsible and informed judgements about their own behaviour in order to secure the best interests and welfare of the students in their charge.

Setting an Example

Staff must work together at all times to encourage the observance of the one academy rule and demonstrate examples of behaviour and conduct which can be copied and modelled by students. Staff are expected to demonstrate their punctuality, thereby setting high standards for students. All staff must avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

Principles of Professional Practice

All adults working in the Academy must:

- Uphold public trust in the Academy by maintaining high standards of ethics and behaviour. Colleagues shall refrain from criticism or a discussion of the merits and demerits of colleagues or the Academy in public or with parents.
- Place the well-being and learning of students at the centre of their professional practice.
- Be committed to safeguarding all students.
- Adhere to and have proper and professional regard for the ethos, policies and practices of the academy and maintain high standards of attendance and punctuality.
- Treat all colleagues and students with mutual respect and at all times observe appropriate professional boundaries.

Student Welfare

Staff must comply with academy policies and procedures that support the well-being and development of students; co-operating and collaborating with colleagues and with external agencies where necessary to support the development welfare of students.

Staff must follow the reasonable instructions that support the emotional and educational development of students.

Honesty and Integrity

Staff must maintain high standards of honesty and integrity in their professional work. This includes but is not limited to the handling and claiming of money, the care of academy property and facilities, the preparation of student assessment procedures and the accuracy of student data they are responsible for.

Conduct Outside of Work

Staff must not engage in conduct outside work which could seriously damage the reputation of the academy, the employee's reputation, or the reputation of other members of the academy.

Dress Code & Personal Appearance

Employees should demonstrate a high level of professional standards in all aspects of their conduct. As important role models in the lives of young people, this should include the standard of dress, personal image and demeanour.

Photo ID

All staff will be provided with and must wear photo identification at all times during working hours' unless health and safety reasons do not permit this.

Other Employment

Employees may undertake other employment outside of their normal working hours. However, if the employee considers that there is potentially a conflict of interest in undertaking the work, he/she must inform the Principal and gain approval before commencing the other employment.

Confidentiality

Confidentiality should be maintained at all times in accordance with the principles of the Data Protection Act; unless of course there are safeguarding issues when confidentiality cannot be guaranteed.

Smoking/Consumption of Alcohol

The consumption of alcohol and smoking are forbidden on Academy premises or in academy vehicles. Consumption of alcohol is allowed at Academy social events but at all times staff should remember their position in the Academy and not behave in any way that could undermine their professionalism. If a member of staff is representing the Academy at a business function outside of working hours alcohol should only be consumed in moderation. Care should also be taken at residential events and school trips where staff are responsible for the students in their care.

Educational Visits & Enrichments

Adults should take particular care when supervising students in the less formal atmosphere of an educational visit, particularly in a residential setting, or after Academy activity. Staff and volunteers remain in a position of trust and the same standards of conduct apply.

General

The information contained in this policy is intended as a guide but it is not exhaustive. Any behaviour or conduct that is considered unprofessional may result in disciplinary action being taken.

Staff will:

- Build trust with student's family
- Collaborative approach with school and outside agencies – attend meetings and be involved
- Involve students and parents at every opportunity encourage them to have their say
- Create an environment for learning by ensuring students feel safe
- Build learning focused relationships

- Create educational content that is relatable
- Build positive relationships where students feel safe, respected, and valued. Where they are free from threats and distractions.
- Establish expectations and routines with students and will take steps to address where this is not being met
- Use Positive Framing of corrective direction instead of negative descriptions
- Demonstrate clear roles and boundaries, focusing on the shared purpose of learning rather than interpersonal connections
- Communicate kindness, keeping kindness at the forefront especially during challenging situations
- Be the adult, remaining calm and rationale responding with adult language and a professional demeanour. Not using threats, sarcasm, or personal remarks
- Demonstrate warmth and assertiveness with tone of voice and body language being firm but showing they are valued and respected
- Promote student's competences and successes at every opportunity – describing happiness and achievements rather than the absence of problems
- Develop student's Adaptive Systems at every opportunity – Resilience Development

Signed.....Date.....