



**The Park Federation Academy Trust**  
**The Godolphin Junior Academy**  
**Staff Code of Conduct**

<b>Approved by CEO and Federation Principal on behalf of the Board of Directors</b>	Dr. Martin Young
<b>Date of approval</b>	September 2016
<b>Date of review</b>	September 2018

## Notes on Document Control

This document is the property of The Park Federation Academy Trust and its contents are confidential. It must not be reproduced, loaned or passed to a 3rd party without the permission of the authoriser.

It is controlled within The Park Federation Academy Trust Admin Server where the electronic master is held and can be accessed on a read only basis, subject to security permissions.

Users of the document are responsible for ensuring that they are working with the current version.

Paper or electronic copies may be taken for remote working etc. However, all paper copies or electronic copies not held within the Admin Server are uncontrolled.

Hence the footer 'DOCUMENT UNCONTROLLED WHEN PRINTED' which must not be changed.

Once issued, as a minimum this document shall be reviewed on an annual basis by the originating team/function. Any amendments shall be identified by a vertical line adjacent to the right hand margin.

To enable continuous improvement, all readers encouraged to notify the author of errors, omissions and any other form of feedback.

# The Godolphin Junior Academy

## Staff Code of Conduct

### **Our Philosophy**

Our staff are committed to putting the needs of the children first at all times. The whole academy collaborates for the benefit of each and every child, ensuring that they have an opportunity to be successful in their own way. Our academy is a safe, warm, caring, and friendly place, which provides a supportive and stimulating learning environment. We have to listen to children and show fairness and understanding in any event. We will involve their parents and work in partnership with them in their children's education.

The education provided at The Godolphin Junior Academy will lay a strong foundation for each child's future development as a whole person and contributing member of society. Knowledge, skills and values together with the essential qualities of curiosity and excitement are the important elements to meaningful learning. Our pupils will experience an education that is broad based, flexible and inclusive but which also raises attainment and supports them to meet and manage the many changes and new developments that are taking place in our society. Most importantly, first hand experiences must be provided wherever possible.

Every child has a talent to be nurtured and developed. Opportunities will be given to each child to achieve his or her full potential, a chance to experience a moment of greatness or importance.

Our children must be encouraged to recognise and accept certain principles of moral and social behaviour. They must be self-confident, self-controlled and disciplined, but also aware of and sensitive to the needs of others.

Staff must follow all policies and procedures followed by the school. If a member of staff does not follow this code of conduct this may lead to disciplinary procedures.

### **Expectations of All Staff at The Godolphin Junior Academy**

**All staff must be committed to:**

- Actively promoting the philosophy and aims of the academy.
- Raising standards and having high expectations of all our pupils.
- Promoting understanding of the principles and practices for equality and justice for all members of our academy community.

It is important that staff should have high personal expectations and set themselves as good role models for our pupils.

**All staff must follow the academy's school rules:**

- We show respect and good manners at all times.

- We care for everyone and everything.
- We follow instructions with thought and care.

## **Dress Code**

We should be good role models for the children and represent our profession by looking and dressing smartly. Children do notice what we wear and it is important to have regard for this. You are reminded that you are a representative of the academy and it is considered that Business Casual is appropriate work attire for all staff except Site Staff whose job requires suitable protection.

### **Business Casual is considered:**

- Gentlemen - collared shirt, smart jumper and trousers. For certain important occasions/meetings 'Business Smart' i.e. a tie (with shirt collar buttoned up) and jacket (where appropriate) would be appreciated.
- Ladies - smart dress/skirt/trousers and blouse/smart top or jumper. For certain important occasions/meetings 'Business Smart' would be appreciated. Any sleeveless tops must cover under garment straps. Low cut tops should not be worn.
- Footwear must also be smart. The academy will NOT permit sports/logo t-shirts, jeans/khakis, leggings (unless worn under a dress or skirt), fashion trainers or other casual footwear, etc. (except for site staff). Plain coloured trainers only, no backless shoes/flip flops.
- No clothing that has 'fashion holes and rips'.
- Tattoos to be covered where possible.

The dress code applies from Monday to Friday. 'Dress Down' days will only be permitted with the expressed permission of the Principal for special events e.g. raising money for charity.

Tracksuits, t-shirts and shorts should only be worn on days when teaching PE/games and should not be regarded as everyday wear.

Lunchtime Supervisors and Controllers must wear their yellow identity jackets at all times whilst on duty. Dining Staff must wear a tabard at lunchtime. These are provided by the academy.

Site staff and janitors/cleaners must be aware of any safety requirements and wear protective clothing when necessary.

## **Attitudes**

Staff is expected at all times to have a positive and sensitive attitude towards the children, the academy environment and the parents. If there are problems these should be aired in private to the appropriate person. All staff must be committed to the whole academy ethos.

### **This may mean:**

- Giving other members of staff support.

- Helping out with and responding to issues at playtimes and dinner times.
- Getting involved with pupils not in your class.
- Running lunchtime or after academy clubs.
- Entering competitions to allow pupils to achieve on a regional or national level.
- Showing appreciation for the work of others throughout the academy.
- Supporting social events and fund raising activities organised by the parent's association.

Attitudes such as *"it's not my job"* or *"it's my PPA time"*, negativity towards any child, turning a blind eye to a situation, constantly finding fault, or not carrying out agreed actions will not be condoned.

### **Mobile Phone Use and Private Phone Calls**

Time spent on private calls is time not spent carrying out the duties of your work role. Private calls must be kept to a minimum during work time and except in an emergency, no private calls should be made or received in front of the children. This includes in the classroom, while teaching or on the playground when on duty. Abuse of this ruling will result in a warning which could lead to disciplinary action should the warning be ignored.

Staff must not use their mobile phone as a camera in the academy. Any photographs or videos must be taken using academy equipment. Staff must only save images on academy desktop computers and not on laptops. Staff must not have images of students stored on personal cameras, devices or home computers.

### **Confidentiality, Integrity and Security**

We expect staff to have an awareness and high regard for the confidential, sensitive and important nature of their role and will be mindful of this at all times including formal and informal discussions with parents, other members of staff, children and the wider school community. Particular attention should be paid in public areas of the school such as corridors, the playground and the staff room.

A "needs to know" approach should be adopted to safeguard this principle and to ensure no child or group of children is unfairly stereotyped or unnecessarily spotlighted. Where possible no names should be explicitly mentioned whether for positive, negative or information purposes in public areas, unless it is on a needs to know basis for all present to hear.

**Confidential information about pupils must be held securely. Confidential information about pupils must not be held off the school site other than on security encrypted school equipment.**

### **Sexual Contact with Children and Young People and Abuse of Trust**

Any sexual behaviour, whether homosexual or heterosexual, by a member of staff, volunteer or governor with or towards a child or young person is illegal. The same

laws as adults in relation to non-consensual sexual behaviour protect children and young people. They are additionally protected by specific legal provisions regardless of whether there is consent or not. All adults working in the school who have contact with pupils are in positions of trust.

The Sexual Offences Act 2000 specifically established a criminal offence of the abuse of trust in relation to teachers and others who are in relationship of trust with 16 -18 year olds. There are occasions when adults embark on a course of behaviour known as 'grooming' where the sole purpose is to gain the trust of a child or young person, and manipulate that relationship so that sexual abuse can take place. Staff and volunteers should be aware that conferring special attention without good reason or favouring a pupil has the potential to be construed as being part of a 'grooming' process, which is a criminal offence.

### **Social Contact and Social Networking**

Social networking sites and blogging are extremely popular. Staff must not post material which damages the reputation of the school or which causes concern about their suitability to work with children and young people. Those who post material which could be considered as inappropriate could render themselves vulnerable to criticism or allegations of misconduct or disciplinary action.

Staff in school should not establish or seek to establish social contact with pupils for the purpose of securing a friendship or to pursue or strengthen a relationship. This includes social networking and blogging. Even if a pupil seeks to establish social contact, or if this occurs coincidentally, the member of staff should exercise her/his professional judgment in making a response and be aware that such social contact in person, by phone or on the internet could be misconstrued and may place the member of staff in a very vulnerable position.

### **Internet Use and Electronic Communication**

The academy has a separate policy on internet use, electronic communication and security which should be read in conjunction with this Code of Conduct.

Under no circumstances should adults in the academy access inappropriate images. Deliberately accessing pornography on school equipment will be treated as gross misconduct and may be considered a criminal offence. Accessing indecent images of children on the internet, and making, storing or disseminating such material, is illegal and is likely lead to criminal prosecution and may result in barring from work with children and young people. Personal property of a sexually explicit nature such as books, magazines, DVDs or such material on any electronic media must not be brought onto or stored on the school premises.

No images of students should be made available on the internet other than through the school network or website with permission from parents and senior teachers.

### **Gifts**

It is against the law for public servants to take bribes. Staff need to take care that they do not accept any gift that might be construed by others as a bribe, or lead

the giver to expect preferential treatment. There are occasions when pupils or parents wish to pass small tokens of appreciation to staff e.g. at Christmas or as a thank-you and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value. Personal gifts must not be given to pupils. This could be misinterpreted as a gesture either to bribe, or single out the young person. It might be perceived that a 'favour' of some kind is expected in return. Any reward given to a pupil should be consistent with school policy, recorded, and not based on favouritism.

## **Safeguarding**

### **In Relation to Children Who Attend The Godolphin Junior Academy:**

Staff must take the utmost care of pupils under their supervision with the aim of ensuring their safety and welfare. The safeguarding of children is the responsibility of every member of the school community. Staff have a duty to safeguard pupils from:

- Physical abuse.
- Sexual abuse.
- Emotional abuse.
- Neglect.
- Bullying, including cyber bullying

The duty to safeguard pupils includes the duty to report concerns about a pupil to the academy's Designated Safeguarding Lead (DSL) for Safeguarding and Child Protection.

The academy's DSL is **Jasmeet Mudhar**.

The academy's Deputy DSLs are **Carol Singh, Anne Tudor, Candy Mole, Vathani Janakan and Shoba Patel**.

Staff are provided with personal copies of the academy's Safeguarding Policy, Child Protection Policy and Whistleblowing Procedure. Staff must be familiar with these documents and read them in conjunction with this Code of Conduct. Copies of these are available in the staffroom and on the academy's website.

Staff should discuss and/or take advice promptly from their line manager or another senior member of staff over any incident, which may give rise to concern. Records should be made of any such incident, immediately given to the DSL or Deputy DSL and a record of the decisions made and further actions agreed must be logged.

## **Physical Contact and Personal Privacy**

There are occasions when it is entirely appropriate and proper for staff to have physical contact with pupils, but it is crucial that they only do so in ways appropriate to their professional role. When physical contact is made with pupils

this should be in response to their needs at the time, of limited duration and appropriate given their age, stage of development, gender, ethnicity and background. It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one pupil in one set of circumstances may be inappropriate in another, or with a different pupil. Physical contact should never be secretive or casual, or for the gratification of the adult, or represent a misuse of authority. If a member of staff or volunteer believes that an action could be misinterpreted, the incident and circumstances should be reported.

## **Professional Relationships**

### **With pupils:**

All pupils have a right to be treated with respect and dignity. Staff and volunteers must not use any form of degrading treatment to punish or undermine a pupil. The use of sarcasm, demeaning or insensitive comments towards pupils is not acceptable in any situation. When speaking to pupils, we always consider how we would expect to be spoken to ourselves. Shouting aggressively is not acceptable in any situation.

### **With other members of staff:**

We act in a professional manner towards colleagues, irrespective of our relative position or status within the school hierarchy, for example:

- Speaking politely to one another.
- Being approachable, friendly and welcoming to other adults in school - both staff members and visitors.
- Being flexible and understanding of unexpected changes within the school day.
- Communicating clearly and honestly.
- Addressing concerns openly and honestly with the person to whom the concern is.
- Addressing others, whenever possible, without publicly criticising them.
- Never acting in a way that publicly undermines a colleague.
- Taking responsibility for our actions and being prepared to apologise when we have made mistakes, and undertake to learn from those errors.
- Not deliberately discriminating or ostracising certain members of staff.
- Avoiding the establishment of 'cliques' within the staff body.
- Ensuring that communication between ourselves and other staff members is in English so as not to ostracise other members of staff within the vicinity.
- Supporting the professional development of all colleagues.

- Avoiding any conduct which would lead any reasonable person to question the motivation and intentions.