



**The Hurlingham Academy**  
The best in everyone™  
Part of United Learning

# Code of Conduct Policy for Employees



## **CONTENTS**

1. Guiding Principles
2. Practice Guidelines
3. Social Networking & E-Safety
4. Disciplinary Action

## 1. GUIDING PRINCIPLES

The Hurlingham Academy aims to reflect the principles that Britain is a multi-cultural society operating in a wider context of an interdependent world. The Hurlingham Academy is a microcosm of that world. The Staff Code of Conduct Policy aims:

- To enable all staff to know and understand what is deemed acceptable.
- To help staff to work with students, parents and other staff to create an environment free from physical, verbal or non-verbal abuse.
- To ensure that all students and staff have the opportunity to achieve their potential.
- To ensure that every student and member of staff is helped to develop a sense of personal and cultural identity that is confident and open to change, and that is receptive and respectful towards other identities.

## 2. PRACTICE GUIDELINES

2.1 The Staff Code of Conduct Policy is based on the principle that staff who work at The Hurlingham Academy will form role models for the students with whom they come into contact. As such this policy forms part of a whole-academy approach to good behaviour and discipline which aims to promote the good behaviour necessary for effective learning to take place.

### 2.2 Relationships with students

2.2.1 Staff have a duty to safeguard students from:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

2.2.2 This duty to safeguard students includes the duty to report concerns about students to the designated Safeguarding Lead and is set out in the Child Protection Policy that every member of staff **MUST** read at the start of each academic year. The Safeguarding Lead for The Hurlingham Academy is [Esther Venegas](#).

2.2.3 Staff have a responsibility to develop the emotional wellbeing of students as well as nurturing their academic potential – in particular this relates to:

- Treating all students with respect at all times is vital in this process and therefore the use, by staff, of derogatory or abusive statements or subjecting a student to ridicule is not acceptable at The Hurlingham Academy. Staff are expected to set an example to students and therefore the use of appropriate language is important at all times; this means no swearing or the use of vulgarities at any time.
- Staff should not shout at students or create confrontational situations.

- Staff are expected to work with all students irrespective of their demeanor or ability. It is important that every opportunity is treated as a new beginning and staff should always try to emphasise the positive.
- Although dealing with young people can at times be extremely challenging it is always important that staff members remember that they are the adult and the professional and therefore all interactions with students and parents should be held within this paradigm. Students are not 'the finished article'.
- Staff should be addressed by students by their surnames throughout the academy. This applies to all staff working at the academy regardless of job role.
- Student safety is paramount at all times.
- Personal mobile phone numbers or equivalent must not be given out to students.

### 2.3 Dress

2.3.1 All students are expected to dress to a high standard at all times and the same is expected of staff. Work wear for staff should be that which would be acceptable within a professional office environment. It is therefore expected that male staff will wear a jacket, trousers and tie and that female members of staff will conform to expected norms of dress in a professional office environment. Jeans and t-shirts are not acceptable as work wear. Footwear should be appropriate to a busy environment – trainers are not acceptable for every day wear apart from those delivering Physical Education. Flip-flops or similar are not acceptable.

2.3.2 Body piercing is discouraged, apart from a single earring in each ear, and staff are expected to conform to this convention while at the academy or on academy business. Any tattoos should be hidden from view while staff are working at The Hurlingham Academy.

### 2.4 Equipment

2.4.1 Computers – Staff will be issued with a laptop and passwords to access the VLE and World Wide Web. Staff are responsible for the use of the laptop while in their possession and should therefore be careful about who has access to their password and personal machine.

2.4.2 Mobile Phones – Staff should not use their mobile phones during lessons and should not make or receive calls at any time that they supervising students, unless in an emergency situation. Content stored on phones brought into the academy must be appropriate and it is strongly recommended that phones are password protected.

2.4.3 Other equipment – Any items belonging to the academy must remain available to be used by staff and students as necessary. Staff will be responsible for the safe keeping of equipment loaned to them by the academy.

2.4.4 Permission of the Principal should be requested if equipment is to be taken home or if a member of staff needs to use a mobile phone within school.

### 2.5 Time Keeping and Attendance

2.5.1 With respect to attendance please see the attendance policy.

2.5.2 Punctuality is the key to running a successful educational establishment and students and staff are expected to attend all lessons on time and to remain on-site throughout the day. Staff should be ready to receive students at the scheduled start time for sessions as well as making sure students are not dismissed before the appropriate end of session time. All staff MUST be onsite by 08.05.

## 2.6 Honesty and Integrity

2.6.1 Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.

## 2.7 Conduct Outside Work

2.7.1 Staff must not engage in conduct outside work which could damage the reputation and standing of the academy or the employee's own reputation or the reputation of other members of the academy community. This includes inappropriate online social networking.

2.7.2 Staff should be vigilant in ensuring that nothing they say or do brings the academy's name into disrepute. Gossip in our communities can damage a reputation that has taken a considerable amount of time to establish.

2.7.3 Criminal offences that involve violence, possession or misuse of drugs or sexual misconduct are likely to be regarded as unacceptable and constitute gross misconduct. This is detailed in United Learnings Disciplinary Policy.

## 2.8 Confidentiality

2.8.1 Where staff have access to confidential information about students or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the student.

2.8.2 All staff are likely at some point to witness actions which need to be confidential. For example, where a student is bullied by another student (or member of staff), this needs to be reported and dealt with in accordance with the appropriate procedures. Such matters must not be discussed outside the academy, including with the student's parent or carer, nor with colleagues from the academy.

2.8.3 Staff have an obligation to share with their line manager or the academy's Child Protection Officer any information which gives rise to concern about the safety and welfare of a student (See safeguarding policy). Staff must be careful never to promise to a student that they will not act on information.

## 2.9 Smoking/Alcohol/Drugs

2.9.1 Alcohol may not be consumed during the working hours. Staff are not permitted to smoke on the school premises or grounds. Staff must be conscious of the academy's drug policy when discussing such issues, particularly the use of illegal substances, with students. It is expected that staff will attend for work in a fit state to carry out their duties – staff found under the influence of drugs or alcohol will be deemed to be unfit and disciplinary action may follow.

## 2.10 Use of Cars

2.10.1 Staff registration numbers are held on the database and it is important that staff inform administration if their number changes.

2.10.2 For their own protection, staff should never give lifts to students without clearing it with a senior member of staff. Staff must, in addition, check that their insurance covers them taking a student in their car.

## 2.11 Relationships with other staff

2.11.1 All staff are entitled to feel safe and secure at work and be free from intimidation or bullying behaviour. Staff are therefore expected to show professional courtesy and respect at all times to others working within the academy.

2.11.2 Should a member of staff feel that the above guideline has not been followed they should raise the matter with their line manager or in the case where this involves the line manager with the member of staff senior to them.

## 2.12 Parental Contacts

2.12.1 The academy has an expectation that staff will act swiftly and professionally at all times. This is particularly important where parents have contacted the academy with a concern or complaint relating to the education of their child. The aim at the academy is to make a return call on the same day as the original contact was made, even if in the first instance this is just a holding call.

2.12.2 Where an error has been made we should look to apologise and correct the mistake as soon as possible. Investigations should be carried out promptly and effectively with parents informed of the outcome as soon as is practical.

2.12.3 Where an ongoing investigation may take some time, due to a student or member of staff being absent for example, parents should be informed and given a date by which the investigation will be completed.

## **3. SOCIAL NETWORKING AND E-SAFETY**

3.1 For the benefit of new staff, and older staff who need reminding, we recommend that you use Facebook and other such sites with great care. New technology is blurring the distinction between what is "in school" and "out of school."

3.2 The Staff Code of Conduct contains the following guidance:

*3.2.1 Personal mobile phone numbers or equivalent must not be given out to students*

*3.2.2 Staff must not engage in conduct outside work which could damage the reputation and standing of the academy or the employee's own reputation or the reputation of other members of the academy community. This includes inappropriate on line social networking.*

### 3.3 The new Teacher Standards in force from Sept 2012 state:

*Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:*

- *treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position;*
- *having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions;*
- *showing tolerance of and respect for the rights of others;*
- *not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs;*
- *ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.*

3.3.2 More specifically this means all staff should be mindful of the information they disclose on social networking sites. Through the open nature of such sites, it is possible for third parties to collate vast amounts of information. Take the time to look over the privacy settings and set them as high as possible. **Don't add your students as your Facebook friends.** Do not under any circumstances accept friend requests from a person you believe to be either a parent or a student at the academy. The GTC has recommended that students ought to have left school for 5 years past Year 13 before it is acceptable to make them "friends".

3.3.3 Your 'off time' is your own. Union guidance urges teachers to keep their personal lives personal because they think it promotes better well-being for teachers. Furthermore, keeping an appropriate level of personal separation between you and your students makes professional sense.

3.3.4 Where staff associate themselves with the academy they should act in a manner which does not bring the academy into disrepute.

3.3.5 If staff use a personal blog to discuss their work – which is not recommended – they must ensure that confidential information is not revealed. This might include aspects of the academy policy or details of internal academy discussions. If in doubt about what might be confidential, staff members should consult their line manager. If a blog makes it clear that the author works for the Hurlingham Academy, it should include a simple and visible disclaimer such as "these are my personal views and not those of The Hurlingham Academy".

### 3.4 For your own protection we advise that you:

1. Ensure all electronic communication with students, parents, carers, staff and others is compatible with your professional role and in line with school policies. Ensure that any contact with students is kept strictly within an educational context.

2. Do not talk about your professional role in any capacity when using social media such as Facebook and YouTube. Mind your language.
3. Do not put online any text, image, sound or video that could upset or offend any member of the whole school community or be incompatible with your professional role.
4. Use school ICT systems and resources for all school business.
5. Do not give out your own personal details, such as mobile phone number, personal e-mail address or social network details to pupils, parents, carers and others.
6. Do not disclose any passwords and ensure that personal data (such as data held on CMIS software) is kept secure and used appropriately.
7. Only take images of pupils and/ or staff for professional purposes, in accordance with school policy and with the knowledge of SLT.
8. Do not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
9. Ensure that your online activity, both in school and outside school, will not bring your organisation or professional role into disrepute.
10. You have a duty to report any eSafety incident which may impact on you, your professionalism or your organisation.

### 3.5 Conduct on social networking sites

- Do not make disparaging remarks about your employer/colleagues. Doing this in the presence of others may be deemed as bullying and/or harassment.
- Act in accordance with The Hurlingham Academy Staff Code of Conduct and IT policy and any specific guidance on the use of social networking sites.
- Other users could post a photo on their profile in which you are named, so think about any photos you appear in. On Facebook, you can 'untag' yourself from a photo. If you do find inappropriate references to you and/or images of you posted by a 'friend' online you should contact them and the site to have the material removed. You potentially could face disciplinary action as a result of being tagged.
- Parents and students may access your profile and could, if they find the information and/or images it contains offensive, complain to your employer. You potentially could face disciplinary action.
- Do not publish your date of birth and home address on Facebook. Identity theft is a crime on the rise with criminals using such information to access to your bank or credit card account.
- Stop the network provider from passing on your details to other companies for research and advertising purposes. For example, to stop Facebook from forwarding your details, click "Privacy Settings". Under "Applications and websites" click "edit your settings". Scroll down to "instant personalisation" and make sure the checkbox for "enable instant personalisation on partner websites" is unchecked.
- Ensure that any comments and/or images could not be deemed defamatory or in breach of copyright legislation. Never place student photos on your site.



### 3.5.1 Detailed Guidance for use of Facebook:

<b>Privacy Setting</b>	<b>Recommended security level</b>
Send you messages	Friends only
See your friend list	Friends only
See your education and work	Friends only
See your current city and hometown	Friends only
See your likes, activities and other connections	Friends only
Your status, photos, and posts	Friends only
Bio and favourite quotations	Friends only
Family and relationships	Friends only
Photos and videos you're tagged in	Friends only
Religious and political views	Friends only
Birthday	Friends only
Permission to comment on your posts	Friends only
Places you check in to	Friends only
Contact information	Friends only

- Employers may scour websites looking for information before a job interview. Take care to remove any content you would not want them to see.

## 4. DISCIPLINARY ACTION

All staff need to recognise that failure to meet appropriate standards of behaviour and conduct may result in disciplinary action, including dismissal, in accordance with United Learning Policy.

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