



South Bank Academies

Staff Code of Conduct

South Bank Academies ('the trust') is the employer of all staff in the academies, currently South Bank university Academy and South Bank UTC. This policy aims to set and maintain standards of conduct that we expect all staff to follow. By creating this policy, we aim to ensure our academy is an environment where everyone is safe, happy and treated with respect. Academy staff have an influential position in the academy, and will act as role models for students by consistently demonstrating high standards of behaviour. We expect that all staff will act in accordance with the personal and professional behaviours set out in this document. Teaching staff are expected to meet the Teachers' Standards ([link](#)) in addition to the obligations and expectations laid out here.

We expect all support staff, governors and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others. Failure to follow the code of conduct may result in disciplinary action being taken, as set out in our staff disciplinary procedures. Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, staff will use their professional judgement and act in the best interests of the academy and its students.

Legislation and guidance

- We are required to set out a staff code of conduct under regulation 7 of [The Academy Staffing \(England\) Regulations 2009](#).
- In line with the statutory safeguarding guidance '[Keeping Children Safe in Education](#)', we should have a staff code of conduct, which should cover acceptable use of technologies, staff/student relationships and communications, including the use of social media.
- This policy also complies with our funding agreement and articles of association.

General obligations

Staff set an example to students. They will:

- Maintain high standards in their attendance and punctuality
- Never use inappropriate or offensive language in academy
- Treat students and others with dignity and respect
- Show tolerance and respect for the rights of others
- Not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Express personal beliefs in a way that will not overly influence students, and will not exploit students' vulnerability or might lead them to break the law
- Understand the statutory frameworks they must act within

Safeguarding

Staff have a duty to safeguard students from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, and neglect. Staff must familiarise themselves with our safeguarding policy and procedures and the Prevent initiative, and ensure they are aware of the processes to follow if they have concerns about a child. Our safeguarding policy is made available to all staff and is hosted on the academy and trust websites.

Staff-student relationships

Staff will observe proper boundaries with students that are appropriate to their professional position. They will act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so.

If staff members and students must spend time on a one-to-one basis, staff will ensure that:

- This takes place in a public place that others can access
- Others can see in to the room
- A colleague or line manager knows this is taking place

Staff should avoid contact with students outside of academy hours if possible. Personal contact details should not be exchanged between staff and students. This includes social media profiles. While we are aware many students and their parents may wish to give gifts to staff, for example, at the end of the academy year, gifts from staff to students are not acceptable unless within the bounds of the academy's rewards systems and policies. If a staff member is concerned at any point that an interaction between themselves and a student may be misinterpreted, this should be reported to directly to the Principal.

Staff relationships

Staff should not allow a close personal relationship to influence their conduct at work. Staff should declare to the Principal any existing or new close personal relationship where it may give rise to an actual or potential conflict of interest, trust or breach of confidentiality. This will be treated sensitively, in confidence and in consultation with the member of staff. All declarations are treated in confidence, recorded in writing and placed on the employee's file. Staff who declare a personal relationship at work will be treated fairly. A reference should not be written by a senior leader for a member of staff with whom a close personal relationship exists. A disciplinary or grievance investigation should not be conducted by a senior leader for a member of staff with whom a close

personal relationship exists, nor if a relationship exists with a member of staff who is implicated in such investigations (either as the subject or as a witness).

Staff conversations and use of language in the workplace

Staff are expected to speak in a positive manner and use a calm tone of voice at all times. We should avoid using sarcastic/swear words or phrases and speak respectfully to students and staff at all times, even if there is a disagreement. This particularly applies to topics such as gender, race, sexual preference or religion; staff are expected to show tolerance and respect toward one another's viewpoints. As professionals we must avoid workplace gossip and negativity and should take active steps to divert conversations away from this if we come across it. Staff should maintain confidentiality about matters discussed (where safeguarding and the health and safety of an individual is not at risk) as a way of showing respect to one another. Staff are expected to work as part of a team, contributing as well as learning from others and helping to build up a strong team ethic so that we can provide the optimum working environment for all.

Communication and social media

Academy staff social media profiles should not be available to students. If they have a personal profile on social media sites, they should set public profiles to private and avoid being searchable on social media platforms by name.

Staff should not attempt to contact students or their parents via social media, or any other means outside academy, in order to develop any sort of relationship. They will not make any efforts to find students' or parents' social media profiles. They will not 'like', share or comment on students' or parents' social media profiles. Staff will ensure that they do not post any images online that identify children who are students at the academy without their consent.

Acceptable use of technology

Staff will not use technology in academy to view material that is illegal, inappropriate or likely to be deemed offensive or cause harm to the academy's reputation. This includes, but is not limited to, sending obscene emails, gambling and viewing pornography or other inappropriate content.

The trust has the right to monitor emails, communications and internet use on the academy IT system and on academy devices. Staff should be aware of the academy's ICT Policy.

Confidentiality

In the course of their role, members of staff are often privy to sensitive and confidential information about the academy, staff, students and their parents.

This information will never be:

- Disclosed to anyone without the relevant authority
- Used to humiliate, embarrass or blackmail others
- Used for a purpose other than what it was collected and intended for

This does not overrule staff's duty to report child protection concerns to the appropriate channel where staff believe a child is at risk of harm.

Honesty and integrity

Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with students, handling money, claiming expenses and using academy property and facilities. Staff will not accept bribes. Gifts that are worth more than £50 must be declared to the Trust Business Manager.

Staff will ensure that all information given to the academy about their qualifications and professional experience is correct. The trust may audit HR files and ask for copies of documents from time to time. Falsifying information in relation to qualifications or experience may amount to gross misconduct and result in summary dismissal.

Conduct outside of work

Staff will not act in a way that would bring the trust, academy, or the teaching profession into disrepute. This covers relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the academy on social media.

Appendix 1

Staff dress code

Staff are required to maintain an appropriate professional standard of dress and personal appearance at work and when representing the academy/South Bank Academies (SBA). The purpose of our dress code is to establish basic guidelines to help staff to understand the required standards of dress and appearance so that we:

- promote a positive image to our students and colleagues;
- respect religious, racial and gender-specific clothing requirements and the requirements of those employees with disabilities where possible;
- take account of health, safety and security requirements; and
- guide employees to make appropriate choices of what to wear at work.

The overriding principle of this policy is to ensure staff dress in a manner appropriate to their working environment and the type of work they do. The policy is not exhaustive in defining acceptable and unacceptable standards of dress and appearance, and staff should use common sense in adhering to the principles underpinning the policy. The senior leadership teams of the academies and Trust will judge what is appropriate for the purposes of this policy.

We recognise the diversity of cultures and religions within our staff cohort and will take a sensitive approach when this affects dress and uniform requirements. Priority will be given to health and safety, security and other similar considerations. Any enquiries regarding the operation of our dress code (including whether an article of clothing is suitable to wear to work) should be made to your line manager.

Scope and purpose

This policy covers all staff within SBA. Other workers, such as contractors or supply staff, will be made aware of the policy so that they can make appropriate decisions regarding dress and appearance whilst on our premises. This policy does not form part of any employee's contract of employment and may be amended at any time. Any breach of this policy may result in disciplinary action being taken.

Appearance

All of us represent the academy and SBA in our interactions with students, parents and visitors to the academies/Trust. Our appearance contributes to our reputation and our commitment to delivering excellent provision and should be appropriate to the role performed. All members of staff are supplied with an identity badge and lanyard that must be worn and visible at all times when at work. It is important that we are clean and smart at all times when at work and we are expected to demonstrate good standards of personal hygiene.

The dress code is smart, business dress. This would mean a suit or smart trousers/skirt/dress/shirt and appropriate smart footwear. Staff who are involved in sports activities may dress in appropriate sports clothing for PE lessons and other related activities. They may remain in this clothing when teaching in the classroom. Clothing should not be dirty, frayed or torn. Tops should not carry wording or pictures that might be offensive or cause damage to our reputation. The following should not be worn whilst at work:

- beach wear

- track suits (unless teaching PE or other related activities)
- casual or sports t-shirts
- combat trousers
- jogging bottoms
- denim items
- leggings
- very short miniskirts
- low cut t-shirts, blouses and transparent clothing
- shorts

Footwear must be safe and clean and take account of health and safety considerations. Trainers (unless teaching PE or other related activities) and plastic flip-flops are not acceptable. Where we provide safety clothing and equipment, including protective footwear, it should be worn or used as appropriate and directed. Employees should not wear clothing or jewellery that could present a health and safety risk. Any jewellery or body piercings should not be excessive or unconventional. Earrings must not be obtrusive or ostentatious. Employees may be asked to cover up visible tattoos.

Personal and Protective Equipment and clothing

Staff who are required to wear PPE, eg. hard hats, masks and gloves, for certain tasks or lessons are required to wear this clothing while carrying out their duties whenever required by law or by the academy's/SBA's rules unless advised otherwise by their manager. It should be clean and worn in a presentable fashion and must not be altered in any way without the academy's permission. Where PPE is issued, it remains the property of the academy/SBA and should be returned on the termination of employment. In addition, any staff member whose job involves working with machinery/working with food must keep their hair either short or tied back and must not wear any jewellery other than a wedding ring. These rules are in place for safety/hygiene reasons. In all roles, hair should be neat, tidy and well groomed.

Religious or cultural dress

Employees may wear religious and cultural dress (including head scarves, skullcaps and turbans) unless it breaches the health and safety of the wearer, their colleagues or any other person. Priority is at all times given to health and safety requirements. Where necessary, advice will be taken from Principal, Executive Principal or HR.

Implementing and reviewing our dress code

The Executive Principal (Trust staff), Principals (academy staff) and line managers are responsible for ensuring that employees observe the standards set by this dress code. Failure to comply with the dress code may result in action under our Disciplinary Procedure. We will review the dress code periodically to ensure that it meets our demands, in particular with regard to health and safety.

Appendix 2

Appendix for teachers at South Bank University Academy.

The following expectations apply to all teachers at South Bank University Academy at all times.

- Attend all of your breaktime duties promptly according to the latest version of the duty rota.
- Meet students in the corridor outside your teaching room at the start of every lesson.
- Use trackit lights every lesson in accordance with the school behaviour for learning expectations. Have the trackit lights sidebar showing on your board as you teach.
- Post every lesson on Google Classroom before you teach it.
- Follow the school's assessment and feedback policy to deliver responsive teaching.
- Take a register on SIMS in the first 10 minutes of every lesson you teach.

Appendix for teachers at South Bank UTC.

The following expectations apply to all teachers at South Bank UTC at all times.

- Attend all of your breaktime duties promptly according to the latest version of the duty rota.
- Meet students in the corridor outside your teaching room at the start of every lesson.
- Use the UTC behaviour policy in every lesson, appropriate for the key stage you are teaching.
- Post lesson content and resources on Teams as required.
- Enter into professional dialogue with students on Teams in line with the assessment and feedback policy.
- Follow the school's assessment and feedback policy to deliver responsive teaching.
- Take a register on SIMS in the first 10 minutes of every lesson you teach.

Monitoring arrangements

This policy will be reviewed annually but can be revised as needed. It will be approved by the SBA trust board.

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