



CODE OF CONDUCT FOR ALL STAFF/GOVERNORS/STUDENTS/VOLUNTEERS
WORKING AT THE FLYING BULL ACADEMY

As staff, trainees and volunteers, it is important that we acknowledge and reflect the values promoted by the academy. These are:

- **Honesty** – not being afraid to tell the truth, being honest with ourselves
- **Respect** – valuing ourselves, other and property
- **Tolerance** – understanding, seeing others points of views, being accepting of differences
- **Achievement** – recognising and celebrating real effort, doing your best
- **Caring** – friendship, being approachable, openness, stability, trust
- **Appreciation** – encouragement, praise
- **Humour** – a happy environment, to laugh with not at each other

A culture of mutual respect exists within our academy and a high level of professionalism is expected at all times.

We request that you read a copy of this code of conduct and ensure that you agree with the principles it contains, in order for the school to function successfully as a partnership between parents / carers, staff, governors, trainees and pupils.

Please adhere to the following guidelines:

- The academy has adopted and follows the Equalities Act 2010. All staff, governors, visitors and volunteers agree to treat everyone on site fairly and equally, regardless of race, religion, age, gender etc...
- Please treat all children equally and with respect. Respect gains respect. It is a two way process.
- Provide a good example and a positive role model to children.
- Behave in a mature, respectful, safe, fair and considered manner.
- Adopting high standards of personal conduct in order to maintain the confidence and respect of their peers, pupils and community in general
- Ensuring that standards of dress and appearance are decent, safe and appropriate for the tasks they undertake. There is no strict dress code but all staff, trainees and volunteers should be **dressed professionally** in a smart/casual manner. Denim, short dresses, short skirts, short shorts and vest t-shirts are among the items that must not be worn. Shorts should be tailored shorts. Appropriate footwear should be worn in case of emergencies. No flip flops, crocs, open backed shoes or any type of shoe similar can be worn at any time of year. This guidance on footwear is health and safety legal guidance.
- Appropriate dress should be worn for all physical activities and staff should change for PE. This is PE Kit or loose fitting clothes, including trainers.

- Staff can stay in PE kit for the session (morning or afternoon) that their lesson falls in. Lunchtimes should be used to change.
- ID badges should be worn at all times.
- Staff and pupils should not be addressed by nicknames.
- Not being sarcastic and not making remarks or “jokes” to children of a personal, sexual, racist, discriminatory, intimidating or otherwise offensive nature.
- Not embarrassing or humiliating pupils.
- Not discriminating favourably or unfavourably towards any pupil.
- Treating all pupils equally – never building “special” relationships or conferring favour on particular pupils.
- Not giving or receiving (other than token) gifts unless arranged through the academy
- Ensure that relationships with pupils remain on a professional footing. e.g.
 - Only touching pupils for professional reasons when this is necessary and appropriate for the pupil’s well-being or safety
 - Not behaving in a way that could lead a reasonable observer to question conduct, intentions or suitability to care for other people’s children
 - Not making arrangements to contact, communicate or meet with pupils outside work (this includes use of email, text and social websites).
 - Befriend any pupils or ex-pupils on any social media site whilst they remain children.
- For your own protection please make a risk assessment for yourself before being alone with one pupil. For a number of roles within the academy there is an understanding that time will be spent alone with the child. The staff member should risk assess the situation and if possible, ensure that they are within sight of another adult.
- **Pupils should never be unsupervised at any time.** Everyone in the academy has the appropriate safety checks.
- As a member of staff you are in possession of or have high access to certain information which should be respected.
- Never give addresses, telephone numbers or data to anyone.
- Please do not give **any** information about pupils in the academy to parents/carers other than their own.
- If a known agency, such as Social Care or CAMHS contacts the academy to ask information on a child, please take their number and return the call. If the call is from Social Care about a child who is NOT on a Child Protection Plan, ask if they have a permission to share consent from the parent / carer.
- Please have due regard for the presence of visitors to the academy when you discuss a past or present pupil or their parents/carers.
- Conversations that you hear or are part of that relate to children or staff must remain confidential.
- Any information shared electronically must be sent securely.

- Always remain professional when dealing with parents/carers. If there is an issue, please record on a Record of Incident Form and hand to the HT.
- Please ensure that parental permission is received prior to children leaving the premises during academy hours for any reason. Even if it is a local trip, parents/ carers should be aware that their child is leaving the premises.
- Please inform parents / carers of all head injuries to their child. The main office will support with this – Be safe not sorry. Injuries reporting is crucial – always contact parents/carers if a child is going to after school club.

- Inform another member of staff if you experience behaviour difficulties that you feel unable to deal with so that the child can be dealt with appropriately.

- If you have any concerns that are academy related please discuss with your line manager. For teachers this means discussing concerns with your Phase Leader.
- If the need should arise for you to confiscate an item belonging to a child, please ensure that it is returned to them before the end of the day. If the item is in any way unsuitable for them to keep in their possession (it does happen!) please contact their parents or carer and ask them to collect it from you.
- Unless you are employed to work with children (e.g. volunteers) you must not discipline them under any circumstances. Report any issues to a member of the teaching or support staff to be dealt with appropriately.
- You may witness behaviours that we are already working closely with the child, parents/carers and outside agencies to support and improve. You may not always be aware of this as such information is highly confidential. It is easy to make judgements without being fully aware of the facts contributing to the child's difficulties. If you have concerns please speak to the Headteacher.
- Food should not be eaten in any teaching area or area where children may be unless there are medical circumstances. Lunches should be eaten in the staff room, hall or outdoors. Hot drinks must only be prepared in appropriate areas away from any children and staff must use lidded cups around school. Soft drinks should not be drunk in teaching areas. Staff may have water bottles in the teaching spaces.
- In the best interests of good health and statutory guidelines, the school operates a no smoking policy apart from the designated area. This includes e-cigarettes. E-Cigarettes should not be charged in school.
- Mobile telephones - ALL mobile telephones should be switched off during teaching time. Members of Senior Leadership Team may have their mobiles on but these should only be for school use during teaching times, not personal calls. No other staff should use mobile phones during teaching time.
- Please pay for personal phone calls made from academy.
- All staff need to check their e-mails regularly.

Cancelling Extra Curricular Activities

- Please only cancel such activities if there is no alternative.
- A minimum of 24 hours notice should be given to parents/carers.
- The last resort is to either ensure that the academy contacts the pupil's parent/carers or arrangements are made for the pupil to stay at school until the appointed collection time.
- Pupils should never be detained after school without their parent's or carer's permission.
- If in doubt about anything consult a senior member of staff. You are always welcome to telephone the head teacher at home out of academy hours.

Letters to Parents or Carers

- Please ensure that there is always a copy of your letter given to the main office.
- Please ensure that letters to parents/carers are sent on the designated day.

Please always follow academy policies which can be found on the academy website or in the Headteacher's office.

This code of conduct is subject to an annual review and renewal.

Reviewed: September 2017

Next review: September 2018