

# Kentmere Academy and Nursery

## Code of conduct



Kentmere Avenue Rochdale OL12 9EE

Tel: 01706 647533 Web: [www.kentmereacademy.co.uk](http://www.kentmereacademy.co.uk)

Email: [info@kentmereacademy.co.uk](mailto:info@kentmereacademy.co.uk)

## Vision, Mission and Values of Kentmere Academy

We are proud to be a happy, diverse and inclusive school where everybody matters.

- **H**elping to challenge, inspire and motivate each other.
- **A**iming high, achieving excellence.
- **P**romote and value excellent progress.
- **P**ositive contributions to the school and wider community.
- **YOU CREATE YOUR OWN FUTURE!**

### Our Mission

To provide a dynamic and innovative learning community that is committed to achievement and empowers students to be the best they can be.

### Our Values (ASPIRE)

Accountability – To aim for excellence, to take responsibility and be answerable for my actions.

Strength – To have the courage to take risks, be innovative and embrace change.

Passion – To enjoy my enthusiasm for learning and living.

Integrity – To know and do what is right, regardless of influence.

Respect – To value and care for my environment, myself and others.

Endurance – To maintain my efforts in order to maximise my success.

Wardle Trust has high expectations of its pupils and staff and we expect our employees to be aware of, and apply this ethos and values at all times.

### Conduct at work

Kentmere Academy values professionalism and expects you to maintain a high standard of behaviour at all times. This means, among other things, that we conduct our work and our internal and external professional relationships with integrity, and that when we carry out our work, we comply with all relevant professional standards and guidelines.

Employees should be aware that failing to maintain this standard of behaviour may result in disciplinary action.

## 1 PURPOSE, SCOPE AND PRINCIPLES

A Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe, and the school should notify staff of this code and the expectations therein. School staff are in a unique position of influence and must adhere to behaviour that models the highest possible standards for all the pupils within the school. As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.

## 2 SETTING AN EXAMPLE

2.1 All staff who work in schools set examples of behaviour and conduct which can be copied by pupils/students. Staff must therefore avoid using inappropriate or offensive language at all times.

2.2 All staff must, therefore, demonstrate the highest standards of conduct in order to encourage our pupils/students to do the same.

2.3 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

2.4 This Code helps all staff to understand what behaviour is and is not acceptable.

## 3 SAFEGUARDING PUPILS/STUDENTS

3.1 Staff have a duty to safeguard pupils/students from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

3.2 The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student to the school's Designated Senior Person (DSP) for Child Protection.

3.3 The school's DSP is Sarah Isberg (Head Teacher)

The school's Deputy DSP is Susan Finerty (Resources & Safeguarding Officer)

Safeguarding Team member, Clare Grantham (Head Teacher's PA)

The school's C4C designated Teacher is Stella Hodkinson

3.4 Staff are provided with personal copies of the school's Child Protection Policy and Whistleblowing Procedure and staff must be familiar with these documents. Copies of these are available in the staffroom.

3.5 Staff must not demean or undermine pupils, their parents or carers, or colleagues.

3.6 Staff must take the upmost care of pupils/students under their supervision with the aim of ensuring their safety and welfare.

3.7 Staff must not use their mobile phone as a camera in school. Any photograph/ video must be taken using school equipment. Staff must only save images on school computers.

3.8 Staff who are in contact with pupils should not use their mobile phones in school during their directed hours / paid hours of employment. Outside of these times, mobile phones should only be used in areas of the school where pupils are not present.

## 4 PUPIL/STUDENT DEVELOPMENT

4.1 Staff must comply with school policies and procedures that support the wellbeing and development of pupils/students.

4.2 Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils/students.

4.3 Staff must follow reasonable instructions that support the development of pupils/ students.

## 5 HONESTY AND INTEGRITY

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

5.2 All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept , or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should refer to the Whistleblowing procedure for schools.

5.3 Gifts from suppliers or associates of the school must be declared to the Headteacher, or to the Chair of Governors if the Headteacher is the recipient, with the exception of “one off” token gifts from students or parents. Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted.

## 6 CONDUCT OUTSIDE WORK

6.1 Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee’s own reputation or the reputation of other members of the school community. Any such conduct could lead to dismissal.

6.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable and could lead to dismissal.

6.3 Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Staff must not use social media e.g. Facebook with pupils, former pupils and parents.

6.4 Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.

6.5 Staff must only use their school email account or school learning platform account when communicating electronically with pupils, parents and colleagues.

6.6 Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school and is not to a level which may contravene the working time regulations or affect an individual's work performance.

6.7 All members of staff must declare any business interests outside of school that may be connected either to the supply of goods / services to the school or be rewarded through association with the school.

## 7 CONFIDENTIALITY

7.1 Where staff have access to confidential information about pupils/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 pupil/student.

7.2 All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil/student is bullied by another pupil/student (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the pupils'/student's parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate role and authority to deal with the matter.

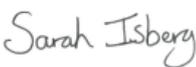
7.3 However, staff have an obligation to share with their manager or the school's Designated Senior Person any information which gives rise to concern about the safety or welfare of a pupil/student. Staff must **never** promise a pupil/student that they will not act on information that they are told by the pupil/student.

## 8 POLICIES AND PROCEDURES

8.1 During your induction you will be given key policies and procedures. You will be expected to read the policies and sign o say you have done so.

8.2 All polices are kept on the server or in the filing cabinet in the Deputy Head's office. It is your responsibility to keep up to date and follow policies.

8.3 The Whistleblowing policy must be followed if you have any concerns about conduct ensuring you report the concern to the Headteacher. If the concern is related to the Headteacher then the concern must be report to the Chair of Governors.

Signed:  Sarah Isberg (headteacher)

Date: July 2017

Agreed by the Governing Body: July 2017

Review July 2019