



EF ACADEMY

International
Boarding Schools

EF ACADEMY - TORBAY

STAFF CODE OF CONDUCT



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1. SCHOOL POLICIES

1.1. This Code of Conduct should be read and adhered to in conjunction with the following school policies:

- Safeguarding Policy
- Health and Safety Policy
- Data Protection Policy
- Equal Opportunities Policy
- E-safety Policy
- Attendance Policy
- Anti-bullying Policy

2. APPEARANCE AND DRESS

Teaching is a formal and professional vocation. A staff dress code should reflect this and it is important that staff project a professional image to students, parents and other stakeholders. Our dress code reflects the high expectations of the Academy in terms of teaching and learning and behaviour. It is recognised that staff within the Academy perform a variety of different roles and our dress code takes this into account.

Rationale:

- All staff are models for the learners in the Academy, therefore they have a responsibility to model appropriate dress and appearance.
- The image that we project as professionals is associated with how we present ourselves; the image of the Academy in the community is related to how all adults in the school dress. It is therefore important to dress appropriately when acting in a professional capacity and with due regard to any conclusions parents/visitors may draw from your appearance.
- This policy provides:
- Guidance to new colleagues
- A benchmark against which the standards of all can be measured
- A framework to inform decisions on standards taken by individual(s)

General Principles

- Staff must abide by the dress code and dress appropriately for their particular role
- Clothing should be clean and in a good state of repair
- The Head has the final say on whether clothing and appearance is appropriate
- If a staff member's clothing or appearance is not deemed appropriate, their Line Manager or member of SLT will speak to the member of staff concerned to discuss any concerns.

Information for all staff

- Clothing must be professional attire, not casual wear
- Male staff must wear a shirt, trousers, smart shoes (except PE staff and designated support staff). Ties are optional.
- Female staff must wear smart dresses or separates (except designated support staff). Trousers may be full or ¾ length, but no shorter. Any cropped trousers must be formal and tailored. Skirts and



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dresses should not be too short (just above knee length at the shortest). Shirts, blouses, knitwear and other smart tops may be worn, plus smart shoes or boots.

- Learning support assistants and office staff are expected to adhere to the same dress code as teachers
- Other support staff and non-teaching staff (e.g. technicians, canteen staff, site staff) should dress smartly and appropriately for their role taking into account health and safety issues/the physical nature of their role
- Hair should be neat and tidy. No extreme hairstyles are allowed
- Visible tattoos are discouraged and must be discreet
- Jewellery should be discreet.

The following may be helpful in clarifying what is and what is not appropriate:

- No denim
- No revealing or excessively tight clothing
- No t-shirts (except PE staff) exceptions are for female staff who wear t-shirts in conjunction with other clothing
- No shorts (except PE staff)
- No combat or cargo trousers
- No leggings unless under an appropriate length skirt or dress
- No inappropriate footwear e.g. flip flops and trainers (except PE staff) which may contravene Health & Safety guidelines.
- Women's tops may be sleeveless but should not be 'strappy' (i.e. have narrow shoulder straps) or be strapless
- No large logos
- No clothes that are excessively worn or faded
- No clothes with rips or tears

3. ATTENDANCE

Our expectations are that staff members:

- Attend work in accordance with their contract of employment and associated terms and conditions in relation to hours, days of work and holidays.
- Make routine medical and dental appointments for themselves or family members outside of their working hours or during holidays, where possible.
- Refer to the school's attendance policy on special leave if they need time off for any reason other than personal illness.
- Follow the school's absence reporting procedure when they are absent from work due to illness or injury.

4. PROFESSIONAL BEHAVIOUR AND CONDUCT

- Staff members are expected to treat other colleagues, students, parents, and external contacts with dignity and respect.
- Discrimination, bullying, harassment or intimidation, including physical and verbal abuse, will not be tolerated at the school.
- Staff members must not misuse or misrepresent their position, qualifications or experience or bring the school into disrepute.



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- Staff members must inform their line manager if they are subject to a criminal conviction, caution, ban, police enquiry, investigation pending prosecution.
- Staff must not give lifts to students in their own private vehicles unless accompanied or with prior written agreement by Headteacher and parents.

5. SAFEGUARDING CHILDREN

Our expectations are for staff members to:

- Act in an open and transparent way that would not lead to any suspicion about their actions or intent.
- Respect their duty to protect children and young people from harm and to maintain professional boundaries.
- Read and understand school policies on child protection and safeguarding, including their obligations to undertake a Disclosure and Barring Service (DBS) check.

6. DECLARATION OF INTERESTS

- Staff members are required to declare their interests where the group or organisation would be considered to be in conflict with the ethos of the school. Membership of a trade union or staff representative group would not need to be declared.
- Staff members should also carefully consider whether they need to declare their relationship with any individual where this might cause a conflict with school activities.
- Failure to make a relevant declaration of interests is a very serious breach of trust and, therefore, if employees are in doubt about a declaration, they are advised to contact the school or trade union.
- All staff should declare any potential pecuniary or conflicts of interest to the Headteacher in writing for inclusion on the Register of Business Interests.

7. HEALTH AND SAFETY

Staff members must:

- Be familiar with and adhere to the school's Health and Safety Policy and must ensure that they take every action to keep themselves and everyone in the school environment safe and well.
- Comply with health and safety regulations and use any safety equipment and protective clothing which is supplied to them without any adjustment to its intended use.
- Comply with accident reporting requirements.

8. ALCOHOL AND ILLEGAL DRUGS

- The taking of illegal drugs or alcohol during working hours or whilst on any school visits where students are present is unacceptable and will not be tolerated. Staff members are expected to attend work without being under the influence of alcohol or illegal drugs.
- If alcohol or drug usage impacts on a staff member's performance, the school has the right to discuss the matter with the employee and take appropriate action.

9. SCHOOL PREMISES, EQUIPMENT AND COMMUNICATION

- School equipment and systems are available only for school-related activities and should not be used



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for the fulfillment of another job or for personal use, unless specifically authorised by the Headteacher.

- Urgent messages to staff will be sent by email therefore on work days all staff are required to check their email regularly including by 8:20 each morning and in the afternoon prior to the end of the school day.
- Illegal, inappropriate or unacceptable use of school equipment or communication systems may result in disciplinary action and, in serious cases, could lead to an employee's dismissal.
- Employees receiving inappropriate communication or material or who are unsure about whether something he / she proposes to do might breach this Policy, should seek advice from the Headteacher.
- The school reserves the right to monitor e-mails, phone calls, internet activity or document production, principally in order to avoid offensive or nuisance material and to protect systems from viruses, but also to ensure proper and effective use of systems.
- Communication systems could be accessed if the school suspects that the employee has been misusing systems or facilities, or for the investigation of suspected fraud or other irregularity.
- Passwords should not be shared and access to computer systems must be kept confidential except on the express request of the Headteacher. Breach of this confidentiality may be subject to disciplinary action.
- School equipment that is used outside school premises, for example laptops, should be returned to the school when the employee leaves employment or if requested to do so by the Headteacher.

10. SCHOOL NETWORKING WEBSITES

- Employees must not access social networking sites for personal use during classes.
- Employees must be familiar with and comply with the Schools E-safety policy.
- Employees must act in the best interests of the school and not disclose personal data or information about any individual, including staff members, children and young people.
- Staff members should not 'friend' students on social networking websites and should never contact students using their personal email addresses.
- Disciplinary action will be taken for misconduct including breach of confidentiality; or defamatory remarks made against any individual at the school; abuse of the internet, electronic mail or other communication systems which compromises the integrity of the school, places students at risk and leads to a break down in trust.

11. DATA PROTECTION

Staff members are required, under the Data Protection Act 1998, to collect, maintain and dispose of sensitive or personal data in a responsible manner.

Staff members should not disclose sensitive information about the school, its employees, or the local authority, to other parties, unless it gives rise to concerns about the safety or welfare of a student.

Staff members have the right to request access to data that is held about them and such requests should be made to the Headteacher.

12. SUPERVISION OF STUDENTS

All staff are considered to be supervising while they are on the school premises. This duty is not



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restricted to the supervision of classes they are teaching or times when they are formally and specifically asked to be on duty.

To ignore any student misbehaviour is to condone it.

You have the authority (and support) to make sure all students are behaving in a sensible and safe way anywhere on the school site and off-site particularly during break and lunchtimes.

When teaching a lesson the member of staff present is primarily responsible for the safety and wellbeing of the students in their care. In practice this means that it is the staff member's responsibility to ensure:

- They arrive to each lesson on time and are prepared to begin teaching the class immediately at the start of each lesson.
- Their electronic register is accurate for the group they are teaching.
- The register is taken accurately and saved within the first 15 minutes of every lesson without exception.
- They do not leave students unaccompanied or unsupervised unless absolutely necessary. Where this does happen staff should ensure the safety and supervision of the students in their care first.
- Students do not leave the room during the lesson unless absolutely necessary. Staff are reminded that all students in their class are their responsibility during the lesson, including if they are allowed to leave the class (for example, to go to the toilet).
- Each lesson ends on time & allows students to leave promptly but not early.
Students are dismissed in an orderly fashion - leaving desks and chairs tidy and litter cleared