



VISION

Our central belief is that everyone is a learner and everyone is a teacher.

PURPOSE

At The Bourne Academy we develop literate, numerate global citizens who ASPIRE:
Ambitious, **S**elf-confident, **P**hysically Literate, **I**ndependent Learners, **R**esilient, **E**motionally Literate

RATIONALE

It is important that all colleagues are aware of the expectations by which every member of staff at the Academy should and needs to conduct themselves. The Governing Body is committed to ensuring that all staff at the Academy should be treated in a consistent, fair and sensitive manner. All people within the Academy community have a right to be treated with respect and courtesy at all times.

OBJECTIVES

To inform all colleagues of the systems relating to professional conduct that needs to apply.
To enable consistency and fairness to operate in any actions that may become necessary.

EXPECTATIONS

- Current legal procedures and good employment practice will operate at the Academy. The Academy Governing Body's Disciplinary, Support and Grievance Procedures will also apply. The professional advice of Human Resources will be used whenever appropriate. Every attempt will be made to resolve issues at an early stage through informal action wherever possible
- All posts at the Academy are exempt from the Rehabilitation of Offenders Act 1974 and you must therefore disclose all police cautions or convictions for a criminal offence. This includes any cautions or convictions you acquire whilst working for the Academy which you must report immediately to the Principal
- The Academy's Single Equality Policy applies to all colleagues
- Absence from work - procedures relating to absence (see Academy Attendance at work policy)
- Dress – a professional, smart and non-extreme code of dress is expected from all staff at the Academy (see Academy Staff Dress Code policy)
- Attendance at work - if the weather conditions are extreme then all staff will be expected to make every reasonable effort to attend at work. If conditions (e.g. heavy snow) call into question the feasibility of this, it will be expected that a phone contact is made to ascertain the situation that prevails. Avoidable failure to attend at work will result in deductions of salary

- Smoking is established as harmful both to the smoker and those in his/her vicinity. The Bourne Academy is a non-smoking site. This includes e-cigarettes
- Alcohol/Drugs- see Appendix attached to this policy will apply with regard to staff
- Staff should not use a mobile phone during student contact time, unless in specific circumstances at the discretion of the Principal
- For rules on accessing of social network ICT sites e.g. Twitter, Facebook please see the Academy's Staff Acceptable Computer Use Policy
- The accessing of inappropriate and offensive ICT material is prohibited
- The chewing of gum is prohibited on the Academy site
- All Academy staff must adhere to the Teachers' Standards Preamble
- Each member of staff is entitled to and must attend a Health and Safety induction meeting where this policy and other essential information will be shared. Following this meeting the member of staff must sign an acknowledgement of receiving this information and understanding its detail. A copy of this acknowledgment is held in personnel files
- A data collection sheet must be completed and returned to the Academy's Business Director
- Each member of staff will be asked to sign a data processing notice

Failure to follow the above expectations is likely to lead to disciplinary procedures being invoked.

WORKING WITH STUDENTS

The Bourne Academy expects that all staff will:

- Ensure their relationships with students are never of a kind that could compromise their professional responsibilities (see Academy's Safeguarding and Child protection Policies)
- Promote high standards of student behaviour.

WORKING WITH COLLEAGUES

All staff must at all times treat colleagues with respect and courtesy. This includes attending meetings on time and meeting other deadlines on which their colleagues depend. In order to assist their colleagues, staff must adhere to the Academy's policies and procedures. For purposes of illustration, key examples, all to be found on the Academy intranet, are listed below:

- The Bourne Academy Leadership Structure
- The Data Protection Policy
- The Single Equality Policy
- Guidelines for arranging educational visits • The Bourne Academy Attendance at Work Policy
- Health and Safety Policy.

REPRESENTING THE BOURNE ACADEMY

In order to preserve the reputation of the Academy, staff must:

- Obtain approval from the Principal, or in the Principal's absence, the Vice Principal, before contacting the press or committing Academy resources other than those for which they have responsibility

- Take care over the use of the Academy logo, whether for use themselves or the use of students they are supervising
- Maintain professional standards of conduct towards others when acting in an Academy capacity
- Dress appropriately when acting in a professional capacity and with due regard for the conclusions others may draw from their attire.

ADDITIONAL PROFESSIONAL RESPONSIBILITIES

Whilst it is proper that staff should receive the rewards of their own professional and academic endeavours, it is also essential to the mutual interests of both staff and The Bourne Academy that these are not achieved at any cost to primary contractual commitments. To this end, staff should be clearly aware of the importance of ensuring that the Principal is kept informed as to their intentions in the following areas:

- Except in the case of employees with supply contracts, the proposed undertaking of additional paid employment.

In addition staff are reminded that they are expected at all times to observe the following professional obligations:

- To preserve the confidentiality of information relating to the Academy's staff, students, finances, marketing and strategic planning, together with any further information rightly to be judged the property of the Academy
- To preserve this same degree of confidentiality after leaving the Academy's employment
- To exercise proper professional discretion in the event of their being offered hospitality or gifts of any kind to ensure that their line manager is informed of their acceptance of any such gifts or hospitality with a value in excess of £25.00 per instance
- To wear their Academy ID at all times so that it is visible to others.

ACADEMY PROPERTY

In order to preserve the quality of the Academy's environment and physical resources, staff must ensure that:

- They, and students for whom they are responsible, look after Academy premises and property which they use
- Procedures for borrowing Academy equipment are observed
- Energy is conserved wherever possible
- The security of Academy property is maintained as well as possible and not put at risk
- They pay the Academy for any costs incurred by the personal use of Academy equipment (eg. phone, photocopier)
- Staff should also assist with the security of the Academy by directing to Reception anyone who they think might be a stranger on site.

Policy written by the Principal in consultation with staff In December 2010

Signed off by Governing Body in December 2010

Reviewed by the Principal and Governing Body in March 2014

Next Review Date: March 2018

APPENDIX: ALCOHOL AND DRUGS POLICY AND PROCEDURES

It is an Academy priority to discourage the use of drugs or alcohol. The Academy's policy is to forbid the consumption of alcohol, or any drink that appears to be alcohol, on the Academy's premises, except in circumstances which have been authorised. Members of staff have a vital role model of responsibility in this area.

Serious Misconduct caused by Alcohol or Drugs

If a member of staff is known to be, or strongly suspected of being, intoxicated by alcohol or drugs during working hours, the Principal will be consulted. Arrangements will be made for the member of staff to be escorted from the Academy premises immediately. A disciplinary hearing will take place when the member of staff has had time to become sober and to arrange representation.

The only times when consumption of alcohol will be acceptable will be on agreed occasions e.g. social events, farewell parties for staff retiring or leaving.

The possession, use or distribution of drugs or other intoxicants for non-medical purposes on Academy premises is strictly forbidden.

Drug abuse by members of staff is regarded extremely seriously, whether it occurs during working hours or at other times and whether on or off Academy premises.

Members of staff who take drugs which have not been prescribed on medical grounds, who are under the influence of drugs or intoxicants at work will, in the absence of mitigating circumstances, be deemed to be committing an act of gross misconduct and disciplinary procedures can follow, as will any members of staff believed to be buying or selling drugs, or in possession of unlawful (non-medical) drugs.

The Academy reserves the right to search a member of staff or any of their property held on Academy premises at any time if there are reasonable grounds to believe that the prohibition on substances is being or has been infringed. [The search will be carried out in accordance with the Academy's rules with regard to searches.]

If the member of staff refuses to comply with these search procedures, their refusal will normally be treated as amounting to gross misconduct and it will entitle the Academy to take disciplinary action, which could include dismissal.

The Academy reserves the right to inform the police of any suspicions it may have with regard to the use of controlled drugs by its employees on the Academy's premises.

In all cases the Principal would contact the Academy Human Resources advisers for all advice and guidance on matters of drug and alcohol misuse / dependency in staff.