



THE BOURNE ACADEMY

# The Bourne Academy

## Staff Conduct Policy

Last reviewed: Summer Term 2026  
Next review due: Summer Term 2027

### VISION

Our Vision is to develop literate, numerate, global citizens who ASPIRE, i.e., they are: Ambitious, Self-confident, Physically literate, Independent learners, Resilient, Emotionally 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.

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.

Many of the principles in this code of conduct are based on the [Teachers' Standards](#)

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 teachers will act in accordance with the personal and professional behaviours set out in the Teachers' Standards

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.

### 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.

### LEGISLATION & GUIDANCE

In line with the statutory safeguarding guidance [Keeping Children Safe in Education](#), we need to have a staff code of conduct, which covers low-level concerns, allegations against staff and

whistle-blowing, as well as acceptable use of technologies (including the use of mobile devices), staff/student relationships and communications, including the use of social media.

## **GENERAL OBLIGATIONS**

### **Working with students, staff will:**

- Maintain high standards in their attendance and punctuality
- Never use inappropriate or offensive language
- 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
- Not express personal beliefs in a way that exploits students' vulnerability or might lead them to break the law
- Understand the statutory frameworks they must act within
- Adhere to the Teachers' Standards

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

## **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 will familiarise themselves with our child protection 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 child protection and procedures are available on the 's' drive and all new staff will also be given copies on arrival.

### **Allegations that may meet the harm threshold**

This section is based on 'Section 1: Allegations that may meet the harm threshold' in part 4 of Keeping Children Safe in Education

This section applies to all cases in which it is alleged that anyone working in the Academy, including a supply teacher, volunteer or contractor, has:

- Behaved in a way that has harmed a child, or may have harmed a child, and/or
- Possibly committed a criminal offence against or related to a child, and/or
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children, and/or
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children – this includes behaviour taking place inside or outside of Academy

We will deal with any such allegation quickly and in a fair and consistent way that provides effective child protection while also supporting the individual who is the subject of the allegation.

A 'case manager' will lead any investigation. This will be the DSL, or the Chair of Governors where the Principal is the subject of the allegation.

## **Low-level concerns about members of staff**

A low-level concern is a behaviour towards a child by a member of staff that does not meet the harm threshold, is inconsistent with the staff code of conduct, and may be as simple as causing a sense of unease or a 'nagging doubt'. For example, this may include:

- Being over-friendly with children
- Having favourites
- Taking photographs of children on a personal device
- Engaging in 1-to-1 activities where they can't easily be seen
- Humiliating students

Low-level concerns can include inappropriate conduct inside and outside of work.

All staff should share any low-level concerns they have using the reporting procedures set out in our child protection and safeguarding policy. We also encourage staff to self-refer if they find themselves in a situation that could be misinterpreted. If staff are not sure whether behaviour would be deemed a low-level concern, we encourage staff to report it.

All reports will be handled in a responsive, sensitive and proportionate way.

Unprofessional behaviour will be addressed, and the staff member supported to correct it, at an early stage.

This creates and embeds a culture of openness, trust and transparency in which our values and expected behaviour are constantly lived, monitored and reinforced by all staff, while minimising the risk of abuse.

Reporting and responding to low-level concerns is covered in more detail in our child protection policy.

Our procedures for dealing with allegations will be applied with common sense and judgement.

## **Whistle-blowing**

Whistle-blowing reports wrongdoing that it is "in the public interest" to report. Examples linked to safeguarding include:

- Students' or staff's health and safety being put in danger
- Failure to comply with a legal obligation or statutory requirement
- Attempts to cover up the above, or any other wrongdoing in the public interest

Staff are encouraged to report suspected wrongdoing as soon as possible. Their concerns will be taken seriously and investigated, and their confidentiality will be respected.

Staff should consider the examples above when deciding whether their concern is of a whistle-blowing nature. Consider whether the incident(s) was illegal, breached statutory or Academy procedures, put people in danger or was an attempt to cover any such activity up.

Staff should report their concern to the DSL. If the concern is about the Principal/DSL, or it is believed they may be involved in the wrongdoing in some way, the staff member should report their concern to the chair of the governing board.

Concerns should be made in writing wherever possible. They should include names of those committing wrongdoing, dates, places and as much evidence and context as possible. Staff raising a concern should also include details of any personal interest in the matter.

For our Academy's detailed whistle-blowing process, please refer to our whistle-blowing policy.

## **Staff-pupil 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 school year, gifts from staff to students are not acceptable.

If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, or if a staff member is concerned at any point about a fellow staff member and a pupil, this should be reported in line with the procedures set out in our child protection policy.

## **Communication and social media**

Academy staff's social media profiles should not be available to students. If they have a personal profile on social media sites, they should not use their full name, as students may be able to find them. Staff should consider using a first and middle name instead and set public profiles to private.

Staff should not attempt to contact students or their parents via social media, or any other means outside school, in order to develop any sort of relationship. They will not make any efforts to find 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 school to view material that is illegal, inappropriate or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails, gambling and viewing pornography or other inappropriate content.

Staff will not use personal mobile phones and laptop to contact parents. They will also not use personal mobile phones or cameras to take pictures of students.

We have the right to monitor emails and internet use on the Academy IT system.

*In addition, staff are expected to support and model the Academy's smartphone policy expectations at all times. In line with the Academy's smartphone policy, staff should avoid using personal smartphones for personal purposes while in public areas of the Academy where they may be visible to students, parents, or visitors.*

*The use of smartphones in public areas is permitted where they are being used for legitimate work-related purposes, including communication, safeguarding, educational activities, or other authorised Academy business.*

*Where staff need to use their personal smartphone for personal reasons during the school day, this should be done discreetly and, wherever possible, in staff-only areas or during designated breaks.*

## **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 £25.00 must be declared and recorded on the gifts and hospitality register.

Staff will ensure that all information given to the Academy is correct. This should include:

- Background information (including any past or current investigations/cautions related to conduct outside of Academy)
- Qualifications
- Professional experience

Where there are any updates to the information provided to the Academy, the member of staff will advise the Academy as such as soon as reasonably practicable. Consideration will then be given to the nature and circumstances of the matter and whether this may have an impact on the member of staff's employment.

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.

## **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 should never be:

- Disclosed to anyone unless required by law or with consent from the relevant party or parties
- 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 has been harmed or is at risk of harm, as detailed further in our child protection policy.

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 wear their Academy ID at all times so that it is visible to others.

## **Dress code**

- Staff will dress in a professional, appropriate manner.
- Outfits will not be overly revealing, and we ask that tattoos are covered up.
- Clothes will not display any offensive or political slogans.

Please refer to the Academy Staff Dress Code Policy

## **Conduct Outside Of Work**

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

Employees of the Academy are exempt from the Rehabilitation of Offenders Act 1974. Employment is subject to satisfactory enhanced Disclosure and Barring Service check with barred list check and is subject to the requirements set out in the Education (Prohibition from Teaching or Working with Children) Regulations 2003 (as amended). Staff are required to inform the Academy immediately if they are the subject of a police investigation or receive any conviction or caution which is not protected under the amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) or any occurrence that may disqualify them from providing childcare under the Childcare (Disqualification) Regulations 2009. Failure to immediately report such information will result in disciplinary action, up to and including dismissal.

## **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.

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.

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

## **Monitoring arrangements**

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

Our governing board will ensure this code of conduct is implemented effectively, and will ensure appropriate action is taken in a timely manner to safeguard children and deal with any concerns.

## **Links with other policies**

This policy links with our policies on:

- Staff disciplinary procedures, which will be used if staff breach this code of conduct. It also sets out examples of what we will deem as misconduct and gross misconduct
  - Staff grievance procedures
  - Child protection
  - Staff Dress Code
  - Gifts and hospitality
  - Online safety
  - Whistle-blowing