



Staff Code of Conduct

IDSA expect the highest standards of staff conduct and the following policy should be read and signed before commencement of employment.

Aims: The code of conduct is designed to:

- Support and protect students and staff, and to aid staff in maintaining high standards and integrity in their work.
- Communicate an understanding of what IDSA considers acceptable behaviour from staff.
- Set firm boundaries and give clear guidelines on maintaining a warm and friendly environment within IDSA for all staff, students and with particular reference to U18s or vulnerable adults.
- Ensure all members of IDSA's community treat each other with respect.
- Ensure all reasonable steps are taken to ensure the safety and welfare of all stakeholders, with special reference to U18s, and over 18s including vulnerable adults, in our care.
- Recognise that failure to meet these standards could result in disciplinary action for students or staff.

Code of Conduct

Attitudes: Staff should be committed to:

- Treating all students with respect and dignity.
- Listening to what a student is saying, whilst balancing the needs of the class as a whole.
- Valuing each student.
- Recognising the unique contribution everyone can make.
- Ensuring there is a good balance of constructive criticism encouragement and praise for each student.

Code of Practice

- Staff should be clear and professional in their actions and expectations, being aware that someone may mis-interpret actions conducted in jest or misplaced familiarity.
- That staff do not smoke, drink alcohol or take drugs in front of any students, or anywhere in IDSA's grounds or hired facilities during working hours. For their own and students' protection, staff are discouraged from socialising with students, apart from on IDSA special occasions, where professional boundaries should be observed.
- Be aware that if staff have any concerns about the welfare, health and safety of students to pass on relevant information to the Designated Safeguarding Lead (DSL) using the 'if in doubt, there is no doubt' mantra.

- Never allow themselves to be drawn into inappropriate attention seeking situations. Any perceived concerns about student behaviour such as emotional outbursts or potential crushes, should be reported to the DSL.
- Sexual Offences Act 2003 states that any person in a position of trust engaged in sexual activity of any sort with students under the age of 18 is breaking the law (even though the legal age for consent is 16).
- Staff should treat other members of staff with professional respect at all times and especially in front of the students. Staff are expected to facilitate a productive working atmosphere and develop positive relationships with all students and stakeholders.
- Staff should treat other members of staff with professional respect at all times and especially in front of the students. Staff are expected to facilitate a productive working atmosphere and develop positive relationships with all students and stakeholders.
- Staff are expected to act responsibly when considering the academic needs and welfare of students. Staff have a legal duty to take all reasonable steps to promote the safeguarding of all U18 and Vulnerable Adults in the care of IDSA, in accordance with the IDSA Safeguarding Policy, the Children's Act 1989 and KCSIE.

Communication

- Good communication is important in order to foster and sustain good working relationships. However, in order to protect both staff and students this should always be kept on a professional basis.

IDSA expect the highest standards of verbal, written and electronic communication.

- Staff should not give students their personal email addresses or mobile phone numbers or allow students to befriend them on any personal social media sites.
- Staff should only communicate via school email or Classter and such communication should entirely focus on teaching and learning matters and always remain professional.
- Staff are not expected to reply to emails outside of working hours and students are aware of this fact. However, it may be more convenient for both staff member and student to do so, in which case this is acceptable, provided it is via professional channels.
- For busy periods or when taking a leave of absence, staff are requested to make use of their automatic out of hours response, to indicate when a student is likely to receive a reply.
- Staff should be conscious of professional boundaries, especially dealing with the U18s and should avoid private meetings. In 1-2-1 situations, where this is unavoidable, such as tutorials, staff should take all reasonable measures to ensure there are appropriate measures in place such as a room with windows or by recording the online meeting if appropriate. IDSA recognises that on occasion it may be necessary and indeed pertinent to have a confidential conversation with a student but staff should be mindful of Safeguarding procedures.
- All classes must be carefully prepared and should aim to provide students with

enjoyable and motivating lessons using a variety of resources and materials where appropriate.

- Teachers should ensure that classes start and finish on time, leaving adequate preparation time before the start of lessons and adequate tidying-up time after lessons.
- Staff should ensure all rooms are left clean and tidy, with any furniture or resources placed back in the appropriate place.
- Staff should dress appropriately and with sensitivity to the students' cultural backgrounds, if necessary. This may mean wearing casual/sportswear in the case of practical classes or smart casual wear in the case of academic classes
- Teachers are required to keep an attendance register for all classes, and to ensure as far as possible the students' attendance and good conduct in their class. Teachers will be asked to contribute to reports on students' progress and achievement. Teachers must ensure that they answer emails in a timely fashion, adhere to deadlines and that all required communication is fully completed, accurate and up to date.
- Staff are responsible for ensuring that IDSA property is used with respect and care, both by themselves and the students.
- Staff must always observe IDSA's policies, including the Equality, Inclusion and Diversity Policy; planning work and treating students in accordance with these policies.
- Health and Safety: Staff must take care of their personal hygiene, safety and welfare, and that of other persons who may be affected by their acts or omissions. All staff must comply with the requirements of Health and Safety policy.
- Fire: Staff must familiarise themselves with the fire precautions, procedures and drill routines in all venues in which they teach for IDSA. They must regard practice fire drills or building evacuations in a positive manner, and ensure they are perceived by students as an essential precaution to prevent risk of injury or fatality.
- Staff should communicate directly with the student and not communicate with family members or friends unless this is necessary because that student is U18 or deemed to be at risk. In these cases, the DSL should be contacted.
- Continuing professional development and support shall be provided by IDSA, where appropriate and agreed. Periodically, employees will be required to attend certain training activities.

Confidentiality: Staff shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.

- Data Protection Act: It is the responsibility of all employees to ensure IDSA's compliance with the Data Protection Act. Personal data must only be used to assist you in carrying out your work; it must not be given to people who have no right to see it. All staff should maintain the security of all computerised databases of information on individuals, whether they are staff or students. Staff should refer any queries to the directors.
- Further to the security of personal data, staff should not discuss the welfare or progress of students who are over 18 with their parents.

Disciplinary rules: The following are examples of behaviour which IDSA finds unacceptable and that will result in disciplinary action. The list is not exhaustive, and it

is acknowledged that it will be necessary to exercise judgement in all cases and to be fair and reasonable in all circumstances.

- Any form of physical/verbal violence towards students.
- Physical violence, actual or threatened towards other staff or visitors to IDSA's.
- Sexual offences, sexual insults or sexual discrimination against students, other staff or visitors to IDSA's.
- Racial offences, racial insults or racial discrimination against students, other staff or visitors to IDSA's.
- Theft of IDSA monies or property and of monies or property of colleagues or visitors to IDSA's. Removal from Studio premises of property, which is not normally taken away without the express authority of the Director or Premises Manager or of the owner of the property, may be regarded as gross misconduct.
- Acceptance of bribes or other corrupt financial or ethical practices.
- Willful damage of IDSA property or of property belonging to other staff or visitors to IDSA's.
- Willful disregard of safety rules or policies affecting the safety of students, other staff or visitors to IDSA's.
- Any willful act which could result in actionable negligence for compensation against IDSA's.
- Refusal to comply with reasonable instructions given by staff with a supervisory responsibility.
- Gross neglect of duties and responsibilities.
- Unauthorised absence from work.
- Being untruthful and/or engaging in deception in matters of importance within the IDSA team.
- Deliberate breaches of confidentiality, particularly on sensitive matters.
- Being incapable by reason of alcohol or drugs (not prescribed for a health problem) from fulfilling duties and responsibilities of employment.
- Conduct which substantially brings the name of IDSA into disrepute or which seriously undermines confidence in the employee.

The following are examples of behaviour which could lead to formal disciplinary warnings:

- Unsatisfactory timekeeping.
- Neglect of safety rules and procedures. Some offences of wilful neglect may be regarded as gross misconduct.
- Breaches of confidentiality. Deliberate breaches on sensitive matters may be regarded as gross misconduct.
- Failure to comply with reasonable work-related requirements or lack of care in fulfilling the duties of the post.
- Behaviour towards other employees, students, and visitors which gives justifiable offence. Certain behaviour giving rise to offence may be regarded as gross misconduct.
- Acting in a manner which could reasonably be regarded as rude, impolite, contemptuous or lacking appropriate professional demeanour. In certain

circumstances, such behaviour may be regarded as gross misconduct.

- Conduct which it is considered adversely affects either the reputation of IDSA or affects confidence in the employee. Certain conduct may be regarded as gross misconduct.

Personal Relationships Code of Conduct

Scope and Purpose of the Code: This section of the policy covers all staff at the school. It is intended to provide guidance in areas where personal relationships overlap with working relationships and to ensure that individual members of staff do not commit acts of impropriety, bias, abuse of authority or conflict of interest and do not lay themselves open to allegations that they have done so.

Introduction

The School values and relies upon the professional integrity of relationships between members of staff and in the staff/student relationship. In order that School business is conducted and perceived to be conducted in a professional and proper manner it is necessary to distinguish between, and take account of, personal relationships which overlap with professional ones.

In the context of this document, a personal relationship is defined as:

- A family relationship.
- A business/commercial/financial relationship.
- A sexual/romantic relationship.

Relationships between staff and students

1. The school believes that the professional relationship between a student and a member of staff is vital to a student's educational development and affirms that the teaching relationship is based on trust, confidence and dependency. In this context a professional relationship is defined as one where there is an assessing, supervising, tutoring, teaching or pastoral role or a role providing administrative or technical support. Students are entitled to equality of treatment and it is important that a personal relationship between a member of staff and a student is not perceived by others to prejudice that equality of treatment.
2. Sexual /romantic relationships with students under the age of 18 are illegal and will be considered a matter for the police. Staff are also forbidden from entering into a sexual/romantic relationship with a student over the age of 18, for whom they have a responsibility for assessing, supervising, tutoring, teaching, for pastoral care or for whom they are required to provide administrative or technical support. Further, staff should not enter a business, commercial or financial relationship with a student which could compromise, or could be perceived to compromise, the objectivity and professional standing of the teaching relationship.
3. Staff may seek guidance on the implementation of this Code, on a confidential basis, from HR. Students may seek guidance on the implementation of the Code on a confidential basis from the Wellbeing Manager.

Relationships between members of staff

1. Although the existence of a personal relationship between members of staff does not necessarily constitute a bar to the employment or promotion of either party, staff should declare to their line manager, Head of Department or Director, as appropriate, any personal relationships which may give rise to a real or perceived conflict of interest, trust or breach of confidentiality.
2. Where a personal relationship exists or develops between members of staff who are in a line management or supervisory relationship at work, they must not be involved in recruitment, selection, appraisal, promotion or in any other management activity or process involving the other party. Additionally, staff in a personal relationship should not work together in any circumstance whereby a conflict of interest, breach of confidentiality or unfair advantage may be perceived to be gained from the overlap of a personal and professional relationship. In any such circumstances, the relationship must be declared in confidence, to the Head of Department (or Director, in the case of a Head of Department). The manager to whom the information is disclosed will then make alternative management arrangements and confirm them in writing to the individuals concerned. If it is considered unavoidable to inform other members of staff about the relationship in order to explain a change in management arrangements, this will be discussed with the individuals concerned, before it is disclosed.

Declaration of personal relationships where they overlap with professional roles.

1. Staff who are uncertain about whether they should take action regarding a personal relationship are invited to seek guidance in confidence, from HR.
2. A case whereby any personal relationship as defined within this code, is not declared and results in an unfair advantage or disadvantage to either of the parties to the relationship (be they a member of staff or a student), will be considered a serious matter and may lead to disciplinary action
3. While not a bar to employment with the school, applicants for employment will be asked to declare any personal relationship with existing members of staff or students.

Harassment & Bullying at work

The school will not tolerate harassment and bullying at work and its policy on harassment and bullying can be found on the website.

I have read the above and agreed to fulfill its requirements.

Name:

Signature:

Date: