

<b>Document Control Sheet</b>	
Document Type	Policy
Document name	Staff Code of Conduct
Originator	Director of People and Culture Jennie Kieran
Approved by	Foundation Board
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Date of next review	March 2025
Equality Act 2010 issues fully considered	Considered to be neutral. Applies equally to all staff. No perceived inequalities in the way in which issues may be raised and would subsequently be dealt with.

## 1 Introduction

- 1.1 Through the contribution of all colleagues, the Foundation seeks to create and maintain a dignified and supportive working environment in which all colleagues feel valued and which enables students to achieve.
- 1.2 Each academy, forming part of The Sir John Brunner Foundation, will adopt this code of conduct.
- 1.3 The Foundation expects that all colleagues model the seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

## 2 The Code

- 2.1 The Foundation is committed to securing and promoting equal opportunities for colleagues and students and all policies and procedures underpin this. All colleagues are responsible for ensuring they act in a manner which supports this.
- 2.2 The Foundation expects all colleagues to display good working relationships, positive attitudes and a supportive, friendly and courteous manner to all, respecting the dignity of individuals and being sensitive to the differing needs of others.
- 2.3 Colleagues are expected to behave in a professional manner at all times, and be mindful that even when not at work, they should behave in a manner that does not bring the Foundation into disrepute. This includes colleague's online profiles and posts.
- 2.4 Colleagues should challenge or report any behaviour by other colleagues, students or other parties on the Foundation's premises which may be perceived as threatening, aggressive or disruptive.
- 2.5 High levels of customer and student service, internally and externally, should be delivered by all colleagues.
- 2.6 The Foundation expects all colleagues to continually develop their professional skills, knowledge and experience and to participate in appropriate development activities.
- 2.7 The Foundation expects a high level of attendance and punctuality from all colleagues as poor attendance or lateness causes disruption to the quality of service provided.
- 2.8 Colleagues who have commitments outside of the Foundation must ensure they do not conflict with their duties at the Foundation. Any conflict of interest must be declared.
- 2.9 Colleagues should dress and present themselves in an appropriate and professional manner and adhere to any additional requirements as necessary (e.g. ID badges, uniform, PPE)
- 2.10 All colleagues must be aware of their responsibilities under Prevent and Safeguarding as the safety and wellbeing of students is the highest priority in all aspects of the Foundation's work.
- 2.11 It is the responsibility of all colleagues to ensure professional relationships with students are maintained. Any suspicion or concern must be reported.
- 2.12 Health and Safety is the responsibility of all colleagues. Colleagues should make themselves familiar with Health and Safety Policies relevant to their immediate and wider area of work.

- 2.13 Any gifts offered should be declared immediately and colleagues should not usually accept gifts/rewards, except for small items (e.g. advertisement materials, calendars, diaries).
- 2.14 Colleagues should always seek "value for money" by using the resources for which they have responsibility, or access to, efficiently and with care and with due regard to avoiding unnecessary costs and waste.
- 2.15 All colleagues should promote a positive attitude to the work environment at all times, participating in the reduction of litter and the maintenance of a stimulating and attractive venue for learning.
- 2.16 Colleagues should be aware of their responsibilities under the Data Protection Act. All information relating to the affairs of the Foundation that is not in the public domain should be considered confidential and records of staff, students and others must not be divulged.
- 2.17 Serious misconduct or criminal offences committed during or outside working hours which may bring the Colleague or the Foundation into disrepute may be subject to action under the disciplinary procedure and must be declared.
- 2.18 Nothing shall prevent a member of staff raising legitimate concerns regarding malpractice.