



21/10/24

Review Date: 21 October 2025

Orchard Academy

www.orchard-academy.com

Staff Code of Conduct Policy

1. Introduction

1.1 The purpose of this Staff Code of Conduct Policy is to establish clear expectations for the behavior and professional conduct of all staff members at Orchard Academy. Our commitment to providing a safe, respectful, and supportive learning environment is paramount, and this policy serves to guide staff in upholding our values and standards.

2. Scope

2.1 This policy applies to all staff members, including full-time, part-time, temporary, and contracted personnel working within Orchard Academy, regardless of their role.

3. Principles of Conduct

3.1 Professionalism: Staff members are expected to demonstrate professionalism in all interactions with students, parents, colleagues, and external partners. This includes maintaining a positive attitude, being punctual, and fulfilling responsibilities diligently.

3.2 Respect: Treat all individuals with respect, courtesy, and kindness. Foster an environment where diversity is valued, and every member of the community feels included.

3.3 Integrity: Act honestly and transparently in all professional dealings. Avoid situations that could compromise personal or professional integrity.

3.4 Confidentiality: Maintain the confidentiality of sensitive information about students, families, and colleagues. Share information only on a need-to-know basis and in accordance with legal and organizational requirements.

3.5 Commitment to Safeguarding: Prioritize the safety and well-being of all students. Report any concerns related to safeguarding promptly, following established procedures.

4. Professional Relationships

4.1 Boundaries: Maintain appropriate professional boundaries with students, avoiding any behavior that

could be perceived as favoritism or inappropriate. Personal relationships with students outside of the educational context should be avoided.

4.2 Communication: Communicate with students and parents in a respectful and professional manner. Use school-approved channels for communication, particularly regarding sensitive or confidential matters.

5. Use of Technology

5.1 Acceptable Use: Staff must use technology and online platforms responsibly and in accordance with Orchard Academy's Online Safety Policy. This includes protecting the privacy and safety of students during online interactions.

5.2 Social Media: Be mindful of your online presence. Avoid sharing personal information or engaging in discussions related to students or the Academy on personal social media accounts.

6. Professional Development

6.1 Continuous Improvement: Engage in professional development opportunities to enhance skills and knowledge. Stay informed about best practices in education and changes to relevant legislation.

6.2 Collaboration: Work collaboratively with colleagues to share expertise, resources, and strategies for improving student learning outcomes.

7. Discrimination and Harassment

7.1 Zero Tolerance: Orchard Academy has a zero-tolerance policy towards discrimination, harassment, and bullying in any form. All staff members are expected to contribute to a safe and inclusive environment for everyone.

8. Compliance with Policies

8.1 Adherence: Staff members are required to adhere to all Academy policies and procedures, including those related to health and safety, equal opportunities, and safeguarding.

8.2 Reporting Violations: Any breaches of this Code of Conduct should be reported to a line manager or designated safeguarding lead promptly.

9. Consequences of Misconduct

9.1 Disciplinary Action: Failure to adhere to this Code of Conduct may result in disciplinary action, up to and including termination of employment. The severity of the consequences will be determined based on the nature and impact of the violation.

10. Review and Amendment

10.1 This policy will be reviewed regularly to ensure its effectiveness and relevance. Staff will be informed of any changes made to the policy.

11. Conclusion

The Staff Code of Conduct Policy is designed to promote a positive and professional working environment at Orchard Academy. By adhering to these principles, all staff members contribute to the Academy's mission of providing a safe, inclusive, and high-quality educational experience for every student.

Approved by: Management Committee of Orchard Academy

Next Review Date: September 2025