



Ark Boulton  
Academy

*“Growing together, reaching higher”*

# **STAFF CODE OF CONDUCT**

**2016 - 2017**

**Please note:** This code should be read and implemented in conjunction with the information provided in the Staff Handbook

This Code of Conduct provides a guide for all staff and visitors. This includes all teaching and non-teaching staff, governors, volunteers and visitors. It sets out acceptable and desirable conduct to protect both adults and students.

### **Basic Principles**

- The child's welfare is paramount (Children's Act 1989).
- Adults working in a school are responsible for their own actions and behaviour and should avoid any conduct which would lead a reasonable person to question their motivation or intentions.
- Adults should discuss and/or take advice promptly from a strategic member of staff about any incident which could give rise for concern.
- A record should be kept of any such incident and of decision made/further actions agreed, in accordance with school record keeping policy.
- Staff should apply the same professional standards regardless of gender or sexuality.
- Staff should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

### **Dress Code**

- Teaching and non-teaching staff should dress in a professional manner. Although it is difficult to be prescriptive about this, staff should be aware that Ark Boulton is a formal institution and expects students to dress in full academy uniform.
- Staff are expected to dress in a similar formal and business-like way in order to set an example to students.