

## **STAFF CODE POLICY**

### **Introductory statement:**

Kingsbridge Community College, is an outstanding learning community where individuals thrive. This is enabled by having a professional body of staff who are valued by the college and who value and respect one another.

Any breach of this policy may result in disciplinary action, which may lead to fixed term exclusion, suspension or in extreme cases dismissal.

### **Colleagues**

The Staff at Kingsbridge Community College are proud of their place in this community, and this is reflected in the high standards of professionalism to which they adhere.

The community ethos is expressed in the way that Staff will support their colleagues in achieving the highest professional standards. They are fully committed to sharing their own expertise and insights in the interests of the students and are always open to learning from the effective practice of their colleagues.

Staff respect the rights of other people to equal opportunities and to dignity at work. They respect confidentiality and privacy where appropriate. Staff communicate honestly and openly, clearly stating what they mean and their expectations of others. By making only reasonable and manageable requests of one another, staff try to avoid causing stress to others.

It is important that, as staff, we show loyalty to our colleagues and, whatever our personal feelings may be, we are as supportive of each other as possible, particularly when in a public arena, and in front of students.

Staff are professional with regard to their role in the college, which includes considering –

- Maintaining a healthy work/life balance for themselves and others
- Being both Academic and Personal role models for our students
- A consistent adherence to College procedures

### **Community**

A key reason for the success of Kingsbridge as an outstanding learning community, is the awareness that we are rooted in a much wider community, of parents, governors, primary colleagues, advisors, inspectors, and the local, national, and international communities around us.

We believe that our relationship with parents & wider community is based upon trust and respect and we endeavour to satisfy their concerns. It is a partnership where good communication is essential and welcomed. Staff who live and socialise in the local community are careful not to discuss publicly students or staff in a way that could bring the College into disrepute.

Parental interviews, and telephone communications are conducted in a professional manner and a record is kept on file.

When interviews could be potentially difficult it is important that a third party is invited. Anyone experiencing unacceptable behaviour has the active support of his/her manager or appropriate senior to address the situation, and to keep them fully informed of developments.

## **Students**

The college's role as a Learning Community is founded upon the interdependent relationships between Staff and Students – just as Staff have high expectations of Students, so Students are able to have high expectations of the Staff.

Staff should use their own professional judgement in considering the relationships that they have with students. They should reflect upon the fact that, while the expression of those relationships may change based upon the age of the student, or the environment in which they occur, students will always expect staff to maintain the rigorous professional standards discussed in this document.

It is regrettable, but necessary that Staff should also use judgement about situations that may require caution, for their own protection – this includes avoiding situations where they:

- Place themselves in a position where a student can make an allegation about them
- Impose personal opinions and beliefs on students which are controversial
- Use improper physical contact with students
- Discriminate in any negative way
- Carry students in their car without proper insurance.
- Use inappropriate communication channels i.e. social networking sites

(for more details see appropriate policies on Trips & Visits, Behaviour Management (Appendix 5c)

Staff have a caring and friendly relationship with students. We gain the respect of our students by trying to be fair on all occasions, listening to everyone's point of view, but in the end using rigour and consistency in ensuring that students meet our expectations.

It is vitally important that staff make themselves familiar with, and follow, the College's Child Protection Procedures, as outlined in the Staff Handbook and attend any training requires to update their practice.

There is an expectation that all staff support and implement the Behaviour Management Policy, providing a unified collegiate approach. In the event of a breakdown of relationship between staff and student, staff should follow the procedural route as outlined in the behaviour management policy.

## **Staff Committee**

In order to facilitate the continued development of Kingsbridge as an Outstanding Learning Community, Staff are represented by the Staff Committee.

Membership of the Committee is open to all Staff. It is desirable that at least one member from each area should take part regularly, in order to fully represent a consensus of opinion, and to feed back discussions to their area.

Staff who do not wish to be members of the Committee may attend any meeting – indeed, where pressing issues are discussed, it is important to canvass opinion as widely as possible.

The Chair of the Committee is annually elected, by the whole staff, and serve for a term of one academic year – from September to September. The Chair should regularly attend strategy meetings.

The remit of the committee should include the following items –

- Involvement in College Policies, and issues of concern for staff that cannot be more appropriately pursued through other channels: such as liaison with Line Managers, Support Staff, the Senior Management Team, the Staff Governor or other members of the Governing Body.
- Involvement in external events – changes to national policy, Inspections etc. The Staff Committee seek, as far as possible, to approach such challenges in a proactive way by providing support for Staff.
- Positive attempts to contribute to the Work / Life Balance of staff.
- Collection and Management of the Staff Fund – to provide appropriate recognition of significant life events, as well as marking professional milestones. (This should be organised, on an annual basis, by a designated member of the committee, in rotation).
- The coordination of Staff Social Events (this is by no means to imply that all Staff Social Events will be organised exclusively by the committee)

The Committee will meet twice each term during the Academic year, at a convenient time, agreed by those present. Minutes will be taken, and fed back to all staff via e-mail & display upon boards in the staffroom. Staff are encouraged to feedback their opinions upon these minutes, or suggestions for future agendas.

## **Alcohol and Drugs**

Staff recognise the potential problems associated with alcohol and young people. Consumption of alcohol by students in Year 11 and below is not permitted on College premises or on a College trip.

If staff consider it appropriate that alcohol may be consumed by Sixth Formers during trips or activities, this is discussed in advance with the Principal and authorised with parents.

Staff do not drink any alcohol if they are driving a vehicle carrying students. This also requires moderation the day before to ensure alcohol has left the body before taking the wheel.

When on College activities, the trip organiser makes a judgement about the appropriateness of any alcohol consumption. This is discussed before the trip with the accompanying staff, being mindful of the example they are setting and their need to respond in a position of responsibility.

Staff are not permitted to smoke on site.

### **Staff Dress Code**

Staff dress at the College should be smart reflecting their professionalism and high standards.

ID badges should be with staff during college hours.

Technical staff agree appropriate dress, including provision of safety clothing and equipment by the College, with their line manager.

### **Review of Policy**

This policy is reviewed by the Staff Committee and presented to the Community Committee of the Governing Body for ratification every three years.

**Ratified by the Community Committee of the Governing Body  
18<sup>th</sup> May 2009**