Our Rock Academy

Staff Code of Conduct

" A nurturing, ambitious and inclusive school where every child feels known, valued and connected."

Author: Michelle Homer

Approved by: Emmanuel Ajayi

Date: 2nd September 2026

Review Date: 2nd September 2027

Version Control

Date	Revisions

Purpose

Our Rock Academy is committed to providing a nurturing, ambitious and inclusive environment where every child feels known, valued and connected. Every member of staff contributes to creating a culture in which pupils are safe, respected, supported and challenged to achieve their full potential.

This Code of Conduct sets out the professional standards expected of all adults working in the school. It establishes the behaviours that underpin our culture, supports effective safeguarding arrangements and promotes confidence amongst pupils, families, colleagues and the wider community.

The Code is not intended to replace professional judgement or duplicate statutory guidance. Instead, it provides the principles that govern professional conduct and should be read alongside the school's safeguarding, employment and operational policies.

Scope

This Code applies to all adults working at or on behalf of Our Rock Academy, including employees, agency staff, volunteers, contractors, consultants and members of the proprietor body where appropriate.

Every adult working within the school is expected to understand and comply with the standards contained within this policy from the commencement of their role.

Professional Conduct

Staff are expected to demonstrate the highest standards of professionalism, integrity and personal conduct at all times. Every interaction with pupils, colleagues, families and visitors should reflect the school's commitment to respect, kindness and inclusion.

As professionals working with vulnerable young people, staff must recognise that their behaviour influences the culture of the school and the confidence that others place in it. Staff are therefore expected to act honestly, exercise sound professional judgement and carry out their duties with diligence and accountability.

Professional disagreements should always be managed respectfully and constructively. Staff should contribute positively to the wider life of the school and support colleagues in maintaining a culture of mutual trust, collaboration and continuous improvement.

Living Our Vision and Values

The school's vision is to create a school where every child thrives academically, socially and emotionally, leaving ready to positively shape the world. Our ethos is that of a nurturing, ambitious and inclusive school where every child feels known, valued and connected. These principles

underpin every aspect of school life and are reflected in the ROCK Values of Resilience, Ownership, Creativity and Kindness.

Staff are expected to model these values through their daily practice, demonstrating resilience in the face of challenge, taking ownership of their responsibilities, approaching problems creatively and treating every member of the school community with kindness and respect.

Safeguarding

Safeguarding is the responsibility of every member of staff and remains the school's highest priority.

All staff must promote the welfare of pupils, remain vigilant to indicators of abuse or neglect and respond promptly to any concern regarding a pupil's safety or wellbeing. Concerns must always be reported in accordance with the school's Safeguarding and Child Protection Policy without delay.

Staff are expected to read and understand the current statutory safeguarding guidance, complete all mandatory safeguarding training and maintain appropriate professional curiosity when working with pupils and families.

Staff must report any concern about an adult’s conduct to the Headteacher promptly, even if it seems minor or only causes unease. This includes behaviour that is inconsistent with this Code but may not meet the threshold for an allegation of harm. Concerns about the Headteacher must be reported to the Proprietor. The school will handle these concerns in line with its Safeguarding and Child Protection Policy.

Professional Relationships

Positive relationships are central to the success of Our Rock Academy. Staff are expected to build relationships with pupils that are characterised by consistency, trust, empathy and high expectations whilst maintaining clear professional boundaries at all times.

Many of our pupils have experienced significant barriers to learning, including adverse childhood experiences, anxiety, autism and social, emotional and mental health needs. Staff should therefore adopt a calm, patient and trauma-informed approach which promotes emotional safety, dignity and independence. Staff should respond to behaviour in ways that de-escalate situations, preserve relationships and support pupils to regulate.

Professional Boundaries

Staff must maintain appropriate professional boundaries with pupils both during and outside the school day.

Relationships with pupils should always remain professional and appropriate to the member of staff's role. Personal contact details must not be shared with pupils, communication through

personal social media accounts or messaging services is prohibited, and staff must avoid any situation that could reasonably be misinterpreted or compromise professional integrity.

Where a member of staff finds themselves in circumstances that could give rise to concern or misunderstanding, they should seek advice from the Headteacher or Designated Safeguarding Lead at the earliest opportunity.

Any physical contact with a pupil must be appropriate to their needs, the situation and the member of staff's role. Staff must follow the school's safeguarding and restrictive intervention procedures, and record and report any incident as those procedures require.

Equality, Inclusion and Respect

Our Rock Academy is committed to fostering an inclusive environment where diversity is valued and every individual is treated with dignity and respect.

Staff are expected to promote equality of opportunity, challenge discrimination and ensure that their words, actions and decisions reflect the principles of fairness and inclusion. Professional conduct should always support pupils' sense of belonging and encourage positive relationships across the school community.

Confidentiality

In the course of their work, staff will have access to sensitive personal information relating to pupils, families and colleagues.

Confidential information must only be shared where there is a legitimate professional reason or where safeguarding responsibilities require information to be disclosed. Staff are expected to comply fully with data protection legislation and the school's information governance procedures, ensuring that confidential information is stored, shared and disposed of securely.

Dress and Professional Appearance

Staff are expected to present themselves in a manner that reflects the professional standards of Our Rock Academy and promotes confidence amongst pupils, families and visitors.

Clothing should be appropriate for working with young people and suitable for the duties being undertaken. Staff involved in practical activities, outdoor learning or physical education should wear clothing and footwear that enables them to carry out those responsibilities safely whilst maintaining a professional appearance.

Appearance should never compromise health and safety, professional boundaries or the inclusive ethos of the school. The school recognises and respects the diversity of its workforce and will make reasonable adjustments where dress requirements are affected by religion, culture, disability, medical needs or other protected characteristics.

Attendance, Punctuality and Fitness for Work

Reliable attendance and punctuality are essential to maintaining high standards of education and safeguarding.

Staff are expected to attend work regularly, arrive punctually and fulfil their contractual responsibilities. Absence should be reported promptly in accordance with the school's absence procedures.

Staff should tell the Headteacher confidentially if a health condition or medication may affect how they carry out their duties, so that any necessary support, reasonable adjustments or safety arrangements can be agreed.

Health, Safety, Smoking, Alcohol and Drugs

Every member of staff has a responsibility to contribute to a safe working environment by complying with the school's Health and Safety Policy and reporting hazards, accidents or concerns promptly.

Smoking and vaping are not permitted anywhere on the school site or whilst supervising pupils on educational visits or other school activities.

Staff must not attend work under the influence of alcohol or illegal drugs. The misuse of prescribed medication that affects professional judgement or the safe performance of duties is also unacceptable. Where staff require support relating to health or wellbeing, the school will seek to provide appropriate assistance wherever possible.

Technology, Mobile Phones and Social Media

Technology should enhance learning, communication and safeguarding and must always be used responsibly.

Staff must comply with the school's Online Safety Policy. Personal devices must not be used to photograph or record pupils, nor should they be used to communicate with pupils outside approved school systems.

Staff should recognise that activity on social media may affect public confidence in their professional role. Content that could reasonably damage the reputation of the school or undermine confidence in an individual's suitability to work with children should be avoided.

Conduct Outside Work

Whilst staff are entitled to a private life, they should recognise that behaviour outside work may have implications for their professional role.

Staff are expected to conduct themselves in a manner that does not undermine confidence in their suitability to work with children or adversely affect the reputation of the school. They must inform the Headteacher of any matter that may affect their employment or safeguarding responsibilities, including relevant criminal investigations, cautions or convictions in accordance with safer recruitment requirements.

Secondary Employment, Conflicts of Interest and Gifts

Any additional employment or business interests should not conflict with a member of staff's responsibilities to the school or adversely affect their ability to perform their role effectively.

Staff should declare any actual or potential conflicts of interest to the Headteacher and should not use their position for personal gain.

Gifts or hospitality that could reasonably be perceived as influencing professional judgement should not be accepted. Small tokens of appreciation from pupils or families may be accepted where appropriate, but staff should ensure that acceptance of any gift could not be interpreted as compromising professional integrity.

Political Neutrality and Public Statements

Staff are entitled to hold personal political or religious beliefs; however, these should not influence the discharge of their professional responsibilities.

When acting in their professional capacity, staff should present balanced and impartial information and must not promote partisan political views. Public statements, including those made through social media, should not imply that personal opinions represent those of the school unless expressly authorised.

Working with Families and External Professionals

Positive partnership working is essential to achieving the best outcomes for pupils.

Staff are expected to communicate professionally with parents, carers and external agencies, recognising that effective collaboration is based upon mutual respect, openness and shared responsibility. Differences of opinion should be managed constructively and always with the best interests of the pupil at the centre of decision making.

Whistleblowing and Reporting Concerns

Every member of staff has a professional duty to report concerns about safeguarding, unsafe practice, misconduct or behaviour that may place pupils, colleagues or the school at risk.

The school is committed to fostering an open and transparent culture in which concerns can be raised confidently and without fear of victimisation. Concerns raised in good faith will be managed in accordance with the school's whistleblowing procedure set out in the Safeguarding and Child Protection Policy.

Breaches of this Code

Failure to comply with this Code of Conduct may result in management action, disciplinary procedures or referral to external agencies where appropriate.

Allegations involving safeguarding, professional boundaries or conduct that may place pupils at risk will always be managed in accordance with statutory guidance and the school's safeguarding procedures.

Monitoring and Review

The Headteacher is responsible for ensuring that this Code of Conduct is implemented consistently across the school. The Proprietor will review the policy annually, or sooner if changes to legislation, statutory guidance or the needs of the school require revision.

Staff Declaration

I confirm that I have read and understood the Our Rock Academy Staff Code of Conduct and agree to uphold the professional standards and expectations it contains.

Name: _____

Job Title: _____

Signature: _____

Date: _____