



# XCELERATE ACADEMY

## Staff Code of Conduct Policy

Approved: 01/09/2025

Review Date: 01/09/2026

Responsible Person: Director & Safeguarding Lead (SGL)

## 1. Introduction

Xcelerate Academy is committed to providing a safe, professional, and respectful learning environment for all students.

This Staff Code of Conduct Policy sets out the standards of behaviour expected from all tutors, staff, volunteers, and contractors working on behalf of Xcelerate Academy.

All staff must act in accordance with this policy at all times, whether working in person or online.

## 2. Purpose

The purpose of this policy is to:

- Safeguard and promote the welfare of children and young people
- Maintain high standards of professional conduct
- Protect staff from false allegations

- Ensure a safe and respectful learning environment
- Uphold the reputation and integrity of Xcelerate Academy

### **3. Professional Conduct**

All staff must:

- Treat students with dignity, fairness, and respect
- Maintain appropriate professional boundaries at all times
- Model positive behaviour and language
- Promote a calm, focused, and inclusive classroom environment
- Follow all safeguarding and child protection procedures
- Comply with academy policies and procedures

Staff must not:

- Use inappropriate language or behaviour
- Engage in favouritism or unfair treatment
- Discriminate on the basis of race, gender, religion, disability, or background
- Engage in conduct that could bring the academy into disrepute

### **4. Safeguarding Responsibilities**

All staff have a duty to safeguard students.

Staff must:

- Be familiar with the Safeguarding and Child Protection Policy
- Immediately report any safeguarding concerns to the Safeguarding Lead
- Record concerns in writing where required
- Never promise confidentiality to a student
- Maintain appropriate physical and emotional boundaries

Staff must not:

- Engage in inappropriate physical contact
- Initiate private communication with students outside approved channels
- Meet students outside authorised settings without written approval

## **5. Professional Boundaries**

Staff must maintain clear professional boundaries at all times.

- Communication with students must take place through approved channels
- Personal contact details must not be shared with students
- Staff must not connect with students on personal social media accounts
- Gifts should not be given to individual students unless authorised

## **6. Dress and Presentation**

Staff are expected to dress professionally and appropriately for a school-based environment.

Clothing should be:

- Smart and modest
- Suitable for working with children
- In keeping with a professional educational setting

## **7. Use of Technology**

When using technology (including online tutoring):

- Sessions must take place in a suitable professional setting
- Backgrounds must be neutral and appropriate
- Recording of sessions must not take place unless authorised
- Personal devices should not be used to communicate privately with students

## **8. Health and Safety**

Staff must:

- Follow health and safety procedures
- Report hazards or incidents immediately
- Supervise students appropriately during sessions
- Follow lone working guidance where applicable

## **9. Confidentiality**

Staff must:

- Treat student information as confidential
- Only share information where professionally necessary
- Comply with data protection requirements

Confidential information must not be discussed in public or informal settings.

## **10. Attendance and Reliability**

Staff are expected to:

- Arrive punctually for sessions
- Provide reasonable notice of absence (minimum one week where possible)
- Communicate clearly regarding availability
- Fulfil agreed session commitments

Failure to maintain reliability may result in review of engagement.

## **11. Social Media and Public Conduct**

Staff must not:

- Post content that could damage the academy's reputation
- Share confidential academy information
- Engage in online conduct inconsistent with professional standards

## **12. Allegations Against Staff**

Any allegation of misconduct will be:

- Taken seriously
- Investigated appropriately
- Managed in line with safeguarding procedures

Staff are expected to cooperate fully with any investigation.

## 13. Breach of Policy

Failure to adhere to this Code of Conduct may result in:

- Formal review
- Termination of engagement
- Referral to appropriate authorities (where safeguarding concerns arise)

## 14. Declaration

All staff must confirm they have read and understood this policy and agree to comply with its requirements.

Signed (Tutor/Staff): \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signed (Director/SGL): Muaadh Khan

Date: \_\_\_\_\_