



Staff Behaviour and Code of Conduct Policy

The Positive Impact Group

Effective Date

June 2026

Review Date

June 2027



Introduction

The Positive Impact Group expects all its staff to set the highest standards of professionalism and behaviour to provide all our students with role models they can look up to and respect. This policy sets out the boundaries of behaviour and highlights the way in which staff are expected to behave.

This policy needs to be read in conjunction with the following policies:

- The Positive Impact Group Staff Code of Conduct (Appendix 1)
- Child Protection and Safeguarding Policy
- E-Safety Policy
- Health & Safety Policy
- SEND Policy
- Administration of Medicines Policy
- Whistleblowing Policy

Overall Aims

This policy will contribute to safeguarding our students/students and promoting their welfare by:

- Clarifying standards of behaviour for staff
- Contributing to the establishment of a safe, resilient, and robust ethos in The Positive Impact Academy, built on mutual respect and shared values

Expectations

All staff will:

- Be subject to Safer Recruitment processes and checks, whether they are new staff, supply staff, contractors, or volunteers etc.
- Receive appropriate induction training on their responsibilities in being alert to the signs of abuse, bullying or children at risk of radicalisation and on the procedures for recording and referring any concerns to the DSL.

- Read and sign to confirm that they have read Part 1 of Keeping Children Safe in Education.
- Read and sign to confirm that they have read The Positive Impact Group Code of Conduct.
- Read and sign to confirm that they have read The Positive Impact Group Safeguarding Policy.
- receive safeguarding training at intervals of no more than three years. Key staff will undertake more frequent specialist child protection training.

Obligations

All staff should adhere to their relevant code of conduct.

Staff should be aware that it is not appropriate to use social media to communicate with students. Staff are reminded that it is a criminal offence for a person aged 18 or over to have a sexual relationship with a student under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual.

There are occasions when it is entirely appropriate and proper for staff to have physical contact with students, but it is crucial that they only do so in ways appropriate to their professional role. Staff should, therefore, always use their professional judgement. Staff should not have unnecessary physical contact with students and should be alert to the fact that minor forms of friendly physical contact can be misconstrued by students or onlookers.

A member of staff can never take the place of a parent in providing physical comfort and should be cautious of any demonstration of affection.

Physical contact should never be secretive, or for the gratification of the adult, or represent a misuse of authority. If a member of staff believes that an action could be misinterpreted, the incident and circumstances should be recorded as soon as possible, and a senior member of staff should be made aware.

Any restrictive physical intervention should only be used:

- To prevent a student from harming himself/herself
- To prevent a student from harming others
- To prevent a student from causing significant damage to property
- To prevent a student from engaging in a criminal act

- When a student engages in behaviour prejudicial to maintaining good order at the school or among any of the students, whether that behaviour occurs in the classroom during a teaching session or elsewhere within the curriculum provision.

Then, only as a last resort, when all efforts to diffuse the situation have failed. Where exercises or procedures need to be demonstrated or supported, extreme caution should be used if this involves direct contact with a student and, wherever possible, contact should be avoided. It is acknowledged that some staff, for example, those who teach PE and games, or who offer music tuition, will, on occasions, must initiate physical contact with students to support a student so they can perform a task safely, to demonstrate the use of a particular piece of equipment/instrument or assist them with an exercise. This should, whenever possible, be done with the student's agreement.

Contact under these circumstances should be for the minimum time necessary to complete the activity and take place in an open environment. Staff should remain sensitive to any discomfort expressed verbally or non-verbally by the student.

This policy is reviewed annually.

Overall responsibility lies with the Director, who liaises with the Senior Leadership Team to ensure a robust and sustainable model of Leadership.

Signed by Director



James Armson



Appendix 1 — The Positive Impact Group Code of Conduct

1. Introduction

1.1 This Code of Conduct is intended as a guide and a help to all The Positive Impact Academy staff. It sets out standards of conduct which staff are expected to follow when within or representing the organisation. This code is not exhaustive but is written to assist staff and it is important that staff should take advice and guidance if necessary. If in doubt, ask.

1.2 The purpose is to ensure that the organisation provides a high-quality service to its students and partners in accordance with the Mission Statement and to promote public confidence in the integrity of The Positive Impact Academy.

1.3 It takes in the requirements of the law and attempts to define the required levels of professionalism to ensure the well-being of the organisation, its staff, and its customers.

1.4 It has been drafted to comply with the organisations Policies and Procedures.

1.5 Staff are requested to read this Code carefully and consider the issues which it raises.

1.6 The Head of Academy should also ensure that all staff are aware of the Code's contents and are fully briefed on its implications.

1.7 Reference to this Code will be made in all contracts of employment, and copies will be given to all staff. In addition, the induction programme for all new staff will reinforce the principles of this Code.

1.8 Investigations of alleged breaches of this Code will be covered under The Positive Impact Academy's disciplinary procedures and related codes of practice.

2. Code of Conduct

Exclusivity of Service

1. Staff's off-duty hours are their personal concern, but they should avoid a position where duty and private interests conflict. This includes:
 - Staff members are making online associations/friendships with current pupils via social networking sites such as Facebook, Snapchat, and Twitter.

The above amendments have been included to safeguard the safety of pupils and the safety and professional integrity of The Positive Impact Academy staff.

2. The School does not seek to preclude staff unreasonably from undertaking additional employment, but you are required to devote your full time, attention, and abilities to your duties during your working hours and to act in the best interests of the organisation at all times. Accordingly, you must not, without the written consent of the Head of Academy, undertake any employment or engagement which might interfere with the performance of your duties or conflict with the interests of the organisation.

3. It follows that, regardless of whether you are employed on a full-time or part-time contract, you are required to notify the Head of Academy of any employment or engagement which you intend to undertake whilst in the employment of the organisation.

Specific Aspects

1. **Discrimination:** Staff must always observe the organisation's Equal Opportunities Policies for staff and pupils and treat pupils, parents, and partners in accordance with those policies.

2. **Health and Safety:** Staff must take care of their personal hygiene, safety, and welfare, and that of other persons who may be affected by their acts or omissions. All staff must comply with the requirements of the organisation's Health and Safety policy and relevant legislation and regulations, and ensure that pupils do likewise.

3. **Fire:** Staff must familiarise themselves with the fire precautions, procedures, and drill routines. They must regard practice fire drills or building evacuations in a positive manner, and ensure they are perceived by pupils as an essential precaution to prevent risk of injury or fatality.

4. **Business Practice:** Staff must maintain an impeccable standard of integrity in all their professional relationships.

5. **Media:** Other than on matters of publicity, only the Head of Academy is authorised to speak or send any communication on behalf of the Positive Impact Academy to members of the press or broadcast media. This decision is to avoid any embarrassment or unfair pressure on staff. This authorisation may be extended by the Head of Academy to other staff members.

6. **Copyright:** Staff shall observe copyright laws on computer software, audio-visual and printed material.

7. **Data Protection Act:** It is the responsibility of all employees to ensure the organisation's compliance with the Data Protection Act. Personal data must only be used to assist you in carrying out your work; it must not be given to people who have no right to see it. All staff should maintain the security of all computerised databases of information on individuals, whether they are staff, pupils or members of the general public. Staff should refer any queries to the Head of Academy.

General Points

1. Staff should display the highest possible standards of professional behaviour that are required in an educational establishment (see also Appendix 2).

2. Staff should seek to co-operate with their colleagues, providing support, help and guidance as required by them and their line manager, and enable effective communication throughout the organisation.

3. Staff should not use their position in the organisation for private advantage or gain.

4. Staff should avoid words and deeds that might bring the organisation into disrepute or might undermine colleagues in the perception of others (staff/pupils/parents/community).

5. Staff should retain professional independent objectivity and not promote political bias to others in their working activities.

6. Staff should be aware of, and should follow organisation policies, systems, and procedures. They should normally communicate through the line management structure and should ensure pupils do likewise.

7. Continuing professional development and support shall be provided by The Positive Impact Academy and, where appropriate and agreed, will be based on the objectives of the organisation's Development Plan. Periodically, employees will be required to attend certain training activities.

8. Staff should attend their place of work punctually in accordance with their conditions of service and at the times agreed with their line manager. Those unable to avoid being late or absent should, whenever possible, give as much notice to the Head of Academy so that alternative cover arrangements may be made.

9. The Positive Impact Academy uniform should always be worn. If an additional uniform is required, each member of staff should email the Head of Academy detailing the reasons for this.

Administrative Duties

1. Delivery staff shall inform the Head of Academy at the earliest opportunity of any student absence, and the reasons for this absence.

2. To ensure safeguards both for staff and pupils, staff must obtain permission from the Director:

- before taking pupils off the organisation's premises.
- before arranging for any visiting speakers.
- before incurring any expenditure on behalf of the organisation.

Confidentiality

Staff shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters. They should take care not to discuss issues of particularly sensitive matters within the organisation's community, which could cause distress to staff, pupils or parents.

WHEN IN DOUBT, ASK!

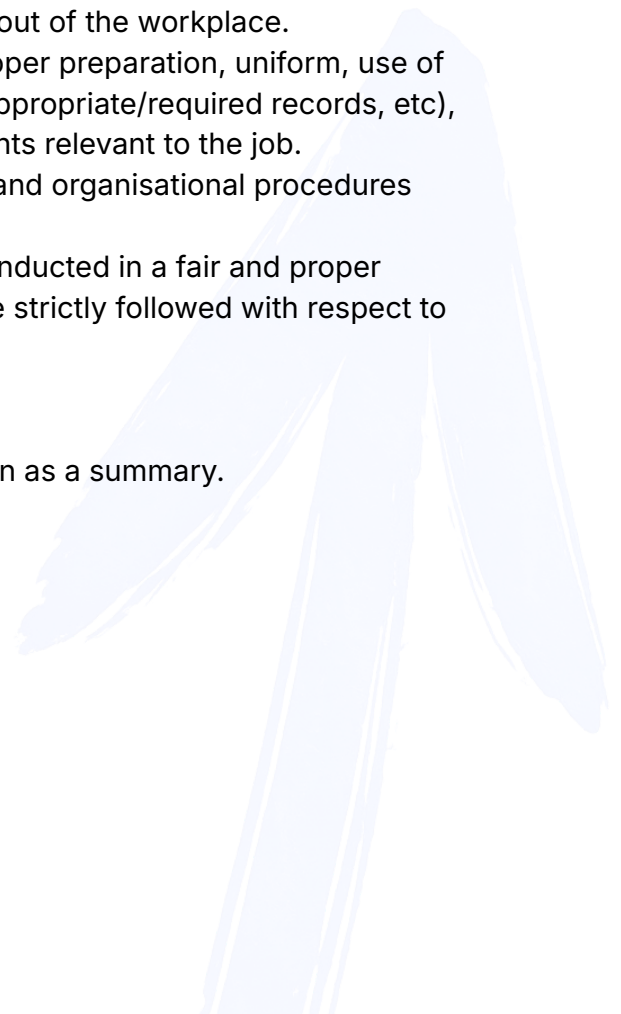
If any member of staff is in any doubt regarding the guidelines of this Code and how they apply in any situation, then please consult with the Head of Academy. It is re-emphasised that this Code is intended to be a help and to enable fairness and equity between all staff.

Appendix 2 — Professional Behaviour

Professional behaviour is a generic term, but within this Code of Conduct includes such aspects as:

- Acting in a fair, courteous, and mature manner to pupils, colleagues, and other partners.
- Co-operating and liaising with colleagues, as appropriate, to ensure pupils receive a coherent and comprehensive educational service.
- Endeavouring to assist the organisation in achieving its corporate and strategic objectives, in particular, by adopting a positive attitude to marketing and the achievement of quality and equality.
- Respect for The Positive Impact Academy property.
- Maintaining the image of the organisation through standards of dress, general courtesy, correct use of the organisation's stationery, etc.
- Taking responsibility for the behaviour and conduct of pupils in the classroom and sharing such responsibility elsewhere on the premises.
- Being fit for work (i.e., not adversely influenced by drugs, alcohol, etc.)
- Not taking any illegal substances either in or out of the workplace.
- Being familiar with job requirements (e.g., proper preparation, uniform, use of suitable methods/systems, maintenance of appropriate/required records, etc), including keeping up to date with developments relevant to the job.
- Being familiar with communication channels and organisational procedures applicable to both students and staff.
- Ensuring all assessments/exams/tests are conducted in a fair and proper (prescribed) manner, and that procedures are strictly followed with respect to confidentiality and security.
- Respect for the rights and opinions of others.

This list is not exhaustive, but the examples are given as a summary.

A large, faint, light blue graphic of a person jumping or running is positioned in the bottom right corner of the page, extending from the middle of the page down to the bottom.

Appendix 3 — Disciplinary Rules

The following are examples of behaviour which the organisation finds unacceptable. The list is not exhaustive, and it is acknowledged that it will be necessary to exercise judgment in all cases and to be fair and reasonable in all the circumstances.

- Any form of physical/verbal violence towards students.
- Physical violence, actual or threatened, towards other staff or visitors to the organisation.
- Sexual offences, sexual insults or sexual discrimination against students, other staff, or visitors to the organisation.
- Racial offences, racial insults or racial discrimination against students, other staff, or visitors to the organisation.
- Theft of the organisation's monies or property and of monies or property of colleagues or visitors to the organisation. Removal from the organisation's premises of property which is not normally taken away without the express authority of the Head of Academy or of the owner of the property may be regarded as gross misconduct.
- Deliberate falsification of documents such as expense claims for the purpose of gain.
- Acceptance of bribes or other corrupt financial practices.
- Wilful damage of The Positive Impact Academy property or of property belonging to other staff or visitors to the organisation.
- Wilful disregard of safety rules or policies affecting the safety of students, other staff, or visitors to the organisation.
- Any wilful act which could result in actionable negligence for compensation against the organisation.
- Refusal to comply with reasonable instructions given by staff with a supervisory responsibility.
- Gross neglect of duties and responsibilities.
- Unauthorised absence from work.
- Being untruthful and/or engaging in deception in matters of importance within the organisation's community.
- Deliberate breaches of confidentiality, particularly on sensitive matters.
- Being incapable by reason of alcohol or drugs (not prescribed for a health problem) from fulfilling duties and responsibilities of employment.
- Using illegal substances either in or out of the workplace.

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- Conduct which substantially brings the name of the organisation into disrepute, or which seriously undermines confidence in the employee.

All the above disciplinary rules are examples of behaviour which could lead to formal disciplinary warnings.

PRINT NAME

SIGN

DATE

