# Staff Behaviour Policy

**Policy Owner**:          **Sandeep Athwal**

| Full Name | Position | Signature | Date | Review Cycle |
|---|---|---|---|---|
| Sandeep Athwal | Director | | 01.01.2024 | Annual |

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# 1. Statement of Intent

At School of Coding AEP, we are committed to fostering a positive and inclusive environment where students can excel in their learning and development. This Staff Behaviour Policy is designed to ensure that all staff members act with professionalism, respect, and integrity always. By adhering to this policy, staff will contribute to creating a safe, supportive, and effective educational environment that upholds the values of our institution.

We expect all staff members to be role models for our students, embodying the principles of fairness, respect, and responsibility in all interactions. This policy outlines the standards of behaviour required to maintain the trust and confidence of students, parents, colleagues, and the broader community.

# 2. Introduction

School of Coding AEP is committed to providing a positive and inclusive learning environment where students can thrive. To achieve this, it is essential that all staff members adhere to the highest standards of professional conduct. This policy outlines the expected behaviours and responsibilities of all staff members to ensure a safe, respectful, and productive atmosphere for both students and colleagues.

# 3. Scope

This policy applies to all staff members, including full-time, part-time, temporary, and visiting staff, as well as contractors and volunteers working within the School of Coding AEP.

# 4. Professional Conduct

All staff members are expected to:

- **Act with Integrity:** Maintain honesty, transparency, and fairness in all dealings with students, parents, colleagues, and the wider community.
- **Respect for Others:** Treat all individuals with dignity and respect, regardless of their background, beliefs, or circumstances. This includes avoiding any form of discrimination, harassment, or bullying.
- **Confidentiality:** Safeguard the privacy and confidentiality of students, staff, and the institution. Personal or sensitive information must not be disclosed without proper authorisation.
- **Dress Code:** Maintain a professional appearance that reflects the ethos of School of Coding AEP. Clothing should be appropriate for the educational environment and any specific safety requirements.

# 5. Interaction with Students

Staff members should:

- **Create a Supportive Learning Environment:** Encourage and support all students in their learning, fostering a positive and inclusive classroom atmosphere.
- **Maintain Professional Boundaries:** Ensure that relationships with students remain professional at all times. Any behaviour that could be misinterpreted as inappropriate or compromising is strictly prohibited.
- **Promote Equal Opportunities:** Ensure that all students are treated equitably and have access to the same learning opportunities, regardless of their background or abilities.
- **Report Concerns:** Immediately report any concerns regarding a student's welfare, safety, or behaviour to the appropriate safeguarding officer.

# 6. Interaction with Colleagues

Staff members should:

- **Collaborate and Communicate:** Work collaboratively with colleagues, sharing knowledge and resources to enhance the educational experience for students.
- **Resolve Conflicts Professionally:** Address any disputes or disagreements with colleagues calmly and respectfully, seeking to resolve issues constructively.
- **Support Each Other:** Offer support and assistance to colleagues, particularly those who are new or less experienced, cultivate a collegial and supportive working environment.

# 7. Use of Technology

Staff members are expected to:

- **Use Technology Responsibly:** Ensure that all use of technology, including email, social media, and other digital platforms, is professional and in line with the School of Coding AEP's policies.
- **Protect Student Data:** Adhere to all data protection regulations, ensuring that student data is stored securely and only used for legitimate educational purposes.
- **Cybersecurity Awareness:** Stay informed about cybersecurity best practices and report any potential breaches or concerns to the IT department immediately.

# 8. Health and Safety

Staff members have a duty to:

- **Promote a Safe Environment:** Adhere to all health and safety policies, ensuring that the learning environment is safe and conducive to learning.
- **Report Hazards:** Immediately report any health and safety hazards or incidents to the appropriate personnel.
- **Participate in Training:** Attend all required health and safety training sessions and stay informed about relevant safety procedures.

# 9. Breaches of Policy

Any breaches of this policy will be taken seriously and may result in disciplinary action, up to and including termination of employment. All staff members have a responsibility to report any suspected breaches of this policy to their line manager or the HR department.

## 10. Review of Policy

This policy will be reviewed annually or as necessary to ensure it remains current and effective. All staff members will be informed of any changes to the policy and are expected to adhere to the updated guidelines.

## 11. Conclusion

School of Coding AEP is dedicated to upholding the highest standards of professionalism and integrity. By adhering to this Staff Behaviour Policy, all staff members contribute to a positive, respectful, and effective learning environment for everyone.