

# Pickwick Academy Trust



## Professional Expectations of Staff Including Visitors, Volunteers and Students

**Ratified: February 2018**

**Reviewed: December 2018**

**Next Review: February 2021**

# Pickwick Academy Trust



**"Working together to provide the best for our children"**

**How we conduct ourselves as staff of Pickwick Academy Trust – our professional behaviour and the Trust's expectations.**

## **Principles:**

- The Trust believes the welfare of the child is paramount in everything we do; we expect all \*staff to share that belief.
- The Trust expects you to be committed to improving the life chances and raising aspirations of all children across our schools.
- The Trust believes it is the responsibility of all adults to safeguard and promote the welfare of children. This responsibility extends to a duty of care for those adults employed, volunteering, commissioned, or contracted to work with children (*Keeping Children Safe in Education*).
- The Trust believes everyone who works with our children is responsible for their own actions and behaviour; they should avoid any conduct which would lead any responsible person to question their motives and intentions.
- The Trust believes staff should avoid using sarcasm or make remarks or comments of a personal or offensive nature, and under no circumstances should staff or children be embarrassed or humiliated by our actions.
- Your own personal or political opinions must not interfere with the provisions of balanced professional advice or your duty to carry out those policies.
- The Trust expects all adults to work in an open and transparent way; the same professional standards should always be applied regardless of individual characteristics which include age, disability, gender, language, race, religion or belief and/or sexual orientation.
- The Trust expects adults to monitor and review their practices and ensure they behave appropriately.
- The Trust believes in the power of collaboration; it expects all staff to work as a team in order to be effective and efficient in their roles.
- The Trust receives a substantial income from public sources. It is essential that the Trust maintains the highest standards of conduct in financial matters and seeks to maintain high standards of integrity and ethical behaviour. Financial procedures and regulations are in place and all employees are expected to ensure that decision making is open, fair and complies with these at all times.
- The Trust believes staff should be involved in regular professional development to fulfil their roles effectively.

**The principles outlined above are embedded in the Trust. However, parents, carers and the local community will judge us by our behaviour; consequently, we expect all adults to:**

- ✓ Take responsibility for the behaviour and conduct of pupils whilst in our care.
- ✓ To be fit for work (i.e. not adversely influenced by drugs, alcohol, or substances of any kind etc.).
- ✓ Take responsibility for our behaviour and actions both inside and outside school.
- ✓ To be familiar with job requirements (e.g. proper preparation, use of suitable methods/systems maintenance of appropriate/required records, etc), including keeping up-to-date with developments relevant to the role.
- ✓ Become familiar with communication channels and school procedures applicable to pupils and staff.
- ✓ Ensure no favourable or unfavourable discrimination is displayed towards any child.
- ✓ Ensure all assessments/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. The Trust expects all staff to read The Trust's *Code of Conduct* which covers some of the most important areas relating to personal performance and gives a framework of standards and professional behaviour covering the following key areas:

|                                |                              |
|--------------------------------|------------------------------|
| <b>Equality of Opportunity</b> | <b>Outside Work</b>          |
| <b>Harassment and Bullying</b> | <b>Financial Regulations</b> |
| <b>Health and Safety</b>       | <b>Intellectual Property</b> |
| <b>Performance</b>             | <b>Copyright</b>             |

\* Includes visitors, volunteers and students

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**PICKWICK ACADEMY TRUST**

I confirm that I have read and understood the Professional Expectations of Staff for Pickwick Academy Trust and agree to abide by the contents.

Signed:

Date:

Print Name

Capacity involved within the Trust:

**Please return this slip to the Head of School as soon as possible.**