



Staff Behaviour Policy

2026/28

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Version: 2

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1. Purpose

This policy sets out the standards of professional conduct expected from all staff at The Open Door Academy. It ensures a safe, respectful, and positive environment for students, colleagues, visitors, and the wider community. It supports safeguarding, professional integrity, and the academy's values.

2. Scope

This policy applies to:

- All employees (teaching, support, leadership, administrative, and operational)
- Volunteers, contractors, agency staff, and external professionals working on site
- Any individual representing The Open Door Academy in external settings

3. Core Principles

All staff must:

Act in the best interests of students

- Maintain professional boundaries at all times
- Model respectful, safe, and inclusive behaviour
- Follow academy policies, procedures, and safeguarding expectations
- Protect the reputation of the academy through professional conduct

4. Professional Conduct Expectations

4.1 Respectful Behaviour

Staff must:

- Treat students, colleagues, and visitors with dignity and respect
- Use calm, professional language at all times
- Avoid sarcasm, humiliation, or confrontational behaviour
- Challenge discriminatory or harmful behaviour appropriately

4.2 Safeguarding & Child Protection

Staff must:

- Follow safeguarding procedures without exception
- Report concerns immediately to the DSL or DDSL
- Maintain professional boundaries with students
- Never engage in behaviour that could be misinterpreted as inappropriate

4.3 Professional Boundaries

Staff must not:

- Share personal contact details with students
- Communicate with students via personal social media
- Transport students without authorisation
- Engage in any relationship that could compromise professional judgement

4.4 Use of Language & Tone

Staff must:

- Use positive, supportive language
- Avoid shouting except in emergency situations
- Avoid swearing or inappropriate humour
- Maintain a calm tone even during challenging behaviour

5. Appearance & Presentation

Staff must:

- Dress professionally and appropriately for their role
- Wear ID badges at all times
- Follow health and safety requirements for specialist areas (e.g., kitchen, PE, science labs)

6. Digital Conduct & Use of Technology

6.1 Professional Use

Staff must:

- Use academy devices and systems responsibly
- Communicate via Microsoft Teams, academy email, or approved platforms
- Store and handle data securely
- Follow GDPR and academy data protection procedures

6.2 Prohibited Digital Behaviour

Staff must not:

- Use personal devices to photograph or record students
- Share confidential information via unapproved channels
- Access inappropriate content on academy devices
- Post content online that could damage the academy's reputation

7. Attendance, Punctuality & Reliability

Staff must:

- Arrive on time for duties, lessons, and meetings
- Follow absence reporting procedures
- Maintain accurate records where required (attendance, safeguarding notes, incident logs)

8. Conduct with Colleagues

Staff must:

- Work collaboratively and respectfully
- Avoid gossip, bullying, or undermining behaviour
- Raise concerns professionally through appropriate channels
- Support a positive, solution-focused culture

9. Managing Conflict & Challenging Situations

Staff must:

- Use de-escalation strategies
- Follow behaviour management policies
- Seek support when needed
- Avoid physical intervention unless trained and authorised

10. Health, Safety & Security

Staff must:

- Follow all health and safety procedures
- Report hazards immediately
- Participate in drills (fire, lockdown, evacuation)
- Maintain secure environments (locked doors, safe storage of equipment)

11. Confidentiality

Staff must:

- Treat all personal information as confidential
- Share information only with authorised colleagues
- Avoid discussing students or staff in public or informal spaces

12. Outside Activities & Representation

Staff must:

- Maintain professionalism when representing the academy externally
- Avoid behaviour outside work that could bring the academy into disrepute
- Declare conflicts of interest

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13. Breaches of Policy

Breaches of this policy may result in:

- Informal or formal warnings
- Disciplinary action
- Referral to safeguarding authorities
- Dismissal in serious cases

14. Policy Governance

Owned by: Director of IT & Operations / **HR Director**

Reviewed **Bi**-annually

Linked policies: Safeguarding, Behaviour Policy, Digital Safety, Whistleblowing