



London Academy Code of Conduct

#We are the Future

Approved By:	Emily Olot
Position:	Director
signed:	
Date:	August 2025
Proposed Review Date:	August 2026
Review Team:	Director proprietors



London Academy School Code of Conduct

Vision:



Mission Statement:

Empowering children with 21st-century skills.

Providing a happy, safe, and caring environment for all individuals.

Promoting learning through project-based and technology-based tools.

Delivering an exciting curriculum while fostering high self-esteem and respect.

Partnering with parents to develop children educationally, morally, spiritually, physically and socially.

Rationale:

In line with our vision of "We are the Future" and mission of empowering children with 21st-century skills, a staff code of conduct is essential. It ensures a happy, safe, and caring environment, promoting respect, collaboration, and professionalism among staff. By integrating project-based and technology-based tools, educators can deliver an exciting curriculum that fosters high self-esteem and respect.

Upholding British Values, including democracy and mutual respect, staff members contribute to creating a supportive and inclusive learning environment. Through partnerships with parents, the staff code of conduct reinforces our commitment to developing students educationally, morally, spiritually, physically, and socially.

Aims:

Professionalism and Ethical Conduct: Ensure all staff members uphold high standards of professionalism, ethics, and accountability in alignment with the school's vision and mission.

- **Positive School Culture:** Foster a positive and collaborative school culture where respect, integrity, and mutual support are fundamental values upheld by all staff members.
- **Continuous Growth and Development:** Encourage ongoing professional growth and development among educators to enhance teaching practices and promote innovative approaches to learning.



- **Cultivating Inclusive Environments:** Create inclusive and supportive learning environments that prioritise the well-being, self-esteem, and respect of all individuals within the school community.
- **Alignment with British Values:** Uphold and promote British Values, such as democracy, individual liberty, and mutual respect, to instil principles of fairness, equality, and diversity within the school environment.

Guidelines:

Maintain professionalism through respectful and accountable behaviour. Foster collaboration by communicating openly and providing constructive feedback. Commit to continuous development through training and reflection. Create inclusive environments that value diversity and well-being. Embrace British Values by promoting democracy, tolerance, equality, and respect in all interactions.

This Code of Conduct applies to:

- all staff who are employed by the school.
- all staff that are attached to the school in whatever capacity.

Guidelines for Setting an Example in Staff Conduct at London Academy:

1. **Professional Behaviour:** All staff members are expected to set a positive example by demonstrating appropriate behaviour and conduct that aligns with the values of the school. This includes refraining from using inappropriate or offensive language at all times.
2. **High Standards of Conduct:** Staff should uphold high standards of conduct to serve as role models for students, encouraging them to emulate positive behaviour and values.
3. **Avoiding Risk of Misconduct:** Staff must refrain from engaging in activities that could lead to allegations of abusive or unprofessional conduct, ensuring they maintain professionalism and integrity at all times.
4. **Use of Electronic Devices and Social Media:** Staff should use electronic devices and social media responsibly, ensuring that their online presence reflects the values and ethos of the school and refraining from inappropriate or unprofessional online behaviour.
5. **Punctuality and Accountability:** Staff are expected to be punctual for work and lessons, meet deadlines, and fulfil their professional responsibilities in a timely manner, demonstrating reliability and accountability in their roles at the school.
6. **Classroom Behaviour:** Staff should refrain from eating, drinking, and listening to music in lessons or during times when students are not



permitted to do the same, maintaining a professional and focused learning environment for students to follow.

Safeguarding students

- ✓ Staff have a duty to safeguard pupils/students from: physical abuse, sexual abuse, emotional abuse and neglect;
- ✓ The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student to the school's Designated Safeguarding Lead in the school (DSL);
- ✓ Staff are provided with access to the school's Safeguarding and Child Protection Policy and staff must be familiar with these documents;
- ✓ Staff must not demean or undermine pupils, their parents, carers, or colleagues;
- ✓ Staff must take care of pupils/students under their supervision with the aim of ensuring their safety and welfare.

Student development

- ✓ Staff must comply with school policies and procedures that support the well-being and development of students;
- ✓ Staff must cooperate and collaborate with colleagues and with external agencies where necessary to support the development of students;
- ✓ Staff must follow reasonable instructions that support the development of students.

Honesty and Integrity

Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities;

1. **Professional Behaviour:** Staff members are expected to uphold high standards of honesty and integrity in all aspects of their work, including the handling of money and the use of school property and facilities.
2. **Disclosure of Gifts:** Any gifts received from suppliers or associates of the school must be declared to the Director of School, with the exception of "one-off" token gifts from students or parents.

3. **Gifts to Students:** Personal gifts from individual staff members to students are considered inappropriate and may be misinterpreted, therefore should be avoided.
4. **Loans from Colleagues or Parents:** Staff should refrain from accepting or requesting loans from colleagues or parents to maintain professional boundaries and avoid any potential conflicts of interest. It is important to uphold ethical standards and avoid financial entanglements that may compromise integrity or create misunderstandings within the school community.

A No Smoking School

At London Academy, maintaining a No Smoking Zone is essential to creating a safe and healthy environment for all individuals on campus. While teachers are allowed to smoke during designated times

- lunch breaks
- PPA time

they must do so at least 150 metres away from the school boundaries or neighbouring school, and out of sight of students and parents.

Smoking is strictly prohibited.

- During directed time before school begins
- During lessons
- Between lessons
- Between lessons and any duty or pre book meeting or prior engagement that runs back to back.



If smoke breaks are observed to be prolonged or excessively frequent, discussions will be held with the line manager to address the issue promptly.

This policy not only upholds the well-being and respiratory health of the school community, particularly children who may be more vulnerable to secondhand smoke, but also promotes a clean and respectful learning environment where everyone can focus on their education without exposure to the risks associated with smoking, whether in the transition between two taught lessons or between a lesson and a lunch or break duty.



Teachers at London Academy are required to take responsibility for their personal hygiene after a smoke break, ensuring that there is no remaining smell of tobacco to maintain a professional and smoke-free learning environment for all members of the school community.

Mobile Phone usage

At our school, we believe that maintaining a focused and professional learning environment is essential for the success of our students. Therefore, all staff members are expected to adhere to the following guidelines regarding the use of mobile phones during class time:

✓ **Prohibition of Mobile Phones During Class Time:** Staff members are not permitted to use mobile phones during any teaching time. This includes both instructional periods and any other time when students are present in the classroom. Mobile phones must be kept out of sight and away on silent mode to minimise distractions and ensure full engagement with teaching responsibilities.

✓ **Use of Tablets for Documentation:** Staff should utilise the tablets provided by the school to capture photos of student learning activities and achievements. These photos should be promptly uploaded to the designated Google Drive folder for documentation and sharing purposes. By using tablets instead of personal mobile phones, we can ensure consistency in image quality and streamline the process of documenting student progress.

✓ **Designated Mobile Phone Use Times:** While mobile phones are prohibited during class time, staff members are permitted to use their phones during designated breaks, such as lunch times and PPA (Planning, Preparation, and Assessment) periods. However, mobile phone usage during these times is only allowed in designated staff workspaces or the staffroom to ensure safeguarding for all.

Food and Beverage conduct

At our school, we value the well-being of our staff members and encourage healthy habits in both food and drink choices. To ensure a safe and conducive learning environment, the following guidelines regarding the consumption of hot drinks and beverages are to be observed:

✓ **Hot Drinks and Juices:** Hot drinks and juices may be enjoyed in the staff room or designated teacher workspaces, provided that staff members are on PPA (Planning, Preparation, and Assessment) time and are not in direct contact with students. These beverages should be consumed responsibly and in designated areas to prevent spills and maintain cleanliness.

✓ **Water Consumption:** The drinking of water is permitted at any time throughout the school day. However, staff members are requested to use refillable bottles with lids to minimise the risk of spills and maintain hygiene standards. Glass bottles are not permitted on school grounds to ensure the safety of all individuals.



✓ **Promotion of Healthy Lifestyles:** While it is the personal choice of staff members what they eat and drink during lunchtime, we encourage staff to promote healthy eating habits and lifestyles both inside and outside of school. By making mindful food and drink choices, staff set a positive example for students and contribute to the overall well-being of our school community.

Conduct outside work

✓ Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school community; In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable;

✓ LAR is committed to child protection and safeguarding and promoting the wellbeing of all students. We expect staff, parents, volunteers, visitors and the students to share this commitment.

✓ Staff must exercise caution when using information technology and be aware of the risks to themselves and others;

✓ Staff must not engage in inappropriate use of social networking sites that may bring themselves, the school, school community, or employer into disrepute. This includes refraining from sending or engaging in any messages or posts that contain slander or disrupt the school or any member of staff, ensuring professionalism and respect in all online interactions.

Confidentiality

✓ **Confidential Information Handling:** Staff members who have access to confidential information about students, parents, or carers must not disclose such information except to colleagues with a professional role in relation to the student on a need-to-know basis. When in doubt check with a member of SLT.

✓ **Reporting Incidents:** When witnessing actions requiring confidentiality, such as bullying incidents, staff should report and address them following the school's procedures. Confidential matters should not be discussed outside the school, including with parents, carers, or colleagues, unless involving a senior staff member authorised to handle the situation.



✓ **Safety and Welfare Concerns:** Staff are obligated to share any information raising concerns about student safety or welfare with their manager or the school's Designated Safeguarding Lead (DSL) promptly.

✓ **Promise of Non-Action:** Staff must never assure a student that they will not act on information disclosed by the student, ensuring that all disclosed information is appropriately addressed within the school's policies and procedures.

✓ **Confidentiality in Meetings and General Information:** All staff privy to safeguarding or school-related information must adhere to a strict code of confidentiality. This includes refraining from sharing or divulging information with colleagues, parents, family members, or the wider community unless authorised to do so. Maintaining confidentiality in all school matters is crucial to upholding.

Disciplinary Actions All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.