



Taha Academy

Building bridges between the servants and their lord.

Address: Harris Academy, Lamb Lane RM13 9XD **Phone:** 07375225859 **Email:** info@tahaacademy.com

STAFF CODE OF CONDUCT

Introduction:

At Taha Academy all members of staff are required to behave professionally and adhere to the staff policy to ensure the safety and wellbeing of the students and other member of staff at Taha Academy.

Internet Usage & Social Media

Any staff members who have access to internet should ensure that they are using it appropriately and responsibly for the safety of themselves and those around.

All digital communications should take place between the parent and the Admin of the Academy who will relay the information to the respected teacher.

Staff are not authorised to create personal blogs/networking pages or to use school emblem without Academy permission.

Staff are not allowed to post pictures/videos of the Academy on their social media platform without permission for the safety of the students and staff members.

They must not 'friend' or 'follow' any students or parents from the Academy on their social media.

Use of Mobile Phones

Members of Staff should not use mobile phones in the classrooms, corridors & on duty (breaktime), or in the case of emergency.

Mobile phones can only be used for educational purposes for students or in the staff office for personal use.

Staff members are not allowed to take photographs or videos of students at the Academy, only when given authorisation from the Headteacher.

Dress Code

At Taha Academy we strive for quality and professionalism, part of that is for all staff members to dress in a sensible and professional manner.

They should not be dressed in an inappropriate manner and should always be expected to model professional standards of dress, both within the Academy and when representing the school at different occasions. As all staff members are the role models for the young students at the Academy.



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Representing the Academy

Staff Members in their official/private time, should not act in such manner that will possibly bring the school to questioning. This also includes how one is using social media

All staff are expected to adopt high standards of personal conduct in order to maintain the confidence and respect of the public in general and all those with whom they work.

Members of staff who are in contact with students should be aware that having self-conduct is vital as they will be representing the school not only in workplace setting but also various other events and occasions.

If any members of staff have public social media accounts and upload content which go against the Islamic etiquettes, this will be investigated and assessed and may result to disciplinary action.

Personal Interest

Staff members should not allow their personal interest to interfere in the workplace

They should inform the Headteacher regarding any personal issues to avoid any doubts and misconceptions also may compromise their position at the school.

General Confidentiality

Staff members must adhere to the law of safeguarding and data protection for dealing with personal information that they have received regarding a member of staff, student or member of the public.

Staff should not pass on any confidential information to those who are not entitled to that information, whether inside or outside of the school.

Prior to disclosing the information, the staff member should seek guidance from the school whether to pass on the information to any organisation or person.

In regards to safeguarding issues, the rule of confidentiality may differ. Please refer to the Safeguarding policy.

Political/Philosophical or Religious Neutrality

Staff should not take advantage of their position to advocate any particular ideology or culture to any member of staff or student.

They should not allow their personal opinions or religious beliefs to interfere with their work and to fulfil all their duties given to them as a member of staff at Taha Academy.



TAHA ACADEMY

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It is our duty to uphold British value to instil social and moral responsibility to prepare them to live in modern Britain. This is a responsibility of all staff members.

Transporting Students

Staff members are not permitted to bring students from home to the Academy without the permission of their parents or the Headteacher

If any members of staff intend to do so, they must inform the Headteacher in advance alongside with a written permission slip signed by parents. To ensure the safety of the child.

If at any time, any members of staff have breached our policy this will result to immediate disciplinary action.

This policy will be reviewed annually and may be subject to change.

Taha Academy Management