

# STAFF CODE OF CONDUCT



**This is the code of conduct that the Island Project expects all staff to adhere to. Further detail can be found in the policies and procedures which are available on the School Website, and in the offices at College and School**

- Everyone at The Island Project (including staff and pupils) must be treated with dignity and respect.
- Safeguarding is our priority : staff must understand their duty to safeguard our pupils and should question, speak out, report and talk to colleagues. The protection of our pupils is paramount and overrides any personal relationships within School.
- If you are unsure – ASK.
- Understand and follow all of our policies and procedures and follow statutory and other frameworks which the School has to adhere to.
- Presume competence for all of our pupils. Pupils should never be spoken about in disparaging terms and staff should not discuss pupils between themselves in front of pupils.
- Staff must not have personal mobile phones with them when in the vicinity of pupils or when moving around sites.
- Staff must treat all information as confidential : personal and sensitive information should only be shared with those who need to know both within The Island Project and outside our organisation.
- Staff must act professionally at all times – both in their dealings with each other and with any outside professionals.
- Staff must act with honesty and integrity at all times.
- All staff must remember that they represent the Island Project at all times. This includes your use of social media. You should not make friends or attempt to contact parents or pupils through social media.
- Take pride in your work and environment

School Details :	<b>The Island Project School</b> DofE Registration Number : 334/6010 Company Registration Number : 5924196 Registered Charity Number : 1119034 Telephone Number : 01675 442588
Designated Safeguarding Lead :	<b>Sarah Gallagher</b> – School Principal Mobile : 07971 543 832 Email : <a href="mailto:s.gallagher@ipschool.co.uk">s.gallagher@ipschool.co.uk</a>
Deputy Designated Safeguarding Lead :	<b>Nicole Sheehan</b> – SLT (Head of School) mobile: 07971 543 755 email : <a href="mailto:n.sheehan@ipschool.co.uk">n.sheehan@ipschool.co.uk</a> <b>Melanie Collett</b> – SLT (Head of Further Education) Mobile : 07971 543 753 Email : <a href="mailto:m.collett@ipschool.co.uk">m.collett@ipschool.co.uk</a> <b>Nial Al-Zanki</b> – Head of Post 16 email : <a href="mailto:n.al-zanki@ipschool.co.uk">n.al-zanki@ipschool.co.uk</a> telephone : 01675 466 682
Designated Trustees For Child Protection:	<b>Jacqueline Walters-Hutton</b> Email : <a href="mailto:jwaltershutton.trustee@ipschool.co.uk">jwaltershutton.trustee@ipschool.co.uk</a>
Senior Leadership Team :	<b>Sarah Gallagher</b> – SLT (School Principal) <b>Carol Howe</b> – SLT (Curriculum Director) email : <a href="mailto:c.howe@ipschool.co.uk">c.howe@ipschool.co.uk</a> <b>Paul Quigley</b> – SLT (Commercial Director) email: <a href="mailto:p.quigley@ipschool.co.uk">p.quigley@ipschool.co.uk</a> <b>Nicole Sheehan</b> – SLT (Head of School) <b>Melanie Collett</b> – SLT (Head of Further Education)
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