

Staff Code of Conduct - Rules for employees

Failure to adhere to this code may result in dismissal, without notice, for gross misconduct – please ensure you take this seriously

We expect all teachers to meet the Teaching standards which can be found at <https://www.gov.uk/government/collections/teachers-standards>

Employees are subject to checks at the start of their employ and to continuous reviews and checks which will be on-going including:

Enhanced DBS

Barred List Check

A Prohibition from Teaching Check

Right to work in the UK

Section 128 check for management positions

Professional qualifications checks

References and character checks

Occupational Health checks to establish fitness for the role

Professional Conduct – Personal views

Whilst we respect those who have a personal faith, we are a secular service. We ask that employees do not actively share their faith with clients, make suggestions about 'praying' as a form of therapy or suggest that a child's disabilities are the result of past life experiences. We also ask that a child's attendance or non-attendance at a local religious meeting place is not enquired about, rather remains a matter to be discussed in the home. Sometimes parents may share their faith with you, or discuss their child's communion for example, in which case we rely upon tutors to behave in a sensitive and appropriate manner but to not give an opinion. Failure to comply may result in disciplinary procedures commencing.

Whilst we respect the right to have different political viewpoints we ask that you do not share your political views with students or their families. We reserve the right to not employ, or cease employment, if we believe employees to belong to radical organisations which are considered to have terrorist, racist, homophobic or xenophobic views even if the staff member has never expressed those views whilst at work. This behaviour is highly likely to result in immediate dismissal, and may also involve you being reported to other authorities.

Gossip is not tolerated and employees must maintain a professional distance from parents at all times; not being drawn into conversations about staff, parents or students that are of a personal or defamatory nature. This includes conversations on Facebook, other social media, email and any other communication forum. Negative comments about the company, Directors or fellow employees should also not be posted on facebook, other social media or within group communication sites. By doing so you are assuming that the audience is in agreement with your views and you are placing colleagues in a difficult position where their own professionalism, if they do not report such incidences, is called into question. This type of behaviour is highly likely to result in immediate dismissal.

Professional Conduct – Behaviour extremes

Employees should not swear in the presence of pupils, even if students swear at them. Failure to comply may result in disciplinary procedures commencing.

Employees should not smoke outside client houses, inside client houses and certainly not in the presence of a student –this is a requirement of Ofsted registration, and failure to comply will result in immediate dismissal without notice. All our buildings are non-smoking.

Employees should not use any form of restraint on a pupil, unless in genuine fear for their own Well - being or that of the pupil or another staff member. As a facility we are anti physical intervention and we do not MAPA train our staff. If you are found to have assaulted a student, you will be dismissed without notice and other relevant authorities will be informed.

Employees should only shout if there is a warning of danger that needs to be given – we do not raise our voices at pupils or fellow staff. Aggression towards students is completely unacceptable. This includes swearing, shouting, banging tables or aggressively leaving the centre. Such behaviour observed in others must be reported immediately as it will not be tolerated and may be a significant indicator of current unsuitability for the role. Failure to comply may result in disciplinary procedures commencing. Failure by a senior staff member to report such behaviour to the Directors may result in immediate dismissal for gross misconduct as you have knowingly put students at risk.

Professional Behaviour – dress code

Employees should dress in an appropriate and modest manner. If a Director or Senior Teacher asks you to alter your dress for reasons of smartness, modesty or child protection then you are expected to comply with any reasonable request. Failure to do so may result in the disciplinary procedures commencing.

We ask that you consider jewellery carefully if you are working with vulnerable children –do not put yourself at risk of injury. Failure to comply may result in disciplinary procedures commencing.

Due to safeguarding policy we do not allow staff to wear leggings, tight tops, low-cut tops or short skirts. We ask that women (skirts, dresses) consider the requirements of the role such as sitting on the floor, bending over and dress in a way that minimises exposure. For

transsexual / transgender employees the same consideration applies. We ask that employees do not wear slogan T-shirts (by that we do not mean 'logo's like the Nike swish, we mean T-shirts with phrases 'world's greatest mum' 'pulling –you interested?') Failure to comply may result in disciplinary procedures commencing.

We ask that for reasons of safeguarding any tattoos which are graphic in either a sexual, horror violence context are covered. For smartness we ask that where possible tattoos are covered by clothing (e.g slightly longer shirt sleeves). We do not however require that small tattoos on the ankle, neck, wrist are covered with plasters. Failure to comply may result in disciplinary procedures commencing.

Employees are asked to remove shoes and wear slippers within the centre to promote an ethos of relaxation and well-being. A suitable alternative such as ballet pumps may be more appropriate for those who need to exit the building regularly

Employees must wear their identity badges at all time. Employees must wear their tweed to key events or trips if requested to do so, or any other uniform items purchased by the company, including high vis safety jackets. Failure to comply may result in disciplinary procedures commencing.

Professional behaviour – Teaching & Learning approaches

Employees are expected to teach by the rule that 'mental health comes first' - at no stage should timing or an academic objective be adhered to if there are anxiety or mental health needs that need dealing with first . Continuous failure to comply may result in disciplinary procedures commencing.

All employees are expected to be on first name terms with the children. Continuous failure to comply may result in disciplinary procedures commencing.

We never lie to children –if you don't know the answer say you will find out. If the question is a bit 'big' or 'heavy', and you want to get parental permission first then say that you are happy to talk about it but feel it would be best to check with their parents first. If the question is too personal –explain that you'd rather not share, but maybe ask what their view or experience is. Continuous failure to comply may result in disciplinary procedures commencing.

We never purposefully construct a learning experience where the adult sits higher than the children (e.g you on a chair, children on the carpet) or where students are placed in a position where they are perceived to be the inferior of adults. Continuous failure to comply may result in disciplinary procedures commencing.

At the centre children are allowed to eat and drink in sessions –this should not be timetabled or curtailed, however staff may intervene if it is being used as a distraction and work avoidance technique. Continuous failure to comply may result in disciplinary procedures commencing.

Centre children should not be required to put up their hand, rather wait for an appropriate gap in the conversation. Continuous failure to comply may result in disciplinary procedures commencing.

Centre children do not need to ask permission to go to the toilet –rather say that is where they are going. No child should ever be made to wait if they need the loo, and there is one free. Continuous failure to comply may result in disciplinary procedures commencing.

Children should be given opportunities to use real equipment, in a safe and calm environment. If the children are not calm enough to do a practical task unless the tools are 'demoted' then they are not calm enough to do the task –and a calming exercise / discussion is needed. Risk assessments are the responsibility of the staff member carrying out the activity. These can be written with the student's input but must be copied and given to the person in charge on the day before the activity starts. Failure to comply may result in disciplinary procedures commencing.

At the setting, especially with high anxiety clients, employees should not give instruction as to how to sit, unless the child's well-being is at risk. Children may choose to sit, lay on their tummies, kneel as long as they are being respectful and listening. When students are part of a transition programme back to school however, they may need more intensive and planned reminders around such aspects.

Employees working with us need to feel comfortable with the methods used to calm children down and feel confident in promoting them –meditation, massage, weight therapy, sensorial work. Employees have a responsibility to be able to carry these out without laughing or ridicule, so that children are set a positive example. Continuous failure to comply may result in disciplinary procedures commencing.

We never put children down. You can be ironic, but not sarcastic. Continuous failure to comply may result in disciplinary procedures commencing.

At the setting we embrace the modern world and students get lots of opportunity to use technology. Staff should ensure that they continuously demonstrate high levels of care for the equipment, and encourage students to do so. At all times staff should ensure that students are safe when using technology, particularly the internet, and ensure students are within the eye-line of staff and are unable to access inappropriate material. Failure to comply may result in disciplinary procedures commencing.

Key attitudes which all our work should encourage are 'SPARK'

Self-regulation (of mood and anxiety)

Perseverance (Not giving up, being able to carry out a quality task over a period of time)

Acceptance of help (Being able to accept the help on offer. Be motivated to change)

Resilience (Being able to come back from difficulties and evaluate situations realistically)

Keeping true to yourself - creativity and individuality

Professional Behaviour – key practices

Planning: We actively allow children to make decisions and suggestions about what they would like to do in every session. Where possible, bearing in mind constraints around availability of materials or time, or safety, we try to accommodate them. Sessions will be planned to objectives within the UK and taught with a Finnish ethos.

Planning: The SLT provide planning overviews for each cohort group. It is essential that employees regularly check these overviews and ensure that students in their care are getting the same opportunities as all other students in the centre. Teachers are expected to produce medium term plans which are specific to the students they teach and in line with the UK National Curriculum. Continuous failure to comply may result in disciplinary procedures commencing in line with the performance management concerns.

Assessment: All levels of staff member are required to provide reflective notes about students via email, especially when working 1:1 in a student home. Prior to any report writing the Senior Teachers or Directors will send out a request for additional notes and comments and staff are asked to provide their thoughts accordingly. This is in addition to the centre notes in the black assessment books. Continuous failure to comply may result in disciplinary procedures commencing in line with the performance management concerns

Daily assessment must be recorded into assessment records. This does not need to be lengthy; rather it should be purposeful. All employees in regular contact with the students will be given key worker roles where they are expected to form a bond with particular students and maintain a high level of knowledge of them. Daily dairy sheets should be filled in to enable parents to have instant knowledge of a student's mood and well-being during the day. Continuous failure to comply may result in disciplinary procedures commencing in line with the performance management concerns

Assessment – summative. All employees will be asked to contribute effectively to student reports, pathway documents and annual review paperwork. Continuous failure to comply may result in disciplinary procedures commencing in line with the performance management concerns

Professional behaviour – policy

All employees have a responsibility to adhere to the health and safety policy. Employees have a legal responsibility to identify and report any issues; writing up reports in the accident book and raising health and safety concerns. Failure to do so may result in immediate dismissal.

You will be notified of any policy changes, but it is your responsibility to read and adhere to company policies made available to you. All policies are important but in particular failure to comply with those relating to safety, such as the mobile phone procedures, risk assessment policy, fire policies, child protection could also lead to criminal prosecution. Failure to comply with policy may result in disciplinary action and depending on the severity, could result in immediate dismissal.

All staff have a legal responsibility to immediately report any signs of abuse or neglect. All staff have a legal responsibility to be particularly aware that 'racial or religious sensitivities' should never be seen as a reason to not report suspected abuse. Staff should be aware of specific types of concerns which have recently been included in legislation, such as FGM, forced marriage and the legal responsibility to report any suspected student or staff involvement with religious fundamentalist or right-wing groups as part of the PREVENT strategy. Failure to report child protection issues may result in immediate dismissal. It is also important that staff realise that failure to report child protection concerns, for any professional working with children, is now an offence prosecutable in law.

Employees should regularly check their emails and the website as it is a main form of communication. You must tell us of any change of address, phone number or email address; this is a condition of employment and is essential for the legal maintenance of the Single Central List. Failure to do so may result in dismissal.

All employees have a legal and moral duty to report colleagues that they suspect of unsafe behaviour, including where abuse is suspected. Failure to do so will result in immediate dismissal and prosecution. To protect yourself from allegation staff should think very carefully about never being alone with a child whilst making any form of physical contact and ensuring physical contact remains within the bounds of the positive touch policy – sideways hug, if requested by the student. Staff should only be alone with a student in a room with a glass panelled door for scheduled, designated talk-based work. OT should be carried out in the lounge in full view of another staff member.

Professional Conduct – Relationships & Roles

Employees must adhere to rules around not giving out personal phone numbers to parents. We often have a closer relationship with our parents than for example school settings. It is essential that staff do not allow themselves to be pulled into situations where professional boundaries are blurred and they become friends rather than professionals working with students. Outside of working hours staff should not be socialising with clients (children or parents). Failure to comply may result in dismissal, and if we have concerns about the appropriateness of relationships, may also result in your being reported to other authorities.

Employees may develop relationships with each other which become more than friendships. Employees MUST notify the Directors and Senior Teacher immediately if this becomes the case. We have no interest in monitoring your sex lives – we do have an interest in protecting children. Employees in relationships can continue to work at the setting, however once we know of the relationship we can put risk management strategies in place and will not have you actively working together, for example:

- a) If a senior staff member starts a relationship with a junior member of staff they are mentoring / training it would not be appropriate for the training element to continue. This is because there is a risk that greater 'lee-way' will be given to the junior member of staff, which could in turn lead to a safeguarding issue.
- b) If you are in a relationship already, and an ex-partner is potentially aggressive, it is essential that we know about the relationship you are having with a colleague. Without this knowledge, we will not be able to put adequate risk assessment in place to protect children. We may even request that you answer the door for example, in order to protect the staff member, not knowing that you are in fact the object of the aggressor's intentions.

- c) We would never, knowingly, allow two staff members in a relationship to accompany a single student, or two students, on a trip or outing as it goes against all safeguarding recommendations. It also places both staff members at a significant risk of false accusation.

Please note that failure to notify Directors immediately of either your own relationship, or a sexual relationship between staff members that you have become aware of, will result in immediate dismissal for gross misconduct.

Please note that sexual activity on the centre premises will also result in immediate dismissal.

Employees should not display the results of social or sexual behaviour. This includes displaying for example 'love bites' in places that are visible to students. Such behaviour is unacceptable in any education setting. In addition, employees should take care that the results of the previous evening's social behaviour are not apparent the next day – for example turning up for work smelling strongly of alcohol. This will result in immediate dismissal.

Any employee suspected of being under the influence of drugs or alcohol in the workplace will be immediately dismissed and their behaviour reported to the relevant safeguarding bodies; including the police if we believe that person is going to drive or look after minors in their care.

All staff should ensure that they are prepared and ready for the day. They should know where they should be and what their role is. They should not take on any designated role that they know they are neither qualified or checked to perform e.g first aid, designated driver of students

I have read, fully understood and agree to comply with the regulations and code of conduct described above

Name:

Signature Date: