

Staff Code of Conduct (POLICY 13D) 2021/2022

This code applies to all staff, contractors, supply staff and volunteers

Professional Conduct

1. We expect all teachers to meet the Teaching standards which can be found at <https://www.gov.uk/government/collections/teachers-standards>
2. 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 also reserve the right to not employ, or cease employment, if we believe staff 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. We also have a legal duty to report such incidences or suspicions.
3. Staff should not swear in the presence of pupils, even if students swear at them
4. Staff should not smoke outside the school or near it. We are a no smoking site.
5. Staff 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. We do not MAPA train staff.
6. STAFF should only shout if there is a warning of danger that needs to be given, or in line with our emergency procedure for a violent student – we do not raise our voices at pupils or fellow staff
7. Staff should dress in an appropriate and modest manner. If the SLT 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 capability proceedings. We ask that you consider jewellery carefully if you are working with vulnerable children – do not put yourself at risk of injury. 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 etc 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?' etc!) Staff should wear ID badges at all times.
8. We ask that for reasons of safeguarding any tattoos which are graphic in either a sexual, horror or 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.
9. Staff are required to read policies as part of their week- long initial induction, and throughout their probationary period of 6 months (& beyond) their understanding of these will be checked through line manager meetings, staff quizzes and the fortnightly supervision meetings. It is very important that staff adhere to high standards of respect for equalities (both students and colleagues) and that any incidents of prejudice, no matter how small, are reported to leadership and/or DSLs. As with any concern, these can also be taken via the whistleblowing policy to EMAT (governance)

10. Staff MUST ensure that their legal obligations regarding safeguarding are met. There are C-SPA & What to Do if posters in every room, plus two folders held in the staff room of quick reference materials. There is NO EXCUSE for not reporting a concern regarding the welfare of a child immediately.

Negotiated Learning Ethos, Mutual Respect and Policies

1. Staff 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 or you could send a child into crisis. This does not however mean that students should not be challenged.
2. All staff are expected to be on first name terms with the children
3. 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.
4. We never purposefully construct a learning experience where the staff member sits higher than the children (e.g you on a chair, children on the carpet)
5. **Planning:** We actively allow children to make decisions and suggestions about what they would like to do within the curriculum. Where possible, bearing in mind constraints around availability of materials or time, or safety, we try to accommodate them whilst still ensuring that they cover the objectives within the curriculum.
6. **Assessment:** All levels of staff member are required to support, adhere to and comply with the assessment strategies of the school
7. Students are allowed to eat and drink in sessions – this should not be timetabled or curtailed, however food is not allowed in the lounge, and food or drinks should not be used as work avoidance
8. Students should not be required to put up their hand, rather wait for an appropriate gap in the conversation
9. Students 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.
10. Students should be given opportunities to use real equipment, in a safe and calm environment. If the young people 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.
11. Teachers 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. All staff have a responsibility to be able to carry these out without laughing or ridicule, so that children are set a positive example.
12. Staff members should try to treat their colleagues with respect, including the outside providers that we are associated with. Our rule is 'if you can't say it to their face, don't say it behind their back' – this is important, as you may find yourself in a sticky situation if another staff member following the 'rule' quotes you to a line manager.

13. We never put young people down. You can be ironic, but not sarcastic.
14. Staff are expected to remove their shoes in centre provision and respect the calm environment by not shouting or being very loud. Many of our students find loud voices and big facial expressions anxiety inducing.
15. Staff are required to abide by safeguarding rules such as wearing their badge to identify them, writing up reports in the accident book and raising health and safety concerns, and keeping mobile phones in lockers. You will be notified of any policy changes, but it is **your responsibility to read and adhere to company policies made available to you.**
16. **All staff have a legal responsibility to 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.**
17. Staff 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 so we can update the single central list.
18. We ask that staff support our charitable services whenever possible as philanthropy is a key part of the Arun Court ethos.
19. We do not actively employ people who are in relationships together. Being in a relationship can cause situations where safeguarding is compromised. If you start to form a sexual relationship with a colleague please inform the head teacher as we can then ensure that you are able to keep working but potentially in different areas.

We reserve the right to add or amend this code, without consultation, providing employees with a new copy to sign. From that date they will be held to account under the content of the document.