

<b>Policy Focus</b>	<b>Code of Conduct Policy</b>
<b>Policy Date &amp; Version</b>	<b>13 July 2018 V3</b>
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<b>Owner/Lead</b>	<b>Executive Principal</b>

This Code of Conduct has been produced for and in consultation with all staff employed by the School for Inspiring Talents. It is based on creating an ethos which engenders the following (these are not hierarchical):

- Lifelong learning – learning is for everyone;
- Openness – we can discuss our difference;
- Celebration and humour – we feel good about ourselves;
- Continuous improvement – we can get better, we will get better;
- Collegiality – we are working together;
- Mutual respect – everyone has something to offer;
- Support – there is always someone there to help;
- Risk taking – we learn by trying something new;
- Shared goals – we know what we are doing;
- Responsibility for success – we must succeed, we will succeed.

Acceptable standards of behaviour, work and respect depend on the example of all adults in the school. We all have positive contributions to make. Good behaviour has to be worked for – it does not simply happen. We must expect to give and to receive respect.

This code of conduct is not an exhaustive list. In situations where guidance does not exist within it staff are expected to exercise their professional judgement and act in the best interests of the students and the school.

## Communication

All staff take an active and positive role in the communication process.

Empowered communication:

Empowered: Empowerment starts within. It is within everyone's capability to take responsibility for their own experience.

Communication: A giving or exchanging of information by talking, writing etc.

To do this all staff:

- Show respect for colleagues by communicating at appropriate times i.e. not interrupting lessons, giving consideration to extended audience, respect the right of colleagues to have a break during the day, be aware of other pressing needs etc.
- Take responsibility for finding out what they need to know
- Report to appropriate members of staff using agreed procedures
- Recognise an immediate response is not always appropriate
- Ensure that the principal is made aware of all communication going out of the school before it is transmitted.
- Follow the school communication procedures within the remit of an individual's job description and responsibilities.

The establishment of good relationships is vital in the work we do. Take the initiative with students. Greet and be greeted, speak and be spoken to, smile and relate and be aware of the need for good communications.

## **Dress**

A person's dress and appearance is a matter of personal choice and self-expression. However staff have to consider the manner of dress and appearance appropriate to their professional role which may be different to that adopted in their personal life. Staff must ensure that they are dressed decently, safely and appropriately for the tasks they undertake. Those who dress in a manner which could be considered inappropriate could render themselves vulnerable to criticism or allegation.

This means that adults should wear clothing which:

- Promotes a positive and professional image
- Is appropriate to their role
- Is not likely to be viewed as offensive, revealing or sexually provocative
- Does not distract, cause embarrassment or give rise to misunderstanding
- Is absent of any political or otherwise contentious slogans
- Is not considered to be discriminatory

Unacceptable dress includes:

- Slogan T shirts
- Sun tops
- Any clothing that is too revealing
- Inappropriate or dangerous footwear – flip flops if you have direct contact with students
- Potentially dangerous jewelry (necklaces, rings and earrings)

School for Inspiring Talents wishes to promote the professional attitude and commitment of all staff employed by the school therefore all staff should be dressed appropriately for the work they do.

## **Confidentiality**

To enable open and honest communication within school it is of the utmost importance that confidentiality is respected. All professional conversations which occur in school are confidential and must not be discussed outside of the school unless it has been agreed and staff have been expressly directed to do so. There are procedures in school for communicating information and these must be adhered to.

## **Behaviour**

Acceptable standards of behaviour, work and respect depend on the example of all adults in the school. We all have positive contributions to make. Good behaviour has to be worked for – it does not simply happen. We must set high standards and apply what rules there are firmly and fairly. We must expect to give and to receive respect. All staff have a responsibility for setting a good example and modelling and demonstrating this to students. Staff should create and maintain a positive, supportive and secure environment.

## **Gifts**

Personal gifts must not be given by staff to students and any rewards to students must be in accordance with SfIT's Behaviour Policy. Gifts from parents/carers to staff need to be recorded in the gift register.

## **Physical Contact**

There are occasions when it is entirely appropriate and proper for staff to have physical contact with students. It is crucial that they only do so in ways appropriate to their professional role. When physical contact is made with students it should be in response to their needs at that time, of limited duration and appropriate to their age, stage of development, gender, ethnicity and background.

## One to one situations

Due to the vulnerable nature of our student's staff must avoid working one to one if possible. There may be times when the Multi-Disciplinary DT need to work one to one. This work needs to take place in a room that has a viewing window in the door.

## Problem solving

There is a solution to every problem and staff need to maintain a solution focused approach by sharing their concerns and talking to someone who can effect change.

No-one has the right to be correct all the time. If you get it wrong, explain and, if appropriate, apologise.

## Students – behaviour/relationships

All staff follow the 10 principles for good behaviour management as detailed in the behaviour policy.

It is a matter of professional responsibility to support the school's practices and plans. This is essential for realisation of the aims of positive behaviour management.

It is often important to build a positive relationship with students but avoid becoming too deeply and emotionally involved. Remember you are a mature adult and you have the responsibility for directing events. If you are experiencing difficulty seek support – there is always someone to help.

Do all you can to avoid:

- |                       |                                    |
|-----------------------|------------------------------------|
| ▪ humiliating         | as it breeds resentment            |
| ▪ shouting            | as it diminishes you               |
| ▪ over reacting       | as the problem grows with you      |
| ▪ blanket punishments | as the innocent will resent them   |
| ▪ over punishments    | never punish what you cannot prove |
| ▪ sarcasm             | as it damages you                  |

Never leave students outside of the room or unsupervised. Seek help if you need it and do all you can to:

- |               |                         |
|---------------|-------------------------|
| ▪ use humour  | as it builds bridges    |
| ▪ keep calm   | as it reduces tension   |
| ▪ listen      | as it earns respect     |
| ▪ be positive | and build relationships |

## Mutual respect

All staff have their part to play within the school. Everyone's contribution is as important and as valued as everyone else's. It is important to model and demonstrate this for students. In front of the students staff will maintain polite, respectful and professional conversations.

## Responsibility

All staff conduct themselves in a professional manner. They have responsibility for positively promoting the school, ensuring that their practice reflects the vision and aims of the school and for applying the agreed policies in all areas of the school and with all students.

It is the responsibility of all staff to create and sustain a positive, supportive and secure environment for all members of the school community. In order to do this all staff:

- Arrive before the students and begin all sessions on time
- Are prepared for activities
- Meet the needs of all students by differentiating the curriculum appropriately
- Extend and inspire all students
- Encourage creative dialogue
- Respond promptly and constructively to questions and work
- Encourage opportunities for student-initiated learning throughout the school
- Maintain an attractive, clean, tidy room
- Notify us of any incident which requires the involvement of the local authority/police etc.

Encourage pride in the school:

- work in tidiness and encourage tidiness
- leave chairs and tables in place
- take action to report and record damage to school property
- deal firmly with offenders
- keep displays fresh and attractive
- keep your desk, shelves and cupboards tidy
- insist on a litter free school and site

No member of staff should promote any partisan political views or distribute literature relating to this whilst on school premises.

## Continued professional development

All members of staff are responsible for managing their own professional development, seeking guidance and support where appropriate and following school procedures.

Please read this policy in conjunction with our policies on:

Data protection

Lone working

Use of social media