

# 2014 -2015

Devoran School

Head Teacher – M. Thiele



## DEVORAN SCHOOL

# GENERAL CODE OF CONDUCT POLICY

Written: October 2014

Agreed: .....Chair Of Governors

Review Date: September 2015

# **GENERAL CODE OF CONDUCT**

## **Devoran SCHOOL**

### **Appendix: "Teachers Standards" September 2012**

We are an equal opportunities school and committed to equality and diversity. We take the view that every child really does matter and is entitled to the best care and education that we can provide. We do not discriminate programmes or opportunities on grounds of aptitude or behaviour or family background, or on racial or other grounds.

To this end, we have expectations of every adult who works in our school:

#### **1. Dress**

We require our students to wear uniform as detailed in Devoran School's prospectus, the same principles of fitness for purpose should be reflected in staff dress. The rules governing student dress often relate to Health and Safety in the Workplace. Staff should also be aware of this with regard to their own choice of clothing and jewellery. Staff should uphold professional standards of dress in themselves and their students.

#### **2. Smoking/Alcohol**

Alcohol may not be consumed during the working hours. Staff are not permitted to smoke on the school premises or grounds.

#### **3. General Code of Conduct**

##### **3.1 Conduct with students**

- a) Staff are not permitted to physically strike a student and should only restrain a student when it is necessary to protect that student or prevent an assault on another person. Similarly the use, by staff, of abusive or derogatory language to a student is unacceptable in all circumstances.
- b) Staff are expected to work with all students, irrespective of their demeanour or ability. Staff should never attempt to refuse to do so, or do so by neglect. Treat every opportunity as a fresh start for a student and try always to emphasise the positive, promoting equality throughout all working practice.
- c) Staff should be careful not to be alone with students. Leave a door open, or ask for someone to sit in if you are at all concerned about an interview.

##### **3.2 Conduct with members of staff**

- a) Staff are not permitted to physically strike another member of staff. The use of aggressive behaviour and/or abusive or derogatory language to another member of staff is unacceptable in all circumstances.

##### **3.3 Conduct of all adults on the school site**

Please note that this code of conduct also applies to parents, carers, visitors and all adults on school premises. We are role models for our children and the use of aggressive behaviour and/or abusive derogatory language is unacceptable in all circumstances. Any adult who is not following this code of conduct will be asked to leave the school premises immediately and may be banned from the school site.

#### **4. Use of cars**

For their own protection, staff should never give lifts to students without clearing it with a senior member of staff. This may be necessary only in some exceptional circumstances. Unless your insurance specifically covers this use, you may never take students in your car.

## **5. Use of social networking sites**

Members of staff should not have pupils as "friends" on social networking sites such as *Facebook*. Members of staff are NOT to make and/or respond to ANY comments relating to school on social networking sites such as *Facebook*.

## **6. Complaints**

We have an expectation that we will act as swiftly and professionally as we can. We will always seek to put right or amend arrangements if parents or students request it. We expect to apologise if we make a mistake.

Occasionally this does not happen. There are three types of complaint that can arise in schools, all of which are governed by national procedures:

- i. Complaints against a member of staff by student or parent;
- ii. Complaints regarding the curriculum;
- iii. Complaints by staff against the school.

In most cases issues are satisfactorily resolved at an informal stage without recourse to formal procedures.

Any member of staff who feels that they are involved in a difficult situation should initially seek support from their line manager. The Headteacher should always be informed of complaints under the above headings, or issues that could lead to such a complaint.

## **7. Reputation**

The reputation of our school is very precious. It takes a long time to build and can be knocked down in a moment. We regard the private lives of staff as being no-one's business but their own. Staff must be careful, however, to ensure that nothing they say or do brings the school's name into disrepute.

## **8. Encouragement and Support**

We all thrive on encouragement and support. Our staff are traditionally supportive of each other. We expect everyone to find opportunities to praise, reward and encourage students and each other. We encourage everyone to play a full part in school life.

**Approved by Resources Committee: October 2014**