



## GENERAL POINTS FOR STAFF GUIDANCE AND STAFF CODE OF CONDUCT

### AT ALL TIMES STAFF SHOULD:

- ❖ Treat everyone with respect.
- ❖ Provide an example you wish others to follow.
- ❖ Ensure that all planned extra curricular activities are carried out in line with college policies.
- ❖ Wear an identifying lanyard.
- ❖ Respect a young person's right to personal privacy.
- ❖ Provide access for young people and adults to feel comfortable enough to point out attitudes or behaviours they do not like, and try to provide a caring atmosphere.
- ❖ Remember that someone else might misinterpret your actions, no matter how well intentioned.
- ❖ Act as an appropriate adult role model.
- ❖ Follow and adhere to all school policies.

### STAFF SHOULD NOT:

- ❖ Permit abusive youth/peer activities [e.g. bullying, ridiculing].
- ❖ Play physical contact games, make inappropriate comments, or have inappropriate conversations/verbal 'banter' with young people.
- ❖ Jump to conclusions without checking facts.
- ❖ Make suggestive remarks/gestures or tell sexist/racist/homophobic 'jokes'.
- ❖ Rely on your good name to protect you. It may not be enough.
- ❖ Believe it could not happen to you. It could.

**STAFF should also be fully aware of the professional standards associated with the use of social media and should utilise maximum privacy security settings whilst online.**

Members of staff are asked to preserve unity in implementing the following Code of Conduct. Concerted care in these matters will maintain a good working atmosphere and the relationships that are our aim for staff and students. Furthermore the students will feel secure and appreciate the College's expectations; these can be nothing less than the degree of excellence of which each member of the College community is capable.

It is the professional duty of all teaching staff to arrive in time for the morning briefing at 8.25 a.m. Staff should be punctual for registration.

When moving about the College, all staff should exercise a supervisory role, ensuring quiet, controlled movement, good behaviour and courtesy at all times.

During the course of a lesson no student is allowed to leave class unless unwell, and outside of breaks students should not normally be allowed to go to the toilet. If a student, in exceptional circumstances, is allowed to go to the toilet, she must carry her organiser, duly signed. **No more than ONE student should ever be allowed to leave the classroom at any given time.**



**No student should ever be made to stand outside the classroom for misbehaviour nor should students be sent on messages. Staff should NEVER send a student outside the College premises without the express permission of the Headteacher or Deputy Headteacher.**

Classes should be taken into and dismissed from lessons in a quiet, orderly manner. They must not be dismissed before the end of lesson bell. Before leaving, a check should be made that the room is tidy. At the end of lessons, staff should see the students out into the corridor and maintain a presence there to ensure orderly behaviour.

When the bell signals the beginning of registration or a lesson, students may enter classrooms except where rooms contain specialist apparatus or equipment which require staff supervision e.g. Science, Technology, Art and ICT. Students should line up outside specialist rooms until the member of staff arrives.

Staff should be 'out and about' at appropriate times of the day, for example at the changeover of lessons, as part of the 'preventative' system of St John Bosco. A high staff presence where all staff give a consistent message to the pupils ensures good order around school.

Staff must arrive to class on time to facilitate an orderly start to the lesson. Should a member of staff be unavoidably delayed, a colleague should take action to control the students. The start of lessons should be prompt and productive with a formal greeting once the whole class are present. Dismissal from lessons must be orderly and formal. Class registers must be taken at all lessons.

Staff must avoid physically touching or restraining a student, unless safety so dictates.

All members of staff are advised, when interviewing students in a closed room, to have a witness to proceedings. This becomes essential when interviewing students of the opposite sex.

If a member of staff considers it necessary to confiscate items from students, the item will be placed in the PPC's safe in an envelope clearly marked with the student's name and form.

Any damage to the fabric or furnishings should be reported to the Finance and Resources Manager as soon as possible. **If it is a health and safety issue it should be reported without delay.**

Staff are to prevent any situation where potential danger or harm exists by immediate, active intervention.

Staff should make themselves familiar with College policy documents.

Staff are expected to dress in a formal and professional and business-like manner. Men are expected to wear a tie and if ladies wish to wear trousers they must be smart and formal. On in-service days, when there are no students on the premises staff may dress in a more casual way. If interviewing parents or seeing guests, even on these days, dress should be formal. Men should have shirts tucked in and top buttons done. Ladies' skirts should be a reasonable length and dresses/tops should cover shoulders (no 'spaghetti straps').

Staff must show a good example at all times.

**ALL staff are responsible for the good behaviour of the students at all times and for adhering to school policies.**