



Staff Code of Conduct

Introduction

This code of conduct reflects the standards of behaviour expected of TLC staff whilst they are engaged in work for the learning community. This includes education and administration work. Staff members should be aware that if they are found to be in breach of this code of conduct, they may be subject to disciplinary action which may include dismissal if the breach is considered gross misconduct. The code of conduct has three parts; the first part covering working with students, which is the day to day work of the staff team; the second part covering the maintenance of a good working atmosphere at the learning community.

Staff members need to be aware that The Learning Circle is responsible for the safety and wellbeing of the students even when they are aged 18 or over, whilst they are in our care. The law requires that we treat all of the students as if they were children. As a general rule, staff should consider carefully what they say or do with the students when they are in their care and whether it sets a good example to the students. It is governed by one rule: **setting an acceptable example to the students.**

Staff should also be aware that they need to play their part in maintaining a harmonious working environment in the learning community. They should ensure that they do not harm the working environment at the learning community.

Code of conduct

Part 1: working with the students.

Staff are expected, irrespective of students' age, to set a good example at all times, by:

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- dressing appropriately;
- getting to work on time;
- speaking in an appropriate way, (for example not using swear words or making sexually explicit, racist, sexist, or homophobic jokes or comments);
- silencing mobile phones and not using them in learning community time unless for research or in a genuine emergency;
- not discussing other staff or students in front of students or in public places.

Staff should avoid:

- suggestive physical contact with students, for example when guiding a student contact should be made with the hands, arms, and shoulders and when greeting a student, contact should be made hand to hand;
- inappropriate social contact with students and their families outside of learning community time, for example via social media, emails, phone calls and text messages, or visits to students' homes;
- exposing them to any material that is age inappropriate, such as videos, games or films;
- using computers or similar devices during learning community hours for personal purposes such as shopping, personal business, social networking or gaming.
- participating in smoking, consuming alcohol or drugs with students in person or in an online setting

Staff should be alert for any safeguarding concerns, listening carefully to what a student may be trying to say and complete a Safeguarding form when required. They should attend safeguarding training sessions to update knowledge and skills and communicate with the designated Safeguarding Officer if concerned about the actions of other members or staff.

Part 2: maintaining a good working environment.

Staff members have opportunities to discuss any concerns they may have about their work, including at staff meetings and one-to-one meetings that are part of the learning community performance management programme. In addition to these

meetings, staff members can request informal meetings to discuss their concerns or report their concerns in writing.

In light of the above staff are expected to support other members of the staff team and decisions of the learning community meeting and their management. Staff are expected to respect the teacher/pupil relationship status and understand the position of trust that follows.

If a member of staff wishes to offer private tuition to any TLC student and charge for it privately they must inform the TLC directors and the rest of their teaching hub before initiating and classes. Permission may be refused if there is a conflict of interest.

Staff Declaration

I confirm that I have read The Learning Circle's Code of Conduct. I understand that if I am found to be in breach of it, I will be subject to disciplinary proceedings.

Name: _____

Signed: _____

Dated: _____

Please return this form to the Lead Teacher.