

## **Code of Professional Conduct and Practice for**

### **Ousedale School staff**

#### **Purpose, scope and status of the Code**

The Code sets out the key principles of good conduct and practice for staff at Ousedale. It is intended to guide staff judgements and decisions and inform parents, students and the general public of the standards they can expect from staff at Ousedale.

The Code is not a definitive or exhaustive guide, however failure to comply with the Code may lead to disciplinary action under the school's policy.

#### **KEY PRINCIPLES**

Ousedale staff:

- A.** base their relationship with students on trust and respect;
- B.** have regard to the safety and wellbeing of students in their care;
- C.** work in a collaborative manner with teachers, associate staff and other professionals, and develop and maintain good relationships with parents, guardians and carers;
- D.** act with honesty and integrity;
- E.** are sensitive to the need, where appropriate, for confidentiality;
- F.** take responsibility for maintaining the quality of their professional practice;
- G.** uphold public trust and confidence in the teaching/education profession.

#### **A. Ousedale staff base their relationship with students on trust and respect**

Ousedale staff:

- follow policies, procedures and guidelines (including those issued nationally, by the school, or LA where appropriate) on matters such as communication with students, physical student contact, behaviour management, inclusion, access and equality of opportunity;
- conduct their relationships with students professionally and appropriately both in school and out of school;
- ensure that any communication with students is appropriate, including communication via electronic media, such as e-mail, texting and social networking websites;

- are committed to providing equal opportunities for all students, regardless of their age, gender, sexual orientation, disability, additional learning needs, race, religion or belief, and in relation to the protected characteristics defined in the Equality Act.

## **B. Ousedale staff have regard to the safety and wellbeing of students in their care**

Ousedale staff:

- comply with policies, procedures and guidelines (including those issued nationally, by the school, or LA where appropriate) on matters such as child protection, educational visits or trips and their own professional and personal conduct;
- take all reasonable steps to ensure the safety and wellbeing of students under their supervision;
- report any incident which may be perceived to breach the established boundaries between Ousedale staff and students;
- contribute to the creation of a fair and inclusive school environment by addressing discrimination, stereotyping and bullying;
- identify and address issues at all times that might impact on students' welfare.

## **C. Ousedale staff work in a collaborative manner with teachers, associate staff and other professionals, and develop and maintain good relationships with parents, guardians and carers**

Ousedale staff:

- behave professionally and with respect towards other teachers, associate staff and professionals;
- support and collaborate with teachers, associate staff and other professionals in matters concerning the education of students;
- follow policies, procedures and guidelines (including those issued nationally, by the school, or LA where appropriate) on communication with parents, guardians and carers, including those relating to sensitive areas such as attendance and exclusion;
- develop and maintain good relationships between home and school, respecting the role of the parent, guardian or carer in a student's education.

#### **D. Ousedale staff act with honesty and integrity**

Ousedale staff:

- comply with policies, procedures and guidelines (including those issued nationally, by the school, or LA where appropriate) in respect of the use of school property, facilities, finance and ICT;
- handle school finances and funds correctly, and use school property and facilities appropriately;
- conduct assessment and examination-related tasks with integrity;
- take care to ensure the accuracy of information prior to signing documents;
- represent themselves, their experience, professional position and qualifications honestly.

#### **E. Ousedale staff are sensitive to the need, where appropriate, for confidentiality**

Ousedale staff:

- ensure communications with parents, teachers, associate staff and other professionals comply with policies, procedures and guidelines (including those issued nationally, by the school, or LA where appropriate);
- keep students' personal/educational records secure;
- only disclose confidential discussions where it is appropriate and necessary to do so;
- comply with policies, procedures and guidelines (including those issued nationally, by the school, or LA where appropriate) regarding the disclosure of student information.

#### **F. Ousedale staff take responsibility for maintaining the quality of their professional practice**

Ousedale staff:

- adhere to the standards for Qualified Teacher Status (QTS) and the Teachers' Standards (for teaching staff);
- maintain high standards of practice in relation to teaching and learning, classroom management, planning, monitoring, assessment and reporting (for teaching staff);
- keep their professional knowledge and skills up to date throughout their career;
- maintain an up-to-date knowledge of relevant guidelines and educational developments in their phase of teaching/particular role, and teaching in general;

- reflect upon and evaluate their practice as part of their continuing professional development;
- are open to, and respond positively and constructively to feedback regarding their practice;
- seek support, advice and guidance where necessary.

**G. Ousedale staff uphold public trust and confidence in the teaching/education profession**

Ousedale staff:

- adhere to lawful standards of behaviour, in a manner in keeping with their position as a member of staff at the school and of the teaching/education profession;
- do not engage or incite others to participate in any criminal activity;
- are mindful of their position as role models to students, acknowledging that criminal behaviour may damage trust and confidence in them personally and the profession as a whole;
- inform their current employer or agent of any “recordable” criminal offence.

Approved by Personnel Committee 1.10.14  
To Full Governing Body 25.3.15