

## CODE OF CONDUCT FOR TEACHING AND NON-TEACHING STAFF

### Introduction:

This Code of Conduct is intended as a guide and a help to all LanguageUK staff. It sets out standards of conduct which staff are expected to follow when within or representing the school. This code is not exhaustive but is written to assist staff and it is important that staff should take advice and guidance if necessary. If in doubt, ask.

The purpose is to ensure that the School provides a high-quality service to its pupils

It has been drafted to comply with School Policies and Procedures.

Staff are requested to read this code carefully and consider the issues which it raises.

The Director should also ensure that all staff are aware of the code's contents and are fully briefed on its implications.

Reference to this code will be made in all contracts of employment, and copies will be given to all staff. In addition, the induction programme for all new staff will reinforce the principles of this code.

### Code of conduct:

Our students reflect a wide range of ages, cultures, backgrounds and religions. LanguageUK exists to give students all the best teaching and learning facilities it can.

Our site is designed for adults and students aged 16 or 17 as individuals, family programmes and junior groups. Faversham Abbey School is designed for groups only aged 12 to 18. All staff on both sites must adhere to behaviour that sets a good example to all – especially the under-18s in our care. All staff working with the under-18s must act as positive role models and set positive standards of behavior. Staff must avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

### Aims:

This code of conduct is designed to:

- Support and protect students and staff, maintain high standards and integrity in their work.
- Spread an understanding of what LanguageUK considers acceptable behaviour.
- Set firm boundaries and give clear guidelines on maintaining a warm and friendly environment within the school, with particular reference to U18's.
- Ensure all members of the school community treat each other with respect.
- Ensure all reasonable steps are taken to ensure the safety and welfare of U18s and over 18's in our care.
- Recognise that failure to meet these standards could result in disciplinary action.
- Be aware that someone may mis-interpret their actions.
- No smoking/vaping/e-cigarettes in front of any U18s. Or anywhere in the school grounds on both sites.
- Be aware if they have any concerns to pass on relevant information to the Designated Safety Lead or Designated safety person.
- Never allow themselves to be drawn into attention seeking situations such as crushes or tantrums.
- Sexual Offences Act 2003 states that any person in a position of trust engaged in sexual activity of any sort with students under the age of 18 is breaking the law (even though the legal age for consent is 16).
- Staff should treat other members of staff with professional respect at all times and especially in front of the students. Staff are expected to produce a productive working atmosphere and develop positive relationships with the students, group leaders, agents, travel services and homestay hosts.
- Staff should be conscious of professional boundaries, especially when dealing with children. Staff should be aware of body language and should avoid physical contact except in situations where the use is intended to prevent harm.

### Attitudes:

Staff and Homestay providers should be committed to:

- Treating all students with respect and dignity.
- Always listen to what a student is saying.
- Valuing each student.
- Recognising the unique contribution everyone can make.

- Encouraging and praising each student.

**Code of practice:**

- Staff are expected to act responsibly when considering the academic needs and welfare of students U18. Staff have a professional duty to take all reasonable steps to promote the safeguarding of all U18 in the care of LanguageUK, in accordance with the LanguageUK Child Protection Policy, the British Council Accreditation scheme and the Children’s Act 1989.
- Staff should not give U18 students their personal email addresses or mobile phone numbers or allow students to befriend them on any social media sites. All communication with U18s must be through public channels. We also discourage staff from giving out their personal contact details to current students over 18.
- Staff should be conscious of professional boundaries, especially dealing with the U18s. All staff should be aware of their body language and should avoid physical contact. In situations where contact is unavoidable, staff should take all reasonable measures to ensure it is unreciprocated and public.
- All classes must be carefully prepared and should aim to provide students with enjoyable and motivating lessons using a variety of resources and materials.
- Teachers should ensure that classes start and finish on time, leaving adequate preparation time before the start of lessons and adequate tidying-up time after lessons.
- Staff should dress smartly and with sensitivity to the students’ cultural backgrounds. Jeans, trainers and shorts are not permitted.
- Teachers are required to submit weekly plans, to keep an attendance register for all classes, and to ensure as far as possible the students’ attendance and good conduct in their class. Teachers will be asked to contribute to reports on students’ progress and achievement. Teachers must ensure that all documentation is fully completed, accurate and up to date.
- Staff should treat their colleagues with professional respect at all times, especially in the presence of students. Staff are expected to foster a happy and productive working atmosphere and develop positive relations with students, other staff members, group leaders and hosts.
- Staff are responsible for ensuring that LanguageUK property is used with respect and care, both by themselves and the students.
- Staff must always observe the School’s Equality Policy and treat students in accordance with those policies.
- Health and Safety: Staff must take care of their personal hygiene, safety and welfare, and that of other persons who may be affected by their acts or omissions. All staff must comply with the requirements of Health and Safety policy.
- Fire: Staff must familiarise themselves with the fire precautions, procedures and drill routines. They must regard practice fire drills or building evacuations in a positive manner, and ensure they are perceived by students as an essential precaution to prevent risk of injury or fatality.
- Data Protection Act: It is the responsibility of all employees to ensure the School’s compliance with the Data Protection Act. Personal data must only be used to assist you to carry out your work; it must not be given to people who have no right to see it. All staff should maintain the security of all computerized databases of information on individuals, whether they are staff or students. Staff should refer any queries to the director.

This list is not exhaustive, but the examples are given as a summary.

**Confidentiality:**

Staff shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.

**Disciplinary rules:**

The following are examples of behaviour which LanguageUK finds unacceptable. The list is not exhaustive, and it is acknowledged that it will be necessary to exercise judgement in all cases and to be fair and reasonable in all the circumstances.

- Any form of physical/verbal violence towards students.
- Physical violence, actual or threatened towards other staff or visitors to the school.
- Sexual offences, sexual insults or sexual discrimination against students, other staff or visitors to the school.
- Racial offences, racial insults or racial discrimination against students, other staff or visitors to the school.
- Theft of LanguageUK monies or property and of monies or property of colleagues or visitors to the school. Removal from school premises of property, which is not normally taken away without the express authority of the Director or Manager or of the owner of the property, may be regarded as gross misconduct.
- Acceptance of bribes or other corrupt financial practices.
- Willful damage of LanguageUK property or of property belonging to other staff or visitors to the school.
- Willful disregard of safety rules or policies affecting the safety of students, other staff or visitors to the school.
- Any willful act which could result in actionable negligence for compensation against the school.
- Refusal to comply with reasonable instructions given by staff with a supervisory responsibility.
- Gross neglect of duties and responsibilities.
- Unauthorized absence from work.
- Being untruthful and/or engaging in deception in matters of importance within the LanguageUK team.
- Deliberate breaches of confidentiality, particularly on sensitive matters.
- Being incapable by reason of alcohol or drugs (not prescribed for a health problem) from fulfilling duties and responsibilities of employment.
- Conduct which substantially brings the name of the school into disrepute or which seriously undermines confidence in the employee.

The following are examples of behavior which could lead to formal disciplinary warnings.

- Unsatisfactory timekeeping without permission.
- Neglect of safety rules and procedures. Some offences of willful neglect may be regarded as gross misconduct.
- Breaches of confidentiality. Deliberate breaches on sensitive matters maybe regarded as gross misconduct.
- Failure to comply with reasonable work-related requirements or lack of care in fulfilling the duties of the post.
- Behaviour towards other employees, students, and visitors which gives justifiable offence. Certain behaviour giving rise to offence may be regarded as gross misconduct.
- Acting in a manner which could reasonably be regarded as rude, impolite, contemptuous or lacking appropriate professional demeanor. In certain circumstances such behavior may be regarded as gross misconduct.
- Conduct which it is considered adversely affects either the reputation of the school or affects confidence in the employee. Certain conduct may be regarded as gross misconduct

**Policy Oct 2016**

**Review date: Oct 2017**

**Reviewed September 2017**



**Reviewed October 2018**  
**Reviewed October 2019**

Accredited by the  
 **BRITISH  
COUNCIL**  
for the teaching  
of English in the UK

