Code of conduct for Teachers and staff online at LanguageUK Adults

1. Staff are expected to act responsibly when considering the academic needs and welfare of all our students on line.
2. Professional appearance on line. Staff should dress smartly and with sensitivity to the students' cultural backgrounds. Please remember to keep your background neutral to avoid the students seeing any personal things that they may want to discuss.
3. We discourage staff from giving out their personal contact details to current students over 18.
4. Staff should be conscious of professional boundaries, with all students on line.
5. All staff shall respect the learner's right and dignity without prejudice to gender, colour, age, race, place of origin, language, sexual orientation, socio-economic background, family status, religion, physical characteristics, disability, etc.
6. All classes must be carefully prepared and should aim to provide students with enjoyable and motivating lessons using a variety of resources and materials.   Keeping it real some people have a different persona on line, speak to your students by their first name and remember to disable the chat within the classroom. Ensure you can see all your students.
7. Teachers should ensure that classes start and finish on time, leaving adequate preparation time before the start of lessons. When your students are waiting for the class to begin please remember to have the microphone set on mute for all students
8. Teachers are required to submit weekly work records, 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. Teachers to report any issues that may need following up.
9. Teachers shall not favour or disadvantage certain students, in particular when marking or correcting (because of nepotism, payment of bribes, sexual or religious discrimination, etc.).
10. Teachers and staff shall prohibit physical, verbal, psychological or sexual violence against a student in any form, coercive or consensual (in particular gender-based violence).
11. Teachers and staff shall not take advantage of his/her professional relationship with students for private gain.
12. Shall not harass a pupil in any way (including sexual harassment)
13. Shall not exert pressure on students to take additional paid courses.
14. Shall not collect illegal fees from pupils (for admission, organizing exams, etc.).
15. Shall not divulge confidential information about other students. You must treat sensitive, personal information about students with respect and confidentiality and not disclose it unless required to do so by your employer or by law. You must be truthful, honest and fair in relation to information you provide about students.
16. All 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. On occasions you may have other staff pop into your classroom you will be notified in advance when this will occur. You must also inform your students as well.
17. Please make sure your students cannot record your lessons and if you record your own lesson please make sure you inform the safeguarding officer especially if you want to archive it. If you should have any concerns over any of your students on a safeguarding issue, please report your findings to Verity Sessions DSL and Claire Roberts DSP.
18. 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 Principal.

This website has some very useful information.

I have read the above and agree to fulfil its requirements.

Name:

Date: