



# **Staff Code of Conduct**

## **Aims and principles**

The policy will outline expectations of staff and the aims and values of The Construction School (TCS). Here at TCS our aim is to use construction to build confidence, resilience and knowledge. We do this using a holistic approach that addresses not only the academic needs of the child but also their social and emotional well-being. By creating this policy, we aim to create an environment where everyone is safe and happy. Failure to comply may mean that disciplinary action may be taken but this will be on a case-by-case basis. If there is anything that is not covered in the code of conduct, then we will require staff will use their professional judgement to act in the best interests of the students at TCS.

## **Legislation**

In keeping with statutory safeguarding guidance covered in "Keeping Children Safe In Education" (KCSIE) a code of conduct is needed to cover acceptable use of technology, staff/pupil relationships, and communications including the use of social media. This legislation is used to keep both staff and children safe in their educational settings and all staff will be required to follow the code of conduct set out below.

## **General practise**

- To set an example to the children in our care, including not using inappropriate or offensive language. To treat students and other staff with respect and dignity and to show tolerance and respect for everyone around us. To be a role model to the children in our care and help them to reach their full potential.
- Staff should arrive to TCS in a timely manner and report to line manager if they are running late as soon as possible. If the staff member is off due to sickness/illness, then please report to line manager as soon as possible.
- The misuse of drugs/alcohol will not be tolerated and will result in a disciplinary procedure where appropriate.
- To understand the aims and values of TCS and to work in a communicative way with other staff if you disagree with any of the practises within TCS.
- To act in a positive way regarding TCS and to help to make the company grow and expand wherever possible.
- To wear appropriate clothing to be able to work effectively with the children at TCS, we use a variety of tools and items for construction so please be aware that old clothes may be required.

## **Bullying and harassment**

At TCS we understand that everyone deserves to be treated with dignity and respect, therefore we will not tolerate any of our staff or pupils being bullied or harassed. Any reports of this will be dealt with on a case-by-case basis and may result in disciplinary measures being taken.

## **Safeguarding**

Here at TCS we all have a duty to report any incidences of safeguarding or anything that we are worried about. This includes physical, sexual, emotional abuse and neglect. Staff will receive training on how to report incidences of safeguarding and will be made aware of any guidance changes within this. Our safeguarding policy is available on our website [theconstructionsschool.co.uk](http://theconstructionsschool.co.uk). New staff will be given copies of the policy and training on safeguarding.

## **Technology**

Within the consent form, parents and carers can give permission for pictures to be taken and used for our website, staff are permitted to use their personal phones to do this, but they must upload to one drive and delete from images and recently deleted within 24 hours of taking the pictures.

## **Confidentiality**

Within our job roles as tutors, we will have been told information about the students that is personal or sensitive. We must make sure that we do not breach confidentiality unless this is a safeguarding matter, or a child is at risk. The students need to know that TCS is a safe place and that they can share information with us whenever needed, we will make them aware that we will only break confidentiality in a case of safeguarding.

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