



BRIGHT EDUCATION CENTRE
WORKING TOWARDS A BRIGHTER FUTURE

Staff Code of Conduct

Issa Issa

Bright Education Centre

Date of Policy: June 2017

Review of policy: June 2018

Staff Code of Conduct

A Code of Conduct is designed to give clear guidance on the standards of behaviour all Centre staff are expected to observe

This Code of Conduct applies to:

- All staff and volunteer who deliver services at Bright Education Centre

TEACHING AND LEARNING

As Staff you are expected to:

- Deliver a curriculum that is stimulating and that is relevant whilst challenging students of all abilities to be the best they can
- Create a positive work ethic enabling students to achieve their best
- Create a well ordered, safe and supportive learning environment to ensure that strong learning takes place
- Regularly monitor, assess and provide feedback on students' work
- Agree students' individual targets for future progress and monitor their progress towards these at regular intervals providing progress updates
- Fully support the Centre's Behaviour Policy
- Deal with instances of poor behaviour promptly, fairly and in-line with BEC's behaviour policy

SAFEGUARDING PUPILS/STUDENTS

Staff have a duty to safeguard pupils/students from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

- The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student to the school's Designated safeguarding officer for Child Protection.

- The Centre's lead safeguarding officer is *Director, Issa Issa and Yazeed Hamad*.
- Staff are provided with personal copies of the Centre Child Protection leaflet and must follow procedures for reporting disclosures outlined
- Staff must take reasonable care of pupils/students under their supervision with

the aim of ensuring their safety and welfare.

STAFF DRESS

- Staff must dress in a manner that reflects the professional nature of their job (ie: smart practical clothes)
- Staff must avoid wearing clothes that could cause offence or embarrassment to others

SOCIAL NETWORKING SITES

It is not recommended that staff use these sites, however if staff have a profile they must ensure that they:

1. Keep their profile private.
2. Lock all pictures and make sure that they can only be seen by 'friends'
3. Be careful of profile content
4. NEVER accept pupils as friends.

CONFIDENTIALITY

- Where staff have access to confidential information about pupils/students or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil/student.

Staff have an obligation to share with their manager or the Centre

- Designated Senior Person any information which gives rise to concern about the safety or welfare of a pupil/student. Staff must **never** promise a pupil/student that they will not act on information that they are told by the pupil/student.

Signed: _____ **Date:** _____