

Code of Conduct - Expectations for Staff and Students

Behaviour System

This document should be read alongside CTC Kingshurst Academy's Behaviour System and Behaviour Policy, which outline in detail the rules, rewards and sanctions for students at CTC. These documents also guide staff in assertively delivering this Right Way system.

Student Appearance

- Shirts tucked in and blazers on
- Blazers can be removed in lesson following permission from member of staff
- Coats / hoodies off inside all buildings and entering /leaving lessons
- No chewing gum
- Studded earrings only (no hoops or other)
- One ring only
- No bracelets/ necklaces
- No piercings – no stretchers
 - Tongue piercings – HIP / SLT to be informed
 - Tattoos – not allowed – HIP / SLT to be informed
- Haircuts to be appropriate for school
- No trainers allowed – black shoes only (shoes to be put back on upon leaving the AstroTurf at brunch/ lunch)
- Headphones – not visible between and during lessons
- No make-up for students in KS3
- Subtle / natural make-up is permitted for students in KS4
- No nail varnish or coloured nail extensions

Student Conduct

- Use one way systems for stairwells in A Block (up the left-hand stairwell and down the right-hand stairwell)
- Keep to the left on corridors and other stairwells
- Level of volume to appropriate for the space inside and outside
- No swearing or use of offensive language
- Students must show respect to fellow students, staff members and visitors (for example, by saying 'please' and 'thank you' and holding doors open for others)
- Students must arrive to each lesson equipped for learning (with appropriate stationery, planner etc.)
- Students are not permitted to walk out of lessons
- Mobile phones must be used appropriately and in dedicated zones only
- Ball games are only permitted on the AstroTurf or in the turning circle at brunch and lunch times only
- Food and drinks must only be consumed in permitted areas (see below for guidance on use of academy space)
- All litter to be placed in bins – students should keep the space tidy by picking up litter should they see it
- Water to be consumed in lessons only (apart from Science labs and IT rooms where all drinks are forbidden)
- No bringing of 'salt' onto site for use in academy
- Fast-food purchased elsewhere is not permitted on site
- Water fights and bottle flipping in not permitted

- No riding of bikes on the academy site
- Playing cards can be used (no gambling allowed) in dedicated eating zones

Academy Space

- Student zones for free time:
 - Foyer/ student reception – no eating/drinking /no mobile phone
 - Hall, canteen, quad, pavilion, amphitheatre picnic areas are the only eating and drinking zones during brunch and lunch
 - Astro-turf – open to students if staffed during brunch and lunch (food not allowed)
 - Information Centre during brunch and lunch (food not allowed)
 - Designated KS3 lunch club rooms
 - The Hub for specified students
- Zones where students are not permitted in free time:
 - No student above ground floor in A, B and D Block
 - No access to other corridors that lead to science, media , PE, music and dance studio
 - Ground floor only toilets – A Block only (Post 16 have access to ground floor D Block toilets)
 - No access to DT corridor/ lift foot well beyond ground floor toilets in A Block
 - No student allowed behind B Block or A Block by bike stores (starting from container by 3G to line from DT to pedestrian gate)
 - No student allowed by rear/ sides of K2
 - No student allowed beyond tarmacked area of Pavilion
 - No students allowed on landscaped areas to the front / side of D Block and the enclosed area by trees
 - No student permitted on any car park area
 - No student is allowed to leave the academy site (unless signed out / Post 16)
 - No student to use fire exits except for use in case of emergency

Everyday Routines for All

- Students to line up outside of classroom and be greeted positively by teacher upon entry
- Students to be seated according to teacher devised seating plan
- Registers to be taken within 10 minutes of each period and saved on SIMS
- Signed notes required for student with permission to leave classroom for any reason
- General office to be notified of any unexplained absence or failure to return following permission to leave the room
- Students planners to be signed by tutors/parents/students weekly
- Homework to be set weekly according to homework timetable
- Lessons to commence packing away at the bell, not before
- Students are only allowed to leave at the end of the day when the bell has sounded
- Class teachers to instruct students to safely place chairs /stools on table tops to aid cleaners at the end of the day
- Instruct students to collect all litter from tables/desks and the floor and to place it in the classroom bin
- Tutors to check RPM list and escort students to RPMs when the bell has sounded

Staff Expectations in Lessons

- Staff to know the academy improvement priorities at each half term
- Staff to ensure they are punctual to lessons
- Class profiles completed with accurate understanding of student needs evidenced and regularly updated

- Students passports to be acknowledged with guidance points actioned and evidenced in lessons
- Strategies to meet the varying needs of learners should be implemented in each lesson
- Student books should evidence regular and timely feedback in accordance with Student Feedback Policy
- Staff marking and feedback stamp to be used by all faculties and subjects
- Students should complete and underline the date, lesson objective and title in each lesson in their books / folders
- Teachers should ensure they are using the correct assessment criteria as part of *Pathways of Progress* system or GCSE criteria
- Student friendly success criteria should be regularly shared with students in lesson and in books
- Pupil Premium students to be prioritised in terms of questioning in lesson, feedback in books and personalised differentiation as part of academy agenda to close the gap in performance of disadvantaged and non-disadvantaged students

Classroom Space

- Clear the whiteboard after using it
- Teacher desk space to be consistently kept clear for others to use
- All window ledges clear of books
- Books to be stored in organised and safe space/ classroom cupboards
- Tables and chairs to be returned to original design if moved during lesson
- Displays to be regularly maintained for relevance and engagement
- Interactive whiteboard to be switched off at the end of lessons
- Lights to be kept on during teaching hours
- Room to be left litter free upon departure
- Promptly report any damage / graffiti / spillages to maintenance via general office

Communication with Parents/ Carers

- Class teachers and tutors are required to make regular contact with parents to inform them of positive and negative feedback
- Phone calls to be made from academy phones and not personal mobile phones
- Phone calls to be made on working days before 7.30pm
- When direct contact is not possible, voicemails / messages to be left with clear summary of reason for calling and staff name and contact
- Should conversations become difficult or inappropriate, please inform parents that you will require the support from your line manager to continue to discussion further
- Academy email addresses and not private email addresses should be used regarding all communication with students/parents/carers

Student Phone Use and Confiscations

- Phones to be used in mobile friendly zones indicated by posters
- Students are not permitted to make phone calls or take pictures/videos
- Phones are not to be used as speakers
- Phones are not to be seen / used in between lessons and during lessons
- Students are to be given one opportunity to put phones away if used in an inappropriate space
- Failure to put phones away will result in a confiscation. If a student refuses to hand a phone over at this point, student to be reported to Pastoral Managers and Emergency Support to be followed through by appropriate staff member

- Confiscated phones to be stored in PM's office (D Block) – Phones to be placed in sealed envelope with students name, form, date and member of staff's name. These are to be locked in cupboard. Students can only collect from HIP at the end of the academy day
- Persistent offenders to have phone confiscated by tutors at the beginning of each day after communication with parents

Staff General Conduct

- Staff leaving the premises should sign out via visitor reception
- Mobile phones are not permitted for use in lessons, when supervising or in view of students
- Staff should report an absence to the academy before 7.00am via the telephone, leaving name and reason for illness as message
- Staff should inform the academy of their planned return before 7.00am on the day of returning to work (even if this is in between weekends or academy holiday dates)
- Cover work should be set at earliest opportunity in line with Cover Work Policy and this should be sent to the General Office / Info email address and all relevant line managers
- Hot drinks taken outside of Staff Room need to be transported in cups with lids

Staff Conduct – Social Media

- Staff to have private accounts on all forms of social media
- Staff should not accept or pursue friendships/ grant access to private social networking sites to students of the academy
- Do not rely on privacy settings to work – test them by creating another profile to see how much of your personal profile is visible to the public, to your 'friends' and to 'friends of friends'
- Check your privacy is working on a regular basis. Facebook in particular has a habit of changing its privacy policy without widespread publicity
- Think carefully about comments you post on friends' walls – if their profile is not set to private your posts will be visible to anyone
- It is a good idea to use the "view as" option on Facebook to check how your profile appears to strangers, and that the information you want to remain private or 'friends only' is not visible. If you are unsure about how to use the settings available, treat all information that you post as being public and act accordingly
- Posting derogatory comments about students, parents or colleagues is not acceptable
- Profile pictures and photographs should be appropriate and judged in accordance with professional standards

Staff Appearance

- Lanyards and ID cards to be worn at all times
- Professional and smart dress (appropriate in length / not of a 'revealing' nature)
- No coats / outerwear (no scarves) inside buildings
- Appropriate footwear (no excessive heels / trainers / open toe sandals)
- Males – to wear ties (it is permissible for staff to remove ties for practical activities where relevant)
- Piercings / tattoos to be discreet

Keeping Yourself Safe

- Be professional.
- Be assertive, not passive or aggressive.

- Avoid being on your own with a child. Where this is unavoidable, always ensure that you are visible to others. (e.g. the door is open).
- Avoid physical contact with children unless it is necessary and appropriate, e.g. you are preventing them from harming themselves or others or a child has injured themselves and requires support.
- Do not use personal communication channels (e.g. personal email addresses) for communicating with children.
- Tell the Principal/DSLs as soon as possible if you are involved in an incident within CTC.

What do I do if I am concerned about a child?

Inform the Designated Safeguarding Lead / Deputy Designated Safeguarding Leads.

What do I do if a child discloses they are being harmed?

- React calmly, do not allow your feelings to surface.
- Do not postpone the opportunity to listen unless it is in the child’s best interests.
- Listen carefully to the child.
- Do not make false promises (e.g. confidentiality). Explain to that you may need to pass on the information if you are concerned about their safety.
- You may clarify your concern using “tell, explain, describe or outline” but as soon as your concern is confirmed ask no further questions as further enquiries may be compromised.
- Do not examine the child.
- Reassure the child that they have done the right thing.
- Record carefully what the child says (in their own words). Don’t interpret what was said, just record it. Record how and when the account was given. Date, time and sign the record.
- Tell the child what will happen next.
- Report your concerns (including your record of concerns) to the DSL / Deputy DSLs immediately.

Child Abuse and Neglect: The Four Main Types

Physical

Physical abuse of a child is that which results in actual or potential physical harm from an interaction, or lack of interaction, which is reasonably within the control of a parent or person in a position of responsibility, power or trust. There may be single or repeated incidents.

Sexual

Sexual Abuse is when a child is used by another person for their own or someone else’s gratification or sexual arousal. This may include physical contact or forcing a child to look at inappropriate material or behave in an inappropriate manner.

Emotional

Emotional abuse is usually found in the relationship between a parent/carer and a child. It happens when a child’s needs for affection, approval, consistency and security are not met.

Neglect

Neglect can be defined in terms of an omission, where the child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, and/or medical care.

Whistleblowing - Staff Conduct

If you are concerned about the conduct of a member of staff:

- Immediately inform the Principal (Damon Hewson).
- In their absence, immediately inform Senior Vice Principal (Richard Jones)
- If your concern relates to the Principal, inform the chair of governors or the Local Authority DSL.

SAFEGUARDING IS EVERYONE’S RESPONSIBILITY

Remember - if in doubt... ask.

Acknowledgement of Receipt of Staff and Student Expectations

Please sign and return this section of the guidance to the Principal's PA Office

Staff Name: _____

Faculty: _____

Date: _____

Staff Signature: _____