

Personal and professional conduct

All staff members at Rosewood are expected to demonstrate consistently high standards of personal and professional conduct.

The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career and as a school we have chosen to adopt these standards for all staff.

All staff uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

- ***Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions***
- ***Showing tolerance of and respect for the rights of others not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect,***
- ***and tolerance of those with different faiths and beliefs ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.***

All staff must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.

(All policies and protocols are available for all staff and visitors in the staffroom and main reception area. Core policies and values are covered as part of the induction process.)

All staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

CONFIDENTIALITY

- Do not share confidential information about a pupil with any person, other than on a professional need to know basis
- Never promise complete confidentiality to a pupil or family prior to, during, or after a disclosure
- Never pass on confidential information to "outsiders", without first seeking guidance from the Senior Leadership Team
- All data covered by the Data Protection Act should be treated in accordance with the Act i.e. with real care!

CONTACT & PHYSICAL CONTACT

- Do not give your personal details to pupils or parents.
- Always use school e-mail address.
- Any unwelcome communications from pupils or parents should be reported immediately.
- Physical contact should never be secretive and should comply with the school Touch protocol that outlines the reasons we do work in close physical proximity with our learners.
- Personal care is always undertaken in pairs, with the exception of some learners with SLD.

ON SITE BEHAVIOUR EXPECTATIONS

- Keep language in classrooms to the minimum.
- When visiting other classes or showing round visitors wait to be responded to and be respectful that learning is taking place.
- Call the school before 8:30 am if you are going to be off sick.

OFF SITE BEHAVIOUR EXPECTATIONS

- Do not engage in behaviours that will bring the school into disrepute.

Rosewood free School IS A NO SMOKING SITE

BEHAVIOUR MANAGEMENT

PROPRIETY

- Do not behave in such a manner that would lead any reasonable person to question your suitability to work with children or act as a role model

SHOWERS AND CHANGING

Pupils are entitled to privacy therefore

- Do not use pupil toilets when pupils in school
- Announce your intention of entering by Knocking
- Avoid visually intrusive behaviour
- Only touch pupils where, due to their needs it is necessary, always follow guidelines in touch protocol

CONTROL AND PHYSICAL INTERVENTION

- Always try to diffuse situations without physical intervention
- You may intervene to prevent pupils from injuring themselves or others
- Only use reasonable force
- Follow Team teach Policy and Procedure
- Attend all Team teach training and refreshers

- Attend manual handling refreshers, ensure that you adhere to any personalised risk assessments for individual learners and for yourself as appropriate

DRESS & USE OF TECHNOLOGY

- Dress decently, safely and appropriately in plain tops
- No perfume or strongly scented hand wash or hand cream
- No ties or jewellery and watches if working in class / earrings that do not descend below the ear lobe may be worn and a plain band wedding ring
- No nail varnish and nails must be kept clean and short
- No heels and no open toed foot wear
- All mobile phones must be kept on 'silent' and not carried on person and only used during personal break times
- Please refer to 'Social media' policy for guidance on Facebook and other social media
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PHOTOGRAPHIC & VIDEO IMAGES

- Only record images where there is a justifiable need on a school device
- DO NOT record on personal mobile phones
- Ensure colleagues are aware you are recording
- Images may not be displayed without parental/carer consent
- No photos/videos of school events/activities should be taken by parents/carers/visitors without permission from a member of the Senior Leadership Team