

SELECT ENGLISH POLICY DOCUMENT

Reviewed: March 2024

Next review: March 2025

STAFF CODE OF PRACTICE

1. Staff are expected to act as a responsible parent would when considering the academic needs and welfare of students under the age of 18. Staff have a professional duty to take all reasonable steps to promote the safeguarding of all children in the care of Select English in accordance with the Select English Safeguarding Policy and the Children's Act 1989.
2. Staff should not give students under 18 their personal email addresses or mobile numbers or allow students to add them as friends on social networking sites. All communication with children must be through public channels. Staff are discouraged from giving their personal contact details to current students over 18.
3. Staff should be conscious of professional boundaries, especially when dealing with children. Staff should be aware of their body language and should avoid physical contact except in situations where the use is intended to prevent harm. In situations where contact is unavoidable, staff must take all reasonable measures to make sure it is unreciprocated and public. Staff must avoid being alone with a student in a room with the door closed.
4. Drinking alcohol, smoking cigarettes, or using illegal drugs while on duty and in the presence of students is not permitted. Any drinking of alcohol while off-duty which impacts on staff or students, or which may affect the performance of professional duties, will be treated as a serious disciplinary matter, and may lead to dismissal. Staff must report any concerns about students' use of alcohol, cigarettes, or drugs to the Welfare Officer.
5. Staff must not swear in the presence of students and should not allow the use of inappropriate or offensive language by students to go unchallenged.
6. Staff must consider their position as a role model for students and behave professionally at all times.
7. Staff should treat other members of staff 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 the students, other staff members, group leaders, house wardens and hosts.
8. Staff are responsible for ensuring that Select English property is used with respect and care, both by themselves and the students.

Teachers:

CODE OF PRACTICE



1. All classes must be carefully prepared and should aim to provide students with enjoyable and motivating lessons using a variety of resources and materials in line with the school syllabus.
2. Teachers should ensure that classes start and finish on time, leaving adequate preparation time before the start of lessons and adequate tidying up time at the end of lessons.
3. Staff should dress smartly and with sensitivity to the cultural background of the students. Clothes should be clean and ironed.
4. Teachers are required to submit weekly plans, to keep an attendance register for all classes, and to ensure as far as possible the attendance and good conduct of the students 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.

Name:

Signature

Date: