


Code of Practice (Staff)



ST ANDREW'S COLLEGE POLICY DOCUMENT	
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1. Staff are expected to act as a responsible parent would when considering the academic and welfare needs of students under the age of 18. Staff have a professional duty to promote the safeguarding of all students in the care of St Andrew's College in accordance with the college safeguarding policy and the Children's Act 1989.
2. Staff should not give students their personal telephone number or email address or allow students to add them on social networking sites. Staff must not engage in inappropriate use of social network sites which may bring themselves, the college, or the college community into disrepute.
3. Staff are advised to adopt the highest possible security settings on any personal profiles they have. All communication with students must be carried out using college email accounts and mobile phones. Staff are strongly advised against giving their personal contact details to any student aged over 18.
4. Staff should be conscious of professional boundaries, especially when working with children. Staff should be aware of their body language and avoid any physical contact with students except in situations where its use is intended to prevent harm. In situations where contact is unavoidable, staff must take all reasonable measures to ensure that it is unreciprocated and public. Staff must avoid being alone with a student in a room with the door closed.
5. Individual work with pupils should not be undertaken in isolated areas and staff should avoid closing the door if there is no external viewing panel. Where it is necessary to close doors for reasons of confidentiality a colleague should be made aware of this and asked to remain vigilant
6. It is an offence for a person aged 18 or over, such as a teacher or other member of school staff, to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if, in the case of those over 16, the relationship is consensual. The college forbids any sexual relationship between school staff and current pupils regardless of age.
7. Drinking alcohol, smoking cigarettes, or using drugs while on duty or in the presence of students is forbidden. Any drinking of alcohol while off duty which impacts staff or students, or which may impair the performance of professional duties will be treated as a serious disciplinary matter and may lead to dismissal. Staff must report any concerns regarding students' use of alcohol, cigarettes, or drugs to the Head of Pastoral Care.

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8. Staff must not swear in the presence of students, and the use of inappropriate or offensive language by students should not go unchallenged.
9. The use of corporal punishment, including the threat of corporal punishment, is not permitted under any circumstances.
10. Staff must always consider their position as a role model and behave professionally.
11. All college staff have a duty to report any behaviour by a colleague which raises concern. Staff should refer to the college Whistleblowing Policy for further guidance.
12. Staff should always treat other members of staff with professional respect 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 managers, homestay hosts and all others associated with the college.
13. Staff are responsible for ensuring that any St Andrew's property is used with respect and care, both by themselves and students.
14. Access to student accommodation is only permitted to those staff who are required to enter the accommodation as part of their role. This would include House Managers, cleaners, maintenance staff, and office staff for the purposes of inspection or oversight of accommodation provision. Any member of staff who is not a House Manager of a residence is required to sign into and out of that residence and make their presence known to the House Manager. There may be circumstances where a member of support staff will need to visit a student in their accommodation e.g. if a student is unwell or persistently absent from college. In this situation the visit must be pre-arranged with the student and House Manager or homestay host; staff should not enter a student's bedroom without the student's permission, and where possible the student should be visited in a communal area, or at a minimum with their bedroom door kept open.
15. All staff must ensure they have read and understood all college policies, specifically Safeguarding, Online Safety, Internet Acceptable Use, Behaviour and Antibullying and Harassment to ensure they are fully aware of their roles and responsibilities within the college.

Teachers

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 course syllabus.
2. Teachers should ensure that classes start and finish on time, leaving adequate preparation time before the start of lesson and adequate tidying up time at the end of lessons.
3. Staff should dress smartly and with sensitivity to the cultural backgrounds of students. Jeans, trainers, and shorts are not permitted. Clothes should be clean and ironed.

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4. Teachers are required to submit schemes of work, mark attendance at the start of each lesson on the [Engage Portal](#) and ensure as far as possible, the attendance and good conduct of the students in their class. Teachers will be required to write student reports and to record test results, behaviour, conduct and concerns on the Engage portal.

Full Name:

Signature:

Date: