

STAFFING

STAFF CODE OF PRACTICE POLICY

Reviewed and updated: October 2001

Next Review due: as required

CLASSROOM EXPECTATIONS

The Code of Conduct is the basis of expectations of pupils in the College. This document is aimed as a supplement to ensure all staff are aware of what is acceptable.

1. Staff are asked to be at the classroom before their pupils whenever possible.
2. Pupils should be on time for lessons: lateness should be checked with the pupil.
3. Waiting to enter a classroom. Pupils should be orderly; staff passing through corridors should expect pupils waiting for another teacher to be behaving appropriately and intervene if necessary.
4. Pupils should enter a classroom in an appropriate, orderly manner, ready for learning, stand by their seats, remove coats, etc and get out their equipment for the lesson. There should be silence for the teacher to take the Register and introduce the lesson.
5. The Register should be taken in every lesson and in silence.
6. Staff are asked to get to know every pupil's name they teach as quickly as possible. Seating plans can be helpful.
7. Whenever possible, praise and encouragement should be used: ranging from lots of verbal praise to Merit Certificates, etc. Many of our pupils live with constant confrontation.
8. Dealing with Discipline - see documents 'Promoting Positive Pupil Behaviour' and 'Use of Reasonable Force':
 - a) Quiet word on a one-to-one basis, a chance to put matters right. Paignton pupils do not respond to being severely chastised in front of the whole class.
 - b) Quiet word on a one-to-one basis – final chance.
 - c) Move to another part of the room.
 - d) Move to another classroom – pre-arranged with Faculty colleagues.
 - e) Seeing the pupil individually or with Head of Faculty to discuss the problem.
 - f) Break or lunchtime meeting (detention) *{if a pupil goes home or out to lunch, a lunchtime detention has the same guidelines as after school detentions}* to complete work, explain actions.
 - g) After school detention in accordance with DfES guidelines. (It is worth noting pupils value breaks and lunchtimes).
 - h) Use of Referral Room through staff with a position of responsibility.
 - i) Help/advice from person on site duty.
 - j) Letters to Parents/Meeting with Parents only after discussion with Head of Faculty / Head of Year / Head of Centre.
9. Inappropriate language is not acceptable either pupil to pupil or pupil to staff and should not be tolerated.
10. It is not acceptable for pupils to push each other, trip each other up or interfere with other pupils' property and should not be tolerated.

11. Lessons should have an orderly finish with pupils listening to the teacher concluding the lesson (see Lesson Observation Guidance).
12. Pupils should leave the classroom in an orderly fashion with staff seeing them out into the corridor where possible.

AFFAIRS IN THE CLASSROOM

The following is what the Government says should happen if a sexual relationship is suspected between a teacher/member of staff and a student who attends the College:

1. Staff should report allegations of a relationship to the Principal.
2. The Principal should make initial inquiries and, if the allegation has substance, involve social services, making sure disciplinary and child protection procedures are kept apart.
3. The Principal should consult the Directorate of Education before deciding to suspend the teacher/member of staff. Suspension is justified if the child is at risk, dismissal for gross misconduct is possible, or suspension would help the investigation of the complaint.
4. The Chair of Governors and the Director for Education should be informed in writing of the suspension.
5. Governors should only be given minimum information so they are not prejudiced should they be involved in any subsequent disciplinary or appeal proceedings.
6. The suspended teacher/member of staff must be given the name of a Council contact to keep them informed of progress.
7. If the allegations are justified the College can dismiss the teacher/member of staff, subject to the usual disciplinary processes.

The College must report the allegations to the Department for Education and Employment if the staff member is a teacher and that teacher resigns or is dismissed. The DfES will carry out its own investigation before deciding whether to ban him or her from teaching.

SECURITY BADGE POLICY FOR STAFF

1. Badges should be worn at all times when moving about the College premises.
2. Badges may be removed if necessary for safety reasons in the classrooms.
3. Staff who lose or forget their badge should report to reception and advise of the loss so the swipe card door lock facility can be cancelled.
4. Staff should wear a temporary visitor's badge in the case of their own badge being unavailable.
5. All staff will be asked to sign to say they have received a copy of the Security Badge Policy and their badge.

COLLEGE DRESS CODE

All staff should bear in mind that both their standard and style of dress could affect people's impression of the professionalism of teachers and the quality of provision at Paignton Community & Sports College.

All employees are required to dress in a manner which will inspire trust and respect in pupils and their parents, bearing in mind the needs and circumstances of the environment in which they work. Gentlemen are expected to wear a collar and tie in the classroom unless the weather makes it unreasonable. Shorts, jeans, leggings and beach style T-shirts are not considered appropriate classroom dress.

It is not possible or desirable to spell out detailed rules on the subject of appropriate dress but senior staff will have the authority to advise an individual member of staff that his or her dress is inappropriate within the College.

SMOKE FREE POLICY

Paignton Community & Sports College operates a Smoke Free Policy across all three sites. Smoking by staff or visitors is not permitted on the College sites.