

# Tuition Classes Code of Conduct Policy

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Confidential

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### Document Information

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### Document approvals

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### Distribution

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## **1 Introduction**

We believe our committee members, volunteers, staff, teachers, parents and children are entitled to a safe and protective environment in which to work and learn. Behaviours that will cause harassment, alarm or distress to users of the premises and our tuition classes are contrary to the aims of BCPD Trust.

The purpose of this policy is to define the code of conduct for all committee members, volunteers, staff, teachers, parents, guardians and students involved in our Tuition Classes. This is so we can continue to flourish, develop and achieve in an atmosphere of mutual understanding.

## 2 Teachers Code of Conduct

The role of our teachers is to educate. The following ethical values underpin the standards of teaching, knowledge, skill, competence and conduct as set out in this Code of conduct.

### 2.1 Professional Practice

Teachers should;

1. maintain high standards of practice in relation to pupil/student learning, planning, monitoring, assessing, reporting and providing feedback.
2. apply their knowledge and experience in facilitating pupils'/students' holistic development
3. plan and communicate clear, challenging and achievable expectations for pupils/students
4. create an environment where pupils/students can become active agents in the learning process and develop lifelong learning skills
5. develop teaching, learning and assessment strategies that support differentiated learning in a way that respects the dignity of all pupils/students
6. inform their professional judgement and practice by engaging with, and reflecting on, pupil/student development, learning theory, pedagogy, curriculum development, ethical practice, educational policy and legislation
7. in a context of mutual respect, be open and responsive to constructive feedback regarding their practice and, if necessary, seek appropriate support, advice and guidance
8. act in the best interest of pupils/students

### 2.2 Professional Conduct

Teachers should:

1. uphold the reputation and standing of the profession
2. take all reasonable steps in relation to the care of pupils/students under their supervision, so as to ensure their safety and welfare
3. work within the framework of relevant legislation and regulations
4. comply with agreed Trust policies, procedures and guidelines which aim to promote pupil/student education and welfare and child protection
5. report, where appropriate, incidents or matters which impact on pupil/student welfare
6. communicate effectively with pupils/students, colleagues, parents, Trust management and others in the community in a manner that is professional, collaborative and supportive, and based on trust and respect
7. ensure that any communication with pupils/students, colleagues, parents, Trust management and others is appropriate, including communication via electronic media, such as e-mail, texting and social networking sites
8. ensure that they do not knowingly access, download or otherwise have in their possession while engaged in Trust activities, inappropriate materials/images in electronic or other format
9. ensure that they do not knowingly access, download or otherwise have in their possession, illicit materials/images in electronic or other format
10. ensure that they do not practise while under the influence of any substance which impairs their fitness to teach.

### 2.3 Professional Values and Relationships

Teachers should:

1. be caring, fair and committed to the best interests of the pupils/students entrusted to their care, and seek to motivate, inspire and celebrate effort and success

2. acknowledge and respect the uniqueness, individuality and specific needs of pupils/students and promote their holistic development
3. be committed to equality and inclusion and to respecting and accommodating diversity including those differences arising from gender, civil status, family status, sexual orientation, religion, age, disability, race, ethnicity, membership of the Traveller community and socio-economic status, and any further grounds as may be referenced in equality legislation in the future
4. seek to develop positive relationships with pupils/students, colleagues, parents, Trust management and others in the community, that are characterised by professional integrity and judgement
5. work to establish and maintain a culture of mutual trust and respect in the Trust activities.

### 2.4 Professional Integrity

Teachers should:

1. act with honesty and integrity in all aspects of their work
2. respect the privacy of others and the confidentiality of information gained in the course of professional practice, unless a legal imperative requires disclosure or there is a legitimate concern for the wellbeing of an individual
3. represent themselves, their professional status, qualifications and experience honestly
4. use their name/names as set out in the Register of Teachers, in the course of their professional duties
5. avoid conflict between their professional work and private interests which could reasonably be deemed to impact negatively on pupils/students

### 2.5 Trust Expectations

We expect all our teachers to;

- Abide by the professional teaching code of conducts
- Abide by the Trusts code of conducts defined in this document and other policies
- Agree holidays at least 4 weeks in advance with the Trustees.
  - Alternative cover should be arranged between teacher and Trustee or class must be cancelled and parents notified.
  - Provide pre-prepared teaching material to be used by other staff in all circumstances
- Notify our Trustees in case of sickness or emergency as soon as possible before the class session start time.
  - Alternative cover should be arranged between teacher and Trustee or class must be cancelled and parents notified.
  - Provide pre-prepared teaching material to be used by other staff where possible
- Prepare class session activities for each key stage group prior to each session
- Notify Trustees of any changes to teaching certification status
- Notify Trustees of any changes to DBS certification status
- Record any incidents, accidents or medical alerts involving a child and notify Trustees
- Notify Trustees of any child misbehaving or disruptive in class

### **3 Committee Members and Volunteers Code of Conduct**

The role of our Trust Committee members is to ensure a safe environment for all of our tuition class students, teachers, volunteers and parents or guardians using our service and facilities. The Trust must ensure adequate DBS checks are made on all teachers, volunteers and committee members involved with children.

We expect all our Committee Members and Volunteers to;

- Abide by the Trusts code of conducts defined in this document and other policies
- Arrange alternative cover if a Teacher is on holiday leave or cancel class and notify parents
- Arrange alternative cover where a teacher takes sickness or emergency leave or cancel class and notify parents
- Ensure teachers prepare class session activities for each key stage group prior to start of class
- Check teaching certification of all teachers
- Check DBS certification of all people involved with children
- Keep record of any incidents, accidents or medical alerts involving a child
- Keep record of all tuition fees paid and remind parents of late payments
- Take action where necessary in relation to any child misbehaving or disruptive in class

## 4 Parents/Guardians Code of Conduct

### As a responsible parent or guardian with parental responsibility you will;

- Respect the rights, dignity and worth of every committee members, volunteers, staff, teachers, parents, guardians and students in our tuition classes and treat everyone equally
- Cooperate fully with others involved in the our tuition classes such as committee members, volunteers, staff, teachers, parents, guardians and students in the best interests of the students
- Check out the qualifications and licences of people who are teaching your child
- Take an active interest in your child's education
- Pay the full tuition fee prior to start of class session
- If your child cannot attend a session obtain prior authorisation from a Trustee of BCPD Trust
- Bring your child 10 minutes before start of class
- Arrive 5 minutes prior to end of class to collect your child
- Know exactly where your child will be and who they will be with at all times
- Never make assumptions about your child's safety
- Ensure that your child does not take any unnecessary valuable items to tuition classes
- Inform your child's teacher of any illness or disability that needs to be taken into consideration for tuition classes
- Provide any necessary medication that your child needs for the duration of the classes
- Assume responsibility for safe transportation to and from tuition classes
- Return any necessary written consent forms to the Trustees, including emergency contact details, health and medical requirements before your child goes to classes
- Report any concerns you have about your child's or any other child's welfare to the any Trustees. (This does not affect your right to contact your local social services or the police if you feel it is necessary)

### As a responsible parent or guardian with parental responsibility for a young child, when visiting our tuition classes you will:

- Act with dignity and display courtesy and good manners towards others
- Avoid swearing and abusive language and irresponsible behaviour including behaviour that is dangerous to yourself or others, acts of violence, bullying, harassment and physical and sexual abuse
- Challenge inappropriate behaviour and language by others
- Be aware that your attitude and behaviour directly affects the behaviour of your child and other young students
- Avoid destructive behaviour and leave class rooms as you find them
- Never engage in any inappropriate or illegal behaviour
- Not carry or consume alcohol to excess and/or illegal substances
- Not carry any items that can be dangerous to yourself or to others



## 5 Students Code of Conduct

Good behaviour and discipline are key foundations for good education. Without an orderly atmosphere effective teaching and learning cannot take place. We expect and insist on the highest standards of behaviour throughout our tuition classes.

Rules are essential for the benefit of all in any community and we try to keep these as simple as possible, but we do expect them to be kept. They are:

1. Children should behave in a responsible manner and are expected to do what they are told, when they are told, whilst under our care
2. Consideration, courtesy and respect should be shown at all times
3. Everyone should always try to understand other people's point of view
4. Children are expected to make it as easy as possible for everyone to learn and for the teacher to teach, whether this takes place inside or outside the classroom
5. Children should always show friendship, kindness and care to others
6. Children should be sensible and quiet when in school
7. Children should always speak politely to each other and all adults
8. Children should be silent whenever they are required to be
9. The tuition classes should be kept clean and tidy
10. Children should take pride in their appearance and possessions and have respect for other people
11. Children should make every effort to attend every tuition class and be punctual

These rules are designed for the safety of all children:

- a. There must be no running in the tuition classes and premise
- b. Climbing on tables, chairs and other class room furniture is not allowed
- c. Chewing gum and penknives are not permitted in tuition classes