



Roots *and* Shoots

Staff Code of Conduct

2022-2023

Walnut Tree Walk, Kennington, SE11 6DN

Charity number: 1064070

Staff Code of Conduct

Roots and Shoots is committed to providing a safe, caring and inclusive learning and working environment by promoting respect, responsible citizenship and academic excellence. A positive learning environment exists when all members of the learning community feel safe, comfortable and accepted.

The Standards of Behaviour outlined apply to all members of the learning community, including learners, parents and carers, learning staff, volunteers and visitors when:

- On college property.
- Travelling on a learning bus.
- Participating in extracurricular activities.
- Participating in off-site learning-sponsored activities.
- Engaging in an activity which will have an impact on the learning environment.

A) Standards of Behaviour

All members of Roots and Shoots are expected to:

- Respect and adhere to the **Roots and Shoots ethos**.
- Respect and comply with the Law.
- Demonstrate honesty and integrity.
- Respect the rights of others and treat one another with dignity and respect at all times, regardless of economic status, race, colour, national or ethnic origin, language group, religion, gender, sexual orientation, gender identity, age or ability.
- Show proper care and regard for learning property and the property of others.
- Take appropriate measures to help those in need.
- Demonstrate best effort during all learning-based activities.

B) Inappropriate Behaviours

At Roots and Shoots, everyone is expected to refrain from:

- Breaking the Law.
- Any behaviour that discriminates based on economic status, race, colour, national or ethnic origin, language group, religion, gender, sexual orientation, gender identity, age or ability, such as racial, homophobic or transphobic comments.
- Any violent or bullying behaviour (physical, verbal, social, electronic) that intentionally hurts (physically, socially, or emotionally) another person.

- Making derogatory or hateful comments toward an individual or group.
- Threatening an individual or group of people.
- Threatening to damage or destroy property.
- Injuring an individual, group of people or property.
- Using technology to intentionally abuse or bully another person.
- Using technology to interfere with the positive climate of the learning.
- Using language that is violent, profane or discriminatory.
- Wearing clothes that depict violence, profanity or discrimination.

C) Proactive Strategies

- Expected behaviours will be encouraged and supported through the learning-wide practices listed below.
- Behavioural expectations are discussed during scheduled meetings.
- Standards of Behaviour are applied consistently by all staff.
- Learners are given a choice of behaviours and consequences to enable them to make an informed choice.
- Appropriate behaviours are modelled by learning staff.
- Appropriate student behaviours are acknowledged by staff.
- Contact parents/carers to give feedback on behaviour and achievements.
- Curricular and extracurricular programs that promote social skill development
- Environmental and/or programming changes are considered.
- Referral for assessment may be considered by the Education team.
- The student may be referred for counselling.
- Referral to outside agencies may be considered.
- Tutors consistently document inappropriate student behaviour.
- Focused support is available for small groups and individual learners.

D) Reactive Strategies

In response to inappropriate learner behaviour, staff at Roots and Shoots will utilise a Reactive Strategy, depending on:

- The level of the behaviour.
- Circumstances of the behaviour.
- The other people involved (learners/staff/etc.).
- The environment.
- Precipitating factors.
- Past reactive strategies utilised for this learner.
- The learner's Education and Health Care Plan (EHCP) or ILP.
- Verbal reminders.
- Model expected behaviour.
- Re-teach the expected behaviour.
- Offer choices and consequences of the choices.
- Home contact.
- Peer mentoring.

- Peer counselling.
- Skill building.
- Self-reflective exercise.
- Loss of privileges.
- Monitor behaviours.
- Restricted access to facilities/activities.
- Behaviour contract.
- Behaviour management plan.
- Referral to learning counsellor.
- Police involvement.
- In-learning suspension.
- Out-of-learning suspension.

E) Data Sharing/IT/Mobile Phones

- There should be no links to personal or family data to any aspect of Roots and Shoots the charity.
- Personal mobile phones should not be used to conduct business transactions on behalf of the charity.
- Personal mobile phones should not be used to contact students for any purposes.
- A company mobile which is provided must be used at all times for "money" transactions on behalf of the organisation. An example of this is receiving text messages to confirm we authorise any payments.
- Mobile phones should not be answered within the classroom setting; this includes staff and students.
- No taking photos without others' explicit permission.
- No recording of conversations except when mutually agreed by any member of staff or by any person employed by the organisation.

F) Staff Concerns and Grievances

- Concerns staff may have about other members of staff they work with or have a complaint about them they should consult with their Line Manager. This should be documented appropriately and accordingly.
- If any issues are not resolved then the established Grievance Procedure should be used.
- Negative gossiping is not acceptable within the organisation as is the use of emails to report differences of opinions.
- If there are any issues they should be reported as noted to their Line Manager and to the Director if deemed necessary.
- Appropriate channels should be used at all times but there can be follow up emails regarding concerns but it is always "Best Practice" to talk rather than communicate through email to resolve any issues.
- By not using the appropriate channels for reporting to the Line Managers this could be seen as detrimental towards the Managers and Roots and Shoots.

Signed by the Director:

Date: 06/09/22

L.H. Phillips

Signed by the Chair of Trustees:

Date: 06/09/22

V. a. Stapleton