



Heathside Preparatory School

16 New End Hampstead London NW3 1JA Tel: 020 7794 5857 Fax: 020 7435 6434

Code of Conduct for Staff and Volunteers

The GTC (General Teaching Council) Code of Conduct and Practice (October 2009) is attached to the school code of conduct (Annex 1). This code is fully endorsed by Heathside School and applies to all teachers employed at our school.

The success and joy of Heathside School comes from its fun, nurturing atmosphere. Because of our child-centred approach, pupils are enthusiastic and happy, we have had almost no incident of bullying and our learning outcomes are excellent. The sensitive and caring attitudes and conduct of you, the staff and club teachers working at the school, are the main reason for our ongoing success, and each one of you is crucial to the positive experiences and futures of our pupils. For this reason, we would respectfully ask you to read and sign the following code of conduct, which we hope captures the ethos and priorities of the school.

Maintain a nurturing environment in which children are safe and comfortable

- Treat all pupils, staff members and volunteers with respect and politeness at all times.
- Listen carefully to pupils concerns and help them find solutions to their problems and worries.
- Discuss any concerns about any child with Melissa Remus Elliot (headteacher) or Sarah Fortna, the designated child protection teachers.
- Read and adhere to the Safeguarding and Child Protection Policies, including the E-Safety and School Outings policy, of the school.

Maintain continual learning and development and excellent learning outcomes

- Use a child-centred approach to the learning process, responding to the questions and concerns of the pupils, as well as imparting information.
- Follow the agreed curriculum to ensure pupils have a wide and thorough education.
- Use fun and imaginative ways of engaging pupils in the learning process.

Build the confidence and self esteem of the pupils at Heathside to help them live positive and fulfilled lives:

- Make sure all children are involved with activities and praised and supported.
- Encourage pupils in their interests and talents, through extra-curricular activities.
- Give children with identified needs, such as dyslexia, the time and support to achieve as well as others .
- Make sure all children feel included in learning and play activities.

Transporting children safely

- Adults may only transport pupils in relation to school activities in their private car with the knowledge and consent of one of the headteachers and the agreement of the child's parent.
- In an emergency a child may be taken to hospital by a member of staff. Another member of staff should be present in the car, unless there are exceptional circumstances and it would harm the child not to be taken to hospital urgently.

Please read through the GTC Code of Conduct and Practice (October 2009)

Name of staff member:

Signature of staff member:

Date:

Many thanks for your time!