

Al Aziz Academy Generic Code of Conduct for all our community including Parents, Staff and Volunteers

Codes of conduct outline good and desirable behaviours and actions towards children and young people whilst at **Al Aziz Academy**, as well as unacceptable and wrong behaviours that put children, young people and staff/volunteers at risk.

By having a Code of Conduct in place, all staff and volunteers work under the same rules and the whole school community has a shared understanding of what is good and what is bad practice. This protects both the children/young people and staff and volunteers.

This Code of Conduct applies to all members of the **Al Aziz Academy** community.

All staff and volunteers are expected to follow the [**Al Aziz Academy**] Code of Conduct at all times and must contact the Nominated Safeguarding Person or their Deputy if they have any questions or if they are unclear about any of the points included in the Code.

Parents, staff and volunteers at all times whilst on school premises

SHOULD:

- Be aware that your main priority is the child/young person in your care.
- **Listen** to children and young people and **talk** to them about their right to be kept safe from harm.
- **Be respectful** towards the children in your care, their parents/carers and fellow workers and community members.
- Seek advice and support from your colleagues, activity leaders or supervisors and your **Nominated Safeguarding Person**.
- **Report** all concerns, disclosures or allegations (made by children, parents/carers or colleagues) to the Nominated Safeguarding Person or their Deputy

Parents, staff and volunteers at all times whilst on school premises

SHOULD NOT:

- use any kind of physical punishment or chastisement such as smacking or hitting.
- Do not kiss or cuddle children (this includes your own children if you are in a classroom teaching), do not allow children to sit on your lap and do not give them presents.
- You should not invite a young person to your home or arrange to see them outside the set activity times.

- You should not engage in any sexual activity (this would include using sexualised language) with a young person you meet through your duties or start a personal relationship with them, **this would be an abuse of trust**.
- Do not add children/young people onto social networking sites e.g. Facebook, MySpace, Instagram. (see e-safety policy for details on using a school specific site for homework). Also be aware of your online profile and check your privacy settings.
- **Do not investigate** any concerns or reports. Instead, you should contact the school's Nominated Safeguarding Person or the Deputy immediately.
- **Never let allegations, made by anyone, go unacknowledged, unresolved or not acted upon** - Talk to your Nominated Safeguarding Person or Manager

Staff and volunteers should also follow the following

GOOD PRACTICE GUIDELINES:

- Be careful about forming personal relationships with parents/carers. This could make it difficult to report allegations/suspensions of abuse. **Remember your duty of care is to the child/young person.**
- Physical contact should be open and initiated by the child's needs, e.g. for a hug when upset or help with toileting. Always prompt children to carry out personal care themselves and if they cannot manage ask if they would like help.
- **Exercise caution** about being alone with a child or young person. In situations where this may be needed (for example where a young person wants to speak in private) think about ways of making this seem less secret. For example by telling another worker or volunteer what you are doing and where you are or leaving a door open. Remember to record your conversation in the log.
- **Remember you set an example** to children and young people - dress appropriately, use appropriate language and show respect to your colleagues, parents/carers, children and young people at all times

Concerns and suggestions

If you have any concerns and/or suggestions on the operation of the school, you can speak to the Headteacher, consult with the Parents' Representative (when appointed), email the Headteacher of the school [].

We welcome your feedback, only by working together will we achieve the best for our children.

01/2019

We are grateful to Joy Collins of Securing Success and NRCSE for helping us put this part of our code of conduct together

Al Aziz Academy Student Code of Conduct

The outline of our expectations for our students is:

We will all do our best to behave in a way which shows **Respect for Learning**. This means:

- **Attending:** each day and arriving on time for school and lessons
- **Prepared:** Bring everything we need to lessons
- **Listening:** One voice in the room so that the thoughts and answers of all are respected
- **Behaving:** Be on task throughout the lesson - making it easy for everyone to learn and for the teacher to teach and enjoy !

We will all do our best to behave in a way that shows **Respect for Self**. This means:

- **Clothing:** Wearing appropriate attire properly and proudly
- **Integrity:** Always doing the right thing, even when others are not looking
- **Best:** Doing our best and taking pride in all class and independent learning
- **Care:** Taking good care of ourselves, our property and our time

We will all do our best to behave in a way that shows **Respect for Others**. This means:

- **Kind:** Being courteous, co-operative, friendly and showing consideration for other people's feelings and points of view
- **Humble:** Always thinking the best for others before ourselves, being respectful in victory and defeat
- **Language:** Always speaking in a respectful way towards students and staff, never using racist, sexist or homophobic terms
- **Safe:** Moving around the school safely and sensibly, taking care of other people's property

We will all behave in a way that shows **Respect for the School**. This means:

- Wearing the correct clothes for school – both on the way to and from school
- Taking good care of property and the environment, in and around the school
- Making sure we always give the right impression of the school
- Playing an active part in helping improve the school and the local community

Please sign below to consent to adhering to AAA UK Ltd Student Code of Conduct

Name of Parents and Children :

Signature:

Date:

Additional Rules and Regulations

1. Parents are expected to be fully supportive of their children’s Arabic learning.
2. Parents are expected to bring Pupils in good time and all children must attend Assembly which starts at 1.00PM. Doors will be opened at 12.40PM but Parents must supervise children until the beginning of Assembly- **AAA Staff do not accept responsibility for children prior to the start of Assembly at 1.00PM.** Parents are welcome to attend assembly if they wish. Failure to bring children in on time will impede their progress at the Al Aziz Academy and may delay the start of the lessons .
3. Parents must collect their children from school on time. Any delay will cause inconveniences for the staff and over 15minutes delay **will be charged at Creche rates per session irrespective of time delay after 15mins permitted**
4. Pupils are expected to be well behaved, polite and disciplined whilst at the school. The school will not tolerate disruptive behaviour, bullying, the use of bad languages including against fellow pupils or staff members. In the event of such circumstances, the school has the right to formally warn the pupil and to inform their parents. If the problem persists or is particularly serious, the school has the right to exclude the child from its activities and to ask Parents to withdraw the child from the school .
5. All students must follow the instructions given by TEACHERS at all time.
6. Respect must be shown at all the times for each other and care must be given please to the school properties.
7. Parents are expected to ensure children are well presented and well prepared for attendance at school. Homework is expected to be satisfactorily completed and supported by the parents. (Parents will be required to sign a weekly homework sheet confirming that the child’s work has been completed.)
8. The school accepts no liability for any loss of any pupil belongings.
9. The school fees are required to be paid in full at the start of each term unless agreed to by Headteacher. Failure to do so will cause delay in paying the teachers' salaries and the rental of our building on time.
10. There will be no repayment for any pupil who is absent.

Opt in Consent

I /Weand my Child /our Children

Have read or have been explained the Rules and Regulations of Al Aziz Academy UK Ltd

We will comply fully with these Rules and Regulations.

Signed:.....

Date:.....