



## Code of Conduct for Adults

As a Lasallian Catholic community, we recognise and value each individual, made in the likeness of God. We strive to apply the Lasallian and Gospel values of respect for all persons, justice and tolerance in our daily interaction with children and colleagues. In order to achieve this, we have established a list of criteria which guide us in our daily mission in contributing to a happy and successful learning community.

- **Be a positive role-model for children, colleagues and parents.**
- We live the words of St John Baptist de La Salle when he wrote, *'The way you behave should be a model for those you teach'* and, *'Example makes a greater impression on the mind and heart than words.'*
- Listen to and value each individual.
- Acknowledge the feelings and anxieties of others.
- Be present, listening to and respecting the opinions of others during meetings and discussions.
- Maintain confidentiality at all times, including out of school hours.
- **Never** enter into discussion about individual children in public outside of school.
- Observe school protocols and refer any concerns to the appropriate member of staff.
- Avoid public displays of negative attitudes or behaviour, particularly in front of children.
- Praise and encourage children for their behaviour, efforts and achievements.
- Discussions about school matters should be conducted appropriately, in private, never in front of children or other adults.
- The school operates a 'whistle-blowing' policy to ensure consistency of practice in behaviour management and safeguarding all pupils, and preserving the positive well-being of staff.
- **Respect the right of every child to privacy.**
- **Never** discuss individual or groups of children in view or hearing of other pupils or adults. Show discretion and sensitivity.
- It is school policy that any incidents involving children of members of staff are dealt with by colleagues.



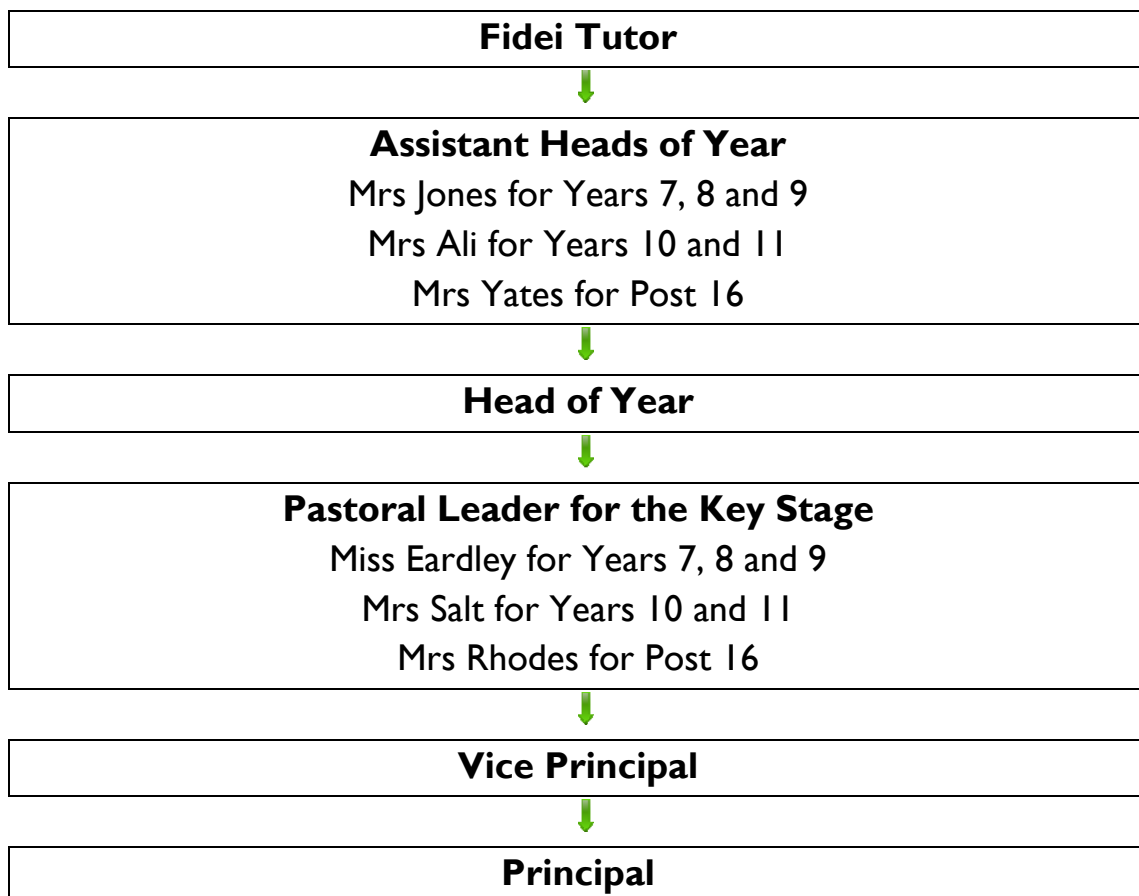
## Communication with Parents

We are proudly a Lasallian Catholic community. One of the five core principles of any Lasallian community is that of *'respect for all persons.'* This underpins everything that we do and how we work. Parents can be assured that school staff will listen courteously, investigate thoroughly and address any issues promptly. We will refer the matter to the most appropriate person within the school to deal with your query.

As with any large organisation, we operate to ensure that your concern is dealt with effectively. The initial person and first port of call would be your child's Fidei Tutor, as they see your child every morning.

They can be contacted through phoning the school main switchboard or by emailing: [office@smwca.org.uk](mailto:office@smwca.org.uk)

The route of escalation is then as follows:





In discussing issues or concerns with staff in school, it is expected that parents agree with the school ethos of respecting every person, the dignity of other adults and children.

**The school operates zero tolerance regarding any form of negative behaviour towards school staff, other adults or children either in public or in the use of Social Media.**

Serious matters involving confrontation, slander, threatening behaviour or intimidation towards others on the school premises may result in the involvement of the school governors, who reserve the right to ban those responsible from the school premises.

**In accordance with recommended guidelines, all incidents involving threatening behaviour or aggression towards members of staff are formally recorded and forwarded to the Chair of Governors and the Directors of the Newman Catholic Collegiate.**