

Hummingbird Learning Lab - Code of Conduct

Our code of conduct applies to all staff, governors and those contracted to work on behalf of the HLL. We use our code of conduct to give clear expectations and support development of both culture and individuals. The nature of the code also provides important safeguards for all.

Behaviors that violate our code of conduct but do not meet the threshold for formal child protection action fit the definition of 'low-level concerns'. It is important that team members report 'low-level concerns' to the Designated Safeguarding Lead and Headteacher so they can be addressed, because they can indicate a pattern of behavior that could potentially escalate into a more serious risk. These are reported in line with our Safeguarding and Child Protection Policy and processes. The DSL will decide if they need to refer to the LADO. If the concern relates to the Headteacher the concern is reported to the Chair of Governors who will take advice from the LADO. Examples of low-level concerns include a staff member consistently arriving late to work, using inappropriate language around children, or having a disproportionate amount of one-on-one time with a specific child in a private area.

General Principles:

Being a Role Model - our team must recognise their role, treating all members of our community (pupils, parents, colleagues, partners, visitors and volunteers) with courtesy, respect, and dignity to create a super learning environment.

Integrity and Honesty - our team is expected to act with honesty, integrity, and transparency in all their dealings.

Confidentiality - our team must maintain the confidentiality of student information and other sensitive matters.

School Policies - our team must familiarize themselves with and follow our school policies and procedures. We appreciate people asking for clarifications and suggesting improvements.

Safeguarding - our team has a duty to act to keep children safe and to protect them from harm. They also have a duty to report concerns to the designated safeguarding lead or others in line with our policy.

Specific Expectations:

Beyond the expectations outlined in team members job descriptions we expect our team to work within the enabling frame provided below.

Relationships with Pupils - our team must maintain appropriate boundaries with pupils, avoiding any form of inappropriate or potentially exploitative relationships. They should avoid personal contact with pupils outside of school hours unless necessary and with the appropriate communication and transparency. Personal contact details should not be exchanged between staff, pupils and others under the age of 18, including through social media profiles.

Use of Social Media - our team must use social media, in and out of school, responsibly; ensuring that their online conduct does not bring themselves, the school, or the school community into disrepute.

Use of IT including social media - our team may use personal recording devices to record images of learners. However any images or recordings should only be stored on their device until they are downloaded to the school's server and should not be used for personal use (for more information refer to HLL Photographing and Videoing Policy)

Communication - our team must communicate respectfully and professionally with parents, colleagues, pupils and other stakeholders.

Attendance and Punctuality - our team is expected to maintain a high level of attendance and punctuality.

Fairness and Impartiality - our team must treat all pupils and colleagues fairly and impartially, avoiding any form of discrimination or bias.

We exercise agency - our team is expected to lead their own learning and be proactive regarding solutions.

Reporting Concerns - our team must report any concerns about the site, any team member and the safety or well-being of young people or adults to the appropriate person in line with our policies. If unsure please ask. This can include self-reporting. For example, if you have friendships outside school with parents it is a helpful part of our culture that the member of staff self-refers this information.

Use of School Resources - our team works on a trust basis and is not micromanaged. We will use school resources responsibly, sustainably and ethically.

Clothing & Jewellery - our team should dress comfortably for the work they do and consider that context might alter clothing requirements; we should avoid potentially offensive clothing.