

Code of Practice

1. The welfare of CAE students is paramount and staff have a professional duty to take all reasonable steps to promote the safeguarding of all children under the age of 18 years in the care of CAE in accordance with the *CAE Safeguarding Policy*, the British Council Accreditation UK scheme and the *Children's Act 1989*. Staff are required to act as a reasonable parent would when considering the academic needs and welfare of the students.
2. All members of staff are asked to comply with *CAE Health and Safety Policy*, a copy of which you will be asked to sign.
3. The staffing timetable/ supervision duty rota must be adhered to at all times, paying particular attention to the legal ratio of staff: students according to activity type and location. The welfare of the students is paramount and staff are expected to keep this mind even at times when they are not formally "on duty".
4. All tuition, afternoon, evening and weekend activities given on CAE courses should be carefully prepared. The Director of Studies/ Director of Young Learner Courses and Activities Manager are entitled to view lesson plans/ preparatory materials and to visit or observe classes/ activities, or to authorise others to do so.
5. Staff are required to submit appropriate schemes of work or weekly plans, to keep an attendance register for all their classes and activities and to ensure as far as possible the attendance and good conduct of students in their group. Staff will be asked to write or contribute to reports on student progress and achievement. Homework and follow-up work should be set regularly as appropriate, and monitored.
6. Staff should pay attention to punctuality, leaving adequate preparation time before the start of lessons and activities and adequate tidying up time at the end. Staff should ensure that classrooms/ activity areas are left clean and tidy at the end of each session.
7. Staff should promote cultural awareness, understanding and respect in all aspects of the programme and with reference to the core British values. Staff should be particularly aware of different attitudes to boundaries, dress, personal space and sensitive topics.
8. There is no strict dress code but staff are expected to dress appropriately according to activity and with sensitivity to the cultural differences of their students. Footwear is to be worn in classrooms, in shared school areas, on activities as appropriate, and on excursions.
9. Staff should set and maintain high standards of behaviour both in and out of the school and do their best to ensure that the CAE school rules are observed.
10. Staff should be conscious of professional boundaries especially when dealing with students under the age of 18. Staff should be aware of their body language, and avoid physical contact except in situations where the use is intended to prevent harm. In situations where contact is unavoidable, staff should take all reasonable measures to make sure it is unreciprocated and public.
11. Staff should not swear in front of students and should not allow the use of inappropriate language by students to go unchallenged. Staff should encourage the use of English at all times.
12. Staff should not disclose personal email addresses or mobile numbers to students, or allow them to "Friend", "Follow" or contact them through social networking sites. All communication with children should be through public and/ or official school channels. As members of the CAE team, all staff are in a position of responsibility and of trust and should consider all contact with students accordingly.
13. Any photographs/ video taken of or produced by the students on the course are the property of CAE and must not be shared publicly or used for anything other than official CAE purposes.
14. Staff should treat other members of the staff body with professional respect at all times especially in the presence of students. Staff are expected to foster a happy and productive working atmosphere and develop and maintain positive relations with the student body, CAE year round staff, homestay hosts, visiting parents and agents and the local community.
15. Staff are responsible for ensuring that CAE property is used with respect, care and economy, both by themselves and by students. Any cases of disorder, damage to property and Health and Safety concerns should be acted on immediately.
16. Staff are asked to comply with any security requirements and to be vigilant about their own property, encouraging students to behave similarly.
17. Drinking alcohol or smoking in the presence of students while on duty is not permitted. Staff are asked to confine smoking or drinking alcohol to designated areas and to act responsibly and with discretion at all times. Any drinking of alcohol which impacts on staff or students and may be detrimental to the performance of professional duties will result in disciplinary action.
18. Staff have a duty to report any concerns or anything deemed suspicious relating to staff and or students.
19. Staff are expected to adhere to the highest professional standards of integrity, to identify with the best interests of CAE and the welfare of the students, and to give positive thought to the ways in which the effectiveness of CAE courses could be improved.

I have read the above and agree to fulfil its requirements.

Name:

Signed:

Date: