



CODE OF CONDUCT FOR TEACHING AND NON-TEACHING PEOPLE

1. INTRODUCTION

1.1 This Code of Conduct is intended as a guide and a help to all BJDMS Ltd t/as WetWetWet Swim School & Activities 4 Kids & Swim-Teach-Train/ Swim Teach Train / Activities 4 Kids wet staff. It sets out standards of conduct which staff are expected to follow when within, or representing WetWetWet Swim School. This code is not exhaustive but is written to assist staff and it is important that staff should take advice and guidance if necessary. If in doubt ask.

1.2 The underlying purpose is to ensure that BJDMS Ltd t/as WetWetWet Swim School & Activities 4 Kids & Swim-Teach-Train provides a high quality service to its pupils and is in accordance with the Mission Statement and to promote public confidence in the integrity of WetWetWet Swim School.

1.3 It takes in the requirements of the law and attempts to define the required levels of professionalism to ensure the well-being of WetWetWet Swim School & Activities 4 Kids & Swim-Teach-Train, its staff and its customers.

1.4 It has been drafted to comply with BJDMS Ltd t/as WetWetWet Swim School & Activities 4 Kids & Swim-Teach-Train Policies and Procedures.

1.5 Staff are requested to read this Code carefully and consider the issues which it raises.

1.6 The Principal (Briony Jacobs) should also ensure that all staff are aware of the Code's contents and are fully briefed on its implications.

1.7 Reference to this Code will be made in all contracts of employment, and email copies will be given to all staff. In addition, yearly meetings will be had to reinforce the principles of this Code.

1.8 Investigations of alleged breaches of this Code will be covered under the company's Disciplinary procedures and related codes of practice.

2. CODE OF CONDUCT

2.1 EXCLUSIVITY OF SERVICE

1. Staff's off-duty hours are their personal concern, but they should avoid a position where duty and private interests conflict. This includes:

- Staff members making online associations/friendships with current pupils / staff minors (young people) via social networking sites such as Facebook, Bebo and MySpace.
- Staff members using texting/email facilities on either their mobile phone or PC/Mac to communicate with current pupils / staff minors (young people).

The above amendments have been included to safeguard the safety of pupils and the safety and professional integrity of BJDMS Ltd t/as WetWetWet Swim School & Activities 4 Kids & Swim-Teach-Train staff minors (young people).

In order to ensure safeguards for both staff and pupils, staff must obtain permission from the Director:

- before taking pupils / staff minors (young people) off BJDMS Ltd t/as WetWetWet Swim School & Activities 4 Kids & Swim-Teach-Train premises;

2.2 SPECIFIC ASPECTS

1. Discrimination: BJDMS Ltd t/as WetWetWet Swim School & Activities 4 Kids & Swim-Teach-Train Staff must at all times observe the School's Equal Opportunities Policies for staff and pupils and treat pupils and parents in accordance with those policies.

2. Health and Safety: BJDMS Ltd t/as WetWetWet Swim School & Activities 4 Kids & Swim-Teach-Train Staff must take care of their personal hygiene, safety and welfare, and that of other persons who may be affected by their acts or omissions. All BJDMS Ltd t/as WetWetWet Swim School & Activities 4 Kids & Swim-Teach-Train staff must comply with the requirements of BJDMS Ltd t/as WetWetWet Swim School & Activities 4 Kids & Swim-Teach-Train Health and Safety policy and relevant legislation and regulations, and also ensure that pupils do likewise.

3. Fire: Staff must familiarize themselves with the fire precautions, procedures and drill routines. They must regard practice fire drills or building evacuations in a positive manner, and ensure they are perceived by pupils as an essential precaution to prevent risk of injury or fatality.

5. BJDMS Ltd t/as WetWetWet Swim School & Activities 4 Kids & Swim-Teach-Train professional Practice: Staff must maintain an impeccable standard of integrity in all their professional relationships.

6. Media: Other than on matters of publicity, only the Director (Briony Jacobs) is authorised to speak or send any communication on behalf of the company to members of the press or broadcast media. This decision is to avoid any embarrassment or unfair pressure on staff. This authorisation may be extended by the director (Briony Jacobs) to other staff members.

7. Data Protection Act

It is the responsibility of all employees to ensure the School's compliance with the Data Protection Act. Personal data must only be used to assist you to carry out your work; it must not be given to people who have no right to see it. All staff should maintain the security of all computerised / printed databases of information on individuals, whether they are staff, pupils or members of the general public. Staff should refer any queries to the Director (Briony Jacobs).

2.3 GENERAL POINTS

1. Staff should display the highest possible standards of professional behavior that is required in an educational establishment (see also Appendix 1).

2. Staff should seek to co-operate with their colleagues, providing support, help and guidance as required by them and their line manager, and enable effective communication throughout the School.

3. Staff should not use their position in BJDMS Ltd t/as WetWetWet Swim School & Activities 4 Kids & Swim-Teach-Train for private advantage or gain.
4. Staff should avoid words and deeds that might bring BJDMS Ltd t/as WetWetWet Swim School & Activities 4 Kids & Swim-Teach-Train into disrepute or might undermine colleagues in the perception of others (staff/pupils/parents/community).
5. Staff should retain professional independent objectivity and not promote dogma or political bias to others in their working activities.
6. Staff should be aware of, and should follow BJDMS Ltd t/as WetWetWet Swim School & Activities 4 Kids & Swim-Teach-Train policies systems and procedures. They should communicate through our management structure, and should ensure pupils do likewise.
7. Continuing professional development and support shall be provided by BJDMS Ltd t/as WetWetWet Swim School & Activities 4 Kids & Swim-Teach-Train and, where appropriate and agreed, will be based on the objectives of WetWetWet Swim School's Development Plan. Periodically, staff will be required to attend certain training activities.
8. Staff should attend their place of work punctually in accordance with their conditions of service and at the times agreed by contract. Those unable to avoid being late or absent should, whenever possible, give as much notice to the BJDMS Ltd t/as WetWetWet Swim School & Activities 4 Kids & Swim-Teach-Train office so that alternative cover arrangements may be made. Please always try and organize your own cover arrangements in good time.

2.4 ADMINISTRATIVE DUTIES

1. Teaching staff shall maintain and properly complete a workbook for all classes. The BJDMS Ltd t/as WetWetWet Swim School & Activities 4 Kids & Swim-Teach-Train workbooks must be sent to the office at the times agreed by the office on a term by term arrangement.
2. Before incurring any expenditure on behalf of the School.
3. Invoice on a monthly / termly basis.

2.5 CONFIDENTIALITY

BJDMS Ltd t/as WetWetWet Swim School & Activities 4 Kids & Swim-Teach-Train staff shall maintain the appropriate levels of confidentiality with respect to pupil, parent and staff records and other sensitive matters. They should take care not to discuss issues of particularly sensitive matters within the BJDMS Ltd t/as WetWetWet Swim School & Activities 4 Kids & Swim-Teach-Train community which could cause distress to BJDMS Ltd t/as WetWetWet Swim School & Activities 4 Kids & Swim-Teach-Train staff, pupils or parents.

2.6 WHEN IN DOUBT, ASK!

If any member of staff is in any doubt with regard to the guidelines of this Code, and how they apply in any particular situation, then please consult with the Director (Briony Jacobs).

It is re-emphasised that this Code is intended to be a help and to enable fairness and equity between all staff.

APPENDIX 1

PROFESSIONAL BEHAVIOUR

Professional behavior is a generic term, but within this Code of Conduct includes such aspects as:

- acting in a fair, courteous and mature manner to pupils and colleagues
- co-operating and liaising with colleagues, as appropriate, to ensure pupils receive a coherent and comprehensive swimming educational service;
- endeavoring to assist BJDMS Ltd t/as WetWetWet Swim School & Activities 4 Kids & Swim-Teach-Train to achieve its corporate and strategic objectives – in particular, by adopting a positive attitude to the achievement of quality and equality;
- respect for BJDMS Ltd t/as WetWetWet Swim School & Activities 4 Kids & Swim-Teach-Train property;
- maintaining the image of BJDMS Ltd t/as WetWetWet Swim School & Activities 4 Kids & Swim-Teach-Train through standards of dress, general courtesy, correct poolside behavior.
- taking responsibility for the behavior and conduct of pupils in the pool and sharing such responsibility elsewhere on the premises;
- Being fit for work (i.e. not adversely influenced by drugs, alcohol, etc.);
- Being familiar with job requirements (e.g. proper preparation, use of suitable methods/systems, maintenance of appropriate/required records, etc.), including keeping up-to-date with developments relevant to the job.
- ensuring all assessments are conducted in a fair and proper (prescribed) manner, and that procedures are strictly followed with respect to confidentiality and security;
- Respect for the rights and opinions of others.

This list is not exhaustive but the examples are given as a summary.

APPENDIX 2

DISCIPLINARY RULES

The following are examples of behavior which BJDMS Ltd t/as WetWetWet Swim School & Activities 4 Kids & Swim-Teach-Train finds unacceptable. The list is not exhaustive and it is acknowledged that it will be necessary to exercise judgement in all cases and to be fair and reasonable in all the circumstances¹. Any form of physical/verbal violence towards pupils / staff.

2. Physical violence, actual or threatened towards other staff or visitors to WetWetWet Swim School.
3. Sexual offences, sexual insults, sexual connotations or sexual discrimination against or towards pupils, other staff or visitors to WetWetWet Swim School.
4. Racial offences, racial insults or racial discrimination against pupils, other staff or visitors to WetWetWet Swim School.
5. Theft of BJDMS Ltd t/as WetWetWet Swim School & Activities 4 Kids & Swim-Teach-Train monies or property and of monies or property of colleagues or visitors to WetWetWet Swim School. Removal from BJDMS Ltd t/as WetWetWet Swim School & Activities 4 Kids & Swim-Teach-Train premises of property which is not normally taken away without the express authority of the Director (Briony Jacobs) or of the owner of the property (ie.Surrenden pool – Sarah Norris) may be regarded as gross misconduct.
6. Acceptance of bribes or other corrupt financial practices.

7. Willful damage of BJDMS Ltd t/as WetWetWet Swim School & Activities 4 Kids & Swim-Teach-Train property or of property belonging to other staff or visitors to WetWetWet Swim School.
8. Willful disregard of safety rules or policies affecting the safety of pupils, other staff or visitors to WetWetWet Swim School.
9. Any willful act which could result in actionable negligence for compensation against the School.
10. Refusal to comply with reasonable instructions given by staff with a supervisory responsibility.
11. Gross neglect of duties and responsibilities.
12. Unauthorised absence from work.
13. Being untruthful and/or engaging in deception in matters of importance within the BJDMS Ltd t/as WetWetWet Swim School & Activities 4 Kids & Swim-Teach-Train community.
14. Deliberate breaches of confidentiality particularly on sensitive matters.
15. Being incapable by reason of alcohol or drugs (not prescribed for a health problem) from fulfilling duties and responsibilities of contract.
16. Conduct which substantially brings the name of BJDMS Ltd t/as WetWetWet Swim School & Activities 4 Kids & Swim-Teach-Train into disrepute or which seriously undermines confidence in the you.

The following are examples of behavior which could lead to formal disciplinary warnings.

1. Unsatisfactory timekeeping without permission.
2. Neglect of safety rules and procedures. Some offences of willful neglect may be regarded as gross misconduct.
3. Breaches of confidentiality. Deliberate breaches on sensitive matters maybe regarded as gross misconduct.
4. Failure to comply with reasonable work related requirements or lack of care in fulfilling the duties of the post.
5. Behavior towards other staff, pupils, and visitors which gives justifiable offence. Certain behavior giving rise to offence may be regarded as gross misconduct.
6. Acting in a manner which could reasonably be regarded as rude, impolite, contemptuous or lacking appropriate professional demeanor. In certain circumstances such behavior may be regarded as gross misconduct.
7. Miss-conduct which it is considered to adversely affect either the reputation of BJDMS Ltd t/as WetWetWet Swim School & Activities 4 Kids & Swim-Teach-Train or affects confidence in staff. Certain conduct may be regarded as gross misconduct.

Sept 2015 – Briony Jacobs – Director BJDMS Ltd t/as WetWetWet Swim School & Activities 4 Kids & Swim-Teach-Train

BJDMS Ltd trading as BJDMS Ltd t/as WetWetWet Swim School & Activities 4 Kids & Swim-Teach-Train- Registered in England and Wales · Company Registered No 08535328

Registered Office 67 Church Road, Hove, East Sussex, BN3 2BD

VAT registration number 168 2249 90 - we subscribe to the Data Protection Act 1998.