



# Whitefield

Schools

# CODE OF ETHICS

July 2012

## **OUR MISSION**

Our Mission is to provide the highest possible standards of education and support for pupils, families and staff.

## **OUR AIMS**

### **We aim to:**

- Perpetuate a safe, secure and supportive ethos;
- Facilitate learning that is enjoyable and stretches individuals;
- Promote self-confidence, positive behaviour and respect for others;
- Support pupils in making healthy choices;
- Encourage pupils to contribute to the wider community;
- Foster economic well-being through multi-agency collaboration;
- Contribute to professional development and information, regionally and nationally.

At  
Whitefield



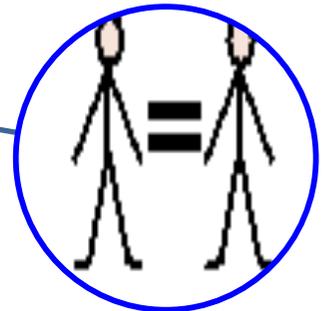
We Celebrate

We are Confident

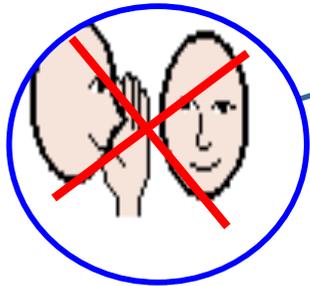


We Have Respect

We are Equal



We work in Teams



We don't gossip



We are Honest

## Introduction

At Whitefield Schools and Centre, we have a culture of openness, trust, integrity, respect, fairness and equality. The way that we act and behave both privately and publicly reflects our ideals and principles.

Our Code of Ethics is the foundation upon which all our policies are built. Our Code does not tell us exactly what to do in particular circumstances, instead it guides us as to the way that all members of our Community should conduct themselves. We are always mindful that there is no right way to do the wrong thing.

For the purpose of this code, The Whitefield Schools Community comprises

- Pupils
- Permanent staff
- Supply staff
- Temporary staff
- Multidisciplinary staff
- Governors
- Parents and carers
- Volunteers
- Visitors

Every member of the Community plays an essential part in making sure that we meet our Aims. We all have a responsibility to uphold our professional reputation and to make sure that we maintain standards in our own behaviour so that public trust and confidence in the school is sustained.

## CORE PRINCIPLES

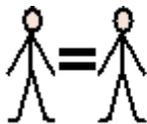
### Members of the Whitefield Community



Put the wellbeing, development and progress of our pupils first so that they become confident and successful learners



Treat all other members of the community with courtesy and respect



Promote respect for diversity and promote equality



Strive to set up productive partnerships and to work as part of a team



Promote the highest standards of personal integrity, truthfulness and honesty so that we inspire confidence and trust.



Take responsibility for maintaining confidentiality



Strive for personal and professional excellence and encourage the professional development of others.

## AT WHITEFIELD



We put the wellbeing, development and progress of our pupils first so that they become confident and successful learners

To achieve this we:

- Have high expectations of all of our pupils, whatever their background or aptitude. We offer all of our pupils activities that will challenge and support them and will help them to learn
- Use our professional expertise and judgement to do our best for all of our pupils
- Take all reasonable steps to ensure the safety and wellbeing of our pupils when in our care
- Follow the policy on safeguarding children
- Use appropriate channels to raise concerns about the practice of others if this has a negative impact on our pupils' learning, on their progress or risks harming pupils.
- Uphold our pupils' rights and help them to understand their responsibilities
- Listen to our pupils, consider their views and preferences, and, where possible, involve them in decisions that affect them
- Raise our pupils' confidence and self-awareness by using assessment to support improvement, by providing clear and specific feedback, and by celebrating their success
- Communicate clear expectations about behaviour to ensure disruption to learning is minimised and our pupils feel safe and secure
- Prepare our pupils for the opportunities open to them when they leave school

## AT WHITEFIELD

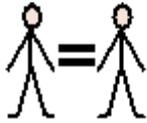


We treat all other members of the community with courtesy and respect

To achieve this we:

- Act appropriately towards all other members of the Whitefield community, whatever their socio-economic background, age, gender, sexual orientation, transsexual status, disability, race, religion or belief
- Respect and protect each individual's human rights, dignity and worth
- Show respect to members of the Whitefield community by the way that we refer to them in their absence
- Support each other
- Establish and maintain appropriate professional boundaries in our relationships with pupils both within school and outside of school hours

## AT WHITEFIELD



We promote respect for diversity and promote equality

To achieve this we:

- Act appropriately towards all other members of the Whitefield community, whatever their socio-economic background, age, gender, sexual orientation, transsexual status, disability, race, religion or belief
- Take responsibility for understanding and complying with school policies relating to equality of opportunity, inclusion, access and anti-bullying
- Address discrimination, bullying, and stereotyping no matter who is the victim or the perpetrator
- Help create a fair and inclusive school environment by taking steps to improve the wellbeing, development and progress of our pupils
- Promote personalised learning by providing a curriculum which develops our pupils' intellectual capacity, their interaction skills, independence, communication, physical control and sensory skills.
- Introduce our pupils to different views, perspectives, and experiences and encourage them to develop positive relationships both within school and in the local community.

## AT WHITEFIELD



We strive to set up productive partnerships and to work as part of a team

To achieve this we:

- Involve parents and carers in important decisions about their child's education
- Provide parents and carers with accessible and accurate information about their child's progress so that future goals and targets can be agreed
- Consider parents' and carers' views and perspectives, including those that relate to their child's development
- Follow school policies and procedures on communication with, and involvement of, parents and carers, including those that relate to sensitive areas such as attendance and exclusion.
- Endeavour to develop productive and supportive relationships with all of the Whitefield Community
- Exercise all leadership, management and governance responsibilities in a respectful, inclusive and fair way
- Raise any concerns about the life or running of the school in a responsible and appropriate way and show a commitment to contributing to a solution.
- Participate in whole-school development and improvement activities
- Recognise the important role of our school in the life of the local community, and take responsibility for upholding our reputation and building trust and confidence in it

## AT WHITEFIELD



We promote the highest standards of personal integrity, truthfulness and honesty so that we inspire confidence and trust.

To achieve this we:

- exercise our responsibilities in relation to the examination and assessment of achievement and attainment in a fair, transparent and honest way
- demonstrate honesty and integrity in management, administrative and governance duties, including the use of school property and finance
- represent our professional status accurately and avoid taking advantage of our professional position
- maintain standards in our own behaviour so that we maintain an effective learning environment and uphold public trust and confidence in the school.

## AT WHITEFIELD



We take responsibility for maintaining confidentiality

To achieve this we

- understand that our duty to safeguard pupils comes first, whilst acknowledging the confidentiality rights of pupils, families and colleagues.
- make ourselves aware of the various forms in which confidential information is available to us ( such as manual records, computerised records, written reports, letters, faxes, emails, internet and intranet, telephone calls, face to face conversations )
- take individual responsibility for safeguarding sensitive information both within the school environment and within social conversations outside of school.
- pass on confidential information only where there is a clear need to do so

## AT WHITEFIELD



We strive for personal and professional excellence and encourage the professional development of others.

To achieve this we:

- reflect on and evaluate our own work
- take full advantage of the training opportunities offered to improve our attributes, knowledge, understanding and skills
- contribute to our colleagues' learning and development; provide honest, accurate, and justifiable comments when assessing their performance or giving references
- demonstrate self-awareness and take responsibility for accessing help, support and training to ensure our practice remains a positive influence on pupils and colleagues

## OUR PUPILS

Many of our pupils are extremely vulnerable, as they find it difficult to fully express themselves. We are determined to ensure that their rights are understood and protected.

At Whitefield we believe that each pupil has a right to:

- an education which will enable them to achieve their potential - physically, socially, emotionally and intellectually.
- be seen and respected as an individual first - not to be defined by his or her disability.
- the recognition of their talents, sensitivities, interests and beliefs.
- be treated with courtesy and dignity in an environment which is appropriate to their needs.
- privacy wherever possible - in thought, emotion and opinion as well as in physical space.
- as much self-determination as is compatible with the rights and needs of others, and with their own welfare and safety.
- make choices, within the limits of their ability to understand the range of options open to them, and to understand and take responsibility for the consequences of their choice.
- be heard and to have their wishes and feelings taken into account when decisions are made which will affect their life.
- progress towards autonomy by trying to do new things.
- have personal relationships, and for those relationships to be respected.
- be protected from harm from others and not to be exposed to situations beyond their ability to cope.
- opportunities to learn responsibility and respect for others, and to play a useful and meaningful role in their everyday environment.
- be recognised as a young adult when adolescence is reached - regardless of the degree of their continued dependence on others for their care.
- attend their own conferences and contribute as appropriate
- expect respect for their family and community.
- be an equal and fully participating member of the community.

In order for our pupils to be supported to understand their rights and their responsibilities, staff will enable pupils to:

- participate actively in learning tasks;
- focus on their work and give of their best;
- treat materials, equipment and property appropriately;
- refrain from causing distress or physical hurt to others;
- gain attention appropriately
- remember and act within simple classroom rules
- develop self control and respect for self;
- develop respect for others, including respect for what is different about others
- take responsibility for their own behavior
- evaluate their own work
- take responsibility for practical tasks within school
- take responsibility for the environment and for younger pupils
- deal with difficulties in an appropriate way
- take account of the needs of other people
- develop tolerance, honesty and fairness
- acknowledge and deal with the consequences of any unacceptable behaviour.

## **APPENDIX**

The Code of Ethics underpins all of our policies but the list below identifies those policies which explore the principles in more detail

Accreditation Policy

Assessment Policy

Behaviour and Anti-Bullying Policy

Code of Conduct

Confidentiality Policy

Curriculum Framework

Equality and Diversity Policy

Every Child Matters, Change for Children

Financial Management

Health and Safety Policy

Inclusion Policy

Performance Management Policy

Safeguarding and Welfare of Children Policy

School Improvement and Development Plan

Teaching and Learning Policy

**This Code of Ethics replaces the previous version**