



Parkwood
Primary School

CODE OF CONDUCT

September 2022

Date of Next Review: September 2023

The Code of Conduct complements the following documents, all of which are adopted by the school as guidance for best practice at Parkwood and it is the expectation of the Governors and Leadership of the school that the content of these documents is known, understood and followed by all Staff, Governors, Volunteers and Students.

- Part two of the Teachers Standards 2012 (Personal & Professional Conduct), which at Parkwood Schools Federation, also applies to Support Staff. (Updated 2013)
- Keeping Children Safe in Education (Sept 2022)
- Guidance for Safer Working Practice for those Working with Children and Young People in Education settings. (Oct 2015)
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These documents are available in key areas of the school and have been shared with all staff and Governors. They are also available on the school network. The code of conduct also complements the following document;

- Medway Council Code of Conduct for School Staff (2012) revised Sept 2017

Introduction:

- 1.1 The Governing Body is required to set out a Code of Conduct for all school employees. The following Code has been negotiated with trade unions and is recommended for adoption by the Governing Body.
- 1.2 Staff should be aware, that a failure to comply with the following Code of Conduct could result in disciplinary action, including dismissal.

Purpose, Scope and Principles:

A Code of Conduct is designed to give clear guidance on the standards of behaviour all staff are expected to observe. The school should notify staff of this code and the expectations therein. School staff are in a unique position of influence and must adhere to behaviour that sets a good example to all learners within the school.

- 2.1 The Code of Conduct applies to:
 - All staff who are employed by the school, including the Headteacher
 - All staff in units or basis that are attached to the school

Setting an Example:

- 3.1 All staff who work in schools set examples of behaviour and conduct which can be copied by learners.
- 3.2 All staff must, therefore, demonstrate high standards of conduct in order to encourage our learners to do the same.
- 3.3 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

3.4 This Code helps all staff to understand what behaviour is and is not acceptable.

Safeguarding Learners:

4.1 Staff have a duty to safeguard learners from:

- Physical Abuse
- Sexual Abuse
- Emotional Abuse
- Neglect

4.2 The duty to safeguard learners includes the duty to report concerns about a learner to the school's Designated Safeguarding Lead (DSL).

4.3 Staff will be provided with, and must adhere to, the "Guidance for those working with children and young people in educational settings" and "Keeping Children Safe in Education" documents provided to them during safeguarding training – volunteers will be expected to read the guidance and sign the single central register to agree to abide by the same.

4.4 Staff are provided with copies of the school's Child Protection Policy and Whistleblowing Procedure. Staff must be familiar with these documents.

4.5 Staff must not seriously demean or undermine pupils, parents, carers or colleagues.

4.6 Staff must take reasonable care of learners under their supervision with the aim of ensuring their safety and welfare.

Learners Development:

5.1 Staff must comply with school policies and procedures that support the well-being and development of learners.

5.2 Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of learners.

5.3 Staff must follow reasonable instructions that support the development of learners.

Honesty and Integrity:

6.1 Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.

Conduct Outside Work:

7.1 Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school community.

- 7.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.
- 7.3 Staff must exercise caution when using information technology and be aware of the risks to themselves and others.
- 7.4 Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school nor be to a level which may contravene the working time regulations or affect an individual's work performance.

Confidentiality:

- 8.1 Where staff have access to confidential information about learners or their parents/carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the learners.
- 8.2 All staff are likely at some point to witness actions which need to be confidential. For example, where a learner is bullied by another learner (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be disclosed outside the school, including with the learners, parent, carer or with colleagues in the school, except with a senior member of staff with the appropriate role and authority to deal with the matter.
- 8.3 However, staff have an obligation to share with their manager or the school's Designated Senior Person, any information which gives rise to concern about the safety or welfare of a learner. Staff **must** never promise a learner that they will not act on information that they are told by the learner.

Disciplinary Action:

- 9.1 All staff should recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.

Responsible Persons 2021

Headteacher:	Mr A Moir
DSL:	Mrs C Park
Deputy DSL:	Mrs L McCormack / Mrs M Wintle
Designated Teacher for LAC	Mrs M Wintle
Chair of Governors:	Mr T Wildman
Safeguarding Governor:	Mr K Kasaven

Reviewed **September 2022**
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