



Code of Conduct Dec 2021

Introduction

This policy is designed to give clear guidance on the standards of behaviour all Park House School (PHS) staff are expected to observe. PHS will notify staff of this code and the expectations therein.

PHS staff are in a unique position of influence and must adhere to behaviour that models the highest possible standard for all pupils within PHS. Staff should be aware that a failure to comply with the following code of conduct could result in disciplinary action.

Expectations:

- All staff who work within PHS set examples of behaviour and conduct which can be copied by the pupils.
- Staff must, therefore, demonstrate the highest standards of conduct in order to encourage our pupils to do the same.
- Staff are required to maintain satisfactory standards of performance at work.
- Comply with all reasonable management instructions.
- Cooperate fully with your colleagues and with the Multidisciplinary team (MDT).
- Ensure the maintenance of acceptable standards and politeness.
- Ensure you behave in a way that does not constitute unlawful discrimination.
- Staff must not demean or undermine pupils, their parents/ carers or colleagues.
- Staff must take the utmost care of the children under their supervisor.
- Staff must comply with PHS policies and procedures that support the well-being and development of its pupils.
- Staff must cooperate and collaborate with colleagues and with external agencies, where necessary. to support the development of the pupils.

Safeguarding the pupils

Staff are presented with copies of PHS Safeguarding Policy on induction and informed that they must make themselves familiar with them. The duty to safeguard pupils includes the duty to report concerns about a pupil to PHS designated safeguarding lead. **PHS's designated Safeguarding Lead is Gemma Simper.**

Conduct outside of work

Staff must not engage in conduct outside work which could seriously damage the reputation and standing of PHS or the employees own reputation. In particular, criminal offences that involve violence, possession or use of illegal drugs will be regarded as unacceptable and could lead to dismissal.

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Staff must exercise caution in their use social media sites etc. being aware of the risks to themselves and others the use of such sites may bring. Staff must not 'befriend' pupils on any social media sites.

Staff must only use their school email account when communicating electronically, in their work with members of the PHS community.

In general, behaviour outside of normal working hours is a personal matter and does not directly concern PHS. However, PHS may need to become involved when incidents occur:

- At work related social occasions or gatherings.
- At work related conferences.
- Whilst working away on business on behalf of PHS.

Staff are reminded to behave in an appropriate and responsible manner, keeping in mind that they are representing PHS.

Confidentiality

Where staff have access to confidential information about pupils, or their parents or carers, they must not disclose such information, except to those colleagues who have a professional role in relation to the pupil.

All staff are likely at some point to witness actions which may need to be kept confidential. Under such circumstances the incidents may need to be reported and dealt with in accordance with the appropriate policy and procedure. It must **not** be discussed outside PHS. Staff have an obligation to share with the designated Safeguarding Officer any information which gives rise to concern about the safety or welfare of a pupil. Staff must never promise a pupil that they will not act on information that they are told by a pupil.

Attendance and Timekeeping

You must:

- Comply with the rules relating to notification of absence set out in PHS absence procedure.
- Arrive at work promptly, ready to start work at your contracted starting time.
- Remain at work until your contracted finishing time.
- Obtain prior management authorisation if for any reason you wish to arrive later or leave earlier than your agreed normal start and finish times.

PHS reserves the right not to pay you in respect of working time lost because of poor timekeeping.

Flexibility

You may be required to work additional hours at short notice in accordance with the needs of PHS. You may also be required to undertake duties outside your normal job remit and to work in locations other than your normal place of work. Staff should recognise that PHS could not run efficiently and effectively if they were to be inflexible in their approach to their duties. It should also be recognised that PHS management also accept that reciprocal flexibility ensures a happy and stable workforce.

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Outside Activities and other Employment

You are not permitted to engage in any activity outside your employment with PHS that could reasonably be interpreted as competing with PHS. Furthermore, you are required to seek permission from the Principal before taking on any other employment whilst employed by PHS.

Health and Safety

It is the staff's responsibility to familiarise themselves, and comply with, PHS health and safety policies and procedures. Staff are also required to take into consideration all off-site activities risk assessments/ policies and procedures. All accidents, however minor, must be reported as soon as possible, making a full entry in the PHS accident book.

Dress and Appearance

The personal appearance of employees makes an important contribution to PHS's reputation and image. It is vital that your dress and appearance are professional and reflects the environment in which you work. All employees will be expected to comply with any management instructions concerning dress and appearance.

Property and Equipment

You will be expected to take care of any school property you use during the course of your duties **as though it were your own**. On termination of your employment you must return all school property – such as keys, laptops, documents and any other items belonging to PHS.

Personal Property

Staff members are solely responsible for the safety of their personal possessions whilst on school premises; you should ensure that your personal possessions are kept in a safe place at all times, PHS will not be liable for any damage/ loss of any personal property.

Prevent training

All staff members with PHS have a duty to be 'Prevent' trained under the KCSiE 2021 guidelines – this training oversees Radicalisation and Extremism.

Gross Misconduct

Set out below are details that PHS views as gross misconduct, which could lead to dismissal without notice. This non-exclusive list examples such behaviours:

- Theft, dishonesty or fraud
- Unauthorised absences
- Smoking on school or a third parties premises or in a vehicle belonging to PHS
- Sleep during working hours
- Assault, acts of violence or aggression
- Bullying
- Unacceptable use of obscene or abusive language
- Possession or use of or being under the influence of non- medicinal drugs or alcohol on school premises or during working hours.
- Wilful damage to school, employee or third party property.

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- Serious insubordination
- Serious or gross negligence.
- Bringing PHS into disrepute.
- Falsification of records or other school documents, including those relating to obtaining employment.
- Refusal to carry out reasonable management instructions
- Gambling, bribery or corruption
- Serious breach of health and safety policies and procedures
- Breach of confidentiality, including the unauthorised disclosure of PHS information to the media or any other party.

Breach of this policy

Breach of PHS' standards of behaviour is likely to result in disciplinary action being taken.

Appendix 1

Teachers Standards effective from 1st September 2012 (DfE)

Personal and Professional Conduct

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside schools, by:

- Treating pupils with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to a teacher's professional position.
- Having regard for the need to safeguard pupils well-being, in accordance with statutory provisions.
- Showing tolerance of and respect for the right so others.
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.
- Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

Teachers must have proper and professional regard for the ethos, policies and practices of PHS in which they teach, and maintain high standards in their own attendance and punctuality.

Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.