



Park Community School – Staff ‘Dignity at Work’ Code of Conduct September 2024

Please complete and return to the HR Manager

The Headteacher and Governing Body at Park Community School are committed to the provision of a healthy, safe and productive working environment for all staff and colleagues. This Code of Conduct sets out the expectations the Headteacher and Governors have of Park Community School staff and colleagues.

Staff and Colleagues will be:

- Treated with dignity at work and thereby be encouraged to enjoy working life and do their best.
- Encouraged to be positive, motivated and courageous.
- Treated without favouritism.
- Spoken to with courtesy and respect.
- Accorded due professional trust.
- Given credit for their achievements.
- Consulted with about proposals for changes in their role.
- Given adequate time and resources for the successful discharge of their duties.
- Provided with and encouraged to undertake appropriate development and training within paid work hours and own time.

Staff and Colleagues will:

- Inspire, motivate and encourage one another, students and the wider community.
- Act with care and compassion.
- Maintain appropriate standards of personal behaviour in the workplace and ensure that they do not contribute to the creation of a working environment which affronts dignity; bullying or harassment are not accepted. (*Bullying is targeted harassment towards another person, often planned and usually repeated.*)
- Maintain appropriate standards of dress and appearance, including footwear and jewellery, for the professional environment by keeping up to date with the Staff Dress Code.
- Be mindful of the effect that one's own behaviour, attitude, language and appearance has on others, especially our students and the wider school community.
- Support colleagues and inform line managers if they or others experience incidents which affront their dignity (*see also Whistleblowing Policy*).
- Be a positive example, concentrating on the job at hand.
- Communicate in a courteous manner, including face to face and electronically.
- Take responsibility for keeping up to date with and following all school procedures and policies.
- Be aware of and have read the latest Department for Education guidance on "Keeping Children Safe in Education" and be aware of their duties regarding extremism.
- Complete all Health & Safety training as requested, including taking and providing evidence of passing annual online tests.
- Provide evidence annually of appropriate driving licence and insurance, if requested, including business use cover if a mileage expense claim might be made.
- Not behave in any way to bring the school into disrepute at school or anywhere else, including online.
- Protect themselves from abuse of their social media accounts by using privacy settings. All current students and any ex-students who have family members still as students at Park Community School should not be regarded as 'friends'. Once on social media, information is in a public forum and comments could bring the school into disrepute and may be used within the school's disciplinary procedures.

The Senior Leadership Team and Governing Body will respond to incidents which infringe the principles of this Code of Conduct by:

- Building a culture which celebrates success, encourages creativity, does not take itself more seriously than necessary and looks for opportunities to make work satisfying and rewarding.
- Ensuring that all members of staff are made aware of and sign up to this Code of Conduct.
- Providing informal and formal resolution procedures.
- Providing a supportive framework for any employee with a complaint.
- Treating all cases of inappropriate behaviour confidentially and seek further advice when required.
- Keeping records of incidents reported or observed.
- Providing counselling and support where appropriate.
- Supporting the right by staff to follow the Grievance Policy where necessary.

Signature of
Headteacher:

Name of Employee:

Signature of Employee:

Date of signing: