



The Academy of Woodlands
Woodlands Primary School
Woodlands Road, Gillingham
Kent ME7 2DU

Tel: 0300 065 8200

Headteacher: Mr N Fiddaman B.Sc

www.theacademyofwoodlands.co.uk

Code of Conduct General Principles

The Code of Conduct outlines the behaviours expected of all staff for the benefit of all members of the school community and the wider community. The aim is to provide an exemplar of a suitable 'Role Model' appropriate to working at The Academy of Woodlands.

Selflessness – staff shall serve the interest of the community and shall never inappropriately confer an advantage or disadvantage on any member.

Honesty and integrity – staff shall not place themselves in situations where their honesty and integrity may be questioned, shall not behave inappropriately and shall on all occasions avoid the appearance of such behaviour.

Objectivity – staff shall make decisions on merit, including when making decisions on awarding rewards or benefits.

Accountability – staff shall be accountable to the community for their actions and the manner in which they carry out their responsibilities and shall co-operate fully and honestly with any scrutiny appropriate to their position.

Openness – staff shall be as open as possible about their actions and shall be prepared to give reasons for those actions.

Personal judgement – staff may take account of the views of others, but shall reach their own conclusions on the issues before them and act in accordance with those conclusions.

Respect for others – staff shall promote equality by not discriminating against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability. They shall respect the impartiality and integrity of the schools management and other employees.

Duty to uphold the law – staff shall uphold the law and, on all occasions, act in accordance with the trust that the community is entitled to place in them.

Leadership – staff shall promote and support these principles by leadership, and by example, and shall act in a way that secures or preserves community confidence.

Behaviour – within the buildings and grounds shall be exemplary at all times. The Woodlands is an open community; behaviour, language and actions shall be above reproach. **The use of mobile phones is confined to personal breaks and should remain silent at all other times** (in an emergency the office will take calls and

messages. The office numbers can be given to family members etc. for this purpose – 0300 065 8200). The chewing of gum is not permissible during working hours.

Professional accountability – staff shall meet their professional responsibilities consistently; uphold the reputation of the profession by never unjustly or knowingly damaging the professional reputation of another or furthering their own position unfairly at the expense of another. This includes the use of social networking sites; comments and remarks should be confined to those that are appropriate for general conversation, these sites are not secure or private.

Respect – staff shall at all times respect the rights of all members of the Woodlands Community Staff; use language and actions that promote a positive and caring environment, language shall be appropriate at **all** times.

Staff shall model appropriate forms of communication and behaviour, use of titles or names as appropriate to the working environment within Woodlands, e.g. the use of first names within the nursery.

Reasonable care – staff shall at all times take reasonable care to ensure the safety and welfare of all members of The Academy of Woodlands and comply with relevant statutory provisions to support their well-being and development.

Dress code – dress, including footwear, shall be appropriate to the situation. Ensuring that all clothing covers appropriately, given that you are working with children. Therefore, blue jeans, ripped jeans and vest tops are NOT appropriate.

Positive attitude – staff shall communicate at all times in a positive manner within the open forum of The Academy of Woodlands. Conversations shall be positive and open to all members of The Academy of Woodlands.

Failure to comply with the Code of Practice may result in disciplinary action as outlined in the relevant policy.

Code of Conduct as outlined by the Headteacher

SignedN.Fiddaman..... Mr N Fiddaman

I have read, understood and agreed to this Code of Conduct.

Name: Signed: Date:

Reviewed: September 2019