

 Park School		
CODE OF CONDUCT – OTHER ADULTS IN THE SCHOOL COMMUNITY	Dated: Sum 2018	Review: Sum 2019
Additional Policies to read in conjunction with this one:		
Child Protection, Safeguarding, Keeping Children Safe in Education (2016), Complaints and Relationships with Parents		

Park School Guiding Principles are:

1. To take care of yourself
2. To take care of others
3. To take care of the place you are in

As a human scale school we hope that the characteristics of a human scale approach will be apparent throughout the school. These typically include parental participation, a democratic ethos and respect for all.

Principles

- a) We expect everybody (staff, pupils, parents, other adults and anyone connected to the school) to try to be kind, honest, considerate, trustworthy, courteous, responsible, co-operative, friendly and hardworking.
- b) We should all respect others' feelings and be ready to help; give praise and encouragement; be sympathetic to others' needs; try our best; tell the truth; be reliable in carrying out our duties; be polite; show respect for property; ensure that children are punctual and be ready for lessons.
- c) Everyone should show kindness and courtesy to all members of the school community; work to the best of their ability; ask for help when necessary; listen carefully and involve themselves fully in the life of the school.
- d) Adults are expected to promote a happy environment; ensure the safety of everyone to the best of their ability; establish high expectations and maintain appropriate behaviour; show courtesy at all times.
- e) Contacting a member of staff by phone must be via the school telephone number. Contact with the Teacher in Charge and/or Chair of Council should be via the school office (phone or email). In the case of an out-of-hours emergency, the personal telephone numbers of the Teacher in Charge and Chair of Council may be used. These are published on the school telephone list and in the Parent Handbook. All other staff members' personal contact details (including social media) and email addresses must not be used.
- f) In the case of infringement of the principles, the terms of the Complaints Policy and Relationships with Parents Policy will be applied.
- g) Smoking, including e-smoking, is forbidden on the school site.