



SUNNYNOOK PRIMARY SCHOOL

"Learning for a Successful Future"

SUNNYNOOK PRIMARY SCHOOL

CODE OF CONDUCT

Introduction

The Sunnynook Primary School BOT has a statutory obligation to be a good employer and we personally recognise the importance of treating staff fairly and properly in all aspects of employment.

In return, the board expects a high standard of behaviour from staff. All staff is expected to identify with and have a commitment to the philosophy and values of the school, and to demonstrate that commitment in the performance of their duties.

Coverage

The Code applies to all employees of Sunnynook Primary School BOT including permanent, temporary, and casual employees.

Teachers and NZEI members are also expected to adhere to the *NZEI Te Riu Roa* Code of Ethics and the *New Zealand Teachers Council* Code of Ethics for Registered Teachers.

Principles

The Code of Conduct establishes three principles of conduct that all staff are expected to observe:

1. You should fulfil your lawful obligations to Sunnynook Primary School BOT with professionalism and integrity.
2. You should perform your official duties honestly, faithfully and efficiently, respecting the rights of the students, the school community and your colleagues.
3. You should not bring your employer into disrepute through your activities, whether inside or outside school. Activities outside the school are not likely to be acceptable if they:
 - a. damage the standing or reputation of Sunnynook Primary School BOT because of the position you hold in it;
 - b. interfere with the proper performance of your duties.

Shared Expectations

Sunnynook Primary School BOT can operate effectively and provide a quality educational outcome when there is a shared expectation between the board (as the employer) and its employees. This is a two-way commitment that benefits both the employer and employee when expectations are met.

Set out below is a summary of the expectations that Sunnynook Primary School BOT, as the employer, has of you, and the expectations that you, as an employee, may have of Sunnynook Primary School BOT.

Code of Conduct

This code of conduct applies to all members of the Sunnynook School Community.

1. Ensure the needs of students and their learning are paramount when planning, developing and implementing learning and teaching programmes.
2. Ensure that all students are provided with an education, which respects their dignity, rights and individuality, and, which challenges them to achieve personal standards of excellence and to reach their full potential.
3. Serve Sunnynook School and its community to the best of their ability and be honest, reliable and trustworthy in all matters relevant to their roles and responsibilities.
4. Abide by any statutory obligations.
5. Respect the integrity of members of the Board of Trustees, Staff, the Principal, Parents and Students.
6. Be loyal to Sunnynook School and its charter.
7. Promote the school in a positive manner, and work actively to uphold the image of the school in the wider community.
8. Freely divulge all information on a student to any person with legal rights to the information who requests it.
9. Respect confidentiality by keeping information on students from people who have no right to it.
10. Exercise responsibility in a way that fulfils the intent of the Treaty of Waitangi by valuing New Zealand's dual cultural heritage.
11. Have an understanding and commitment to the elimination of sexism and racism both with respect to equal educational opportunities and equal employment opportunities.

Trustees shall:

1. Act as good employers.
2. Ensure that individual Trustees do not act independently of the Board's decisions.
3. Ensure that any disagreements with the Board's stance on matters relating to the employer position are to be resolved within the Board.
4. Ensure strict confidentiality of papers and information related to the Board's decisions.

Principal shall:

1. Demonstrate a commitment to the continuing personal and professional growth and development of staff.
2. Work co-operatively with school staff, by having the final responsibility for making decisions within the Principal's authority.
3. Not vote in Board of Trustees' decisions in relation to the principal's employment.
4. Comply with any other code of ethics or practice that may apply to your profession e.g. New Zealand Teachers Council Code of Ethic

Staff shall:

1. Demonstrate a commitment to continuing personal and professional growth and development.
2. Ensure that students are in a safe environment.
3. Work in a collaborative and non-confrontational manner with other school staff.
4. Comply with any other code of ethics or practice that may apply to your profession e.g. New Zealand Teachers Council Code of Ethic

Breaches of the Code of Conduct

This Code of Conduct describes the standards of behaviour expected of staff. Behaviour or actions that are considered unacceptable by Sunnynook Primary School BOT may result in disciplinary action.