**Code of Conduct**

for

**Head Teachers, Teachers and all School Personnel**

Head teachers, teachers, assistants, PSS facilitators, cleaners and guards bear a great responsibility and a privilege to teach and look after the wellbeing of the next generation of Syrian children. This Code of Conduct (CoC) defines what should be done by school staff, by someone who supports the education and wellbeing of children. It also outlines a relationship between the teacher and students and emphasises the importance of the relationship between the teacher and the parents. This CoC includes the following terms:

1. **At all times head teachers, teachers and all school personnel should:**

* Act in a way that maintains the honour and dignity of the teaching profession and the act of education for children and youth
* Respect, protect and, within their ability, fulfil the education rights of learners
* Maintain high standards of conduct and ethical behaviour
* Actively remove barriers to education to ensure a non-discriminatory environment in which all learners are accepted
* Maintain a protective, healthy and inclusive environment, free from sexual, physical, mental and other harassment, exploitation of learners for labour or sexual favours, intimidation, abuse, violence and discrimination
* Not teach or encourage knowledge or actions that contradict human rights and non-discriminatory principles
* Maintain regular attendance and punctuality
* Keep anything that the students say to her/him in trust confidential - if the information that was shared by the students is related to their safety and protection, then action should be taken with the cooperation of PSS facilitators
* Protect students from conditions that hinder education or are considered harmful to their health and safety
* Not take advantage of her/his position for any benefits
* Not take advantage of her/his relationship with students for private gain
* Not use the material that were given to her/him as educational equipment other than in classrooms, and protect all assets and equipment of the school
* Not be entitled to get any remuneration from any other supporting party; in the event that is proved, PIN will stop its support to her/him
* Not harm the students sexually or engage in any sexual relationship of any kind with them
* Not discriminate or be biased against any race, ethnicity, religion, ability, residency status, gender or culture
* Not curse the students or try to harm them by asking them embarrassing questions

1. **In schools, teachers and all relevant school staff should:**

* Promote a safe and positive environment for children and youth (free from corporal and verbal punishments)
* Promote self-motivation, self-confidence and self-value for each student
* Have high expectations for students and help each of them to reach their potential
* Promotes girls’ and young women’s attendance and participation in school

1. **In their professional life, teachers and all relevant school staff should:**

* Show knowledge and abilities in teaching methods and in their subjects
* Show from their teaching an understanding of how to educate children and youth
* Always be committed to respecting the school schedule and prepare in advance for the classes they teach
* Not participate in activities that affect negatively the quality of teaching
* Be dedicated to self-professional development and embrace the opportunities offered
* Be dedicated to using modern and inclusive methods for teaching students
* Teach the principles of equality, peace and responsibility
* Honestly and fairly review the performance of each student and their exam results

1. **With respect to the community, teachers and all school staff should:**

* Encourage parents to support their children's education and to participate in this process
* Recognize the importance of family and community involvement in schools
* Support and enhance the positive image of the school

1. **With respect to the relation with People in Need (PIN), all school personnel should:**
   * Cooperate honestly, and in a transparent way with PIN’s representatives in their schools and in their community
   * Provide support and information to PIN’s representatives in their schools and in their community, based on their requests
   * Discuss any issue or challenge that they may face with PIN’s representatives in their schools and if their request does not receive an adequate answer, seek support through the dedicate CFRM mechanism, by writing to the email address: [PERSON@peopleinneed.cz](mailto:PERSON@peopleinneed.cz), calling or sending a message via WhatsApp/Telegram, at the following mobile number: +xxxxxxxxx, or via the installed feedback boxes. You can also approach PIN dedicated staff visiting the school, wearing blue vests.
   * **Not threaten, verbally or in writing, PIN’s staff or programmes in Syria or abroad, or pursue actions that jeopardise PIN’s reputation or collaboration with other organisations, schools, or local authorities. These types of actions and/or behaviour will determine the immediate termination of the support provided by PIN to the school.**

Furthermore, the signatories of this document are also bound by the extended version of PIN’s Code of Conduct and Key Policies, which should be consulted on this link, available in Arabic: <https://www.clovekvtisni.cz/media/publications/1525/file/pin_code_of_conduct_and_key_policies_march-2020_ar.pdf>.

**By signing this Code of Conduct, you agree to abide by the principles mentioned above in the Code and any breach of this Code will lead to the termination of PIN’s support for the respective teacher or school staff. Depending on the gravity of the situation, PIN may decide to terminate the support offered to the school and inform the relevant educational authority or other local institutions.**

This code of conduct was signed on: / /

School Head Teacher:

Signature:

A member of the Local Council or relevant education authority:

Signature:

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Employee Name** | **Position** | **Signature** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |
| 11 |  |  |  |
| 12 |  |  |  |
| 13 |  |  |  |
| 14 |  |  |  |
| 15 |  |  |  |
| 16 |  |  |  |
| 17 |  |  |  |
| 18 |  |  |  |
| 19 |  |  |  |
| 20 |  |  |  |
| 21 |  |  |  |
| 22 |  |  |  |
| 23 |  |  |  |
| 24 |  |  |  |
| 25 |  |  |  |
| 26 |  |  |  |
| 27 |  |  |  |
| 28 |  |  |  |
| 29 |  |  |  |
| 30 |  |  |  |
| 31 |  |  |  |
| 32 |  |  |  |
| 33 |  |  |  |
| 34 |  |  |  |
| 35 |  |  |  |
| 36 |  |  |  |
| 37 |  |  |  |
| 38 |  |  |  |
| 39 |  |  |  |
| 40 |  |  |  |
| 41 |  |  |  |
| 42 |  |  |  |
| 43 |  |  |  |
| 44 |  |  |  |