



# **CÔD YMDDYGIAD STAFF**

# **STAFF CODE OF CONDUCT**

ADOLYGWYD <b>REVIEWED</b>	Mai/May 2024
CADARNHAWYD gan ByC <b>RATIFIED</b> by BoD	Mehefin/June 2024
ADOLYGIAD NESAF - <b>NEXT REVIEW</b>	Mai/May 2025
CYLCH ADOLYGU <b>REVIEW CYCLE</b>	Blynnyddol / <i>Annual</i>

# **Staff Code of Conduct**

## **Ysgol Gymraeg Llundain/London Welsh School**

### **INTRODUCTION**

As an employer, the Board of Directors, also referred to as The Governing Body is required to set out a Code of Conduct for all school employees.

The London Welsh School, founded in 1958, is an independent, co-educational bilingual school for children aged 3-11. Our mission is to serve our community by providing an inclusive and happy environment, through the languages of Welsh and English, which enables our pupils to develop into confident lifelong learners, achieve their potential and become responsible global citizens

This Code of Conduct reflects how the community of Ysgol Gymraeg Llundain/ London Welsh School (“**YGLL/LWS**”) is to conduct itself at all times. All communication and interaction between the community of YGLL/LWS - staff, children, parents, carers and visitors must reflect our mission statement.

### **1. PURPOSE, SCOPE AND PRINCIPLES**

A Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe, and the school should notify staff of this code and the expectations therein. School staff are in a unique position of influence and must adhere to behaviour that models the highest possible standards for all the pupils within the school. As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.

### **2. SETTING AN EXAMPLE**

2.1 All staff working in schools set examples of behaviour and conduct which can be copied by pupils/students. Staff must therefore avoid using inappropriate or offensive language at all times.

2.2 All staff must, therefore, demonstrate the highest standards of conduct in order to encourage our pupils/students to do the same.

2.3 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

2.4 This Code helps all staff to understand what behaviour is and is not acceptable.

### **3. SAFEGUARDING PUPILS**

3.1 All members of staff have a duty to safeguard pupils/students from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect
- peer-on –peer abuse

- sexual violence or sexual harassment

3.2 The duty to safeguard pupils/students includes the duty to report any concerns about a pupil/student to the Designated Safeguarding Lead. In their absence, concerns should be raised with the Deputy Designated Safeguarding Lead..

3.3 Staff are provided with personal copies of the school's Safeguarding and Child Protection Policy, Keeping Children Safe in Education -Part 1 and Annex A & B and Whistleblowing Procedure and staff must be familiar with these documents. Copies of these are available on the school website and in the Policies file in Google Drive.

3.4 Staff must not demean or undermine pupils, their parents or carers, or colleagues.

3.5 Staff must take the utmost care of pupils under their supervision with the aim of ensuring their safety and welfare.

This includes taking reasonable precautions for protection from 'online abuse'. (Refer to E-Safety Policy and Safeguarding Policy).

3.6 Staff must not use their mobile phone as a camera in school. Any photograph/video must be taken using school equipment. Staff must only save images on school computers.

3.7 Mobile phones are only permitted to be used in areas of the school where pupils are not present.

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3.8 Staff must ensure that data is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR). (should data regulations be breached refer to schools Data Breach Management Process for steps to follow to report the incident..)

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#### **4. PUPIL DEVELOPMENT**

4.1 Staff must comply with school policies and procedures that support the well-being and development of pupils.

4.2 Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils.

#### **5. HONESTY AND INTEGRITY**

5.1 Staff must maintain the highest standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.

5.2 All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept, or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should refer to the Whistleblowing Procedure for schools.

5.3 Gifts from suppliers or associates of the school must be declared to the Headteacher, or to the Chair of Board of Directors if the Headteacher is the recipient, with the exception of "one off" token gifts from pupils or

parents. Personal gifts from individual members of staff to pupils are inappropriate and could be misinterpreted.

## **6. CONDUCT OUTSIDE WORK**

6.1 Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school community. Any such conduct could lead to dismissal.

6.2 In particular, criminal offences that involve violence or possession or use of illegal drugs, alcohol or sexual misconduct are likely to be regarded as unacceptable and could lead to dismissal.

6.3 Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Staff must not use social media e.g. Facebook, Instagram, and Twitter with pupils or former pupils. The above amendments have been included to safeguard the safety of pupils and the safety and professional integrity of school staff.

6.4 Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute. They should avoid a position where duty and private interests conflict.

6.5 Staff must only use their school email account when communicating electronically with pupils, parents and colleagues

6.6 Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school and is not to a level which may contravene the working time regulations or affect an individual's work performance. **Full time staff should declare other paid work to the Headteacher and Board of Governors.**

6.7 All members of staff must declare any business interests outside of school to the Headteacher that may be connected either to the supply of goods / services to the school or be rewarded through association with the school.

## **7. CONFIDENTIALITY**

7.1 Where members of staff have access to confidential information about pupils or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil.

7.2 All members of staff are likely at some point to witness actions which need to be confidential. For example, where a pupil/staff is bullied by another pupil/staff, this needs to be reported and dealt with in accordance with the appropriate school procedure. Subject to paragraph 7.3 below, **it must not be discussed outside the school, including with the pupil's parent or carer, nor with colleagues in the school except with a member of staff with the appropriate role and authority to deal with the matter.**

7.3 Staff have an obligation to share with the school's Designated Safeguarding Lead (or the Deputy Designated Safeguarding Lead) any information which gives rise to concerns about the safety or welfare of a pupil. Staff must **never** promise a pupil that they will not act on information that they are told by the pupil.

## **8. DATA**

- 8.1 Staff should not use personal computer systems to access school related data.
- 8.2 Staff should never share school passwords.
- 8.3 Staff should not take any data off site that is not on an encrypted device and minimise the need to ever take data off-site. Staff should treat paper copies with the same care.
- 8.4 Staff should not store / hold pupil or staff data on any device that is not owned by the school or part of the school network.
- 8.5 Staff must report all data breaches to the Headteacher or to the Chair of the Board of Directors.
- 8.6 Staff must comply with General Data Protection Regulations (GDPR), implemented May 2018.

## **8. DISCIPLINARY ACTION**

8.1 All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal. (Refer to Appendix 1,2+3)

### **Related Policies:**

1a. Keeping Children Safe in Education( updated Sept 2021)

1b. Working Together to Safeguard Children 2020

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2. Whistleblowing Policy
  3. Data Breach Incident Management Process
  4. Behaviour and Discipline Policy.
  5. Safeguarding Policy
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Policy Ratified by BoD June 2024

**Signed:** *J. Watkins*

**Headteacher**

**Next review:** May 2025

## **Appendix 1 – aide memoire for all staff**

### **When we speak to others we will:**

- use a positive statement rather than a negative one so that children can learn what we expect of them in any situation;
- use a calm tone of voice at all times, to explain something to or instruct the children, so that they can follow our words without feeling threatened or uncomfortable;
- avoid using sarcastic words or phrases as these demean children and prevent them from developing high self-esteem; and

- speak respectfully to other adults at all times, even if we disagree with them.

**As professionals we will:**

- avoid workplace gossip and negativity as it breeds resentment and becomes a roadblock to effective communication and collaboration. We all have a duty to take active steps to divert conversations away from this if we come across it;
- maintain confidentiality about anything that we see or hear in the school, so that parents and children can trust us, and as a way of showing respect to our fellow professionals;
- work as part of a team, contributing as well as learning from others and helping to build up a strong workforce so that we can provide the best possible learning opportunities for the children;
- work within the school's policies and practices, so that what we do is consistent with what has been agreed between all members of the staff and the governors;
- treat everyone with respect;
- dress appropriately, so that we set a good example for the children and show that we are here to work; and
- behave in a positive way despite any personal problems that we may have, especially in front of the children.

**Appendix 2- from *Teachers' Standards Effective from 1 September 2012*(DfE)**

**PERSONAL AND PROFESSIONAL CONDUCT**

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

- Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:
- treating pupils with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to a teacher's professional position;
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions;
- showing tolerance of and respect for the rights of others;

- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs; and
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.

Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

### Appendix 3 :YGLL/LWS Code of Conduct Policy:

I have read and agree to abide by the School's Staff Code of Conduct

Signature \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_