**Staff Code of Conduct**

**Ysgol Gymraeg Llundain/London Welsh School**

**INTRODUCTION**

As an employer, 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 mission statement reflects how the family of Ysgol Gymraeg Llundain/ London Welsh School (“**YGLL/LWS**”) is to conduct itself at all times. All communication and interaction between members of the family 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.

**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/STUDENTS**

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

physical abuse

sexual abuse

emotional abuse

neglect

3.2 The duty to safeguard pupils/students includes the duty to report any

concerns about a pupil/student to Mrs Julie Griffiths, the Designated Teacher

for Child Protection. In her absence, concerns should be raised with Miss Rachel Rawlins.

3.3 Staff are provided with personal copies of the school’s Child Protection

Policy and Whistleblowing Procedure and staff must be familiar with

these documents. Copies of these are available on site.

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

colleagues.

3.5 Staff must take the upmost care of pupils/students under their

supervision with the aim of ensuring their safety and welfare.

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 Staff who are in contact with pupils should not use their mobile phones

in school during their directed hours / paid hours of employment.

Outside of these times, mobile phones should only be used in areas of

the school where pupils are not present.

**4 PUPIL/STUDENT DEVELOPMENT**

4.1 Staff must comply with school policies and procedures that support the

well-being and development of pupils/students.

4.2 Staff must co-operate and collaborate with colleagues and with

external agencies where necessary to support the development of

pupils/students.

**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 Governors if the Headteacher is the

recipient, with the exception of “one off” token gifts from students or

parents. Personal gifts from individual members of staff to students 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 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 with pupils or former pupils.

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.

6.5 Staff must only use their school email account or school learning

platform 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.

6.7 All members of staff must declare any business interests outside of

school to the Lead Teacher 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/students 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/student.

7.2 All members of staff are likely at some point to witness actions which need to be confidential. For example, where a pupil/student is bullied by another

pupil/student (or by a member of 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 senior member of staff with the appropriate role and authority to deal with the matter.

7.3 Staff have an obligation to share with their manager or the

school’s Designated Teacher for Child Protection any information which gives rise to concerns about the safety or welfare of a pupil/student. Staff must **never** promise a pupil/student that they will not act on information that

they are told by the pupil/student.

**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)

Policy Prepared April 2016

To be reviewed: April 2018

**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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_