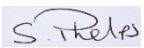




Staff Code of Conduct Policy

Initiated by: SMT
Approved by: Governors/SMT
Date Approved: 23rd May 2023
Operational Date: 23rd May 2023
Date of Review: Summer 2026
Distribution: SMT/TLR's/All relevant staff

Signed:  Chair of Governors

Signed:  Head teacher

Ysgol Hen Felin

Staff Code of Conduct

This Code of Conduct relates to conduct both inside and outside of school and via any external media i.e. social networking sites, mobile phones or any other media.

All Staff at Ysgol Hen Felin are expected to work within these parameters to maintain and uphold our high expectations in accordance with the teachers' pay and conditions of employment **and the Equality Act 2010 ensuring discrimination (direct and indirect), harassment and victimisation are challenged to ensure equality.**

Staff who choose not to work within these guidelines may be subject to disciplinary procedures as described in the Governors Discipline and Grievance Policy.

When dealing with colleagues we:

- Treat each other with courtesy, respect and trust, taking care not to make derogatory or hurtful remarks.
- Promote a positive approach to working as a team.
- Listen to and enable all staff to have a voice.
- Try to keep a sense of perspective and understand differing viewpoints.
- Make every effort to be flexible and accepting of change.
- Work together in the best interests of the whole school to solve problems.
- Share ideas and resources which may help colleagues and pupils maintain our high standards.
- Try hard to remain calm in potentially difficult situations.
- Respect confidentiality.
- Respect and value the diversity of views and all backgrounds represented.
- Value the differing talents of others and use these for the good of the whole school. In doing so, value and respect colleagues as fellow professionals.
- Seek a solution rather than apportion blame.
- Avoid personal disputes and resolve conflict immediately and in a calm and rational manner.
- Do not question decision making in the public domain but seek an audience away from the public viewpoint.
- Ensure that we take actions which take account of and support the roles and responsibilities of others.

When dealing with children we:

- Show a genuine interest in them.
- Respect and treat them as individuals.
- Expect them to treat all others with respect – peers and adults alike.
- Model and constantly show our high expectations.
- Promote an atmosphere of trust in a safe environment.
- Motivate and inspire at every opportunity.
- Address children appropriately using their agreed names.
- Celebrate their success.
- Encourage, praise and support.
- Work with them to maximise their learning potential.
- Treat them appropriately for their age and their needs.
- Listen to what they say and be sensitive to their needs.
- Endeavour to remain calm in potentially difficult situations.

When dealing with parents we:

- Take time to listen to them with respect and confidentiality.
- Respect that parents and carers may come from different backgrounds.

- Remain calm and display empathy.
- Are pro-active in involving them where appropriate.
- Show appreciation when volunteering their help
- Are realistic and honest in our communication.
- Remain professional and support our colleagues should the need arise.
- Work together in the best interest of the child.
- Pass any concerns on as appropriate.
- Keep appropriate and accurate records where required.

When talking about our school we:

- Emphasise the positive and acknowledge our position as ambassadors for the school.
- Show loyalty to the school and its population.
- Are sensitive to our audience.
- Support the agreed structures and policies and uphold its confidentiality.
- Work for the good of all stakeholders and make every effort to see the wider school picture.