



Ysgol Plas Brondyffryn Code of Conduct Policy

This Policy has been written to cover all sites belonging to Ysgol Plas Brondyffryn. This includes:

Ty'n Fron – Primary Site

Park Street – Secondary Site

Ty'r Ysgol - Secondary Site- SLD

Gerddi Glasfryn – Residential Site

Please note that whenever the term Brondyffryn or School appear it is therefore referring to all of the above sites.

1. Description of School and its Community

Ysgol Plas Brondyffryn is a Local Authority Residential Special School maintained by Denbighshire Education Authority. The school specialises in meeting the needs of children/young people with Autistic Spectrum Condition (ASC) and associated specific learning difficulties aged 3-19 years. The school is able to accommodate up to 125 children/young people. Gerddi Glasfryn Residential accommodates between 26 – 30 children/young people on a part time basis. As a Regional school, Ysgol Plas Brondyffryn welcomes children/young people from across North Wales and the closer counties of England. Our policies are relevant to all our children/young people regardless of county of residence.

The majority of the children/young people are from English speaking families. For most children/young people, Welsh is taught as a second language; however, education can be provided through the medium of Welsh if requested by the family and detailed in the Statement of Special Educational Needs. The majority of the children/young people are boys due to the higher prevalence of autism in males.

At YPB we are conscious of the need to maintain a low arousal environment which has been shown to be beneficial for individuals with ASC, reducing their anxiety and aiding concentration. To this end, we strive to keep all areas tidy and free from clutter; to make sure classroom displays are orderly and muted in colour; to communicate information in a clear and concise manner and to aim for a quiet and calm atmosphere. The approach varies on each site as dictated by the needs and abilities of the pupils and our aim is always to organise the environment as far as possible to promote independence in our young people.

2. Description of Policy Formation and Consultation Process

This Policy has been formulated by a working party consisting of the Senior Leadership Team. Staff, governors and parents were consulted before the Policy was finalised and formally adopted by the Governing Body.

3. 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 sets a good example to all the pupils/students within the school.

This Code of Conduct applies to:

- all staff who are employed by the school, including the Headteacher

4. Setting an example

- 4.1 All staff who work in schools set examples of behaviour and conduct which can be copied by pupils/students.
- 4.2 All staff must, therefore, demonstrate high standards of conduct in order to encourage our pupils/students to do the same.
- 4.3 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- 4.4 This Code helps all staff to understand what behaviour is and is not acceptable.

5. Safeguarding pupils/students

- 5.1 Staff have a duty to safeguard pupils/students from:
 - physical abuse
 - sexual abuse
 - emotional abuse
 - neglect
- 5.2 The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student to the site's/school's co-ordinator/s for Child Protection.
- 5.3 The school's child protection co-ordinators are: Isabel Barros-Curtis, David Price, Claire Peel, Sharon Jenkins and Janet Jones
- 5.4 Staff are provided with yearly training in Child Protection Policy. Staff are aware of all the school's policies and they must be familiar with these documents. Staff are aware that school policies can be found in the Q-drive or they can request a copy from the office staff.
- 5.5 Staff must not seriously demean nor undermine pupils, their parents or carers, or colleagues.
- 5.6 Staff must take reasonable care of pupils/students under their supervision with the aim of ensuring their safety and welfare.

6. Pupil/ student development

- 6.1 Staff must comply with school policies and procedures that support the well-being and development of pupils/students.
- 6.2 Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils/students.
- 6.3 Staff must follow reasonable instructions that support the development of pupils/students.

7. Honesty and Integrity

- 7.1 Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.
- 7.2. Financial activity not relating to the school (e.g. personal agreements between member of staff, collections for birthday gifts, etc) must **not** be conducted on the school premises and money must **not** be kept on the school premises. The school name and address must not be referenced on any paperwork relating to these schemes and all transactions must be conducted outside of the working hours. The school will not be held responsible for any discrepancies relating to these agreements.

8. Conduct outside work

- 8.1 Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school nor the employee's own reputation nor the reputation of other members of the school community.
- 8.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.
- 8.3 Staff must exercise caution when using information technology and be aware of the risks to themselves and others. They must follow the ICT staff code of conduct set by the LA.
- 8.4 Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school nor be to a level which may contravene the working time regulations or affect an individual's work performance.

9. Confidentiality

- 9.1 Where 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.
- 9.2 All 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. It must not be discussed outside the school, including with the pupil's/student'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.

- 9.3 As stated in the "Denbighshire County Council Employee Handbook" "the Public Disclosure Act 1998 details your statutory rights, however should you breach this trust, for example, providing unauthorised disclosure to a third party of confidential information about matters connected to the services of the school, it is possible that you could be faced with disciplinary action."
- 9.4 However, staff have an obligation to share with their manager or the school's Child Protection co-ordinators any information which gives rise to concern 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.

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Equality Impact Assessment completed

An Equality Impact Assessment offers an opportunity for staff to think carefully about the impact of their work on local people and other members of staff.

Date completed:

January 2016