

The North West London Jewish Day School
CODE OF CONDUCT
for Governors

All Governors at NWLJDS have a responsibility to keep Pupils safe and are accountable for the way in which they exercise authority and maintain positive relationships with Pupils and colleagues. This is a fundamental aspect of providing a good education.

At NWLJDS, we believe that EVERY child matters and we strive to keep the Pupils safe, happy and functioning as valued members of the school community whilst developing their individuality.

All adults in the school environment are in a position of trust and authority and it is our duty to promote a safe, professional and positive culture within NWLJDS.

The principal duties of all adults are as follows:

1. To participate and lead in creating and maintaining a positive learning environment for Pupils and a pleasant and fulfilling environment for staff, volunteers and visitors.
2. To avoid a harsh approach or intimidation, which could damage Pupils's self-esteem and confidence and make the environment unpleasant for adults. Shouting should be avoided unless absolutely necessary in circumstances such as protecting or preventing a child from immediate harm.
3. To maintain appropriate boundaries and avoid any behaviour that others could misconstrue.
4. All staff and adults acting in a position of responsibility to the Pupils should manage their behaviour through positive and constructive behaviour. This is essential in order to provide an outstanding holistic education.
5. Only staff may administer consequences of or sanctions for poor behaviour by the Pupils, while maintaining a respectful understanding of the individual pupil's needs. Such consequences or sanctions may only be administered when necessary and appropriate and must be proportionate.

This code of conduct is a reminder to keep these duties and responsibilities at the forefront of our conduct so that we provide an outstanding learning environment that enables Pupils to flourish, progress and achieve in a warm atmosphere of respect and love with high expectations.

Governors should:

- 1) Work within the school routine. The school routines keep everybody safe and the school running smoothly.
- 2) Refer any matters of discipline concerning a Pupil to a teacher unless there is a threat of immediate harm to a child.
- 3) Not use their role within the school to access confidential information such as mark books or behaviour records. If they come across information of this nature e.g. seeing names of Pupils on red traffic light in a classroom, they should maintain confidentiality and not inform parents of those Pupils.
- 4) Report any Safeguarding concerns to the Safeguarding Officer or a member of staff who will ensure this information reaches the appropriate address, before leaving the school premises. The Safeguarding Officer is Rabbi Kerbel (overseeing any concerns relating to Staff) the deputy Safeguarding officer is Miss Caplan.
- 5) The Designated Child Protection Officer (overseeing any concerns relating to Pupils) is Mrs Shoota and the Deputy Child Protection officer is Miss Caplan.

Governors should:

- 1) Maintain their overriding focus on the good of the school.
- 2) Exercise their responsibility for determining, monitoring and keeping under annual review all the policies and broad procedures within which the school operates.
- 3) Recognise that the Headteacher is responsible for implementation of policy and day-to-day management of the school, which includes the implementation of the curriculum. The Headteacher should be consulted before any Governor decisions are made which affect the management of the school.
- 4) Recognise that all Governors have equal status and that they have no legal authority to act individually except, when authority has been specifically delegated to them.
- 5) Encourage open expression of views at meetings but accept collective responsibility for all decisions made by the Governing Board.
- 6) Be mindful of their responsibility to maintain and develop the ethos and reputation of our school.
- 7) Act fairly and without prejudice maintaining a respectful tone towards all staff.
- 8) Respond to complaints or criticism by following the procedures established by the Governing Board.
- 9) Agree visits such as learning walks within a framework agreed and established by the leadership team and the Governors and agreed with the Headteacher.
- 10) Fully comply with all security protocols and policies, including not sharing information regarding security protocols, procedure and systems with third parties without the consent of the Head Teacher and Governor responsible for security.
- 11) Consider carefully how their decisions affect the school.
- 12) Work together as a team fostering positive working relationships with the Headteacher, leadership team, staff and other external agencies such as the Local Authority
- 13) Maintain complete confidentiality especially regarding matters relating to individual staff and Pupils.
- 14) Not use their position to gain privileged access to staff such as phoning them outside of school hours or on their private phones to discuss their own Pupils.

- 1) Not congregate outside the school premises, for security reasons. This means waiting in a car or away from the school gate before the time when it opens.
- 2) Fully comply with all security protocols and policies, including not sharing information regarding security protocols, procedure and systems with third parties without the consent of the Head Teacher and Governor responsible for security.

- 18) Work with the school to resolve matter of bullying and inappropriate behaviour, even if this takes time. (Please refer to our Behaviour and Anti-Bullying Policy). Unless there is a threat of immediate harm to a child please avoid approaching someone else's child because of their inappropriate action/s towards your child. (Such an approach may be considered an assault on that child, which could have legal consequences).

In order to support a peaceful, safe and productive environment, the school cannot tolerate the following behaviour from any visitors at any time:

- 3) Disruptive behaviour. This includes peering through windows into classrooms during lesson time; entering a school office or classroom without prior appointment; or demanding the attention of a staff member who is managing a group of Pupils e.g. at lining up time.
- 4) The use of loud, threatening or offensive language, including in email correspondence. The school will not tolerate physical aggression towards any other adult or child.
- 5) Damage to school property. This includes leaving a mess that necessitates cleaning up.
- 6) Putting staff in a compromising position by asking them for confidential information.
- 7) Contacting staff directly on their mobile phones or seeking to “friend” them on social media such as Facebook. If parents and carers are friends with staff outside school they should respect boundaries in school matters. All appointments should be made through the school office or by emailing the staff school email address. Comments made in any school forum including PTA forums, should be made constructively and respectfully with an aspiration for resolution rather than lobbying or stirring up groups of people.

- 8) Smoking or the consumption of alcohol on school premises. Parents or carers should also be extremely careful about leaving any medication or drugs unattended whilst on school premises.
- 9) Dogs or other animals being brought onto school premises without prior arrangement with the Headteacher. There are Pupils and staff with phobias and allergies.
- 10) Photographing or filming Pupils in the school without the express written permission of the Headteacher or his delegate (authority derives from the permission given by the child's parent/guardian). Photographing or filming in the school grounds without the permission of the Headteacher or his delegate.
- 11) Posting any images (including films) of Pupils from the school in any capacity (both physically and electronically) especially on digital forums or social media such as Facebook, Twitter or YouTube (even if you assume your permissions are restricted) without the express written permission of the Headteacher or his delegate (authority derives from the permission given by the child's parent/guardian) of every child identifiably featured in the images.

At NWLJDS we are a family where everybody matters and we work together for us all to be successful, safe, happy and productive and for us all to reach our potential.

Signed and dated _____
 NAME and role (please print) _____

APPENDIX 1

Inappropriate use of Social Networks

Social media is being used increasingly to fuel campaigns and complaints against schools, Headteachers, school staff, and in some case other parents/Pupils. The use of social media in this way is unacceptable and not in the best interests of the Pupils or the whole school community. Any concerns you may have must be made through the appropriate channels so they can be dealt with fairly, appropriately and effectively for all concerned.

In the event that any pupil or parent/carer of a child is found to be posting libellous or defamatory comments on Facebook or other social networks, they will be reported to the appropriate 'report abuse' section of the network site. All social networks have clear rules about the content which can be posted on the site and they provide robust mechanisms to report contact or activity which breaches this. The school will also expect that any parent/carer or pupil removes such comments immediately.

In serious cases the school will also consider its legal options to deal with any such misuse of social networking and other sites. Additionally, and perhaps more importantly is the issue of cyber bullying and the use by one child or a parent to publicly humiliate another by inappropriate social network entry. We will take and deal with this as a serious incident of school bullying. Thankfully such incidents are extremely rare.