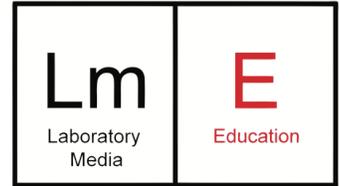


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Code of Conduct

1. INTRODUCTION

Staff should be aware that failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.
LME seeks to provide a safe and supportive environment which secures the well-being and best outcomes for staff and students. This document should clarify what is expected in terms of professional behaviour.

2. PURPOSE, SCOPE AND PRINCIPLES

LME staff are in a unique position of influence and must set good examples of behaviour to all students/participants.

This Code of Conduct does not apply to:

- Employees of external organisation's and providers of services.

(Such staff are covered by the relevant Code of Conduct of their employing body)

3. SETTING AN EXAMPLE

3.1. All staff that work at LME will set examples of behaviour and conduct which can be copied by students.

3.2. All staff must, therefore, demonstrate high standards of conduct and integrity in order to encourage students/participants to do the same.

3.3. All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct in accordance with the school safeguarding and child protection policies.

4. SAFEGUARDING STUDENTS/PARTICIPANTS

4.1. Staff have a duty to safeguard students/participants from:

- Physical abuse
 - Sexual abuse
 - Emotional abuse
 - Neglect
2. The duty to safeguard students includes the duty to report concerns about a student to the Designated Senior Person (DSP) for child Protection.
 3. The LME DSP is William Wilson.
 4. Staff must not seriously demean or undermine students, their parents or carers, or colleagues.
 5. Staff must take reasonable care of students/participants under their supervision with the aim of ensuring their safety and welfare. The safety of students/participants is of the highest importance.

2. HONESTY AND INTEGRITY

2.2. Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money, the handling of sensitive or confidential information, and the use of LME property and facilities.

3. CONDUCT OUTSIDE WORK

3.2. Staff must not engage in conduct outside work which could seriously damage the reputation and standing of LME or the employee's own reputation.

3.3. In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable. Staff are required to disclose to their employer if they are arrested or charged with any crime.

3.4. Staff must exercise caution when using information technology and be aware of the risks to themselves and others.

4. CONFIDENTIALITY

- 4.2. Where staff have access to confidential information about 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 student.
- 4.3. 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 student (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate procedure. It must not be discussed outside of LME, including with the students' parents or carers, nor with colleagues at LME except with senior member of staff with appropriate role and authority to deal with the matter.
- 4.4. However, staff have an obligation to share with their manager or the LME's Designated Safeguarding Person any information which gives rise to concern about the safety or welfare of a student. Staff must NEVER promise a student that they will not act on information that they are told by the student.

5. DISCIPLINARY ACTION

- 5.2. Staff should be aware that failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.