St Marys Catholic Primary School

CODE OF CONDUCT

1. PURPOSE AND STATEMENT OF POLICY

1.1 St Marys mission statement ***'St Mary's is a place of educational excellence with Christ at its centre'*** the diocese states 'We are working together to ensure that all children across our Catholic schools, are provided with the best possible academic, spiritual and moral education, within a safe and happy environment.

With a focus on prayer, we are driven to strive for excellence. Through the example of Jesus Christ, we encourage each other to fulfil our potential.'

1.2 This Code of Conduct aims to set the standards of behaviour that is expected

1.3 This Code of Conduct provides clear guidance of expected behaviour of all staff (including temporary and agency), Directors, governors and volunteers as all have a duty to keep the protection and welfare of both staff and pupils paramount.

1.4 This policy aims to achieve a culture of staff executing the highest professional standards, integrity and mutual respect for others regardless of age, gender, ethnicity, sexual orientation, disability, faith or religion, pregnancy or marital status[1]. This culture applies to all adults and pupils.

1.5 This Code does not provide an exhaustive list of acceptable and unacceptable standards of behaviour. In situations where guidance isn't clear in this policy, staff are expected to seek HR advice together with using their professional judgement in accordance with the circumstances.

1.6 Breach or failure to observe this policy may result in disciplinary action which could lead to dismissal.

2. PRINCIPLES

2.1 The Teachers' Standards[2] state that 'the education of their pupils their first concern and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity, have strong subject knowledge, keep their knowledge and skills as teachers up to date and are self-critical; forge positive professional relationships and work with parents in the best interested of their pupils'.

2.2 All staff should be cognisant of setting examples of behaviour and conduct that can be copied by pupils.

2.3 All staff are expected to be responsible for their own actions and behaviour and should always act with personal and professional integrity.

2.4 High standards of professional conduct are required to be maintained by all staff to safeguard pupils but also protect staff from allegations. Staff are expected to exercise caution and avoid placing themselves in a situation where their actions may be open to criticism or misinterpretation.

[1] Equality Act 2010

[2] Teachers' Standards – DfE – July 2011

2.5 All staff should at all times be conscious of their own responsibility to maintain their own reputation together with the reputation of the school both inside and outside of work and working hours.

2.6 All staff are expected to maintain the Catholic character of the schools and therefore not behave in such a way that could be deemed as detrimental or prejudicial to the Catholic environment.

2.7 The Schools behaviour and values explains the general principles in relation to behaviour and discipline for all staff and students. This underpins the schools duty of care to students and employees, promote teaching and learning and high standards of attainment and, preserve the reputation of the school

3. DEFINITIONS

3.1 **OLICAT** – Our Lady Immaculate Catholic Academies Trust (the Trust)

3.2 **All staff** – Teachers, support staff, employees, temporary, agency, supply, volunteers, governors, casual staff,

3.3 **Conduct** – An employee's behaviour in the workplace[3]

4. SCOPE

4.1 This policy applies to all staff (including temporary, supply, agency), Local Academy Committee members, volunteers

4.2 Review and implementation of this policy will be conducted by the headteacher together with the individual school's governance arrangements.

4.3 All staff are responsible for being familiar with the policy and understand its contents and implications.

4.4 Employees of external contracts and providers of services are expected to abide by the provisions of this policy

4.5 It is the responsibility of individual schools/academies' Local Academy Committees via the Senior Management Teams to ensure that this policy is implemented at the local level.

5. LEGAL FRAMEWORK

5.1 ACAS Code of Practice - Discipline and Grievances at Work – August 2017

5.2 Teachers' Disciplinary (England) Regulations 2012 (Amended 2014)

5.3 Teachers' Standards – Department for Education – July 2011

5.4 Teacher misconduct – disciplinary procedures for the teaching profession – April 2018

5.5 Keeping Children Safe In Education – September 2020

5.6 Working Together to Safeguard Children – February 2019

[3] *ACAS Guide – Discipline and Grievances at work*

5.7 Data Protection Act 2018/GDPR May 2018

5.8 Equality Act 2010

5.9 Bribery Act 2010

5.10 Working Time Regulations 1998

6. ASSOCIATED POLICIES

6.1 Disciplinary policy – This will be applied if staff breach the Code of Conduct.

6.2 Safeguarding/Child Protection policy

6.3 Whistleblowing policy

6.4 Complaints policy

6.5 Equality and Diversity policy

6.6 Data Protection (GDPR) Policy

6.7 Health and Safety Policy

7. GENERAL OBLIGATIONS

All staff should always set an example in terms of:

7.1 Maintain high standards of attendance and punctuality;

7.2 Not using offensive or inappropriate language on the school premises under any circumstances;

7.3 Always treat staff, pupils and other visitors with dignity and respect. This includes but not limited to any unacceptable behaviour that could be interpreted as embarrassing, humiliating, discriminatory or degrading;

7.4 Act with due regard to exercising duty of care to both students and colleagues ensuring the safety and welfare of pupils is paramount;

7.5 Have due regard to the ethos and values of the school and not behave in any way that could bring the schools into disrepute.

7.6 Observing professional and appropriate boundaries with pupils at all times as staff are in a position of trust.

8. SAFEGUARDING

8.1 Staff have a professional and moral duty to safeguard pupils from harm or being at risk of harm in any format including physical, sexual, emotional, neglect, female genital mutilation or radicalism. Staff are responsible for their own behaviour and conduct and should avoid any conduct that may lead to any reasonable person questioning an employee's motivation or intervention.

8.2 All staff must ensure they have been fully trained with regards to safeguarding and have read and abide by the schools Safeguarding & child protection policies.

9. STAFF/PUPIL INTERACTION

These are certain circumstances that staff should particularly be aware of when interacting with pupils:

9.1 PHYSICAL CONTACT & INTERVENTION

9.1.1 Any physical contact with pupils should be avoided where possible but on occasions, professional judgement may need to be exercised and contact is appropriate. This could include congratulatory handshakes, guiding of pupils to a particular location or a gentle hug if appropriate.

9.1.2 In caring for the very youngest children in our schools, professional judgement must be exercised with age appropriate consideration of the extent of the necessary contact.

9.1.3 Save for circumstances in paragraph 9.6.1 below, there must never be any physical contact from staff if pupils are getting changed or showering; respect and privacy must be maintained at all times.

9.1.4 Staff must not develop any personal or sexual relationship with pupils or engage in any sexual activity.

9.2 PERSONAL INFORMATION

9.2.1 Staff should avoid contact with pupils outside of school hours if possible. Personal details including mobile phone numbers, email addresses, social media profiles must not be exchanged between staff and pupils.

9.3 CHILDREN IN DISTRESS

9.3.1 Occasionally a pupil may be in distress and in need of comfort including age appropriate physical contact. Staff should be aware of their own actions ensuring their contact is non-threatening, intrusive or open to misinterpretation.

9.4 ONE TO ONE WORKING

9.4.1 If staff must spend time working on a one-to-one basis, staff will ensure that the meeting occurs in a location that others can access, others can see into the space and a colleague or line manager is fully aware of the meeting.

9.5 INFATUATIONS

9.5.1 Occasionally a pupil may develop an infatuation or an over familiarity with a member of staff. All staff are expected to manage such situations sensitively and appropriately to maintain the dignity and safety of all affected.

9.5.2 Staff who become aware that a pupil may have become infatuated either with themselves or with a colleague must report it without delay to either their line manager or a member of the senior management team.

9.6 INTIMATE/PERSONAL CARE

9.6.1 Staff who are required to assist a pupil with personal care should ensure another member of staff is in the vicinity who is aware of the task being undertaken and is visible/audible.

9.7 **TRANSPORTATION**

9.7.1 On occasions, staff and/or volunteers may need to transport students. Such trips should be risk assessed and practical transport provided where possible. If individual transportation is required both the private vehicle and driver must have valid driving and insurance requirements.

10.COMMUNICATION & SOCIAL MEDIA

10.1 Staff should not make available to pupils their social media profiles and when using such platforms ensure their settings are set to private.

10.2 Staff should never attempt to contact either pupils or their parents via personal social media.

10.3 Staff must not post material on social media sites that could bring the school into disrepute.

10.4 Staff are expected to report any inappropriate social media contact/usage/postings by a colleague particularly where it may be regarded as bringing the school into disrepute.

11.ACCEPTABLE USE OF TECHNOLOGY

11.1 No images of pupils must be published either in print or on line without the express consent of the pupil and their parents/guardians.

11.2 Staff must not use school technology (including laptops, mobile phones, tablets, computers) to view material that is illegal, inappropriate or liable to be deemed offensive. This includes but is not limited to, circulating obscene emails, gambling, pornographic material or other inappropriate content.

11.3 Staff must not use personal mobiles, laptops, tablets or other school equipment for personal use during school hours in front of pupils or where professionally inappropriate. Photographs of pupils must not be taken by personal mobile phones or cameras.

12.CONFIDENTIALITY

12.1 Staff, as part of their role, may have access to sensitive and confidential information relating to both staff and pupils of which staff are expected to treat such information with discretion and integrity. Staff must not use confidential or personal information for either their own or other's advantage and, should not be used to intimidate, embarrass or humiliate pupils. In exceptional circumstances, information that is regarded as confidential but is actually a threat to the safety or welfare of a pupil may be disclosed.

12.2 Confidential information relating to both pupils and staff must be held securely and in accordance with Data Protection legislation[4]

[4] Data Protection Act 2018

13. HONESTY & INTEGRITY

13.1 All staff must maintain high standards of professional conduct and behaviour at all times being cognisant their position requires an implied level of trust, honesty and integrity.

13.2 Honesty and integrity is expected of all staff when dealing with school resources including financial, facilities, property, equipment, IT, printing, telephone use.

13.3 All staff must not accept any type of bribe[5] that would encourage improper activity or actions as part of their role within the school.

13.4 Staff will ensure the information they provide upon appointment is accurate including qualification, statutory requirements[6] and professional experience.

14. PERSONAL APPEARANCE

14.1 All staff must dress in a professional and business-like manner.

14.2 Outfits must not be revealing.

14.3 Tattoos should be hidden under clothing

14.4 Piercings should be minimal

14.5 Clothing should not reveal any offensive or political slogans.

14.6 No denim or jeans.

15. EQUALITY

15.1 All staff must maintain the highest professional standards, integrity and mutual respect for others regardless of age, sex, race, sexual orientation, gender reassignment, disability, religion or belief, pregnancy and maternity, marriage or civil partnership[7].

15.2 All staff must ensure the dignity and rights of members of the local community, visitors, volunteers, pupils and other staff are recognised and protected at all times.

16. RESPECT AND DIGNITY

16.1 The dignity of all staff and pupils must be respected and staff should behave courteously and considerately towards all they come into contact with.

16.2 All pupils have the right to be treated with respect and dignity. Staff should not use any language that could be deemed as sarcastic, demeaning or insensitive.

16.3 Staff must not shout aggressively, bully or hector in any circumstance.

16.4 Staff must not use physical intimidation or invade a pupil's space.

17. GIFTS & HOSPITALITY

17.1 The only occasions whereby staff can accept gifts from pupils are for celebrations e.g. end of the school year, Christmas.

---

[5] Bribery Act 2010

[6] DBS certificate, Right to work documents, Recruitment checks

[7] Equality Act 2010

17.2 Gifts from staff to pupils is not acceptable.

17.3 Gifts from suppliers or associates must be declared to the Headteacher where appropriate.

17.4 Staff must declare any business interests outside of the school that may be connected either to the supply of goods/services to the school or be rewarded through association to the school.

18.SUBSTANCES

18.1 **SMOKING**

18.1.1 Staff are not allowed to smoke[8] or vape anywhere on the school premises.

18.1.2 Staff are not allowed to smoke or vape in any vehicles hired by the school and staff should not smoke in any private vehicle that is transporting pupils.

18.2 **ALCOHOL**

18.2.1 Alcohol must not be consumed on the premises except in exceptional circumstances when permission has been granted by either the Headteacher.

18.2.2 Any member of staff working under the influence of alcohol will be immediately suspended and investigated.

18.3 **DRUGS**

18.3.1 Any member of staff working under the influence of illicit and/or unlawful drugs will be immediately suspended and investigated.

18.3.2 Any member of staff prescribed medication that affects their ability to carry out their work within the school and fails to report the impact on them will be immediately suspended and investigated.

19.CONDUCT OUTSIDE OF WORK

19.1 All staff must not engage in conduct outside of work that could seriously damage the reputation of the school or, their own personal or professional reputation.

19.2 All staff should be aware that any conduct outside of work that breaches a statutory restriction could result in dismissal e.g. losing a driving licence when the role requires the post holder to drive.

19.3 Staff who wish to undertake work outside of the school, whether paid or voluntary, must assess that it does not conflict with the interests of the school and is not to a level that contravenes either the Working Time Regulations[9] or the employee's work performance.

19.4 Staff wishing to undertake other paid work outside of the school must seek the permission of the Headteacher that neither the Working Time Regulations, the employee's work

[8] This includes e-cigarettes

[9] Working Time Regulations 1998

performance is affected or does not contravene time allocated for preparation or assessment in their substantive role with the Trust.

END OF DOCUMENT