

ST JOSEPH'S COLLEGE

STAFF CODE OF CONDUCT AND PERSONAL BEHAVIOUR

Date of Latest Review:	November 2021 (awaiting formal ratification)
Next Review Date:	November 2022
Policy Available for Staff at:	Website
Policy Available for Parents at:	Main Office
Headteacher:	Ms M Roberts

This policy links with our policies on:

- Staff disciplinary procedures, which will be used if staff breach this code of conduct. It also sets out examples of what we will deem as misconduct and gross misconduct
- Staff grievance procedures
- Safeguarding: child protection
- Safeguarding: safer recruitment
- Safeguarding: Online Safety and Social Media Policy
- Acceptable Use of ICT Agreement
- Gifts and hospitality
- Whistleblowing
- Data protection and GDPR statements

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1. Aims, scope and principles

This policy aims to set and maintain standards of conduct that we expect all staff to follow.

By creating this policy, we aim to ensure our school is an environment where everyone is safe, happy and treated with respect.

Many of the principles in this code of conduct are based on the [Teachers' Standards](#).

School staff have an influential position in the school and will act as role models for pupils by consistently demonstrating high standards of behaviour.

We expect that all teachers will act in accordance with the personal and professional behaviours set out in the Teachers' Standards

We expect all support staff, governors and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others.

St Joseph's College believes that it is essential for standards of conduct to be maintained to ensure delivery of quality services, to protect the well-being of all its employees and pupils and to promote the philosophy of an Edmund Rice school. The following policy will ensure that all employees are aware of the standards expected by St Joseph's College.

Failure to follow the code of conduct may result in disciplinary action being taken, as set out in our staff disciplinary procedures.

Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, staff will use their professional judgement and act in the best interests of the school and its pupils.

2. Legislation and guidance

In line with the statutory safeguarding guidance [Keeping Children Safe in Education](#), we should have a staff code of conduct, which should cover acceptable use of technologies (including the use of mobile devices), staff/pupil relationships and communications, including the use of social media.

This policy also complies with our funding agreement and articles of association.

3. General obligations

Staff set an example to pupils. They will:

- Maintain high standards in their attendance and punctuality
- Never use inappropriate or offensive language in school
- Treat pupils and others with dignity and respect
- Show tolerance and respect for the rights of others
- Not undermine fundamental British values, including democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs
- Uphold the Catholic values and ethos of the school
- Not express personal beliefs in a way that exploits pupils' vulnerability or might lead them to break the law
- Understand the statutory frameworks they must act within
- Adhere to the Teachers' Standards

4. Safeguarding

Staff have a duty to safeguard pupils from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, and neglect.

Staff will familiarise themselves with our Safeguarding: Child Protection Policy, and ensure they are aware of the processes to follow if they have concerns about a child.

Staff will familiarise themselves with our Prevent duty and procedures, and ensure that they are aware of the processes to follow if they have concerns about a child.

Our Safeguarding: Child Protection Policy is available on the website and in the main office. New staff will also be given copies on arrival.

4.1 Low-level concerns about members of staff

A low-level concern is a behaviour towards a child by a member of staff that does not meet the harms threshold, is inconsistent with the staff code of conduct, and may be as simple as causing a sense of unease or a 'nagging doubt'. For example, this may include:

- Being over-friendly with children
- Having favourites
- Taking photographs of children on a personal device without school permission or on school business
- Engaging in one-to-one activities where they can't easily be seen
- Using inappropriate language

Low-level concerns can include inappropriate conduct inside and outside of work.

All staff should share any low-level concerns they have using the reporting procedures set out in our child protection and safeguarding policy. We also encourage staff to self-refer if they find themselves in a situation that could be misinterpreted. If staff are not sure whether behaviour would be deemed a low-level concern, we encourage staff to report it.

All reports will be handled in a responsive, sensitive and proportionate way.

Unprofessional behaviour will be addressed, and the staff member supported to correct it, at an early stage.

This creates and embeds a culture of openness, trust and transparency in which our values and expected behaviour are constantly lived, monitored and reinforced by all staff, while minimising the risk of abuse.

Reporting and responding to low-level concerns is covered in more detail in our child protection and safeguarding policy. This is available from the school office, and in the policies section of our school website.

5. Staff-pupil relationships

Staff will observe proper boundaries with pupils that are appropriate to their professional position. They will act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so.

If staff members and pupils must spend time on a one-to-one basis, staff will ensure that:

- This takes place in a public place that others can access
- Others can see in to the room
- A colleague or line manager knows this is taking place

Staff should avoid contact with pupils outside of school hours if possible.

Personal contact details should not be exchanged between staff and pupils. This includes social media profiles.

While we are aware many pupils and their parents may wish to give gifts to staff, for example, at the end of the school year, gifts from staff to pupils are not acceptable.

If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, or if a staff member is concerned at any point about a fellow staff member and a pupil, this should be reported in line with the procedures set out in our child protection and safeguarding policy.

6. Communication and social media

School staff's social media profiles should not be available to pupils. If they have a personal profile on social media sites, they should consider the wisdom of using their full name, as pupils may be able to find them. Staff may wish to consider using a first and middle name instead, and should always set public profiles to private.

Staff should not attempt to contact pupils or their parents via social media, or any other means outside school, in order to develop any sort of relationship. They will not make any efforts to find pupils' or parents' social media profiles.

Staff will ensure that they do not post any images online that identify children who are pupils at the school without their consent.

Staff should be aware of the school's Safeguarding: Online Safety and Social Media Policy available from the main office. The Acceptable Use of ICT appendix is reissued annually for staff to sign.

7. Acceptable use of technology

Staff will not use technology in school to view material that is illegal, inappropriate or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails, gambling and viewing pornography or other inappropriate content.

Staff will not use personal mobile phones and laptops, or school equipment for personal use, in front of pupils. They will also not use personal mobile phones or cameras to take pictures of pupils without school permission or on school business.

We have the right to monitor school emails and internet use on the school IT system.

8. Confidentiality

In the course of their role, members of staff are often privy to sensitive and confidential information about the school, staff, pupils and their parents.

This information should never be:

- Disclosed to anyone unless required by law or with consent from the relevant party or parties
- Used to humiliate, embarrass or blackmail others
- Used for a purpose other than what it was collected and intended for

This does not overrule staff's duty to report child protection concerns to the appropriate channel where staff believe a child has been harmed or is at risk of harm, as detailed further in our child protection and safeguarding policy.

Employees must not use information obtained in the course of their employment for personal gain or benefit, nor should they pass it on to others who might use it in such a way. This applies equally to information relating to patents and intellectual property.

Information on pupils may not be disclosed without the consent of the child's parent, or where a child is of reasonable understanding, the child. The only exceptions to this are:

- To safeguard the welfare of the child, information may be disclosed in accordance with St Joseph's College's child protection policy
- Where information is requested by the Police to detect or prevent offending
- Where otherwise allowed to be disclosed by a legal obligation (for example, to give information to a child protection case conference), or an Order of a Court

It may not be appropriate to agree to maintain confidentiality, where to do so would cause harm or allow unacceptable practices to persist. For further information see the Whistleblowing Policy.

Many employees have access to personal information relating to other employees, pupils and other members of the public. All employees must treat this information in a discreet and confidential manner (Data Protection Act 2018) and adhere to the following guidelines:

- Written records and correspondence should be kept securely at all times

- Information relating to staff/pupils/public must not be disclosed either orally or in writing unless it is confirmed that the recipient is authorised to receive such information
- Information relating to pupils/public must not be given over the telephone unless the caller has given details of their right to ask for such information. Employees should check on the caller's right to information by obtaining their telephone number and calling back to check their identity or by asking for a written request for information
- Confidential matters relating to staff/pupils/public should not be discussed in areas where they may be overheard by passers-by, e.g. corridors, reception, lifts, staff room, etc
- Any breach of confidentiality may be regarded as misconduct and be subject to disciplinary action
- As a general rule employees should not make statements or write letters to the media, if in doubt they should refer such matters to the Headteacher.

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9. Honesty and integrity

Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with pupils, handling money, claiming expenses and using school property and facilities.

Staff will not accept bribes. Gifts that are worth more than £30 must be declared and recorded on the gifts and hospitality register. (See Gifts and Hospitality Policy available from the school office)

Staff will ensure that all information given to the school is correct. This should include:

- Background information (including any past or current investigations/cautions related to conduct outside of school)
- Qualifications
- Professional experience

Where there are any updates to the information provided to the school, the member of staff will advise the school as such as soon as reasonably practicable. Consideration will then be given to the nature and circumstances of the matter and whether this may have an impact on the member of staff's employment.

- Where an employee believes he or she is being required to act in a way which is illegal, improper, unethical, or in breach of St Joseph's College's conventions, which may involve possible maladministration, or which is otherwise inconsistent with the Policy for Conduct he or she should refer to the Headteacher or to the Whistleblowing Policy and record the incident
- Where an employee is aware, or has evidence of illegal, improper or abusive behaviour of another employee he or she should refer to their line manager or the Equal Opportunities Policy
- Where an employee is aware, or has evidence of illegal, improper or abusive behaviour of another employee towards a pupil, he or she has a duty of care to notify immediately the head teacher, unless the allegation is against the head teacher, when he or she should bring it to the attention of the Chair of Governors
- Where an employee fails to report such concerns, this may be construed as misconduct and lead to disciplinary action.

10. Dress code

Staff will dress in a professional, appropriate manner. We ask that staff wear a jacket when moving around the building (with the exception of technicians and site staff)

Outfits will not be overly revealing, and we ask that staff use their professional judgement regarding showing tattoos

Staff will not display any offensive or political slogans

For more details on dress code please see the first day document

11. Conduct outside of work

Staff will not act in a way that would bring the school, or the teaching profession, into disrepute. This covers conduct including but not limited to relevant criminal offences, such as violence or sexual misconduct, as well

as negative comments about the school on social media. For further details, please refer to part 2 of the Teacher Standards.

- The policy will still apply e.g. regarding drug/ alcohol abuse, harassment and discrimination
- Consideration and respect for others should be observed at all times
- Those in a position of management/supervision should not behave in any way that could be interpreted as undermining their position
- St Joseph's College should always be represented in a positive way to the public, including on social networking sites

12. Monitoring arrangements

This policy will be reviewed annually but can be revised as needed. It will be approved by the Audit and Risk Committee and ratified by the full governing board

Our governing board will ensure this code of conduct is implemented effectively, and will ensure appropriate action is taken in a timely manner to safeguard children and deal with any concerns.