



# Staff Code of Conduct Policy



## St. John Paul II Multi Academy

Date of last review	July 2021	Review period	1 year
Date of next review	July 2022	Owner	Deputy CSEL HR and Ops
Type of policy	Statutory	Board approval	July 2021

Summary of changes	Date
3.3 – Statement separated out from 3.2 as a specific statement in relation to swearing	22/6/21
Section 3 – the word “should” replaced with “must” to aid clarity	22/6/21
4.4 The word “assisting” replaced with the word “supporting”	22/6/21



*'In the same way, let your light shine before others, so that they may see your good works and give glory to your Father who is in heaven.'* Matthew 5:16

*'Do not be afraid. Do not be satisfied with mediocrity. Put out into the deep and let down your nets for a catch.'* St John Paul II

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## Code of Conduct for Employees at St John Paul II Multi-Academy Company

### 1 PURPOSE, SCOPE AND PRINCIPLES

1.1 A Code of Conduct is designed to give clear guidance on the standards of behaviour all adults are expected to observe, and the school should notify staff of this code and guidance and the expectations therein. School staff are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all the pupils/students and other colleagues within the school. As a member of a Catholic school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school and academy, whether inside or outside working hours and uphold the Catholic teachings, values and ethos that the SJPIIMAC represents.

1.2 This Code of Conduct applies to:

- **All** staff who are employed by the Board of Directors
- Volunteers, including governors
- Casual workers
- Temporary and supply staff, either from agencies or engaged directly
- Student placements, including those undertaking initial teacher training and apprentices

1.3 The most recent version of the following documents must be read and understood by all staff:

- 'Keeping Children Safe in Education' Department of Education ('DfE') (statutory)
- 'Guidance for safer working practice for those working with children and young people in education settings' (non-statutory).
- Teacher standards (DfE 2015) - *All staff employed under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards 2012' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct.*
- Academy Whistleblowing, Disciplinary, Grievance and Capability Policies (Individual schools must have these available for staff)
- Diocese Mission Statement (available on the DES website)

1.4 The SJPIIMAC requires that all staff have read and agree to comply with this policy.

Breach or failure to observe this policy will result in action being taken under the school disciplinary procedures including, but not limited to, dismissal.

1.5 This code of conduct is not an exhaustive list of acceptable and unacceptable standards of behaviour. In situations where guidance does not exist in this policy staff are expected to exercise their professional judgement and act in the best interests of the pupils/students and the school.



## 2. SAFEGUARDING PUPILS/STUDENTS

2.1 Safeguarding is defined as –

- Protecting children from maltreatment;
- Preventing impairment of children's health or development;
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best life chances.

St John Paul II Multi-Academy Company is committed to safeguarding and promoting the welfare of all its pupils/students. We believe that:

- All pupils/students have the right to be protected from harm;
- All pupils/students need to be safe and to feel safe in school;
- All pupils/students need support which matches their individual needs, including those who may have experienced abuse;
- All pupils/students have the right to speak freely and voice their values and beliefs;
- All pupils/students must be encouraged to respect each other's values and support each other;
- All pupils/students have the right to be supported to meet their emotional, and social needs as well as their educational needs – a happy healthy sociable child/young person will achieve better educationally;
- Schools can and do contribute to the prevention of abuse, victimisation, bullying, exploitation, extreme behaviours, discriminatory views and risk taking behaviours; and
- All staff and visitors have an important role to play in safeguarding children and protecting them from abuse.

Staff have a duty to obey UK law and notify the school of any criminal charges or convictions, specifically with regards to working with children, staff should ensure they understand and follow the law on matters of:

- Sexual relationships and the use of pornography
- The use of drugs and other illegal substances
- The consumption of alcohol and the operation of vehicles and machinery
- Health and Safety in the workplace

2.2 The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student to the school's Designated Senior Lead (DSL) for Child Protection.

2.3 Staff are provided with personal copies of the Academy's Safeguarding and Child Protection Policy and Whistleblowing Procedure and staff must be familiar with these documents.

2.4 All staff will receive PREVENT training in order to reduce the potential risks pupils/students face of being exposed to violence, extremism, exploitation, or victimisation

2.5 Staff must take reasonable care of pupils/students under their supervision with the aim of ensuring their safety and welfare.



### **3.0 PROFESSIONAL BEHAVIOUR AND CONDUCT**

All staff who work in schools of our Academy set examples of behaviour and conduct which can be copied by pupils/students. All staff must, therefore, demonstrate high standards of conduct in order to encourage our pupils/students to do the same.

3.1 Staff are expected to demonstrate the highest possible standards of personal and professional conduct and behaviour and consistently act with honesty and integrity. SJPIIMAC expects staff to treat each other, pupils/students, parents and the wider community with dignity and respect at all times.

3.2 Staff must act in accordance with their duty of care to pupils and ensure that the safety and welfare of pupils are accorded the highest priority.

3.3 Staff must not swear, blaspheme or use offensive language in front of pupils or in professional situations, including meetings.

3.4 Staff must demonstrate fairness in their treatment of children and avoid behaviours such as embarrassing or humiliating pupils/students, making jokes at the expense of pupils/students, discriminating against or favouring pupils/students and sarcasm.

3.5 Staff must not use language which is discriminatory and demeaning in relation to gender, religion, ethnicity, sexual orientation, disability or age.

3.6 Staff must have regard for the Catholic ethos and values of the Academy and must not do or say anything which may bring the schools or governing bodies into disrepute. Care should be taken by staff to avoid any conflict of interest between activities undertaken outside school and responsibilities within school. Staff should act in accordance with the school's policies and procedures at all times.

3.7 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct. This includes their work in school and on school trips. They also have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of pupils.

### **4.0 SMOKING, ALCOHOL AND OTHER SUBSTANCES**

4.1 Staff must understand that smoking (including the use of e-cigarettes and vaping material) is not permitted on all areas of the school site and is forbidden at the gates to the school. (Health and Safety at Work Act.)

4.2 Staff must not smoke whilst working with or supervising pupils offsite.

4.3 Staff must not consume or be under the influence of alcohol, illicit drugs or other illegal substances on or near school premises.



4.4 Staff must refrain from the consumption of alcohol and other substances at school/student events (i.e. Leaving Proms, residential visits) both within the school premises and outside the school setting.

4.5 Staff must manage their own fitness to work in terms of the consumption of substances including medication (Principals or Line Managers will consider the options available for supporting employees who are required to take legally prescribed drugs and whose levels of performance has been impaired. In these circumstances a risk assessment should be undertaken).

## **5.0 DRESS AND APPEARANCE**

5.1 Staff must dress professionally in accordance with the staff dress code. As a rule of thumb, staff are expected to dress as they would for an interview unless directed by the Principal (and by proxy the Senior Leadership Team).

5.2 All staff must be mindful of their professional appearance for example with excessive piercings and tattoos. The Principal reserves the right to request Staff to modify their appearance if deemed appropriate.

5.3 Staff should dress safely and appropriately for the tasks they undertake.

## **6.0 ATTENDANCE AND PUNCTUALITY**

6.1 All staff are expected to:

- Aim for 100% attendance
- Attend all staff meetings, briefings and events as directed
- Follow the attendance policy and procedures for reporting non-attendance or lateness to school
- Know the contracted hours of work and ensure they adhere to these
- Be punctual to:
  - School as per their contracted hours
  - Staff meetings (including morning briefing)
  - Lessons and registration/tutor time (arriving before the lesson start to greet pupils)

## **7.0 PUPIL/STUDENT AND COLLEAGUE WELLBEING AND DEVELOPMENT**

7.1 Staff must comply with school policies and procedures that support the wellbeing and development of pupils/students and colleagues.

7.2 Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils/students and colleagues.

7.3 Staff must maintain professional boundaries with pupils/students appropriate to their position and must always consider whether their actions are warranted, proportionate, safe and applied equitably. Staff should act in an open and



transparent way that would not lead any reasonable person to question their actions or intent. Staff should think carefully about their conduct so that misinterpretations are minimised.

7.4 Staff must not establish or seek to establish social contact with pupils for the purpose of securing a friendship or to pursue or strengthen a relationship. If a young person seeks to establish social contact staff should exercise your professional judgement in making a response and be aware that such social contact could be misconstrued.

7.5 Staff must follow reasonable instructions that support the development of pupils/students and colleagues.

7.6 The same professional standards should always be applied regardless of culture, disability, gender, language, racial origin, religious belief or sexual identity.

7.7 Staff must participate in and promote all school events and the wider participation of school life.

7.8 Staff must understand that it is an offence to have a sexual relationship with any pupil up to and including the age of 19 or beyond and will be seen as a serious breach of conduct leading to dismissal.

7.9 Staff must understand that if a pupil is to be searched, a member of staff of the same sex as the pupil should conduct this and in the presence of an identified senior member of staff.

## **8.0 INFATUATIONS**

8.1 It is not unusual for pupils or, sometimes, their parents to develop infatuations towards members of staff. All such situations must be responded to sensitively to maintain the dignity of those concerned.

8.2 Staff should also be aware that such circumstances carry a high risk of words or actions being misinterpreted and for allegations to be made against staff. Any indications of an infatuation towards yourself or another member of staff must be reported to your line manager immediately

## **9.0 SOCIAL CONTACT AND NETWORKING**

9.1 Contact with pupils/students should be through SJPIIMAC's authorised mechanisms; personal phone numbers, email addresses are not permitted.

9.2 Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.

9.2 SJPIIMAC staff must not accept friend invitations or become friends with any current pupil/student of the academy on any social media platform. This includes all former pupils under the age of 18.

9.3 Staff are not allowed to communicate with pupils or their parents on social network sites. No 'friending', 'linking', 'joining' or 'following' must take place until a pupil is over 18 and no longer on roll as a pupil.

9.4 It is acknowledged that staff may have genuine friendships and social contact with parents or carers of pupils, independent of the professional relationship. Staff should, however, inform senior management of any relationship with



a parent/carer where this extends beyond the usual parent/carer/professional relationship; advise senior management of any regular social contact they have with a pupil or parent/carer, which could give rise to concern; inform senior management of any requests or arrangements where parents/carers wish to use their services outside of the workplace e.g. tutoring.

9.5 If a parent/carer seeks to establish social contact, or if this occurs coincidentally, then staff should exercise his or her professional judgment and should ensure that all communications are transparent and open to scrutiny.

9.6 Staff must never photograph or film pupils using their personal devices or mobile phones. School devices must be used for these purposes.

9.7 Staff must read the Academy's Acceptable Internet Use Policy carefully and follow all advice and guidance contained within it.

## **10.0 HONESTY, INTEGRITY AND PROFESSIONALISM**

10.1 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.

10.2 Gifts from suppliers or associates or individual gifts from students/pupils or parents to the value of £50 or over must be declared to the Principal. Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted.

## **11.0 CONDUCT OUTSIDE WORK**

11.1 Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school/parish community.

11.2 Staff should not tutor pupils outside work who attend any school in the SJPIIMAC.

11.3 In particular, criminal offences that involve violence or possession or misuse of drugs or sexual misconduct are regarded as unacceptable.

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

11.5 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.

11.6 Staff must ensure that their position of employment is not used improperly to confer any advantage or disadvantage on any person.





## 12.0 CONFIDENTIALITY

12.1 Where staff has 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.

12.2 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 person with Parental Responsibility, nor with colleagues in the school except with a senior member of staff with the appropriate role and authority to deal with the matter.

12.3 However, staff have an obligation to share with their manager or the school's Designated Senior Lead any information which gives rise to concern about the safety or welfare of a pupil/student. Staff must NEVER promise to a pupil/student that they will not act on information that they are told by the pupil/student.

12.4 Maintain confidentiality at all times. Staff must not speak to members of the public about confidential and sensitive school matters. Staff are not permitted to speak to members of the press regarding matters to do with the school. Should any member of staff be contacted by the press they should immediately refer the matter to the Senior Leadership Team. Staff must not discuss their work, the school or any student/member of staff on social media.

## 13.0 DISCIPLINARY ACTION

13.1 Staff need to be aware that issues relating to Professional Standards could prompt implementation of the Disciplinary and Capability policy, including dismissal. It is a requirement that this document be signed at the start of each year.

## 14.0 MONITORING AND EVALUATION

14.1 The BoD is responsible for monitoring the implementation, use and effectiveness of this policy and will report on these matters annually or more frequently if necessary.

14.2 This policy will be reviewed by the BoD as necessary.

I confirm that I have read and agree to abide by the St. John Paul II Multi Academy Company Staff Code of Conduct.

Signed: .....



Print name: ..... Date: .....

*A copy of this document will be kept on your staff file*