St. Gabriel's Catholic Primary

Code of Conduct for Employees

(Referred to by the new Keeping Children Safe 2020 as a Behaviour Policy)

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Acknowledgements:

- To the Challenging Needs Group who have modelled this and feel Special School Governing Bodies may feel this is more focused upon their settings.
- SCC Conduct Policy.
- The Friary Conduct Policy.
- NSPCC Briefing on key updates to statutory guidance for schools in England – Keeping Children Safe in Education (2016)
- Keeping Children Safe in Education (2018)

Introduction

Please note this policy ***must*** be used in conjunction with Keeping Children Safe in Education 2020.

- Schools Safeguarding Policy and Procedure
- Whistleblowing
- Staff Handbook
- Financial Regulations for Schools
- PA & Secondary Employment Guidance – January 2015
- On line safety Policy / Acceptable user policy
- Health & Safety Policy
- Data Protection Procedures
- Safer recruitment updated policy
- Introduction Disciplinary Policy
- Prevent Duty / Prevention of Radicalisation

Our Mission Statement

St. Gabriel's is a welcoming school where:

We pray together, care for each other and learn together
We feel safe and respected
We try to do our best
Everyone is treated fairly
We have fun with our friends
With Jesus Christ at the heart of our loving Catholic community

All employees have personal and legal responsibilities. These include, treating others with dignity and respect, acting honestly, using public funds and school equipment appropriately, adhering to health and safety guidelines and practising equal opportunities at all times. These expectations are set out below and should be fully observed by all staff at all levels.

As a member of the Catholic School community, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.

This document highlights the principal areas where employees need to be aware of their responsibilities when working in the school and it is a framework for behaviour. Employees should ensure they are familiar with the specific policies that underpin these behaviours through reference to the documents highlighted in the 'Required Reading' throughout the code or available through the staff section of the school

website. If these documents are not supplied at induction, the employee should ask the school for copies.

Failure to comply with the code of conduct and with the associated school policies and required reading may result in disciplinary action being taken.

As an employer, the Governing Body is required to set out a Code of Conduct for all school employees.

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 and the focus upon safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties.

"Safeguarding and promoting the welfare of children is **everyone's** responsibility. **Everyone** who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the **best interests** of the child".

All school and college staff have a responsibility to provide a safe environment in which children can learn.

NB. Research and Serious Case Reviews have repeatedly shown the dangers of staff failing to take effective action. Poor practice includes: failing to act on and refer the early signs of abuse and neglect, poor record keeping, failing to listen to the views of the child, failing to re-assess concerns when situations do not improve, sharing information too slowly and a lack of challenge to those who appear not to be taking action.

All school and college staff should be prepared to identify children who may benefit from early help.

It is an offence for a person aged 18 or over (e.g. teacher, youth worker) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. A situation where a person is in a position of trust could arise where the child is in full-time education and the person looks after children under 18 in the same establishment as the child, even if he/she does not teach the child.

1. Purpose, Scope and Principles

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

[All adults should clearly understand the need to maintain appropriate boundaries in their conduct with pupils] – Working Together to Safeguard Children 2014.

1.2 If children and families are to receive the right help at the right time, **everyone** who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action".

1.3 Opportunity will be provided for staff to contribute to and shape safeguarding arrangements and child protection policy.

. 1.4 A Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe, and the school should notify staff of this code and the expectations therein. School staff are in a unique position of influence and must adhere to behaviour that models the highest possible standards for all the pupils within the school. As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.

1.5 "As part of meeting a child's needs it is important for governing bodies and proprietors to recognise the importance of information sharing between professionals and local agencies. Further details on information sharing can be found in Chapter One of 'Working Together to Safeguard Children' (PDF) and at Information sharing: Advice for Practitioners providing Safeguarding Services to Children, Young People, Parents and Carers (PDF)".

1.6 "Governing bodies and proprietors recognise the expertise staff build by undertaking safeguarding training and managing safeguarding concerns on a daily basis. They will provide opportunity for staff to contribute to and shape safeguarding arrangements and child protection policy and be in receipt of training which as relevant must be implemented. **All** staff members should receive appropriate safeguarding and child protection training which is regularly updated. In addition all staff members should receive safeguarding and child protection updates (for example, via email, e-bulletin and staff meetings), as required, but at least annually, to provide them with relevant skills and knowledge to safeguarding children effectively".

1.7 Safeguarding children's wellbeing and maintain public trust in the teaching profession as part of their professional duties.

1.8 **All** staff should know what to do if a child tells them he/she is being abused or neglected. Staff should know how to manage the requirement to maintain an appropriate level of confidentiality whilst at the same time liaising with relevant professionals such as the designated safeguarding lead and children's social care. Staff should never promise a child that they will not tell anyone about an allegation – as this may ultimately not be in the best interests of the child.

1.9 Staff members working with children are advised to maintain an attitude of **'it could happen here'** where safeguarding is concerned.

1.10 If a **teacher**, in the course of their work in the profession, discovers that an act of Female Genital Mutilation appears to have been carried out on a girl under the age of 18 the **teacher** must report this to the police. It is a criminal offence to not do this.

1.11 **If, a child is in immediate danger or is at risk of harm, a referral should be made to children's social care and/or the police immediately**. Anyone can make a referral. Where referrals are not made by the designated safeguarding lead the designated safeguarding lead should be informed, as soon as possible, that a referral has been made. Reporting child abuse to your local council directs you to your local children's social care contact number.

2. Safeguarding Pupils/Students

All adults who work or volunteer with or on behalf of children and young people are accountable for the way in which they exercise authority; manage risk; use resources; and safeguard children and young people.

2.1 Staff have a duty to safeguard pupils/students from:

Physical abuse
Sexual abuse
Emotional abuse
Neglect

2.2 **All** staff should have an awareness of safeguarding issues- some of which are listed below. Staff should be aware that behaviours linked to the likes of drug taking, alcohol abuse, truanting and sexting put children in danger.

2.3 **All** staff should be aware safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include, but not limited to: bullying (including cyber bullying), gender based violence/sexual assaults and sexting. Staff should be clear as to the school or college's policy and procedures with regards to peer on peer abuse.

2.4 **All** staff should be aware of professional organisations best placed to provide up-to-date guidance and practical support on specific safeguarding issues. For example information for schools and colleges can be found on the TES, MindEd and the NSPCC websites. School and college staff can access government guidance as required on the issues listed below via GOV.UK and other government websites on:

- Bullying including cyberbullying
- Children missing education – and Annex A
- Child missing from home or care
- Child sexual exploitation (CSE) – and Annex A
- Domestic violence
- Drugs
- Fabricated or induced illness
- Faith abuse
- Female genital mutilation (FGM) – and Annex A
- Forced marriage- and Annex A
- Gangs and youth violence
- Gender-based violence/violence against women and girls (VAWG)
- Hate
- Mental health
- Missing children and adults strategy
- Private fostering
- Preventing radicalisation – and Annex A
- Relationship abuse
- Sexting
- Trafficking

2.5 The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student to the school's Designated Safeguarding Lead (DSL) OR THE Deputy Safeguarding Lead (DDSL)

Staff must adhere to immediate policy referral in regard to FGM.

2.6 The school's DSL is: Mr J Hayes

The school's Deputy DDSL is: Mr W Bright
Mrs S Taggart
Mrs S McKay

The schools IT lead is: Mr B Fowler

2.7 Staff are provided with personal copies of the school's Safeguarding Policy, including procedures when there are concerns about a colleague's behaviour towards children and Whistleblowing Procedure and staff must be familiar with these documents. Copies of these are available on the school website and must be read in conjunction with Keeping Children Safe in Education Policy.

2.8 Staff must not demean or undermine pupils, their parents or carers, or colleagues.

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

2.10 Staff must not use their mobile phone as a camera in school. Any photograph/video must be taken using school equipment. Staff must only save images on school computers/laptops/tablet. Only use school mobiles whilst out on trips.

2.11 Staff who have contact with pupils should not use their mobile phones in school during their directed hours / paid hours of employment (requests to be exempt for personal reasons must be made to a member of the Senior Leadership Team). Outside of these times, mobile phones should only be used in areas of the school where pupils are not present or in designated areas. For Early Years Settings, please note there is additional guidance. If staff do have agreed legitimate contact with Young people on phones / lap tops they should be on school equipment not personal phones using the school e mail / phone numbers.

2.12 Staff must not use their status and standing to form or promote relationships which are of a sexual nature, or which may become so.

3. Being a Role Model

3.1 This Code helps all staff to understand what behaviour is and is not acceptable.

3.2 All staff must demonstrate the highest standards of conduct in order to encourage our pupils/students to do the same.

3.3 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

3.4 All staff who work in schools set examples of behaviour and conduct which can be copied by pupils/students. Staff must not use inappropriate or offensive language at any time.

3.5 All employees are expected to treat other colleagues, pupils and external contacts, such as parents, with dignity and respect.

3.6 Unacceptable behaviour such as discrimination, bullying, harassment or intimidation will not be tolerated in schools. This includes physical and verbal abuse and use of inappropriate language or unprofessional behaviour with colleagues, partners, pupils and parents.

3.7 Adults should dress in ways which are appropriate to their role, and this may need to be different to how they dress when not at work and to ensure they are dressed appropriately for the tasks and the work they undertake.

4. Pupil/Student Development

4.1 Staff must comply with school policies and procedures that support the well-being and development of pupils/students.

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

4.3 Staff must follow reasonable instructions that support the development of pupils/students.

5. Honesty and Integrity

5.1 Staff must maintain the highest standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.

5.2 All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept, or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should follow the Whistleblowing procedure for schools, which incorporates our duty under the Public Disclosure Act.

5.3 Gifts from suppliers or associates of the school must be declared to the Headteacher or to the Chair of Governors if the Headteacher is the recipient, with the exception of “one off” token gifts from students or parents.

5.4 Adults need to be aware that the giving of gifts can be misinterpreted by others as a gesture either to bribe or “groom” a young person. (Working together to safeguard children 2014). If gifts are given this should be done openly and not based on favouritism. Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted.

5.5 Methods of selection and exclusion of pupils for school teams, productions, trips etc must always be subject to clear, agreed criteria.

5.6 The deliberate falsification of documents is not acceptable. Where an employee falsifies records or other documents, including those held electronically, this will be regarded as a serious disciplinary matter and potentially a criminal offence.

5.7 All school employees must comply with the school's and local authority's Financial Regulations. Employees should familiarise themselves with the regulations but some of the principal employee requirements are summarised below.

5.8 Staff will not use illegal drugs or alcohol during working hours, this is unacceptable and may lead to disciplinary action. All employees are expected to attend work without being under the influence of alcohol or illegal drugs and without their performance being adversely impacted by the consumption of alcohol or illegal drugs.

5.9 If alcohol or drug usage impacts on an employee's working life, the school has the right to discuss the matter with the employee and take appropriate action, having considered factors such as the school or local authority's reputation and public confidence. This may also lead to disciplinary action. Safe storage of staff personal medication is advised to avoid any access by Young people

5.10 School equipment and systems (e.g. phone, email and computers) are available only for school-related activities and should not be used for the fulfilment of another job or for personal use. This is unless authorised by the Headteacher.

5.11 Employees must not use their own personal equipment such as mobile phones or cameras to make recordings of pupils, parents or other employees. School equipment is available on request from the Senior ICT Technician where school related, appropriate recordings need to be made.

5.12 Use of personal computers for sensitive school information should not be advised If transporting data linked to CYP on USB etc these must be secure and encrypted.

6. Conduct outside Work

6.1 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 community. Any such conduct could lead to dismissal.

6.2 In particular, criminal offences that involve violence, criminal offences or behaviours that involve possession or use of illegal drugs or sexual

misconduct are likely to be regarded as unacceptable and could lead to dismissal.

6.3 Staff must familiarise themselves with the school on safety policy.

6.4 Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Staff must not use personal means to contact parents/pupils or former pupils.

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

6.6 Staff must only use their school email account or school learning platform account when communicating electronically with pupils, parents and colleagues.

6.7 Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school and is not to a level which may contravene the working time regulations or affect an individual's work performance. (See Staffordshire Guidance to Staff in Secondary Employment).

6.8 In school time **staff** must not work with pupils in **their** own home or living space.

6.9 All members of staff must declare any business interests outside of school that may be connected either to the supply of goods / services to the school or be rewarded through association with the school.

6.10 Members of staff may come into contact with pupils in social settings and it is important that staff recognise that their professional role does not just finish at the school gate. This is not to say that staff must ignore pupils in social settings but they should be mindful of how their behaviour towards pupils in such a setting may be interpreted.

6.11 Understand that the behaviour and actions of their partner (or other family members) may raise questions about their suitability to work with children and young people.

6.12 School employees must inform the Headteacher (Governing Body if the employee is the Headteacher) immediately if they are subject to a criminal conviction, caution ban, police enquiry, investigation or pending prosecution. The Headteacher or Governing Body will discuss this with the employee in the context of their role and responsibilities in order to help safeguard children and other employees at the school.

6.13 Employees must inform the Headteacher immediately if they are involved with any child protection incidents or issues regarding their own children

or those of other colleagues. If a referral has not already been made to Families First it must be actioned

6.14 Failure to make a relevant declaration of interests is a very serious breach of trust and therefore if employees are in doubt about a declaration, they are advised to take advice from their school or union.

N.B. If any schools who may be using this have an EY setting or care club up to age of 8 years old, the requirements around ' disqualification by association' need to be highlighted.

7. Confidentiality

7.1 Where staff have 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.

7.2 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 pupils/students parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate role and authority to deal with the matter.

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

8. Disciplinary Action

8.1 All staff need to recognise that failure to meet these standards of behaviour and conduct will result in disciplinary action, with the potential for dismissal.

Appendix 1 – Aide Memoire for all Staff

When we speak to others we will:

- Use a positive statement rather than a negative one so that children can learn what we expect of them in any situation.
- Use a calm tone of voice at all times, to explain something to or instruct the children, so that they can follow our words without feeling threatened or uncomfortable.
- Avoid using sarcastic words or phrases as these demean children and prevent them from developing high self-esteem.
- Speak respectfully to other adults at all times, even if we disagree with them.

As professionals we will:

- Avoid workplace gossip and negativity as it breeds resentment and becomes a roadblock to effective communication and collaboration. We all have a duty to take active steps to divert conversations away from this if we come across it.
- Maintain confidentiality about anything that we see or hear in the school, so that parents and children can trust us, and as a way of showing respect to our fellow professionals.
- Work as part of a team, contributing as well as learning from others and helping to build up a strong workforce so that we can provide the best possible learning opportunities for the children.
- Work within the school's policies and practices, so that what we do is consistent with what has been agreed between all members of the staff and the governors.
- Treat everyone with respect.
- Dress appropriately, so that we set a good example for the children and to show that we are here to work.
- Behave in a positive way despite any personal problems that we may have, especially in front of the children.

Appendix 2 - From Teachers' Standards Effective from 1 September 2012 (DfE)

Personal and Professional Conduct

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

- Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

  Treating pupils with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to a teacher's professional position.

  Having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions.

  Showing tolerance of and respect for the rights of others.

  Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

  Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

- Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.

- Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

This policy should be read in conjunction with:

- School Safeguarding Policy
- Relationship management: Principles of Good Practice
- Pecuniary Interest
- Register of Gifts and Hospitality
- Keeping Children Safe in Education 2020 Part 1