



The Holy Spirit Catholic Primary School

Code of Conduct for Staff

“Together in the Spirit of Love and Forgiveness our family learns to grow in Hope and Joy.” (Our Mission)

INTRODUCTION

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

As a Catholic School, all adults in school are expected to actively follow and live out our mission statement.

The mission statement reflects how the family of The Holy Spirit is to conduct itself at all times. All communication and interaction between members of the family of The Holy Spirit - staff, children, parents, carers and visitors must reflect our mission statement.

Furthermore, as part of the Catholic Education Service terms and conditions, staff are:

- expected to be conscientious and loyal to the aims and objectives of the School.
- required to develop and maintain the Catholic character of the School.
- to have regard to the Catholic character of the School and not do anything in any way detrimental or prejudicial to the interests of the School at any time - at work or at
 - home.

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.

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

1 PURPOSE, SCOPE AND PRINCIPLES

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 corresponding expectations.

School staff are in a unique position of influence and must adhere to behaviour that models the highest possible standards for all the children 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, whether inside or outside working hours.

2 SETTING AN EXAMPLE

2.1 All staff who work in schools set examples of behaviour and conduct which can be copied by pupils/students. Staff must therefore avoid using inappropriate or offensive language at all times.

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



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2.3 Staff should always present themselves in a clean and tidy way that is appropriate to their role. This includes being mindful of how much skin is exposed, even on hot days. It is not acceptable for staff to wear strapless or low cut tops or dresses in school and underwear should not be visible, including bra straps. Flip-flops or slipper-type shoes with no backs are not appropriate professional footwear and may present a Health and Safety hazard.

3 SAFEGUARDING PUPILS/STUDENTS

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

- physical abuse
- sexual abuse
- emotional abuse
- neglect

3.2 The duty to safeguard pupils/students includes the duty to report concerns about a child to the school's Designated Senior Person (DSP) for Child Protection.

3.3 The school's Senior Designated Person is Mr John McDonald

The school's Deputy Designated Person is Mrs Jenia Crabbe

3.4 Staff must make themselves familiar with the Child Protection / Safeguarding Policy, Keeping Children Safe in Education 2019 part 1 and Whistleblowing Procedure. ¹

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

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

3.7 Staff must not use their mobile phone as a camera in school to take photographs of any child. Any photograph/video of children must be taken using school equipment. Staff must only save children's images on school computers / ipads.

4 CHILD DEVELOPMENT

4.1 Staff must comply with school policies and procedures that support the well-being and development of the children. ^{2,3}

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

4.3 Staff must follow reasonable instructions that support the development of the children.

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.

¹ These documents are available on the website or from the office.

² The Department for Education is introducing compulsory [Relationships Education for primary pupils](#) from September 2020. All schools will be required to teach these subjects and follow the statutory guidance. Health Education will be compulsory for all state-funded schools.

³ Staff must become familiar with the [latest guidance](#) in 'Teaching online safety in school'. This should be read in conjunction with [Education for a Connected World Framework](#) published last year, which offers 'age-specific advice about the online knowledge and skills that pupils should have the opportunity to develop at different stages of their lives.'



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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 refer to the Whistleblowing Policy.

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.

Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted.

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 or 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 exercise caution when using information technology and be aware of the risks to themselves and others. Staff must not use social media with pupils or former pupils under the age of 18.

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

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

6.6 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.

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

6.8 All members of staff must ensure that disclose information about themselves relating to relationships⁴ that could place children at risk of harm. ⁵

6.9 All staff must disclose this information to the Head teacher and/or Safeguarding Governor as soon as possible. ⁶

7 CONFIDENTIALITY

⁴ The 2018 Regulations bring up-to-date the offences by which an individual can be disqualified under the childcare disqualification arrangements. The relevant offences are set out in the regulations but are listed in Table A guidance for ease of access. Staff will be provided with a copy of this to enable them to make informed declarations if necessary.

⁵ School will create an environment and culture where staff are able to do this. The school will no longer ask questions about people in households on application forms, in the safer recruitment policy, on any staff self-disclosure questionnaires, etc

⁶ Disqualification from Childcare: statutory guidance for schools 2018



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7.1 Where staff have access to confidential information about children or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the child.

7.2 All staff are likely at some point to witness actions which need to be confidential. For example, if a child is bullied by another child (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 child's parent or carer.

7.3 However, staff have an obligation to share with the SDP or the DDP **any** information which gives rise to concern about the safety or welfare of a child.

Staff must **never** promise a child that they will not act on information that they are told by the child.

7.4 This policy should be read alongside Keeping Children Safe in Education 2019 part 1⁷

8 DISCIPLINARY ACTION

8.1 All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.

⁷ <https://www.gov.uk/government/publications/keeping-children-safe-in-education-->



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Policy written / ratified or reviewed:	Signature:	Next review:
Autumn Term 2019		Autumn Term 2020



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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.

PERSONAL AND PROFESSIONAL CONDUCT

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

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



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- 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.

Appendix 3 – from *Keeping Children Safe in Education 2019*.

All school and college staff members should be aware of the types of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection.

Staff members working with children are advised to maintain an attitude of '**it could happen here**' where safeguarding is concerned. When concerned about the welfare of a child, staff members should always act in the **best** interests of the child.

Knowing what to look for is vital to the early identification of abuse and neglect. If staff members are unsure, they should always speak to the designated safeguarding lead.

If staff members have any **concerns** about a child they should have a conversation with the designated safeguarding lead to agree a course of action, although any staff member can make a referral to children's social care. Other options could include referral to specialist services or early help services and should be made in accordance with the referral threshold set by the Local Safeguarding Children Board.

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.

All concerns, discussions and decisions made and the reasons for those decisions should be recorded in writing.

All staff are expected to attend Safeguarding Training annually provided by or arranged by the school.