



CORPUS CHRISTI
We are His body, living and learning as one.

CODE OF CONDUCT



Saint Paul's Catholic High School
All Saints Catholic College
St Elizabeth's Catholic Primary School
St Anthony's Catholic Primary School
Ss John Fisher & Thomas More Catholic Primary School



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Schools within Corpus Christi Catholic Academy Trust:

- Saint Paul's Catholic High School
- All Saints Catholic College
- St Anthony's Catholic Primary School
- Ss John Fisher & Thomas More Catholic Primary School
- St Elizabeth's Catholic Primary School

This policy will be published on the Trust's website

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1. Introduction

- i. Corpus Christi Catholic Academy Trust (referred to hereafter as the Trust) has developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to respect, objectivity and belief in the dignity of the individual become embedded into every aspect of school life and these policies are reviewed regularly in this regard.
- ii. The Trust is required to establish procedures with regard to regulating the conduct and discipline of its employees and has high expectations of its staff. This code of conduct provides advice in relation to expected conduct and the Trust's employee Appraisal and Safeguarding procedures ensure that these standards are maintained.
- iii. The Trust expects all staff to act in accordance with professional integrity and respect the safety and wellbeing of others to reflect its approach as Catholic Schools to ensure the schools are an environment where everyone is safe, happy and treated with respect.
- iv. The distinctiveness of a Catholic school is lived out through the care and respect shown for each other. All staff are principally responsible for a Catholic school's ability to put into effect its ethos, aims and projects.
- v. This code of conduct complies with education and employment legislation and nationally negotiated terms and conditions for both teachers and support staff. It also takes into account the Teachers Standards and Standards in Public Life (The Nolan Principles - Seven Principles of Public Life).

2. Scope of the Code

- i. This code of conduct applies to all employees who work at schools within the Trust. The schools in the Trust currently consist of Saint Paul's Catholic High School, All Saints Catholic College, St Elizabeth's Catholic Primary School, St Anthony's Catholic Primary School and Ss John Fisher & Thomas More Catholic Primary School and
- ii. This code also applies to self-employed staff, trainees, contractors, external consultants, volunteers, agency staff, governors whether by direct contract with the Trust or otherwise.
- iii. This code should be read in conjunction with the Guidance on Safer Working Practice for Adults who work with Children and Young People in Education Settings 2015, Keeping Children Safe in Education 2021.
- iv. This code should also be read in conjunction with the Trust's policies such as; Disciplinary and Dismissal Policy and Procedure, Whistleblowing Policy and Procedure, Equality Policy, Dignity at Work Policy, Grievance Policy and Procedure, Health and Safety Policy, Statement of Procedures for dealing with allegations of abuse made against staff and the Device Security Policy.
- v. This code addresses how the Trust and its school will deal with low level concerns about staff working with children, which do not meet the "harm threshold" and, as such, would be reported to the LADO, as per the

Statement of Procedures for dealing with allegations of abuse made against staff.

- vi. The code can be used for cases where there are circumstances of conduct outside of work which could impact on the employee's ability or suitability to continue in their role. It can also be used for cases in which misconduct could cause damage to the school or the Trust's reputation.
- vii. This code complies with the Trust's funding agreement and articles of association.
- viii. Unless indicated otherwise, all references to "Governing Body" apply to school's Local Governing Body or Interim Management Board.

3. Principles

- i. This code is designed to help and encourage employees to achieve and maintain acceptable standards of conduct.
- ii. The Trust is mindful of its obligations and duties under the Equality Act 2010 and will be mindful of the protected characteristics in the Equality Act (i.e. age, disability, gender, gender reassignment, race, religion or belief, sexual orientation, pregnancy, maternity and marriage or civil partnership) in the application of this code of conduct.

4. Roles and responsibilities

- i. The Trust has delegated the overall responsibility for the effective operation of this code to the school's Governing Body. The responsibility for the day to day management and operation of this code has been delegated to the Headteacher.
- ii. Staff employed within the Trust are in a position of influence and expected to be role models for their pupils. Staff must demonstrate behaviour that sets a good example to all pupils at schools within the Trust.
- iii. Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with pupils, handling money, claiming expenses and mileage, using the school's property and facilities.
- iv. All staff must familiarise themselves and comply with their school and the Trust's policies and procedures.

5. General behaviour

- i. All staff are expected to set an example to pupils and consistently demonstrate professional behaviour by:
 - Maintaining regular attendance;
 - Being punctual upon arrival at school, lessons, duties and meetings;
 - Not using inappropriate or offensive language on or around the school premises;
 - Treating colleagues and pupils with dignity and respect;

- Showing tolerance and respect for the rights of others;
 - Not undermining the fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs;
 - Not expressing personal beliefs in a way that will overly influence pupils and not exploit pupils' vulnerability;
 - Understand the statutory frameworks they must act within;
 - Adhere to the principles set out in Part 1 iii.
- ii. At the discretion of the Headteacher, alcohol may be consumed at social events and special occasions on the school premises and outside of working hours when no pupil is present. Staff are limited to one glass per person and are expected to conduct themselves appropriately as drunken behaviour could bring the school into disrepute if witnessed by members of the community.

6. Professional behaviour both in and out of school

- i. Staff are expected to behave professionally at all times, including both in and out of school. Staff have an individual responsibility to maintain their own reputation and that of the school and the Trust, and must not act in a way that would bring the school, Trust or their profession into disrepute. This covers relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school on social media.
- ii. Staff are also expected to:
- Maintain professional boundaries with pupils;
 - Follow e-safety guidelines;
 - Take responsibility for accessing help and support should it be needed;
 - Meet the requirements as specified by relevant examination bodies;
 - Avoid actions which undermine the school, staff, pupils or parents (this includes outside the workplace);
 - Follow the correct procedures for dealing with all matters relating to finance.
- iii. The Trust has a Trade Union Recognition Agreement and recommends that all staff become a member of a Trade Union or Professional Association.

7. Confidentiality

- i. In the course of their role, staff are often privy to sensitive and confidential information about the school, colleagues, pupils, parents and carers. Information must never be disclosed to anyone without the relevant authority.

- ii. Any information that staff may be privy to must not be used to humiliate, embarrass or blackmail others.

8. Safeguarding

- i. Staff have a duty to safeguard pupils from harm and to report any concerns they have. This includes physical, emotional, sexual abuse and neglect.
- ii. Staff are required to read the Trust's Safeguarding and Child Protection Policy and Procedure and the Prevent initiative and ensure they are aware of the processes to follow if they have concerns about a pupil.
- iii. All staff must attend the annual safeguarding and child protection update sheet. This is issued to staff every September. Staff are also required to read Part 1 of the DfE document 'Keeping Children Safe in Education'. All staff are required to undergo safeguarding training every three years.
- iv. There are occasions when staff may have cause to have physical contact with pupils for a variety of reasons. For further guidance on this please refer to the school's policy on Positive Touch and the use of Restrictive Physical Intervention for all Staff working with Children & Young People.

9. Whistleblowing

- i. If an employee has a legitimate concern about a specified matter known as a "qualifying disclosure", this should be raised in accordance with the Trust's Whistleblowing Policy and Procedure. A qualifying disclosure is one made in the public interest by an employee who has a reasonable belief that any of the following has been, or is likely to be committed:
 - A criminal offence;
 - A miscarriage of justice;
 - An act creating risk to health and safety;
 - Risk or actual damage to the environment;
 - A breach of any other legal obligation e.g. not having the right insurance; or
 - Concealment of any of the above.
- ii. It is the responsibility of the person raising a concern to report the matter to the relevant person in accordance with the Whistleblowing Policy.
- iii. Everyone should be aware of the importance of preventing and eliminating wrongdoing at work. Employees should be watchful for illegal or unethical conduct and report anything of that nature that they become aware of.

10. Low Level concerns

- i. Low level concerns are those who do not meet the harms threshold and, as such, would not be reported to the LADO in the first instance.

- ii. Low level concerns may arise in several ways and from a number of sources, for example; suspicion, complaint or disclosure made by a child, parent or other adult within or outside the school or Trust, or as a result of vetting checks undertaken.
- iii. The Trust wishes to create and embed a culture of openness, trust and transparency in which its values and expected behaviour is clear, consistently lived, monitored and reinforced by staff. All adults working in or on behalf of the schools or Trust must deal with low level concerns promptly and appropriately to minimise the risk of abuse, to ensure adults working in and on behalf of the school are clear about professional boundaries and act within these boundaries.
- iv. The term 'low-level' concern does not mean that it is insignificant, it means that the behaviour does not meet the 'harm' threshold, and can be something small such as a 'nagging doubt' or sense of unease. Examples of a low-level concern are:
 - Behaviour that is inconsistent with the staff code of conduct, including inappropriate conduct outside of work;
 - Behaviour that does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.

Examples of such behaviour could include, but are not limited to:

- Being over friendly with children;
- Having favourites;
- Taking photographs of children on their mobile phone;
- Engaging with a child on a one-to-one basis in a secluded area or behind a closed door; or
- Using inappropriate sexualised, intimidating or offensive language.

Such behaviour can exist on a wide spectrum, from the inadvertent or thoughtless, or behaviour that may look to be inappropriate.

- v. These low-level concerns must be shared responsibly, with the headteacher. If the concern is about the headteacher, the concern should be raised with the Chair of Governors. A record of all low-level concerns will also be recorded which will include details of the concern, the context in which the situation arose and action taken and compliance with the General Data Protection Regulations.
- vi. All low-level concerns will also be recorded on the individual's personal file along with any agreed actions. This is to ensure that if a pattern of concerning, problematic or inappropriate behaviour is identified, this could move the situation from a concern to behaviour meeting the harm threshold in which case a referral to the Local Authority's Designated Officer (LADO) will be made.
- vii. If a member of staff is concerned at any point that an interaction between themselves and a pupil could be misinterpreted or might appear compromising to others and/or on reflection believe that they have

behaved in a way that they consider falls below the expected professional standards, they should self-refer.

- viii. Any low-level concerns relating to agency personnel or contractors should be notified to their employers so that any potential patterns of inappropriate behaviour can be identified.

11. Day to day dealings with pupils

- i. Staff must 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.
- ii. 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 individual pupils are not acceptable.
- iii. In day-to-day dealings with pupils, all staff must be careful to avoid putting themselves at risk. The following are examples:
 - Staff should work in an open environment where possible. If staff are in a one to one meeting or interview with a pupil, they should keep the door open where possible or ensure that there is clear visual access and ensure that a colleague or manager is made aware this is taking place;
 - If a pupil is to be searched, a member of staff of the same sex of the pupil should do this in the presence of a senior member of staff.
 - Staff should maintain a professional distance with pupils and should not allow pupils to become over familiar.
 - Staff are not allowed to communicate with pupils on social network sites other than those approved by the school. No 'friending', 'linking', 'joining' or 'following' must take place.
 - Staff should avoid confrontation with pupils and always try to diffuse the situation. They should not shout in a rude manner in order to humiliate a pupil and should be firm and calm. They should be careful to criticise the behaviour rather than the pupil.
 - Private tutoring should not be carried out on the school premises. It is also recommended that staff who privately tutor pupils should inform the Headteacher of the names of any pupils who are on roll at the school in case there are any pertinent issues of which they need to be aware.
 - Staff should be mindful and take additional care when assisting a child with their dress or attending to their personal care to ensure that there is no scope for misinterpretation. Contact must be appropriate and relevant to the situation and, where possible, there should be more than one member of staff present.
 - Staff should never give out their personal contact details to pupils or parents. School mobiles should be used to contact parents

during trips and emergency contact numbers should be school mobile numbers only.

- School cameras must be used on all school trips, not personal cameras or photography taken on personal phones;
- If, in exceptional circumstances, staff are required to drive a pupil in their car, they must:
 - a) Ensure that their insurance covers them for business use;
 - b) Obtain parental permission in written form if possible;
 - c) Take more than one person unless there is an emergency;
 - d) Keep conversation professional;
 - e) Seat pupils in the back of the car where possible.

12. Relationships

- i. Staff have a responsibility to all individuals they come in contact with to be helpful, courteous, respectful, efficient and impartial.
- ii. Personal romantic relationships may become a concern for the school if it interferes with an individual's work and therefore all staff must behave in an appropriate and professional manner while at work.

13. Communications

- i. Staff should ensure they are up to date with information and should check emails, SIMS information, pigeon holes and briefing notices daily to ensure they are aware of situations and events that will affect them.
- ii. Teachers must ensure that relevant notices in registers are distributed or read out to pupils.
- iii. Staff should not, in the normal course of events, deal directly with the press or the media. If canvassed by the press in the course of their work, staff must refer them to the Headteacher and make no comment.

14. Engaging with the Catholic Ethos of the school

- i. All staff must fully engage in all activities that are an essential part of school life. In accordance with directed time, teaching staff are required to attend all relevant meetings including Parental Consultation evenings and Open Evenings. Teaching staff are also expected to attend and be involved in the wider professional life of the school and support staff are also encouraged to participate fully in school life.

15. Appearance and presentation

- i. Staff must present themselves, their appearance, body language, actions and use language which sets an example to the pupils. The Trust has high expectations of staff and for this reason request that when in front of the pupils should not:
 - Chew gum;
 - Use mobile phones for personal use unless essential;

- Use inappropriate language in either oral or written form;
 - Eat or drink in the corridors.
- iii. All staff must ensure they wear their name badge at all times.
 - iv. All staff must ensure that their personal hygiene and grooming are properly attended to prior to presenting themselves to school.

16. Dress code

- i. All staff are expected to dress in a professional and appropriate manner to the role they are undertaking.
- ii. It is important to portray a smart and professional image and outfits must not be overly revealing or display any offensive or political slogans.
- iii. Reasonable adjustments will be made for disabled staff.