



St Bede's

Catholic School
& Sixth Form College

STAFF CODE OF CONDUCT POLICY A Safeguarding Guide

Governing Body Approval : Full Governing Body Meeting	
Name:	Signature:
Date: 11 th October 2018	For 18/19 Ac Year
Review Date: Summer Term 2020/21	

Academy Name: St. Bede's Catholic Academy and Sixth Form College

Date Policy Formally Reviewed/Approved By Governors: Thursday 13th October 2015

Review Date (s): February 2016

This revision October 2018 2016

Person(s) responsible for Implementation and Monitoring: NH/IM

Other relevant policies e.g. Child Protection and safeguarding Policy, Safer Recruitment Policy, Health and Safety Policy Guidelines, Health and Safety Policy and Procedures Document, E Safety Policy, Whistle Blowing Policy, Data Protection Policy and Staff Guide, HR policies.

The health, safety and welfare of all the people that work or learn at our academy are of fundamental importance. We aim to provide a safe, secure and pleasant environment for everyone where people are supported to fulfil their potential. The Governing Body, as an employer, takes responsibility for the health & safety of all our pupils, members of staff and others who visit our premises.

The Gospels of Christ contain the values upon which St Bede's Catholic School and Sixth Form College is founded;

SCHOOL MISSION STATEMENT

The mission of St. Bede's Catholic School and Sixth Form College is to create an atmosphere of Catholic values, attitudes, practice and knowledge such that all children will have the opportunity for their faith to be nurtured. Thus they will be able to widen and deepen themselves as people in preparation for this life and for the life to come.

St Bede's Aims and Values

St Bede's aims to be a community inspired by **CHRIST** to serve others.

Common Good

To promote a spirit of **charity**, social **justice**, global **stewardship** and concern for others leading to a contribution to the common good.

Hope

To be an educational community built on foundations of **faith**, **hope** and **love**, which reflects Christ's message of **compassion**, **solidarity** and **forgiveness**.

Respect

To build a community of mutual **respect** working towards a common understanding of high standards of behaviour, good **manners** and individual accountability, as well as encouraging students to make **responsible** and positive **choices**.

Inspiration

To be a caring, supportive and inclusive community inspired by **Christ**, recognised by our love of God and of our **neighbour** whilst nurturing qualities of **resilience**, **determination**, **ambition**, **courage** and commitment, in order to live fulfilling and purposeful lives.

Service

To follow Christ's example of **servicing** others, in a climate of **kindness**, **humility**, **friendship** and **cooperation**.

Talents

To encourage all members of the community to foster a love of life-long learning so that they can use their **talents** to the full, pursuing **excellence** in all things and in doing so, bring Christ to each other.

1. Introduction

This code sets out the standard of conduct expected of all employees, subcontractors or volunteers in carrying out their duties for the school, including relationships with other staff, external contacts, and circumstances where their duties may overlap or conflict with their private lives. It is a framework for behaviour.

The school also endorses the Seven Principles of Public Life proposed by the Committee of Standards in Public Life chaired by Lord Nolan.

These are:

1.1 Selflessness

Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

1.2 Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

1.3 Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

1.4 Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

1.5 Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

1.6 Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

1.7 Leadership

Holders of public office should promote and support these principles by leadership and example.

In addition to the Code of Conduct, there are a number of policies and guidance documents that staff must follow (see Appendix 1).

Responsibilities

The Governing Body

The Governing Body is responsible for:

- the school's compliance with Equality and Diversity legislation, Human Relations and Employment Law and regulations;
- the school's implementation of a safeguarding Code of Conduct which is fair and equitable in its treatment of all groups;
- being involved, as appropriate, in dealing with breaches of the code.

The Headteacher

It is the Headteacher's responsibility, in conjunction with the Senior Leadership Team, to:

- implement the code of conduct;
- actively challenge and take appropriate action in any cases of a breach of the code of conduct, to support and guide as appropriate.

All staff

All actions concerning children and young people must uphold the best interests of the young person as a primary consideration. Staff must always be mindful of the fact that they hold a position of trust, and that their behaviour towards the children and young people in their charge must be above reproach. The Code of Conduct is not intended to detract from the enriching experiences children and young people gain from positive interaction with staff within the education sector. It is intended to assist staff in respect of the complex issue of safeguarding the school community by drawing attention to the areas of risk for staff and by offering guidance on prudent conduct.

All staff are expected to be conscientious and loyal to the aims and objectives of the academy, be required to maintain and develop the Catholic character of the academy and have regard to the Catholic character of the Academy and not do anything in any way that is detrimental or prejudicial to the interest of same. This Code of Conduct is a supportive document to provide advice and guidance in order to exercise the aims and objectives of the academy, in a safe and professional way.

2. Summary of Duties and Responsibilities

- Maintain the highest professional standards in conduct and service to the school community including students, colleagues, parents, carers, visitors and any external agencies.
- Conduct themselves with integrity, impartiality, honesty and objectivity.
- Not deceive or knowingly mislead, or bring the School into disrepute.
- Support the Christian ethos of the school and model Christian values.
- Dress in a smart, formal and professional manner, appropriate for the environment in which they work, and wear the approved staff identification badge at all times.
- Protect and maintain the health and safety of themselves and colleagues, service users or others by reporting issues and ensuring that they undertake activities with due care and attention.
- Ensure all assets and resources of the school are protected and used efficiently and effectively.

2.1 Behaviour and Equal Opportunities

The school is committed to achieving equality of opportunity. Staff must uphold the Single Equality Policy, and support an environment of inclusiveness for all, irrespective of gender, marital status, religion, belief, colour, race, ethnicity, class, sexual orientation, disability status or age.

Staff are required to respect the School's property, and the property of others at all times. They are expected to model the characteristics that we seek to inspire in our pupils.

2.2 Catholic/Christian Ethos & British Values

All staff are required to support the Catholic/Christian ethos of the school and to model Christian values, the Gospels of Christ contain the values upon which St Bede's Catholic School and Sixth Form College is founded. Form tutors are fully supported by the chaplain in leading or facilitating a daily act of worship with their pupils. British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs must be followed by staff and modelled for pupils.

2.3 Safeguarding

All employees have a responsibility to promote and safeguard the welfare of children in school, and to take appropriate action when they believe a child may be at risk. Staff must ensure they are familiar with the school's 'Safeguarding Policy'. The governing body has endorsed an advisory document produced by the DfE 'Guidance for safer working practices for adults who work with children and young people in education settings' and staff are expected to be guided by it. In addition to the required Disclosure and Barring Service (DBS) clearance any staff who believe their employment may be impacted by the 'Disqualification by Association' legislation must bring the matter to the attention of the Headteacher.

If any member of staff has concerns about a colleague's behaviour towards children, they must report it immediately to the Safeguarding Designated Lead, Mr I Merrington or the Headteacher.

Private meetings with pupils

1. Staff should be aware of the dangers which may arise from private interviews with individual pupils. It is recognised that there will be occasions when confidential interviews must take place. As far as possible, staff should conduct such interviews in a room with visual access, or with the door open. The Reception Meeting Room can be booked and has been designed with this in mind.

2. Where such conditions cannot apply, staff are advised to ensure that another adult knows that the interview is taking place. It may be necessary to use a sign indicating that the room is in use, but it is not advisable to use signs prohibiting entry to the room.
3. Where possible another pupils or (preferably) another adult should be present or nearby during the interview.

Physical contact with pupils

1. As a general principle staff will refrain from making unnecessary physical contact with their pupils.
2. It is unrealistic and unnecessary, however, to suggest that staff should touch pupils only in emergencies. In particular, a distressed child, especially a younger child, may need reassurance involving physical comforting, as a caring parent would provide. Staff should not feel inhibited from providing this.
3. Staff should never touch a child who has clearly indicated that he/she is, or would be, uncomfortable with such contact, unless it is necessary to protect the child, others or property from harm.
4. Physical punishment is illegal as is any other form of physical response to misbehaviour, unless it is by way of necessary constraint.
5. Staff who have to administer first aid to a pupil should ensure whenever possible that this is done in the presence of other children or, following a risk assessment of the situation, preferably another adult.
6. Following any incident where a member of staff feels that his/her actions have been, or may be, misconstrued, a written report of the incident should be submitted immediately to the Headteacher.
7. Staff should be particularly careful when supervising pupils in a residential setting, or in approved out of school activities, where more informal relationships tend to be usual and where staff may be in proximity to pupils in circumstances very different from the normal school/work environment.
8. Staff will seek at all times to operate according to the School Policy on 'The Use of Reasonable Force'.

Relationships and attitudes

Within the context of safeguarding and wellbeing policies, staff should ensure that their relationship with pupils is appropriate to the age, maturity and gender of the pupils, taking care that their conduct does not give rise to comment or speculation. Attitudes, demeanour and language all require care and thought, particularly when staff are dealing with adolescent boys and girls.

Talking to pupils where there are concerns about possible abuse.

Where staff see signs which cause them concern they should seek clarification from the pupil with tact and understanding. Staff should immediately bring concerns to the attention of the class

teacher or the designated CP staff (IM, GK, and JB) who may carry out the necessary clarification. While such clarification may reassure teachers that abuse has not occurred several points should be borne in mind:

- Do not ask the pupil leading questions, as this can later be interpreted as putting ideas into the child's mind;
- Do not ask questions which encourage the child to change his/her versions of events in any way. For example and appropriate question is, 'Tell me what happened' rather than 'Did they do X to you?'
- The chief task at this stage is to listen to the pupil and not interrupt or try to interpret if he/she is freely recalling significant events, as soon as possible afterwards to make a note of the discussion and pass it on to the designated teacher. The note should record the time, date, place and people who were present, as well as what was said. Signs of physical injury observed should be noted in detail, but under no circumstances should a child's clothing be removed;
- Any comment by the child/parent/carer about how an injury occurred should be written down as soon as possible afterwards, quoting actual words where possible.
- Avoid giving pupil undertakings of confidentiality although they should be reassured that information will only be disclosed to those professionals who need to know.
- Be aware that any notes made may need to be used in subsequent court proceedings. Lack of records will not absolve the school from a requirement to give evidence in court; it is therefore essential that proper contemporaneous records are kept. The school's Child Protection and Safeguarding Policy provides an appropriate format for such records.

THE DESIGNATED STAFF FOR CHILD PROTECTION ARE:

Mrs G Kilburn and Mr I Merrington

THE DEPUTY DESIGNATED MEMBER OF STAFF FOR CHILD PROTECTION IS:

Mrs J Bradley

2.4 Dress and Appearance

Staff are required to model standards for students and dress in a smart, formal and professional manner, which is appropriate for activities undertaken, meets health and safety requirements and good practice, reflects the school's positive status within the community and is appropriate for a representative of the school. The expectations of male and female staff in relation to dress are clarified in the dress code which is included in the staff handbook. The decision on what is an acceptable standard is the Headteacher's.

2.5 Pecuniary Interests

Identified staff are required to sign a 'Register of Business Interest Form' (ROBI form) before taking up their duties and annually at the start of each Academic year. The ROBI form is used to identify any personal or business interests that may either conflict with their responsibilities within school and/or any decisions they make in a professional capacity. Staff must inform the Headteacher if their circumstances change during the year.

2.6 Benefits

Staff must not receive any benefits of any kind from a third party which might reasonably be seen to compromise their personal judgement and integrity or imply favour or disfavour to any person/s.

Staff should exercise discretion when accepting offers of hospitality particularly when the host is seeking to do business with the school, or may benefit from dealing with the school.

If staff are unsure whether any benefits or hospitality offered will compromise their dealings with third parties on behalf of the school they should seek advice from the Headteacher or her nominee

2.7 Gifts

Staff are not permitted to accept monetary gifts of any kind as employees of the school.

All benefits, gifts and payments in kind from third parties received by staff in the course of their duties as employees should be declared to the School Business Manager unless these are casual gifts offered to staff such as calendars, diaries, pens, food, drink and flowers of small value ie under £10, which need not be declared. Employees must decline any gift offered to them (or a member of the family), by anyone having dealings with the school, if the gift has a value of £25 or over. Such items may only be retained with the express permission of Senior Management.

2.8 Bribes

The 2010 Bribery Act states it is an offence to offer, promise or give a bribe. It is also an offence to request, agree to receive, or accept a bribe. In this case a bribe is a financial or other advantage which is offered or requested with the intention of inducing or rewarding the improper performance of a relevant function or activity. Such an act may constitute gross misconduct which may lead to dismissal and potentially prosecution.

2.8 Data Protection

Staff must be aware of their obligations under the Data Protection Act and Freedom of Information Act. Please refer to school's policies located on the Noticeboard within Outlook. Guidance on this legislation can be obtained from the Information Commissioner (www.informationcommissioner.gov.uk) which states that information held is accurate, relevant, securely stored, not excessive for the purposes and held no longer than needed.

Staff must not disclose information about the school to students, other employees or to third parties without appropriate authorisation. This includes disclosure of personal information (including private addresses and telephone numbers) without express permission, even to colleagues. All staff have received GDPR training and are aware of their duties in this regard.

2.9 ICT Use

A large amount of confidential and sensitive information is communicated and held on IT systems. Staff must ensure they lock computer screens when away from their desks and minimise the screen if they are approached when working on confidential information. Staff must not share log in details / passwords and should change them regularly to prevent unauthorised use. Confidential data / material must not be left unattended. Unwanted confidential papers must be shredded or sent to Support Services for confidential waste.

To protect security and achieve data protection, all staff are required to sign the ICT acceptable use form upon commencement of employment within the school.

A number of IT systems are externally accessible. Use of these systems is subject to the same conditions as work within school.

Employees must ensure that they do not bring the school into disrepute or breach obligations of confidentiality and appropriate behaviour when using blogs or social media. Staff must not access personal blogs / social networking sites during working hours. When accessing such sites outside of working hours, employees are advised not to write about their work or reference the school.

It is not recommended that staff use these sites, however if staff have a profile they must ensure that they:

1. Keep their profile private.
2. Lock all pictures and make sure that they can only be seen by 'friends'
3. Be careful of profile content
4. NEVER accept pupils as friends

The Academy encourages use of the Internet as a learning tool and to help us maximise our efficiency and effectiveness. The Internet must be used for lawful purposes only and you must comply with relevant legislation. Academy provision must not be used to access any inappropriate material. Take particular care when downloading; if in doubt, consult the BITS Team.

Access to systems

1. You must only attempt to gain access to systems which you have authority to use, using the credentials that have been assigned to you.
2. All users of Academy systems are given a Username and Password; these are unique and must not be compromised. You must not share your password with anyone and you will be held responsible for all activity using your credentials. It is recommended that passwords are created to the following criteria:
 - At least 8 characters long.
 - At least one capital letter (eg A);
 - At least one lower case character (eg a);
 - At least one numerical digit (eg 1);

Remember, to be aware of your surroundings when logging on to the system. Again, good practice to have a unique password for Academy purposes.

3. Whenever you leave your workstation, you must lock your computer as a minimum. CONTROL ALT DELETE keys simultaneously.
4. All personal and sensitive business information must be locked away when unattended and not left on desks. **Memory sticks are not encrypted and therefore cannot be used for work purposes.**

Remote working

1. Any mobile computing device (tablet, mobile phone) bearing personal or sensitive information must be encrypted using methods approved by BITS Services. It is however,

highly recommended that staff utilise the remote access facility if working from home; again, being aware of surroundings.

2. Mobile computing devices bearing personal or sensitive information must only be taken out of the Academy when there is essential business need to do so. For your personal safeguarding, you should be able to demonstrate that you have permission from your direct line manager to take a device away from Academy premises, whether for a particular instance or on a longer term basis. If in doubt, please liaise with the Network Manager for alternative secure methods to access data remotely.
3. Mobile computing equipment must be kept secure at all times, out of sight of opportunistic thieves. Whenever such a device is taken outside of the Academy, every reasonable effort should be taken to minimise the opportunity for loss, theft or damage.

2.10 Use of Resources

Staff should aim to ensure the proper, economical, effective and efficient use of resources.

The school's owned facilities, property or equipment, including mobile devices should not be used for personal use. Personal communications are only permitted in an emergency.

The school has the right to monitor emails, phone calls, internet activity or document production, to avoid offensive or nuisance material and to protect systems from viruses and misuse, and also to ensure a proper and effective use of systems by staff.

Inappropriate usage includes excessive or regular personal emails and viewing, publication or circulation of illegal or offensive material and viewing gambling or gaming sites. Inappropriate usage may result in disciplinary action up to and including dismissal.

2.11 Whistleblowing

In the event that staff become aware of, or believe they are being required to act in a way which is illegal, improper or unethical, is in breach of a professional code, involves maladministration, fraud or misuse of public funds or is an activity inconsistent with this policy, the school has established a 'Whistleblowing Policy' which enables concerns to be raised confidentially and provides a thorough and appropriate investigation process.

Staff should be aware of the provisions of the Public Interest Disclosure Act 1998, which protects individuals who make certain disclosures of information in the public interest.

2.12 Health and Safety

Staff must be aware of and comply with the school's 'Health and Safety Policy' and any codes of practice and/or statutory requirement that relates to their work. This includes a staff requirement to read and sign the 'Working at Heights Guidance' and 'Manual Handling Guidance' issued in the staff induction pack.

2.13 Alcohol / Drug Use

The taking of illegal substances or alcohol during working hours is prohibited and will not be tolerated. If alcohol or substance usage impacts on an employee's working life, the school has the right to discuss the matter with the employee and take appropriate action.

2.14 Unforeseen absences

When absent unexpectedly, staff must phone the school on the morning of absence citing the reason for the absence / nature of illness, plus an indication of a return to work date. For sickness absences, staff may self-certify for the first week after which they require a fit note. Upon return to work, all staff must contact the Director of Academy Services to arrange a return to work interview.

3. Upon Leaving

Documentation and software used within the school are the property of the school. Permission must be obtained from the Headteacher should any member of staff wish to share documentation or take copies of any work / software when their contract ends. Staff should continue to observe their duty of confidentiality after they have left employment of the school.

Staff should be aware of and abide by any rules on the acceptance of business appointments after resignation or retirement as referred to in their contract of employment.

4. Outside activities

4.1 Additional Employment

In order to assess whether there may be a conflict of interest, staff are required to inform the Headteacher before taking up any outside employment. New staff should declare this upon commencement of employment.

Staff are permitted to take up secondary employment outside of the School, as long as this does not

- constitute a conflict of interest
- adversely affect their primary employment at the School
- take place within the working hours of the employee's normal post
- exceed the legal maximum working week of 48 hours as defined by the Working Time regulations, or otherwise give the school any cause for concern about health and safety at work.

4.2 Criminal activities

Serious misconduct and/or criminal offences committed during or outside of working hours which would bring the employee or School into disrepute will be the subject of disciplinary action and may result in dismissal. Staff have a duty to inform the Headteacher of any such investigation or conviction.

Where the school becomes aware that an employee working within a post that requires a DBS certificate or comes under the 'Disqualification by Association' legislation, has failed to disclose offences or has acted in a way that endangers or abuses children, young people or vulnerable adults, this will normally lead to summary dismissal in accordance with the Disciplinary Policy.

4.3 Political activities

Staff must not allow their own personal or political opinions to interfere with their work and must at all times perform their duties in an objective manner.

4.4 Relationships

Staff must disclose to their line managers if they:

- have a close connection with any members of the governing body
- have any relationships of a business or personal relationship with current or potential contractors
- have a personal relationship with a colleague with whom they have a working relationship
- have a familial relationship (by birth or marriage) to any colleague
- share accommodation with a colleague

Appendix 1

Policies, codes and guidance notes that staff must ensure they are familiar with:

Policies

- Discipline Policy
- Health and Safety Policy
- Improving Attendance Policy
- No Smoking Policy
- Safeguarding Policy
- Snow Policy
- Staff Absence Policy
- Staff ICT Acceptable Use
- Whistleblowing Policy
- Anti-fraud and corruption policy
- Conflict of interest policy

Codes

- Dress Code

Guidance

- Keeping Children Safe in Education 2018
- Financial Regulations Manual
- Guidance for Safer Working Practices for Adults who work with Children and Young People in Education Settings
- Manual Handling Guidance
- Working at Heights Guidance