


# Staff Code of Conduct Policy inc Acceptable Use of Technology 2017-2018



## St Aloysius' College

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Person responsible	Mr Bill Lawrence
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March 2012





## 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:

“Value all students as individuals of equal worth in an atmosphere of respect, tolerance and understanding so that they will grow into responsible adults with an appropriate respect for the environment in which we all live”.

The mission statement reflects how Staff at St Aloysius College are to conduct themselves at all times. All communication and interaction between members of 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.

In addition, staff are required to develop and maintain the Catholic character of the School. Staff are 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 same 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

## Section One: Purpose 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 expectations therein. This Policy should be read in conjunction with our disciplinary procedure and the Teachers’ Standards.

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.

Staff should note that this Code is not exhaustive in defining acceptable and unacceptable standards of conduct and staff must use common sense in adhering to the underpinning principles. If any member of staff is ever unsure what the expectations are in any given circumstance they should speak to their line manager or the Headteacher.

This Code does not form part of any staff contract of employment and it may be amended at any time.

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



## Section Two: Scope

This Code of Conduct Policy applies to all Staff members regardless of length of service including those in their probationary period. It also applies to agency workers and self-employed contractors although, unlike staff, breaches of the Code will not be managed through the disciplinary procedure.

As recognisable figures in the local community the behaviour and conduct of staff of St Aloysius College outside of work can impact on their employment. Therefore conduct outside work may be treated as a disciplinary matter if it is considered that it is relevant to the Staff employment ([Please refer to the Schools Disciplinary Policy](#)).

## Section Three: Setting an Example

Staff Must:

- Cooperate with colleagues and with external agencies where necessary.
- Set examples of behaviour and conduct which can be copied by pupils/students.
- Avoid using inappropriate or offensive language at all times.
- Demonstrate the highest standards of conduct in order to encourage our pupils/students to do the same.
- Avoid putting themselves at risk of allegations of abusive unprofessional conduct. This Code will aim to help all staff to understand what behaviour is and is not acceptable.
- Not demean or undermine pupils, their parents or carers, or colleagues.
- Take the upmost care of pupils/students under their supervision with the aim of ensuring their safety and welfare.
- Understand the responsibilities, which are part of their employment or role, and be aware that sanctions will be applied if these provisions are breached.
- Always act, and be seen to act, in our pupils' best interests
- Avoid any conduct which would lead any reasonable person to question their motivation and/or intentions.
- Take responsibility for their own actions and behaviour.

## Section Four: Safeguarding Pupils

All Staff are responsible for safeguarding children and promoting their welfare. This means that Staff are required to take action to protect all pupils from maltreatment, prevent impairment of children's health or development and ensure that children grow up in circumstances consistent with the provision of safe and effective care. This will enable all our pupils to have the best outcomes. Staff have a duty to safeguard pupils/students from:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect



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

- The school's DSP is **Mr Bill Lawrence** (Deputy Headteacher)
- The school's Deputy DSP is **Ms Cindy Evans**.

All Staff must be aware of the signs of abuse and neglect and know what action to take if these are identified. To do this all staff must have fully read and understand our Child Protection /Safeguarding Policies, be aware of our systems for keeping children safe and must follow the guidance in these policies at all times. Training in this area will be provide by the school on an annual basis.

### Section 4: Health and Safety

All Staff must ensure that they:

- Familiarise themselves with the Schools Health and Safety Policy.
- Comply with Health and Safety Regulations and use any safety equipment and protective clothing which is supplied to you by the School
- Comply with any hygiene requirements
- Comply with any accident reporting requirements
- Never act in a way which might cause risk or damage to any other members of School, pupils, community or visitors.
- Inform their line manager of any paid work undertaken elsewhere. This is to comply with the Working Time Regulations, which are a Health and Safety initiative.

### Section Five: Acceptable Use of ICT Equipment

This policy should be read in conjunction with the E- Safety and Data Security Policy

Staff, Governors and Visitors should read and sign the 'Acceptable Use Agreement' annually.  
[Please see E-Safety and Data Security Policy.](#)

Staff who are in contact with pupils should not use their mobile phones in school during their directed hours / paid hours of employment. Outside of these times, mobile phones should only be used in areas of the school where pupils are not present.

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.

### Section Six: Pupil/Student Development

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

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

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



## Section Seven: Honesty and Integrity

Staff must maintain the highest standards of honesty, integrity and professional conduct in their work and are expected 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 their 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.
- Having proper and professional regard for the ethos, policies and practices of St Aloysius College and maintain high standards in their own attendance and punctuality.

This includes the handling and claiming of money and the use of school property and facilities.

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 procedure for schools.

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.

## Section Eight: Conduct outside Work

Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the staff's own reputation or the reputation of other members of the school community. Any such conduct could lead to dismissal.

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.

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

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

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

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.



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.

### **Section Nine: Tackling Discrimination**

All Staff are required to understand the types of discrimination and bullying that pupils and colleagues may be subject to. Staff are required to have read and understood our Equality and Diversity Policy and Anti Bullying and Harassment Policy.

Staff must not ignore any form of discrimination. This includes inappropriate jokes and banter. Staff must positively promote equality and diversity and inclusion at all times.

### **Section Ten: Professional Boundaries and Relationships**

All staff at St Aloysius College are in a position of trust in relation to our pupils which means that the relationship between a member of staff and a pupil is not one of equals.

Staff must:

- Ensure that they avoid behaviour which might be misinterpreted by others. This includes any type of communication that they may have with pupils.
- Not make sexual remarks to any pupil or discuss their own sexual relationships with, or in the presence of pupils.
- Not discuss a pupil's sexual relationships in inappropriate settings or contexts. Any sexual behaviour by a member of staff towards any pupil is unacceptable and illegal.
- Ensure that professional boundaries are maintained at all times. This means that Staff should not show favouritism to any pupil and should not allow pupils to engage in any type of behaviour that could be seen to be inappropriate. Pupils are not Staff members' friends and should not be treated as such.
- Should be aware that it is not uncommon for pupils to become strongly attracted to a member of staff or to develop an infatuation. If any member of staff becomes aware of an infatuation they should discuss it with the Headteacher immediately so that they can receive support on the most appropriate way to manage the situation.
- For all staff who are in a relationship with a colleague, parent or carer, or any other person associated with St Aloysius College we expect that they identify this to the Headteacher and ensure that this does not create a conflict of interest or affect their professional judgement or responsibilities in any way.

### **Section Eleven: Physical contact with Pupils**

There are occasions when it is entirely appropriate and proper for staff to have physical contact with pupils. All Staff members must ensure that they only do so in ways that are appropriate to their professional role and in response to the pupil's needs at the time. This should be of limited duration and appropriate to the age, stage of development, gender and background of the pupil. Staff should always be able to explain why they have made physical contact with a pupil.



There may also be occasions where a pupil is in distress and needs comfort and reassurance which may include age appropriate physical contact. If a member of staff is in this position then they should consider the way in which they offer comfort, ensuring that it is not open to misinterpretation and is always reported to their line manager.

Staff may legally physically intervene with pupils to prevent them from committing a crime, injuring themselves or others, causing damage to property, engaging in behaviour prejudicial to good order and to maintain good order and discipline. Physical force should never be used as a form of punishment.

Sexual contact, including grooming patterns of behaviour, with pupils is unlawful and unacceptable in all circumstances.

### **Section Twelve: Social Contact with Pupils**

Staff should not establish or seek to establish social contact, via any channels (including social media), with pupils for the purposes of securing a friendship or to pursue or strengthen a relationship. Staff should use their work provided equipment only for communicating electronically with pupils. If there are any circumstances in which a staff member has had to provide their personal contact details, including phone numbers, email address etc. to any pupil then they should report this to their Headteacher/Principal.

St Aloysius College's advice to staff is not to connect to pupils via social media or other communication channels. The School will make exceptions to this in the case of immediate family members only.

Our School is part of our community and we recognise that, as members of the community, Staff will come into contact with pupils outside of the school. We expect staff to use their professional judgement in such situations and to report to their line manager any contact that they have had with a pupil, outside of school, that they are concerned about or that could be misinterpreted by others.

### **Section Thirteen: Working One to One with Pupils**

There will be times where a member of staff is working one to one with a pupil and this is acceptable. Staff need to understand that this means that they may be more vulnerable to allegations being made against them. Therefore it is important that all Staff:

- Avoid meeting on a one to one basis in secluded areas of the academy
- Ensure that the door to the room is open or that there is visual access into the room
- Inform a colleague or line manager of the meeting, preferably beforehand
- Report to their Line Manager if the pupil becomes distressed or angry.

### **Section Fourteen: Dress and Appearance**

Working for St Aloysius College means that staff are role models to our pupils and how they present themselves is important. In view of the fact that we expect a high standard of appearance from pupils, it is essential that we as a staff set a good example. The following guidelines should be adhered to:



- Male members of staff should wear a collar and tie.
- Male members of staff should not wear an earring.
- Staff dress may take the form of what could be termed “smart casual”:
  - No jeans or shorts. It is understood that certain subject areas (e.g. Art, Drama, P.E, Technology, etc.), may dictate the appropriateness of dress.
- Female members of staff should dress in an appropriate and un-provocative style for example – no excessively revealing tops or midriff exposing fashions.

Staff can always speak to their line manager if they are unsure. Where we identify that a member of staff is wearing clothing that we do not find acceptable they will be informed.

### Section Fifteen: Keeping within the Law

Staff are expected to operate within the law. Unlawful or criminal behaviour, at work or outside work, may lead to disciplinary action, including dismissal, being taken. However, being investigated by the police, receiving a caution or being charged will not automatically mean that a staff's employment is at risk.

Staff must ensure that they:

- Uphold the law at work
- Never commit a crime away from work which could damage public confidence in them or St Aloysius or which makes them unsuitable for the work they do.

This includes, for example:

- Submitting false or fraudulent claims to public bodies (for example, income support, housing or other benefit claims)
- Breaching copyright on computer software or published documents
- Sexual offences which will render them unfit to work with children or vulnerable adults
- Crimes of dishonesty which render them unfit to hold a position of trust.
- Write and tell the Headteacher immediately if they are questioned by the police, charged with, or convicted of, any crime whilst they are employed at St Aloysius College (this includes outside of their working hours). The Headteacher and/or governors will then need to consider whether this charge or conviction damages public confidence in St Aloysius College or makes staff unsuitable to carry out their duties.

### Section Sixteen: Confidentiality and Protection of Data

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. Staff should never use this information to their own personal advantage, or to humiliate, intimidate or embarrass others. Staff should never disclose this information unless this is in the proper circumstances and with the proper authority.

Members of staff may have access to confidential information about pupils, colleagues or other matters relating to St Aloysius College. This could include personal and sensitive data, for example information about a pupil's home life.





If a member of staff is ever in doubt about what information can or can't be disclosed they should speak to their Headteacher.

St Aloysius College holds and processes data that is protected under the Data Protection Act 1998. All staff are expected to comply with School's systems for collecting, storing and using data. If any staff member becomes aware that data is at risk of compromise or loss, or has been compromised or lost they must report it immediately to the Headteacher.

All Staff must ensure that they have read and understood all of our policies that relate to data including our IT policies.

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/student's 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.

However, 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.

### **Section Ten: Disciplinary Action**

All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including 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 pupils 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 pupils, so that they can follow our words without feeling threatened or uncomfortable.
- ✓ Avoid using sarcastic words or phrases as these demean pupils 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 pupils 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 our pupils.
- ✓ 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 our pupils 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 pupils.



## 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.