



ALL SAINTS

CATHOLIC COLLEGE

ORARE LABORARE SERVIRE

Staff Code of Conduct

Approved by:	Board of Governors	Date:	March 2021
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Last reviewed on:	March 2020
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Next review due by:	March 2022
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Our Vision:

We seek to ensure that, with Christ's love for all as their example and inspiration, every student receives the education and guidance that will enable them to achieve their true academic potential, realise their personal ambitions and help them to develop spiritually and contribute fully to our society.

Our Values:

All Saints Catholic College is a Catholic school whose ethos derives from Jesus Christ and from which safe and caring environment students can go forward to take their place in society as well educated, confident and independent young people.

Christ is the foundation of everything that we do, and the Gospels provide us with His influence and inspiration. We are therefore committed to promoting: -

1. The uniqueness and value of each individual

We believe that every person is a unique individual created in God's image and loved by Him. Accordingly, we are committed to treating every person in this school equally with the respect due to a child of God.

2. The fulfilment of each individual's potential

We ensure the provision for our young people of an education, which will enable them to develop fully their talents, whether academic, sporting, artistic or spiritual, and for those adults in our care the necessary support and training to ensure that they too achieve their true potential.

3. The building of a community

We educate our students as members of a community founded on Gospel values and working in harmony to build the Kingdom of God. We recognise and celebrate the enrichment, which comes from diversity of cultures and races. We recognise the importance of helping students to value and understand their own ethnic identity and cultural heritage, as well as helping them to respect and tolerate that of others. We equip our students with a better understanding of the wider-world context and British values, which enable them to contribute productively to society.

Introduction

As an employer, the Board of Governors is required to agree 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 vision and values.

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.

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 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 students 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.

2. General obligations

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

All staff must, therefore, demonstrate the highest standards of conduct in order to encourage our students to do the same.

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

3. Conduct outside work

Staff must not engage in conduct outside work which could 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.

In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are like 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 engage with students or former students on any social media platforms for example Facebook, Instagram or Twitter.

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

4. Safeguarding students

All staff must read and adhere to our Child Protection and Safeguarding Policy

5. Confidentiality and information disclosure

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

All staff are likely at some point to witness actions which need to be confidential. For example, where a student is bullied by another 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 the student's parent/carer, nor with colleagues in the school except a senior member of staff with the appropriate role and authority to deal with the matter.

However, staff have an obligation to share with the Designated Safeguarding Officer any information which gives rise to concern about the safety or welfare of a student. Staff must never promise a student that they will not act on information that they are told by the students.

6. Honesty and integrity

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.

7. Staff dress code

All staff must read the Staff Dress Code Policy and adhere to it.

8. No Smoking Policy

All staff must read the No Smoking Policy and adhere to it.

9. Other employment

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.

10. Financial inducements, gifts, hospitality and sponsorship

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.

Gifts from suppliers or associates of the school must be declared to the Headteacher, or to the Chairman of the Board 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, so must not be made.

11. Disciplinary action

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