



The Wythenshawe Catholic Academy Trust

CODE OF CONDUCT POLICY



St Paul's Catholic High School
St Elizabeth's Catholic Primary School
St Anthony's Catholic Primary School
SS John Fisher and Thomas More Catholic Primary School

Document Record	
Title	Code of Conduct
Date	November 2017
Supersedes	Any previous Code of Conduct policies, advice or guidance
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Author	Wythenshawe Catholic Academy Trust
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Schools within the Wythenshawe Catholic Academy Trust:

- St Paul's Catholic High School
- St Anthony's Catholic Primary School
- St John Fisher and St Thomas More Catholic Primary School
- St Elizabeth's Catholic Primary School

This code will be published on the school's internal web site under the staff section.

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1. Introduction

- i. The Wythenshawe Catholic Academy Trust (referred to hereafter as the Trust) has high expectations of its staff. Appraisal and safeguarding procedures ensure that these standards are maintained. All staff employed within the Trust are expected to be role models for their students and consistently demonstrate the highest standards of professional behaviour.
- ii. 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.
- iii. 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.
- iv. 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 applies to all employees who work at schools within the Trust. The schools in the Trust currently consist of St Paul's Catholic High School, St Anthony's Catholic Primary School, St John Fisher and St Thomas More Catholic Primary School and St Elizabeth's Catholic Primary School.
- ii. This code also applies to self-employed staff, 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 2016.
- 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, Procedure for Dealing with Allegations made against Staff and Device Security Policy.
- v. This code complies with the Trust's funding agreement and articles of association.
- vi. Unless indicated otherwise, all references to "Governing Body" apply to school's Local Governing Body or Interim Management Board.

3. Principles

- i. 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 reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership) in the application of this policy and procedure.

4. Roles and responsibilities

- i. The Trust has delegated the overall responsibility for the effective operation of this code to the school's Local Governing Body or Interim Management Board. The responsibility for the day to day management and operation of this code has been delegated to the Headteacher.
- ii. All staff should maintain high standards of honesty and integrity in their role. This includes when dealing with students, handling money, claiming expenses and mileage, using the school's property and facilities.

5. General behaviour

- i. All staff are expected to set an example to students 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 students 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 students and not exploit students 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. This includes both in and out of school. Staff must not act in a way that would bring the school, 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 students;
 - 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, students 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, students, 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 and sexual abuse and neglect.
- ii. Staff are required to read the Trust's Safeguarding and Child Protection Policy and Procedure, Part 1 of the Keeping Children Safe in Education document and the Prevent initiative and ensure they are aware of the processes to follow if they have concerns about a student.
- 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 students 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. Day to day dealings with students

- i. Staff must observe proper boundaries with students 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 students and their parents may wish to give gifts to staff, for example, at the end of the school year, gifts from staff to individual students are not acceptable.
- iii. If a staff member is concerned at any point that an interaction between themselves and a student may be misinterpreted, this should be reported to their line manager or the Headteacher.
- iv. In day-to-day dealings with students, 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 student, 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 student is to be searched, a member of staff of the same sex of the student should do this in the presence of a senior member of staff.
 - Staff should maintain a professional distance with students and should not allow students to become over familiar.
 - Staff are not allowed to communicate with students 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 students and always try to diffuse the situation. They should not shout in a rude manner in order to humiliate a student and should be firm and calm. They should be careful to criticise the behaviour rather than the student.
 - Private tutoring should not be carried out on the school premises. It is also recommended that staff who privately tutor students should inform the Headteacher of the names of any students who are on roll at the school in case there are any pertinent issues of which they need to be aware.
 - Staff should never give out their personal contact details to students 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 student 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 students in the back of the car where possible.

10. 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.

11. 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 students.
- 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.

12. 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.

13. Appearance and presentation

- i. Staff must present themselves, their appearance, body language, actions and use language which sets an example to the students. The Trust has high expectations of staff and for this reason request that when in front of the students 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.

14. 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.