

THE NEWMAN CATHOLIC COLLEGIATE



Staff Code of Conduct Policy

September 2023

To be reviewed September 2025

Newman Catholic Collegiate Staff Code of Conduct

1. Introduction

1.1 This Code of Conduct ('the Code') sets out the professional standards expected of all adults who come into contact with young people who attend The Newman Catholic Collegiate. It is the duty upon staff, directors/LGB members and volunteers to abide by it. All staff, directors/LGB members and volunteers have a duty to keep pupils safe, promote their welfare and to protect them from sexual, physical and emotional harm. This duty is, in part, exercised through the development of respectful, caring and professional relationships between adults and pupils and behaviour by adults that demonstrate integrity, maturity and good judgement. Following this Code will help to safeguard staff, directors/LGB members and volunteers from being maliciously, falsely or mistakenly suspected or accused of misconduct in relation to pupils and the required professional standards. At the heart of this code is the mission of the Catholic Church and the love of Jesus Christ.

1.2 Staff, directors/LGB members and volunteers must feel able to raise issues of concern and everyone must fully recognise the duty to do so particularly in terms of child protection. Adults have a duty to report any child protection or welfare concerns to the designated member of staff in academy (the Designated Safeguarding Lead). A member of staff who, in good faith, "whistleblows" or makes a public interest disclosure will have the protection of the relevant legislation.

1.3 This Code cannot provide an exhaustive list of what is, or is not, appropriate behaviour for staff, directors/LGB members or volunteers. However, it does highlight behaviour that is illegal, inappropriate or inadvisable in relation to the required professional standards. There will be occasions and circumstances in which staff, directors/LGB members or volunteers have to make decisions or take action in the best interests of the pupil where no specific guidance has been given. Adults are expected to make responsible and informed judgements about their own behaviour in order to secure the best interests and welfare of the pupils for which that individual is responsible.

1.4 Any member of staff who is found to have committed a breach of this Code will be subject to disciplinary action. Such behaviour may constitute gross misconduct and, as such, may result in summary dismissal. The Directors will take a strict approach to serious breaches of this Code. Directors/LGB members and volunteers will also be subject to this approach.

1.5 Where an allegation of abuse is made against a member of staff, the Directors will follow the academies Safeguarding Policy and the guidance set out in Keeping Children Safe in Education DfE September 2023 (or the latest version) and the statutory guidance within Working Together 2018 and 'Dealing with Allegations of Abuse against Teachers and other Staff (DfE Oct 2012) where it is alleged that a member of staff, a director/LGB member or volunteer has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or,
- behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

2. Expected Professional Standards

2.1 All staff, directors/LGB members and volunteers as appropriate to the role and/or job description of the individual, must:

- Place the well-being and learning of pupils at the centre of their professional practice.
- Have high expectations for all pupils, be committed to addressing underachievement, and work to help pupils progress regardless of their background and personal circumstances.
- Treat pupils fairly and with respect. Take their knowledge, views, opinions and feelings seriously, and value diversity and individuality.
- Model the characteristics they are trying to inspire in pupils, including spiritual development, enthusiasm for learning, a spirit of enquiry, honesty, tolerance, social responsibility, patience, and a genuine concern for other people.

- Respond sensitively to the differences in the home backgrounds and circumstances of pupils, recognising the key role that parents and carers play in pupils' education.
- seek to work in partnership with parents and carers, respecting their views and promoting understanding and co-operation to support the young person's learning and well-being in and out of academy
- Reflect on their own practice, develop their skills, knowledge and expertise, and adapt appropriately to learn with and from colleagues.
- The same professional standards should always be applied regardless of culture, disability, gender, language, racial origin, religious belief and/or sexual identity.
- Apply the above (where applicable) to professional relationships with colleagues.

2.2 Teachers are required to comply with the Teachers' Standards dated September 1st 2012, in particular, Part 2 Personal and Professional Standards.

2.3 All staff directors/LGB members and volunteers must be familiar with, and act in accordance with, Part 1 and 2 of Keeping Children Safe in Education DfE 2023 (or the latest version)

2.4 Low-level concerns about members of staff (please also see the low level concerns policy)

A low-level concern is a behaviour towards a child by a member of staff that does not meet the harm threshold, is inconsistent with the staff code of conduct, and may be as simple as causing a sense of unease or a 'nagging doubt'. For example, this may include:

- being over-friendly with children
- having favourites
- taking photographs of children on a personal device
- engaging in 1-to-1 activities where they can't easily be seen
- humiliating pupils

Low-level concerns can include inappropriate conduct inside and outside of work.

All staff should share any low-level concerns they have using the reporting procedures set out in our child protection and safeguarding policy. We also encourage staff to self-refer if they find themselves in a situation that could be misinterpreted. If staff are not sure whether behaviour would be deemed a low-level concern, we encourage staff to report it.

All reports will be handled in a responsive, sensitive and proportionate way.

Unprofessional behaviour will be addressed, and the staff member supported to correct it, at an early stage.

This creates and embeds a culture of openness, trust and transparency in which our values and expected behaviour are constantly lived, monitored and reinforced by all staff, while minimising the risk of abuse.

Reporting and responding to low-level concerns is covered in more detail in our child protection safeguarding and low level concerns policy.

Our procedures for dealing with allegations will be applied with common sense and judgement.

3. Confidentiality

3.1 As data controllers, all academies are subject to the rules set out in the General Data Protection Regulations 2018. In addition, teachers owe a common law duty of care to safeguard the welfare of their pupils. This duty is acknowledged in the provisions governing disclosure of information about pupils.

3.2 Members of staff and directors/LGB members may have access to confidential information about pupils in order to undertake their responsibilities. In some circumstances the information may be sensitive and/or confidential. Confidential or personal information about a pupil or her/his family must never be disclosed to anyone other than on a need to know basis. In circumstances where the pupil's identity does not need to be disclosed the information should be used anonymously. Information must never be used to intimidate, humiliate, or embarrass the pupil.

3.3 There are some circumstances in which a member of staff may be expected to share information about a pupil. For example, when abuse is alleged or suspected. In such cases, individuals have a duty to pass information on without delay to those with designated pupil protection responsibilities.

3.4 Confidential information about pupils must be held securely. Confidential information about pupils must not be held off the academy site other than on security protected academy equipment. Information must only be stored for the length of time necessary to discharge the task for which it is required.

3.5 If a member of staff is in any doubt about the storage or sharing of information s/he must seek guidance from a senior member of staff and/or the Data Protection Officer. Any media or legal enquiries must be passed to a member of the Leadership Team.

4. Propriety, Behaviour and Appearance

4.1 All adults working with children have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of pupils. They should adopt high standards of personal conduct in order to maintain the confidence and respect of their colleagues, pupils and the public in general. An individual's behaviour or actions, either in or out of the workplace, should not compromise her/his position within the work setting or bring the school into disrepute. The misuse of drugs, alcohol or acts of violence would be examples of such behaviour.

4.2 Staff, directors/LGB members and volunteers must ensure they are professionally dressed whenever representing the collegiate. For the purposes of this policy, adults are reminded that their clothing should be appropriate to their role and not likely to be viewed as offensive, revealing or sexually provocative and specifically should not distract cause embarrassment or give rise to misunderstanding. Those who dress or appear in a manner which may be considered as inappropriate could render themselves vulnerable to criticism or allegations of misconduct. All staff must set a personal example to students in their appearance, with male members of staff wearing shirts with ties and trousers (not corduroy/chino material) and appropriate shoes, and female staff wearing business wear (not corduroy/chino material) which is professional and appropriate. In our high school students are expected to wear jackets, staff must lead by example, therefore staff (including staff visiting from other schools in the collegiate) should wear a smart jacket (ie. a suit jacket or smart blazer) when walking around the academy. Footwear must comply with Health and Safety standards i.e. shoes rather than sandals. ID badges must be worn at all times. We ask that tattoos are covered up where possible and any excessive piercings are removed. Skin tight leggings are not permitted unless required (eg for PE) Staff who are teaching PE are expected to wear appropriate PE kit including trainers.

4.3 Individual academies will set their own policy for staff who work in the Early Years. However, there must be high expectations and all staff must look professional. A uniform with the academy logo would be recommended.

4.4 Individual academies set their own policy with regards to site staff, technicians, cleaners, catering staff and any other staff who are not directly linked with the education of pupils. However, there must be high expectations and all staff must look professional.

4.5 Personal property which could be considered offensive must not be brought onto or stored on the school premises or on any school equipment.

5 Abuse of Trust

5.1 A relationship between an adult and a child or young person is not a relationship between equals. There is potential for exploitation and harm of vulnerable young people. Adults should maintain appropriate professional boundaries and avoid behaviour which might be misinterpreted by others. They should report any incident with this potential.

5.2 Any sexual behaviour or activity by a member of staff, director, LGB member or volunteer with or towards a child or young person is illegal. Children and young people are protected by the same laws as adults in relation to non-consensual sexual behaviour. They are additionally protected by specific legal provisions regardless of whether there is consent or not. Where a person aged 18 or over is in a specified position of trust with a child or young person under 18 years, the Sexual Offences Act 2003 makes it an offence for that person to engage in sexual activity with or in the presence of that child or to cause or incite that child to engage in or watch sexual activity.

5.3 Sexual behaviour includes non-contact activities, such as causing a child or young person to engage in or watch sexual activity or the production of indecent images of children. 'Working Together to Safeguard Children', defines sexual abuse as "forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening".

5.4 Staff, directors/LGB members and volunteers must not have inappropriate relationships with pupils, have any form of communication with a child or young person which could be interpreted as sexually suggestive or provocative i.e verbal comments, letters, notes, texts, electronic mail, phone calls, social networking contact or physical contact. Staff, directors/LGB members and volunteers should take care that their language or conduct does not give rise to comment or speculations. Attitudes, demeanour and language all require care and thought.

5.5 There are occasions when adults embark on a course of behaviour known as 'grooming' where the sole purpose is to gain the trust of a child or young person, and manipulate that relationship so that sexual abuse can take place. Staff, directors/LGB members and volunteers should be aware that conferring special attention without good reason or favouring a pupil has the potential to be construed as being part of a 'grooming' process, which is a criminal offence.

6 Gifts

6.1 It is against the law for public servants to take bribes. Staff, directors/LGB members and volunteers need to take care that they do not accept any gift that might be construed by others as a bribe, or lead the giver to expect preferential treatment. There are occasions when pupils or parents wish to pass small tokens of appreciation to staff e.g. at Christmas or as a thank-you and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value.

6.2 Personal gifts must not be given to individual pupils. Any reward given to a pupil should be consistent with the academies behaviour or rewards policy and be distributed publicly, for example, in Rewards' Assemblies.

7 Social Contact and Social Networking

7.1 Communication between pupils and adults, by whatever method, should take place within clear and explicit professional boundaries. This includes the wider use of technology such as mobile phones, text messaging, emails, digital cameras, videos, web-cams, websites and blogs. Staff and volunteers should not share any personal information with pupils. They should not request, or respond to, any personal information from the child/young person, other than that which might be appropriate as part of their professional role. If a pupil seeks to establish social contact, or if this occurs coincidentally, the adult should exercise his or her professional judgment in making a response and should ensure that all communications are transparent and open to scrutiny.

7.2 Staff and volunteers must not give their personal contact details such as home/mobile phone number; home or personal e-mail address or social networking details to pupils. It is unacceptable to make any reference to the Collegiate or individual academy within the collegiate in any social networking. The collegiate will inspect the social media of staff as part of the recruitment process.

7.3 It is recommended that staff ensure that all possible privacy settings are activated to prevent pupils from making contact on personal profiles and to prevent students from accessing photo albums or other personal information which may appear on social networking sites.

7.4 Staff must not have any pupils or any ex-pupils under the age of 18 as friends or contacts on their social networking sites. Staff are advised not to have any online friendships with any young people under the age of 18, unless they are family members or close family friends. Staff are advised not to have online friendships with parents or carers of pupils, or members of the Board of Directors/LGB members. Where such online friendships exist, staff must ensure that appropriate professional boundaries are maintained. It is always advisable to inform your line manager of such a friendship.

7.5 Staff are personally responsible for what they communicate in social media and must bear in mind that what is published might be readily available to others, (such as pupils, the general public, future employers and friends and family) for a long time. Staff must ensure that their online profiles are consistent with the professional image of the academy and should not post material which makes reference to or damages the reputation of the academy or collegiate. Those who post material which may be considered as inappropriate could render themselves vulnerable to criticism or allegations of misconduct which may be dealt with under the academies disciplinary procedure. Even where it is made clear that the writer's views on such topics do not represent those of the Newman Catholic Collegiate, such comments are inappropriate.

8 Physical Contact and Personal Privacy

8.1 There are occasions when it is entirely appropriate and proper for staff to have physical contact with pupils, but it is crucial that they only do so in ways appropriate to their professional role. When physical contact is made with pupils this should be in response to their needs at the time, of limited duration and appropriate given their age, stage of development, gender, ethnicity, culture and background. It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one pupil in one set of circumstances may be inappropriate in another, or with a different pupil.

8.2 Physical contact should never be secretive or casual, or for the gratification of the adult, or represent a misuse of authority. If a member of staff or volunteer believes that an action could be misinterpreted, the incident and circumstances should be reported as soon as possible to the Principal.

8.3 There may be occasions when a distressed pupil needs comfort and reassurance. This may include age-appropriate physical contact. Staff should remain self-aware at all times in order that their contact is not threatening, intrusive or subject to misinterpretation.

9 Behaviour Management and Physical Intervention

9.1 All pupils have a right to be treated with respect and dignity. Corporal punishment is unlawful in all academies. Staff and volunteers must not use any form of degrading treatment to punish a pupil. The use of sarcasm, demeaning or insensitive comments towards pupils or adults is not acceptable in any situation. Deliberately intimidating pupils or adults by shouting aggressively, hectoring or overbearing physical presence is not acceptable in any situation. Any sanctions or rewards used should be part of the Behaviour Management policy. Any member of staff who feels intimidated by a colleague should report the incident to the Principal. Or, if the offending person is the Principal, to CSEL or the Chair of Directors/Chair of the LGB who must report it to the Chair of Directors.

9.2 Physical intervention can only be justified in exceptional circumstances. Non-statutory guidance is available from the Department of Education website. See 'Guide for Heads and Academy Staff on behaviour and discipline (including reasonable force) for maintained schools' and 'Use of reasonable force –advice for Head Teachers, Staff and Governing Bodies for all Schools and Academies. Staff may legitimately intervene to prevent a pupil from committing a criminal offence, injuring themselves or others, causing damage to property, engaging in

behaviour prejudicial to good order and to maintain good order and discipline. Staff should have regard to the health and safety of themselves and others. Under no circumstances should physical force be used as a form of punishment. The use of unwarranted physical force is likely to constitute a criminal offence.

9.3 All academies must have trained first aiders/appointed persons. Staff must have had the appropriate training before administering first aid or medication except in an emergency.

10 One to One Situations and Meetings with Pupils

10.1 Every attempt should be made to ensure that the safety and security needs of both staff and pupils are met. Where such a meeting is necessary, it is advisable to avoid remote or secluded areas of the academy and to ensure that the door of the room is left open and/or visual/auditory contact with others is maintained. Any arrangements should be reviewed on a regular basis.

10.2 Pre-arranged meetings with pupils away from the academy premises or on the academy site when the academy is not in session are not permitted unless written approval is obtained from their parent/ carer and the Principal or other senior colleague with delegated authority.

10.3 No child or young person should be in or invited into, the home of an adult who works with them, unless the reason for this has been established and agreed with parents/carers and a senior manager/Principal.

11 Transporting Pupils

11.1 In certain situations e.g. out of academy activities, staff, directors/LGB members or volunteers may agree to transport pupils. Transport arrangements should be made in advance by a designated member of staff. Wherever possible and practicable transport should be provided other than in private vehicles, with at least one adult additional to the driver acting as an escort.

11.2 Adults should ensure that their behaviour is safe and that the transport arrangements and the vehicle meet all legal requirements. They must ensure that the vehicle is roadworthy and appropriately insured and that the maximum capacity is not exceeded

11.3 It is inappropriate for staff to offer lifts to a pupil outside their normal working duties, unless this has been brought to the attention of the line manager and has been agreed with parents/carers.

11.4 There may be occasions where a pupil requires transport in an emergency situation or where not to give a lift may place a pupil at risk. Such circumstances must always be recorded and reported to a member of the Leadership Team and parents/carers.

12 Educational Visits and School Clubs

12.1 Staff, and volunteers should take particular care when supervising pupils in the less formal atmosphere of an educational visit, particularly in a residential setting, or after-school activity. Staff and volunteers remain in a position of trust and the same standards of conduct apply. Please refer to the academies policy on educational visits.

13 Curriculum

13.1 Many areas of the curriculum can include or raise subject matter which is explicit, or of an otherwise sensitive nature. Care should be taken to ensure that resource materials cannot be misinterpreted and clearly relate to the learning outcomes identified by the lesson plan. All teaching must be sensitive to the Catholic Church. On occasions parents should be informed before such lessons are taught giving the option to opt out if deemed appropriate.

13.2 Please refer to the academies' policy on sex and relationships education.

14 Photography, Videos and other Creative Arts

14.1 Please refer to the academies' guidance on the use of images and the consent forms therein.

14.2 Many academy activities involve the taking or recording of images. This may be undertaken as part of the curriculum, extra curriculum activities, for publicity, or to celebrate achievement. This is positively encouraged. The Data Protection Act 2018 affects the use of photography. An image of a child is personal data and it is, therefore, a requirement under the Act that consent is obtained from the parent of a child before any images are made (such as those used for academy web sites, notice boards, productions or other purposes). Staff will be made aware (by the admin department and/or the Head of Year/Key Stage Leader) of any pupils whose images cannot be used for these purposes.

14.3 Adults should only use equipment provided or authorised by the academy to make/take images and should not use mobile telephones or any other similar devices to make/take images.

14.4 The following guidance must be followed:

- if a photograph is used, avoid naming the pupil
- if the pupil is named, avoid using the photograph
- photographs/images must be securely stored and used only by those authorised to do so.
- be clear about the purpose of the activity and about what will happen to the photographs/images when the lesson/activity is concluded
- ensure that all photographs/images are available for scrutiny in order to screen for acceptability
- be able to justify the photographs/images made

14.5 Personal mobile telephones should not be used in front of children. Academies should have designated areas where mobile phones can be used. When teaching or with children mobile phones should be switched off and emergency contact should be made through the academy office. Mobile phones should not be used in the Foundation Stage under any circumstances and should be out of access of staff.

15 Whistleblowing and Cyber-Bullying

15.1 Staff who have concerns about any alleged abuse or inappropriate use of ICT resources, virtual learning environments, camera/recording equipment, telephony, social networking sites, email or internet facilities or inappropriate communications, whether by pupils, parents, carers or staff, or others should alert the Principal. Where a concern relates to the Principal this should be reported to the CSEL or Chair of Directors/Chair of the LGB who reports it to the Chair of Directors. If a matter concerns child protection it should also be reported to the Designated Safeguarding Lead.

15.2 Cyber-bullying can be experienced by staff as well as pupils. Staff should notify the Principal if they are subject to cyber-bullying. The Academy will endeavour to protect staff and stop any inappropriate conduct.

16 Unacceptable Use of ICT Facilities and Monitoring

16.1 Posting, creating, accessing, transmitting, downloading, uploading or storing any of the following material (unless it is part of an authorised investigation) is likely to amount to gross misconduct and result in summary dismissal (this list is not exhaustive):

- a. pornographic or sexually suggestive material or images of children or adults which may be construed as such in the circumstances (that is, writing, texting, pictures, films and video clips of a sexually explicit or arousing nature),
- b. any other type of offensive, obscene or discriminatory material or criminal material or material which is liable to cause distress or embarrassment to the academy or others.

16.2 The contents of the academies' ICT resources and communications systems are the Academies' property. Therefore, staff should have no expectation of privacy in any message, files, data, document, facsimile,

telephone conversation, social media post, conversation or message, or any other kind of information or communications transmitted to, received or printed from, or stored or recorded on the academies electronic information and communications systems.

16.3 The academy has filtering and monitoring software on all its equipment and reserves the right to monitor, intercept and review, without further notice, staff usage of IT resources and communications systems, including but not limited to telephone, e-mail, messaging, voicemail, CCTV, internet and social media postings and activities, to ensure that the rules are being complied with and for the following purposes:

- a) to monitor whether the use of the e-mail system or the internet is legitimate and in accordance with this Code
- b) to assist in the investigation of alleged wrongful acts; or to comply with any legal obligation

16.4 Staff consent to monitoring by acknowledgement of this Code and the use of the Academies' resources and systems. We may store copies of data or communications for a period of time after they are created, and may delete such copies from time to time without notice. If necessary information may be handed to the police in connection with a criminal investigation.

17 Reporting Concerns and Recording Incidents

17.1 All staff, directors/LGB members and volunteers must report concerns and incidents in accordance with the academy whistleblowing policy and/or the managing allegations of abuse policy. The following is a non-exhaustive list of behaviours which would be a cause for concern:

An adult who:

- Allows a pupil/young person to be treated badly; pretends not to know it is happening
- Gossips/shares information inappropriately
- Demonstrates inappropriate discriminatory behaviour and/or uses inappropriate language
- Dresses in a way which is inappropriate for the job role
- Does not treat pupils fairly - demonstrates favouritism
- Demonstrates a lack of understanding about personal and professional boundaries
- Uses his/her position of trust to intimidate, threaten, coerce or undermine
- Appears to have an inappropriate social relationship with a pupil or pupils
- Seems to seek out unnecessary opportunities to be alone with a pupil

18 Final Thoughts

Jesus' last command was to, 'Love one another as I have loved you.' This commandment should be at the heart of all we do as members of The Newman Catholic Collegiate. This Code has been written to reflect the right of each individual member to experience human dignity as a child of God. It applies in large parts to relationships at all levels, not just teacher to pupil. It is the expectation that we work in a harmonious and caring environment which allows every person to fulfil their God-given talents. This challenge is great and demands hard work from all concerned. We thank God for our vocation and pray that we may be supported in our journey.