



Working at St. Aidan's Catholic Primary School

Code of Conduct



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1. Introduction

St. Aidan's Catholic Primary School expects all pupils to receive high quality teaching and learning in a positive and respectful environment. St. Aidan's and the Governing Body are committed to maintaining high standards of conduct enabling the school to carry out its work both within the school and its community.

The public and each individual child in school is entitled to have trust and confidence in the integrity of the St. Aidan's Catholic Primary School community, its staff, governors and volunteers. The conduct of all must therefore be of the highest standard. It is the responsibility of every employee to maintain their own reputation and the reputation of the school whether inside or outside working hours.

In accordance with the DFE 'Keeping Children Safe in Education' statutory guidance (September 2022), St. Aidan's Catholic Primary School has a Code of Conduct for all its staff which gives a framework for the expected standards of personal and professional behaviour in relation to various aspects of their work. In addition, teachers have a statutory obligation to adhere to the Teachers' Standards 2012 – Personal and Professional Conduct. A separate code of conduct is given to school visitors and volunteers.

Employees are expected to read and sign that they accept this policy. They should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.

1.1 Aim

The code of conduct policy aims to give clear guidance on the standards expected by staff. It provides an overview of the policies that apply but also sets out the way we work at St. Aidan's. School staff are role models who are in a unique position of influence and must set a good example to each other as well as pupils and students. By demonstrating positive behaviours, together we can ensure we maintain the good reputation of the school, and ourselves, whether inside or outside working hours.

1.2 Scope

The code of conduct applies to all staff and volunteers in the school, regardless of their position, role, or responsibility. This includes all teaching and support staff, Head teacher, volunteers including governors, casual workers, temporary and supply staff and student placements and apprentices.

1.3 Principles

The code of conduct is not exhaustive and cannot provide advice on all situations. Therefore, if staff are unsure of the right thing to do, they must ask the Head teacher or a senior member of school staff for advice. If this is not possible, staff are expected to exercise their professional judgement and act in the best interests of the pupils/students and the school.

All school staff must act within the law whilst undertaking their official duties. Staff must not undermine fundamental values, including democracy, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.

Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities. Where staff are members of professional bodies, they must also comply with any standards of conduct which are set by that body. The conduct of all teachers must always be in line with the Teacher's Standards and where appropriate the Leadership Standards.

Staff must have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards in their own conduct, performance, attendance and punctuality. Staff should ensure that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law or the policies and procedures of the school. Staff should always show respect for the rights of others.

Staff are expected to provide the highest possible standard of service. Where staff are aware of any contraventions of this Code, illegality, misconduct or breach of procedure they should notify their Headteacher or Chair of Governors if the Headteacher's conduct is questioned.



The Code does not seek to address every possible circumstance, and simply because a particular action may not be addressed within the Code, this does not condone that action by omission.

1.4 Legislation and guidance

The principles in this code of conduct are based on the Teachers' Standards and Headteacher's Standards which set the minimum requirements for practice and conduct. In addition, Academy schools will also need to refer to the Trust's adopted Articles of Association. The Governing Board should refer to the approved Governing Board Code of Conduct.

2. School Mission

At St. Aidan's Catholic Primary School our Mission is:

**'Hand in Hand, in the image of Jesus, we grow together
and celebrate who we are.'**

This is to ensure that the children, families and staff have:

- a sense of responsibility and take an active part in serving our world.
- a growing understanding of Gospel values and gathering together in prayer and Worship.
- a passion for learning and an enjoyment for discovery and experiences of life.

3. Responsibilities

3.1 Safeguarding

In line with the 'Keeping Children Safe in Education' legislation and the school's Safeguarding policy, we all have a responsibility to create a learning environment that is safe, secure, and respected. We have a duty to safeguard pupils from harm, protect their welfare and report any concerns relating to physical, emotional, and sexual abuse or neglect.

In our position of trust and influence, we must make sure we do not act in a way that may put pupils at risk of harm or lead others to question our actions. We must take reasonable care of pupils under our supervision with the aim of ensuring their safety and welfare. If you have any concerns about a pupil, you must report it to the school's Designated Safeguarding Leads (DSL) for Child Protection, Mrs Joanne Farrimond and Mrs Katie Gillard. In the absence of the DSL, please report your concerns to Deputy DSLs, Miss Amy Barlow or Mrs Paula Maiden. Whilst you must treat information in a discreet and confidential manner and seek advice if you are in doubt, you should never promise confidentiality to a pupil. You should be aware of the procedure if a pupil discloses a potential safeguarding issue with you, in accordance with the school's Safeguarding policy. All staff have a responsibility to take appropriate action and work with other services as needed.

Where staff have any safeguarding concerns about another member of staff, that could lead to a pupil or member of staff being put at risk of harm, these concerns must be reported immediately to the designated safeguarding lead and Headteacher, directly following the safeguarding and Whistleblowing policies. Serious case reviews from past cases in the media have highlighted the concerns about school staff not sharing their knowledge with the leadership of the school.

All staff must be aware that it is a criminal offence under the Sexual Offences Act 2003 (as amended) for anyone to engage in a sexual relationship or grooming for such a relationship with a child aged under 18 with whom they are in a position of trust. It is vital that staff work within appropriate professional boundaries at all times with children and young people with whom they are in a position of trust. If staff are unsure about what action to take or how they should respond to any situation they must immediately contact the designated safeguarding



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lead/Headteacher. Any concerns about an inappropriate relationship between a member of staff and a pupil will be fully investigated under the Disciplinary Procedure for school staff as a potential issue of gross misconduct.

All staff must be fully aware of the school policies and procedures relating to safeguarding and given their position of trust, must ensure that they do not put themselves in any situation where their conduct or behaviour with any pupil could be misconstrued. Any allegations of inappropriate contact with pupils will be investigated according to the Schools Disciplinary Procedure. You can obtain copies of the Safeguarding and Whistleblowing policies from the school office.

3.2 ID Badges

If you receive an ID badge for official purposes, you must not allow anyone else to use it. Your ID badge should always be displayed if you are on school premises and when other schools or external premises. You are also encouraged to be courageous and question anyone on school premises who isn't displaying an ID or visitor's badge. If you lose your ID, please report it to the Office as soon as possible. If you leave your employment with us, you are required to return your ID and any other security devices and school equipment you may have.

3.3 Relationships

School staff should always act in a courteous, efficient and impartial manner towards all individual pupils, groups of pupils staff and individuals. Staff must always treat pupils with dignity, building relationships rooted in mutual respect, observing proper boundaries appropriate to their position.

Correspondence received by a member of staff from former pupils, the public or parents should always be discussed with their line manager/Headteacher and filed with any response in the appropriate school records system.

Staff should be extremely cautious when using social networking sites outside of work and avoid publishing, or allowing to be published, any material, including comments or images that could damage their professional reputation and/or bring the school into disrepute. Where staff do use social networking sites it is strongly advised that profiles should be set as 'private' and under no circumstances should staff allow access to pupils, their families and / or carers.

3.3.1 Relationships with pupils

One of the strongest factors in learning relates back to the relationship you have with your pupils. Establishing positive relationships is both important and valuable in the classroom. It is important that you always maintain professional boundaries and consider whether your actions are warranted, proportionate, safe, and necessary. You must ensure that you act in a fair and transparent way, treat all pupils as individuals and not show favouritism to anyone. You must only contact pupils via the school's established mechanisms. In your position of trust, you must not develop personal or sexual relationships with pupils; this includes sexual remarks and discussing your own sexual relationships with, or in the presence of, pupils. Under the Sexual Offences Act 2003, it is an offence for a person aged 18 or over to have a sexual relationship with a child under the age of 18 where that person is in a position of trust or respect to that child, even if the relationship is consensual. Where former pupils who are under the age of 18 and still in receipt of education in whatever educational setting make contact with a member of staff, staff must discuss their response to any such significant contact with their line manager/Headteacher.

It is the policy of the school that there will be no personal contact other than in certain exempted circumstances between staff and current/former pupils of school age outside the normal school work environment. Any proposed work related contact, outside of the normal working environment, must be agreed in advance by the Headteacher, be recorded and monitored. Unexpected contact with pupils should be kept to a minimum, e.g. brief greeting. Staff should not give their personal details such as home/mobile phone number; home or email address to pupils unless the need to do so is agreed with their Headteacher. Where this is the case, correspondence should be kept to a minimum and be professional at all times in accordance with the ethos of this code. Any transport of pupils must be agreed in line with the school policy and always agreed with the Headteacher.



3.3.2 Relationships with parents

You must inform a member of the Senior Leadership Team of any relationship with a parent where this extends beyond the usual parent professional relationship.

3.3.3 Relationships with colleagues

At St. Aidan's, we strive to create and maintain a happy, healthy, and engaged workforce. We want you to work as a team, express your views courteously and respectfully and in an open way. We encourage you to develop effective working relationships with each other displaying appropriate behaviour, whilst treating everyone with fairness, dignity, and respect. You must ensure that Dignity at Work procedures are followed to ensure all colleagues feel respected and valued. You are responsible for reporting situations to the Senior Leadership Team regarding relationships with pupils, parents, colleagues, governing boards, or anyone connected to the school community which may give rise to concern.

3.4 Social media and online safety

We recognise the continuing popularity of social media and the participation in such sites in a personal capacity. There are many benefits of social media, but there are also potential risks that cannot be ignored, with the aim of protecting the school and staff. Your social media should not be available to pupils. If you have a personal profile on social networking sites, it is advisable that you do not use your full name, as pupils may be able to find you. Try using a first and a middle name instead, set your profile to private and adopt the highest security settings on any personal profiles you have. You must not share your own or request a pupil's personal contact details, including home address, mobile number, or email address, unless in exceptional circumstances agreed in advance with the Head Teacher. This also encompasses attempts to contact pupils or their parents on social networking sites, or any other means outside of school including any effort to search for pupils or parent's social media profiles. Any contact with pupils should take place within appropriate professional boundaries, be transparent and for professional reasons. You must also ensure not to post any images of any pupils online without consent.

3.5 Acceptable Use of IT

The school encourages the use of their IT systems and services for communicating with pupils, parents, and the wider community for business related purposes. The Acceptable Use of IT policy outlines what the school and governing body find acceptable, unacceptable, and forbidden in the use of their IT.

Use of personal mobiles phones by staff members to take and receive calls or texts (or other) is allowed on the school premises in designated areas, e.g. the staff room, the Hub, the Main Office area, Pastoral Manager's Office, and in exceptional and emergency circumstances in other areas / classrooms / playground. Should a phone call need to be taken, a secure / private area must be sought before accepting / making a call. Staff should ensure family members have the school phone number and are encouraged to use this as a first call for all contact, particularly in an emergency.

Staff members, following the agreement on each separate case and occasion by the Headteacher, can use their own mobile phone to take photographs of school events on and off the premises, where Ipads cannot be accessed. These photographs must be passed onto the Headteacher / appropriate person and then deleted from the staff members' phone immediately.

3.6 Honesty and integrity

As an employee of St. Aidan's, you play a key role in maintaining high standards of honesty and integrity and maintaining our reputation. This includes the handling and claiming of money and the use of school property and facilities. We take a no tolerance approach to fraud, bribery, or corruption. You must comply with the Bribery Act 2010 which states a person may be guilty of an offence of bribery if they offer, promise, or give financial 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. Disciplinary action may be taken if you are found to have committed fraud against the school, any local authority or national agency. Serious cases of fraud or corruption represent gross misconduct and could lead to dismissal. You should familiarise yourself with the school's financial regulations and ensure that any significant gifts from pupils, parents, carers, suppliers, contractors or associates of the school are declared and recorded appropriately.



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This is with the exception of 'one off' token gifts from pupils or parents. You must also ensure that all information given to the school in relation to your qualifications and professional experience is true and correct.

Any member of staff, volunteer or governor who during the course of their employment or duties with the school faces criminal charges or who receives a new caution or conviction must inform their line manager, or in the case of the Headteacher, the chair of governors. All staff should complete a suitability for working with children declaration form.

3.7 Dress Code

Clothing and footwear must be clean and in keeping with a professional workplace, the nature of their duties and health and safety i.e. no bare shoulders, midriff etc., modest length of skirts and dresses, modest coverage of cleavage, no jeans or combat trousers, no inappropriate logos or wording, no flip flops. The Headteacher reserves the right to determine what is and is not acceptable.

Informal clothing will only be acceptable on authorised dress down days.

Suitable clothing and appropriate footwear are to be worn for the teaching of PE / games/ dance.

Some employees may dress in accordance with their own religious or cultural backgrounds and other employees will need to be sensitive towards this.

3.8 Declaration of interest

You are required to identify and disclose any actual or potential personal, financial, business interest or close personal relationship which might reasonably be perceived as a conflict with the ethos of the school. If you are unsure whether an interest or personal relationship should be declared, please consult with a member of the Senior Leadership Team. You can do this with the support of your Trade Union Representative. Failure to disclose is a breach of trust and may result in disciplinary action being taken which could potentially lead to dismissal. All declarations should be submitted in writing to the Head Teacher for inclusion on the school's Register of Business Interests.

Staff are required not to take outside employment which conflicts with the school's interests, any staff intending to work for outside organisations should seek permission from their Headteacher or chair of governors, as appropriate.

3.9 Financial interests

For the purposes of this policy, a financial conflict is one where there is, or appears to be, opportunity for financial gain, financial gain for close relatives or friends, or where it may be reasonable for a third party to take the view that financial benefits may affect an individual's actions. The term financial interest means anything of monetary value including, but not limited to, payments for services, equity interests, intellectual property rights or hospitality and gifts.

3.10 Non –financial interests

Non-financial interests can also come into conflict, or be perceived to come into conflict, with an individual's obligations or commitments to the school. These interests may include any benefit or advantage including, but not limited to, direct or indirect enhancement of an individual's career or gain for immediate family or someone with whom the individual has a close relationship.

Examples of situations that could give rise to non-financial conflicts of interests include:

- Pressure or temptation to accept gifts, inducements, or hospitality
- Participating in the appointment, hiring, promotion, supervision, or evaluation of a person with whom the individual has a close personal relationship
- Where a member of staff has or develops a close personal relationship with a colleague
- Membership to a trade union or staff representative group does not need to be declared.

It is reasonable for a member of staff to accept modest gifts from pupils, especially at the end of a school year or at Christmas. The giving of gifts to pupils is not allowed unless authorised by the Headteacher in advance.



3.11 Being part of the team in work

By displaying the positive behaviours, we can create a school and workplace that we can all be proud of. As part of this, you are expected to behave appropriately, demonstrating the highest possible standards of personal and professional conduct and act with honesty and integrity. We should all treat each other, parents and pupils with dignity and respect. Your standard of dress should be clean, appropriate for work and suitable for the nature of your duties, complying with health and safety regulations. Individual services may have their own dress code requirements. We are an inclusive school that respects the protected characteristics in the Equality Act 2010 for age, disability, gender reassignment, religion or belief, sex or sexual orientation and expect all of our staff to do the same.

3.12 Being part of the team outside of work

We understand that what you do outside of work is your own concern, however, you should avoid doing anything that damages your reputation, the reputation of the school or members of the school community. This includes posting negative comments or using inappropriate language on social media platforms. In particular, criminal offences such as violence, sexual misconduct or the use of illegal drugs are likely to be regarded as unacceptable. Any charges you are facing must be disclosed as soon as possible to the Head Teacher whether you feel it is relevant to your employment or not. You may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school, affect your performance, or breach the working time regulations.

3.13 Attendance

Creating and maintaining a healthy and productive workforce is a key priority for our school. We are committed to supporting all staff through the sickness management process ensuring fairness and consistency alongside a range of health and wellbeing initiatives. You are expected to attend work in line with your contract of employment and associated terms and conditions and follow the school's absence reporting procedure in the Sickness Management policy when you are absent from work due to illness or injury. If you have a routine medical or dental appointment, we ask that you arrange this outside of your working hours or during holidays where possible. Please refer to the school's Leave of Absence policy if you need time off for any other reason than personal illness.

3.14 Alcohol, illegal drugs and substance misuse

We all have a responsibility to keep pupils and each other safe in school. Alcohol and substance misuse occurs in all occupational sectors, including education, and raises welfare and health and safety issues. You are in a position of trust and are required to take reasonable care of pupils who are under your supervision and are expected to maintain appropriate standards of professional conduct ensuring you report fit for work and can perform your duties. If alcohol or drug usage impact on an employee's working life or the school's reputation in the community, the management has the right to discuss the matter with the employee and take appropriate action which may include disciplinary action. We encourage you to confide in a member of the leadership team or someone you can trust if you have an alcohol or substance dependency. This will be treated sensitively and in confidence and will enable us to support you through Occupational Health or the Employee Assistance Programme. If appropriate, referral may also be made for medical advice and the employee may be directed to specialist support.

3.15 Data protection and confidentiality

In accordance with the Data Protection Act 2018 and the Freedom of Information Act 2000, keeping personal and sensitive data safe is a priority at St. Aidan's. As a member of staff, you will have access to confidential information about the school, pupils, their parents/carers, or their siblings. Any information you obtain at work must not be disclosed, except to those colleagues who have a professional role in relation to the pupil or if the information highlights concern about their safety or welfare. School staff should not use confidential information obtained in the course of their employment with the school for personal use, nor should they pass it on to others who might use it for unauthorised purposes. You can find more information in the school's Data Protection policy. As a staff member, you have the right to request access to data that is held about you. Requests will need to be made to the Head Teacher in accordance with the school's Data Protection policy.



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Staff must not disclose information given to them in confidence without consent except for that relating to safeguarding of a child which must be passed on. Advice should always be sought from their line manager or Headteacher as appropriate on the appropriate use of school data and disclosure of school information.

3.16 Equality and diversity

We are committed to celebrating diversity and promoting equality throughout our school. We want it to be a place where pupils are supported to live healthy, fulfilling lives in thriving communities. We believe in treating everyone who works at St. Aidan's equally and fairly as individuals and expect the same in return from our staff.

Staff must ensure that equality policies in relation to employment and their duties and responsibilities are adhered to. This school believes in equality and will not tolerate any harassment, intimidation, unfair discrimination or victimisation, by school staff against pupils, colleagues, parents, governors and other visitors. Staff should not by their manner or speech be discriminatory with regards to a person's age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

3.17 Health and Safety

Employees must adhere to the school's Health and Safety policy, procedure and guidance and must ensure that they take every action to keep themselves and everyone in the school environment safe and well. This includes taking immediate safety action in a potentially harmful situation (either at school or off-site) by complying with statutory and school guidelines and collaborating with colleagues, agencies and the local authority.

Staff have a responsibility to inform the headteacher of any medical condition/illness they have during the course of their employment which may impact on their fitness to undertake their duties or on the Health and Safety of themselves, pupils, other staff, governors or the school.

School staff must not use the school's premises or facilities for activities which are not connected with their employment at the school, without agreement from the Headteacher or governing body. This includes the personal use of the school email, telephones, computers, photocopiers, or other equipment.

Internal email systems and school computer equipment should always be used in accordance with the appropriate school policies.

3.18 Confidentiality

Staff and governors should also be mindful that requirements in relation to maintaining the confidentiality of pupils, their families, colleagues and any matters relating to the school itself apply to all forms of communication, including social networking sites.

4. Information and support

If you are concerned about anything you see in school that you believe conflicts with the code of conduct or any other school policy, you must raise it with the Head Teacher or a member of the Senior Leadership Team. In addition, you can also contact your HR or Trade Union representative for further advice and guidance. The school's policies provide you with advice and guidance that you need to further support you in your role. It's important that you read and understand these policies. The code of conduct references some school policies; however, these are not exhaustive, and copies of all policies can be obtained from the school office via the Employment Handbook on the Hub.

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