



HOLY CROSS CATHOLIC PRIMARY SCHOOL

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Learn, Grow, Love, Live

Code of Conduct 2022-2026

This policy should be read in conjunction with the following policies: Safeguarding and Child Protection Policy, Anti- bullying Policy, E-Safety Policy, Safeguarding and Child Protection Policy Holy Cross’ Behaviour Policy, Health and Safety Policy, Mobile Phone Policy, DfE document: Safer Working Practice, DfE document: ‘Keeping Children Safe in Education and Holy Cross’ Acceptable Use Agreement for Staff and Pupils with which it complies.

Version	Date	Description of changes and person/organisation responsible
1.0	January 2023	
2.0	April 2023	

People Responsible:	Headteacher Governing Body
Reviewed date:	January 2023
Next review date:	April 2026

Mission Statement

At Holy Cross Catholic Primary School,
we learn about ourselves and about the world.

We grow in faith,
we act with kindness, generosity and love
to ourselves and others.

We live life to the full and have a future full of hope.

1. 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:

Learn, Grow, Love, Live

At Holy Cross Catholic Primary School we learn about ourselves and about the world,

We grow in faith, we act with kindness, generosity and love to ourselves and others.

We live life to the full and have a future full of hope.

The mission statement reflects how the family of Holy Cross Primary School is to conduct itself at all times.

All communication and interaction between members of the family of Holy Cross - staff, children, parents, carers and visitors must reflect our mission statement.

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 therefore aim to cultivate an atmosphere of trust where staff work as a team, are positive and respectful, have high values and have empathy for each other. Our aim is that all practitioners:

- Know how to minimise risk;
- Avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations;
- Understand the need for professional boundaries;
- Are responsible for self-moderation of their own behaviours.

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.

2. Purpose and Scope

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 pupils 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.

- a) This Code of Conduct sets out the obligations and professional standards of conduct required of all employees.
- b) All adults have a duty to keep pupils safe, promote their welfare and to protect them from radicalisation (the Prevent Duty), abuse (sexual, physical and emotional), neglect and safeguarding concerns. This duty is, in part, exercised through the development of respectful, caring and professional relationships between adults and pupils and behaviour by adults that demonstrates integrity, maturity and good judgement.

- c) All members of the public, in dealing with employees of Holy Cross Primary School, are entitled to expect the highest standards of conduct from all employees. In performing their duties, employees must act with integrity, honesty, impartiality and objectivity.
- d) All employees have personal and legal responsibilities, including; treating others with dignity and respect; acting honestly, using public funds and academy equipment appropriately; adhering to health and safety guidelines and practising equal opportunities at all times. These expectations are set out below and should be fully observed by all staff, including the Headteacher/Principal and Senior Management teams.
- e) This document is not a prescriptive guide to what employees should and should not do. It highlights the principal areas where employees need to be aware of their responsibilities when working in Holy Cross Primary School, and is a framework for behaviour.
- f) Employees should ensure they are familiar with the specific policies that underpin these behaviours through reference to the documents highlighted in the “Required Reading” throughout the code. If these documents are not supplied at induction, the employee should ask the academy for copies.
- g) This document takes account of the most recent versions of the following guidance (statutory and non-statutory):
 - Keeping Children Safe in Education (KCSIE) 2023
 - Working Together to Safeguard Children 2023
 - Guidance for Safer Working Practice for those Working with Children and Young People in Education Settings
- h) There will be occasions and circumstances in which adults 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.

3. Setting an Example

All staff who work in schools set examples of behaviour and conduct which can be copied by pupils/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 pupils/students to do the same.

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

All staff must therefore treat others with dignity and respect. All employees are expected to treat other colleagues, pupils and external contacts, such as parents, with dignity and respect. Staff are required to comply with the Holy Cross’ equality policies in respect of colleagues, students and other contacts such as parents. Unacceptable behaviour such as discrimination, bullying, harassment or intimidation will not be tolerated. This includes physical and verbal abuse and use of inappropriate language or unprofessional behaviour with colleagues, pupils and parents, and through social media.

4. Professional behaviour

Employees must not misuse or misrepresent their position, qualifications or experience or bring the reputation of the academy into disrepute. Such behaviour may lead to disciplinary action.

Personal property of a sexually explicit nature, or property which might be regarded as promoting radicalisation or otherwise inappropriate such as books, magazines, CDs, DVDs or such material on any electronic media including links to such material must not be brought onto the school's premises or downloaded, or stored on any school equipment.

5. Criminal actions

Staff must inform the Headteacher immediately if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution.

Staff must also inform the Headteacher immediately if anyone in their household is subject to a criminal conviction, caution, ban, police inquiry or pending prosecution with regard to a violent or sexual offence against children or adults.

The Headteacher will discuss this with the employee in the context of their role and responsibilities in order to help safeguard children and other employees at the academy.

Required reading:

- Safeguarding and Child Protection Policy.
- DfE document: 'Keeping Children Safe in Education'

6. Safeguarding Pupils/Students

6.1. Staff have a duty to safeguard pupils/students from:

- physical abuse;
- sexual abuse;
- emotional abuse;
- neglect.

6.2. Staff are expected to act in an open and transparent way that would not lead any reasonable person to suspect their actions or intent.

6.3. Staff are in a position of trust and have a duty to protect young people from discrimination and harm and to maintain appropriate professional boundaries. It is equally important for staff to avoid behaviour that might be misinterpreted by others in order to protect both young people and themselves. Staff are required to read and understand the school's policies on child protection, as well as relevant DfE guidance documents.

6.4. 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.

Designated Safeguarding Lead (DSL): Mrs T Moran
Deputy Designated Safeguarding Lead: Mrs S Dowdeswell
Deputy Designated Safeguarding Lead: Mrs E O'Neill

Deputy Designated Safeguarding Lead: Mrs G McDowall

Deputy Designated Safeguarding Lead: Mr J Green

Deputy Designated Safeguarding Lead: Mrs J Rutherford

Deputy Designated Safeguarding Lead: Mrs M De Silva

- 6.5. Staff are provided with personal copies of the school's Child Protection Policy and Whistleblowing Procedure and staff must be familiar with these documents.
Copies of these are available in the staffroom.
- 6.6. Staff must not demean or undermine pupils, their parents or carers, or colleagues.
- 6.7. Staff should not demonstrate behaviours that may be perceived as sarcasm, making jokes at the expense of students, embarrassing or humiliating students, discriminating against or favouring students.
- 6.8. Staff must take the upmost care of pupils/students under their supervision with the aim of ensuring their safety and welfare.

7. Relationships with Students

- 7.1. Staff must declare any relationships that they may have with students outside of school; this may include mutual membership of social groups, tutoring, or family connections. Staff should not assume that the school is aware of any such connections.
- 7.2. Relationships with students must be professional at all times, physical relationships with students are not permitted and may lead to a criminal conviction.
- 7.3. Contact with students must be via school authorised mechanisms. At no time should personal telephone numbers, email addresses or communication routes via personal accounts on social media platforms be used to communicate with students.
- 7.4. If contacted by a student by an inappropriate route, staff should report the contact to the Headteacher immediately.

8. Pupil/Student Development

- 8.1. Staff must comply with school policies and procedures that support the well-being and development of pupils/students.
- 8.2. Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils/students.
- 8.3. Staff must follow reasonable instructions that support the development of pupils/students.
- 8.4. Staff must have high expectations for all pupils, be committed to addressing underachievement, and work to help pupils progress regardless of their background and personal circumstances
- 8.5. Staff must treat pupils fairly and with respect, take their knowledge, views, opinions and feelings seriously, and value diversity and individuality

- 8.6. Staff must model the characteristics they are trying to inspire in pupils, including enthusiasm for learning, a spirit of enquiry, honesty, tolerance, social responsibility, patience, and a genuine concern for other people
- 8.7. Staff should 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.
- 8.8. Staff should 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 wellbeing in and out of school
- 8.9. Staff should reflect on their own practice, develop their skills, knowledge and expertise, and adapt appropriately to learn with and from colleagues
- 8.9.1. Ensure that the same professional standards are always applied regardless of culture, disability, gender, language, racial origin, religious belief and/or sexual identity

9. Acceptable Use of ICT Equipment

- 9.1. This policy should be read in conjunction with the Online Safety, Data Security and Data Protection Policies.
- 9.2. Staff, Governors and Visitors should read and sign the 'Acceptable Use Agreement' annually.
- 9.3. Staff will not use personal electronic devices (including smart watches and phones) in public areas of the school between the hours of 8.30am and 3.30pm, except in the staff room and where there are signs to indicate this.
- 9.4. The use of mobile phones must not be used in the EYFS setting at any time.
- 9.5. 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.

Required Reading:

- Mobile Phone Policy
- Online Safety Policy.

10. Dress and Appearance

- 10.1. All staff must dress in a manner that is appropriate to a professional role and promoting a professional image
- 10.2. Staff should dress in a manner that is not offensive, revealing or sexually provocative
- 10.3. Staff should dress in a manner that is absent from political or other contentious slogans.
- 10.4. Clothing and footwear must be safe and clean and take account of health and safety considerations.

11. Honesty and Integrity

- 11.1. 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.
- 11.2. 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.
- 11.3. 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.

12. Conduct Outside Work

- 12.1. Staff must not engage in conduct outside work which could seriously 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.
- 12.2. 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.
- 12.3. 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.
- 12.4. Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.
- 12.5. Staff must only use their school email account when communicating electronically with pupils, parents and colleagues.
- 12.6. 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.
- 12.7. 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.

13. Data Protection and Confidentiality

- 13.1. 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/student.
- 13.2. 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 pupil's/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.

- 13.3. 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.
- 13.4. Staff come into contact with a significant volume of data and information in relation to pupils, staff, academy activities and many other matters. Under the Data Protection Act 1998, staff are required to collect, maintain and dispose of sensitive or personal data in a responsible manner.
- 13.5. All communication with the media must be directed through the Headteacher or their nominee.
- 13.6. Staff should not discuss confidential matters relating to their work in public or social settings.

14. Other Employment

- 14.1. Staff are permitted to take up secondary employment outside the academy, as long as the activity does not constitute a conflict of interest, adversely affect their primary employment at the school, or exceed the legal maximum working week of 48 hours as defined by the Working Time Regulations.
- 14.2. The secondary employment must be undertaken outside the working hours of the employee's normal post. As per the terms of their contract, employees are required to inform the Business Manager in writing (Local Board Chair if the employee is the Business Manager) of their employment with other organisations.
- 14.3. All employees should be clear about their contractual obligations and should not take any additional employment, or take up any position in an organisation, which conflicts with the school's interests, or their role within the school.
- 14.4. It is the employee's responsibility to raise any potential conflicts with the Headteacher when undertaking work outside of their normal position (voluntary or paid).

15. Health and Safety

- 15.1. Staff 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.
- 15.2. 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 and other agencies.

Required reading:

- Health and Safety Policy

16. Use of Alcohol and Illegal Drugs

- 16.1. The taking of illegal drugs during working hours is unacceptable and will not be tolerated. All staff are expected to attend work without being under the influence of alcohol or illegal drugs and without their performance being adversely impacted by the consumption of alcohol or illegal drugs.
- 16.2. If alcohol or drug usage impacts on an employee's working life, the school has the right to discuss the matter with the employee and take appropriate action, having considered factors such as the school's reputation and public confidence.

17. Gifts, Rewards, Favouritism and Exclusion

- 17.1. It is against the law for public servants to take bribes. Staff 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/carers wish to pass small tokens of appreciation to adults 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
- 17.2. Personal gifts must not be given to pupils or their families/carers. This could be misinterpreted as a gesture either to bribe or groom. It might be perceived that a 'favour' of some kind is expected in return. Any reward given to a pupil should be consistent with the school's behaviour policy, recorded, and not based on favouritism.
- 17.3. Care should be taken when selecting children for specific activities, jobs, privileges and when pupils are excluded from an activity in order to avoid perceptions of favouritism or injustice. Methods of selection and exclusion should be subject to clear, fair and agreed criteria.

18. Disciplinary Action

- 18.1. All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.
- 18.2. Holy Cross Primary School will take a strict approach to breaches of this Code, and these will be addressed in accordance the Disciplinary Policy. Where such behaviour constitutes gross misconduct, the employee may be summarily dismissed.

19. Compliance

- 19.1. All staff must complete the form in appendix 1 to confirm they have read, understood and agreed to comply with the code of conduct. This form should then be signed and dated

Professional Conduct Statement

As a Catholic School, all adults in school are expected to actively follow and live out our mission statement:

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- Know how to minimise risk
- Avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations
- Understand the need for professional boundaries
- Are responsible for self-moderation of their own behaviours.

Staff are required to have read, understood and abide by:

1. Holy Cross' Code of Conduct

2. Safer Working Practice:

https://safeguardingpartnership.swindon.gov.uk/downloads/file/378/safer_working_practices_in_education_settings

3. DfE document: 'Keeping Children Safe in Education'

Part 1 and Annex A are essential reading and can be found at:

[Keeping children safe in education 2023 - part one \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/101333/keeping-children-safe-in-education-2023-part-one.pdf)

4. Holy Cross' Safeguarding and Child Protection Policy

5. The Acceptable Use Policy

6. Holy Cross' Behaviour Policy

7. Health and Safety Policy

8. Mobile Phone Policy

9. E-Safety Policy

These documents are shared with staff upon induction and are available in the staff-room and on the shared drive for reference.

I declare that I have read and understood the Holy Cross' Code of Conduct for Staff and the associated "Required Reading".

I acknowledge that it is my responsibility to ask if there is anything I do not understand.

Name.....

Signed.....

Date.....