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Catholic School FCJ

Staff Code of Conduct Policy	
Committee	Finance, Premises and Staffing
Author	Camden
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The FCJ Schools' Vision

Our vision is that FCJ schools are communities of personal and academic excellence.

Strong in companionship, the unique giftedness of every person in these faith communities is recognised, nourished and celebrated.

Our hope and expectation is that, through God's grace working in us all, each young person grows into their best self, with zest for life and the generosity and confidence to use their talents and gifts in the service of others.

London Borough of Camden

MODEL CODE OF CONDUCT FOR SCHOOLS

Date Originated: January 2019
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SchoolSupportServices.camden.gov.uk

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Policy

1.0 Introduction

The Code sets out the core values for acceptable standards of behaviour by employees and the consequences of any failure to meet the standards. It aims to ensure:

- employees are clear about the school's standards and expectations of them
- employees deal appropriately with difficult and/or potentially compromising situations
- employees recognise their individual, collective and corporate responsibility to promote and encourage high standards of conduct
- that the pupils and school community receive the best service
- that the school community is treated respectfully at all times
- improved management of the school and its services

1.1. The School's aim is to offer a high quality of education to all our pupils. In order to achieve this we must be responsive to our children, parents and other members of the community, develop our staff and provide high quality leadership and management.

1.2. In our capacity as School Staff and Governors, we have a duty to behave in a way that reflects well on the school, working at all times within the law and according to school policies and procedures. At no time should public confidence in the School be put at risk by the actions or words of a member of school staff

1.3. We should all be treated with courtesy and respect at all times. Everyone is entitled to be treated fairly. Staff should have a positive attitude, manner and appearance and work both effectively and safely, within the requirements of their Employment.

1.4. This Code sets out the standards of conduct expected by the Governing Body of all school staff. It is not intended to restrict employees in the general exercise of their civil rights as citizens nor in their rights to engage in legitimate trade union activities.

1.5. Every member of school staff will be required to read this code of conduct and sign and date to confirm that they have read and understood the document. For new staff it will form part of their induction. Where staff have any questions or concerns about the requirements of this code then advice should be sought from the Head Teacher or School Business Manager.

1.6. It is important to read and understand the school's Code of Conduct. If your behaviour falls below the standards expected in this code the Head Teacher/Chair of Governors may consider taking formal disciplinary action against you.

1.7. If in doubt about any aspect or requirements of the Code, you should seek advice from the Head Teacher or the School Business Manager or the Chair of Governors.

2. Underlying principles

This Code of Conduct applies to all staff in the School.

2.1 It sets out the standard of behaviours expected of all staff. It should be read in conjunction with other relevant school policies and relevant sections of the following:

- Disciplinary Policy
- Safeguarding and Child Protection Policy
- Online Safety Policy
- Data Protection Policy
- Freedom of Information Policy
- Dealing with Allegations Against Staff Policy
- Whistleblowing Policy
- Grievance Policy
- Charging and Remissions Policy
- Equality, Diversity and Inclusion Policy
- Acceptable Use of IT Agreement

2.2 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 for Head Teachers, the National Standards of Excellence for Head Teachers (January 2015).

2.3 The Code does not seek to address every possible circumstance, and simply because a particular action is not addressed within the Code, this does not condone that action by omission. Staff at times will be required to exercise their professional judgement and are expected to act reasonably at all times. Where a member of staff is unsure about how to respond to a particular situation, guidance and support should be sought from the Head Teacher, or in the case of concerns about the Head Teacher, from the Chair of Governors.

Nothing in this Code of Conduct should be taken as overriding existing statutory or common law obligations.

3. Working in the Education Service

3.1. The School's Governing Body expects that all staff will deal with pupils, parents, colleagues, governors and anyone else associated by the school with respect, integrity, courtesy and helpfulness. It will not tolerate discrimination by staff members and in particular on the grounds of race, gender, religious belief, sexuality, marital status, HIV status, disability, age, personal circumstances or any irrelevant criminal conviction. This includes not passing on information relating to school pupils and their parents unless there is a requirement to do so and agreed by appropriate designated person/s. Staff are expected to adhere to the Equality, Diversity and Inclusion Policy.

3.2. As well as having a positive attitude and manner, appearance is also important. The Governing Body recognises that there are many acceptable styles of dress, including clothes worn for cultural and religious reasons. However, it is important that all staff dress appropriately and give a positive image of the school. Many parents have expectations of school staff as professionals in charge of their children and their views should be respected.

3.3. Staff must maintain appropriate professional boundaries, avoid improper contact with pupils and parents and respect their unique position of trust as members of staff at the school. If staff have any concerns about a colleague's behaviour towards students, they have an obligation to report it to the Head Teacher or the appropriate designated person/s.

3.4. Staff must expect that colleagues will report them if they have any such concerns about their behaviour in accordance with the DFE's Keeping Children Safe in Education guidance.

4. Working hours and attendance

4.1 You should always be reliable and on time when you come to work and go to appointments.

4.2 If you want to ask for leave under any of our leave schemes, for example, maternity, parental, sickness, flexible working hours or special leave, you must follow the conditions of the scheme and, where necessary, ask for leave beforehand.

4.3 You should fill in relevant paperwork to request leave within the time set by your manager.

4.4 If you are sick you should always follow our sickness reporting procedure, otherwise we may not pay you. You are responsible for doing the following:

- You must contact Mr Coombes and your line manager by 7am.
- Setting cover work for your absence.
- You should explain why you are absent, what is wrong with you and how many days you think you will be off work.
- You should keep in touch with your manager while you are off sick. If you are absent for more than three days, you must contact your manager on the fourth day.
- You must give your manager medical certificates from your doctor every week if you are sick for more than eight days. If your periods of absence become more frequent or

problematic, your manager may ask for a medical certificate even if you are absent for less than eight days.

- You must report to your manager as soon as you come back to work.
- Attending a meeting with the Headteacher on your return to work, irrespective of the number of absence days.

5. Alcohol, Drugs and Substance misuse

5.1 It is the school's policy that employees must not consume alcohol or take drugs (other than prescribed or over the counter drug) during working hours (including lunchtimes and other breaks) and must not work under the influence of either of these.

5.2 Employees must not present themselves at school or at work under the influence of alcohol or drugs. This includes committing a drink or drug offence which could endanger anyone's safety or diminish confidence in the employee's suitability for continued employment.

5.3 Employees must consult their GPs for advice on the effects any legal medication may have on their ability to perform or conduct themselves at work, and advise the Head Teacher accordingly.

5.4 Employees who think that they may have an alcohol, drug or substance abuse problem can speak to the Head Teacher and seek support through the employee assistance programme or other support programme.

5.5 Employees must inform the Head Teacher if they have a genuine reason to believe that a colleague may have an alcohol, drug or substance misuse problem.

6. Money and Property

6.1 You should not deliberately keep money that you owe to any Council or the school unless you are allowed to by law. If you have problems with paying the money to any Council or the school, you can speak to the Head Teacher in confidence.

6.2 You should always fill in any document, form or record honestly and never damage, change or falsify it, particularly for financial gain. You are required to complete all documentation honestly to the best of your knowledge

6.3 You must return any property or equipment, which you have been allowed to borrow by your Head Teacher/Line Manager as soon as you leave your job or when your manager tells you to.

6.4 You may not borrow school property without the express agreement of the Head Teacher or the Chair of Governors. Any school property you have borrowed must be returned to the school immediately that it is wanted by the school or if you stop being employed at the school.

6.5 It is your responsibility to ensure that any equipment you borrow from the school is properly logged in accordance with School policy for use outside school, including in your home and in transit from home to school. You are liable for the replacement costs of any equipment

borrowed by you which is lost, stolen or damaged whilst outside the school unless a written waiver has been given by the Head Teacher or the Chair of Governors.

6.6 You should not copy or take school software including licensed software for your own use, nor use your own software on school equipment.

6.7 School telephones should not be used for personal calls except in exceptional circumstances.

6.8 All staff must abide by the School's financial regulations and procedures and the school's Charging and Remissions Policy. You must not take school property/equipment or supplies without permission from the Head teacher.

7. Working with all Staff

7.1 Effective schools are those where staff work co-operatively together. Discrimination by any member of staff will not be tolerated, particularly on the grounds of race, gender, religious belief, sexuality, marital status, HIV status, disability, age, personal circumstances or any irrelevant criminal conviction. All our staff are expected to work together showing respect, courtesy and helpfulness irrespective of the staff member's position in the school.

7.2 Matters will be dealt with under the disciplinary policy, further action will be taken if there is a breach. School leaders should tell you exactly what is expected of you and should support you in your work, including helping you deal with students, other staff, parents and the community should you need it. They should encourage your training and development.

7.3 The school will not accept intimidation of colleagues or using offensive, threatening or insulting words or behaviour. It is not acceptable to fight with or assault any employee or stop them from working.

8. Working with School Leaders

8.1 You must always be honest with your manager.

8.2 You must always tell the Head Teacher or the School Business Manager if you change your home address or other personal details.

8.3 Staff have the right to have recourse to the schools grievance procedures if they feel this Code of Conduct has been broken or if they feel aggrieved or have other complaints.

8.4 You should carry out all reasonable and lawful requests made by senior staff to the best of your ability. You should never conceal any matter that you know, you should report.

8.5 Any allegations against staff will be dealt with under the appropriate supporting policy.

9. Employees' relationships with Councillors, School Governors and anyone else associated with the school

9.1 Councillors/LA Colleagues should deal with you courteously and reasonably.

9.2 Under no circumstances should you disrupt any formal Council business being carried out by Councillors. The Trade Unions are afforded the opportunity of making representations at appropriate Committees in accordance with the constitutions of those Committees, and

members of staff may peaceably and without interference, attend all meetings open to the public when not on duty.

9.3 Employees must not contact school governors over the Head Teacher about personal employment issues. They should speak to their Head Teacher and go through established procedures such as appraisal, grievance and appeal procedures. Employees can also seek advice from their trade union. Only when school procedures have been exhausted should you approach governors.

9.4 Any personal matters to do with your job should not be discussed with Councillors directly, but should be taken up with an appropriate school manager and not a Councillor.

9.5 The above does not preclude you from approaching your local Ward Councillor in his/her role as your elected representative.

9.6 Where personal relationships occur, staff must bring it to the attention of the Head Teacher/Chair of Governors personally and in confidence so that the implications for the Council/school can be discussed and action taken to avoid any difficulties it may present.

10. Health and Safety

10.1 The Governing Body, in conjunction with the Education Authority, will do everything it can to meet any statutory obligations and ensure that the school is a safe and healthy working environment.

10.2 It is the responsibility of all employees, governors, parents and visitors to the school to take reasonable care for the health and safety of themselves and others and to assist in the creation of a safe work environment.

10.3 Staff have a responsibility to inform the Head Teacher 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 of the school or visitors.

10.4 Adhere to the school's Health and Safety Policy and co-operate in all activities, including training, organised to promote safety.

11. Use of personal mobile phones, laptops and tablets

11.1 If there is a requirement for staff to take photographs of children for school purposes this must be carried out using equipment provided by the school and with the agreement of the Head Teacher in line with the agreed school procedures. Information and images should only be retained for as long as required in line with GDPR and the school's Data Protection Policy.

11.2 Schools should provide employees with school mobile telephones for use on school trips.

12. Confidentiality

12.1 All school data and information should be managed in line with legislative requirements, good practice and the agreed school procedures. Staff and governors should be aware that the requirement to maintain confidentiality of information about pupils, their families, colleagues and any matters relating to the school itself apply to all forms of communication, including social networking sites, school and personal email accounts.

12.2 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 onto the Designated Safeguarding Lead. Advice should always be sought from their line manager or Head Teacher on the appropriate use of school data and disclosure of school information, if there is any uncertainty.

12.3 Any actions taken by the school must always be in line with the requirements of the GDPR and the Freedom of Information Act 2000 set out in the school's Data Protection Policy and Freedom of Information Policy. 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. Please refer to GDPR policy.

13. Working with Integrity

13.1 All school staff are expected to work and behave with integrity and honesty. Occasionally, school staff maybe put into a position where they feel they might be being compromised, for example, over the granting of a contract for building work or the purchase of equipment or over the admission of a pupil to the school or assessment outcomes. If this occurs, you should discuss the matter with the Head Teacher, the School Business Manager or the Chair of Governors.

13.2 If you are offered favours, substantial gifts (worth over £25) or gifts which could be thought to be compromising, you must inform the Head Teacher or Chair of Governors immediately, and before accepting the gift. Failure to report could lead to disciplinary action which could result in dismissal.

13.3 If there is concern/evidence of theft or other improper conduct involving school finance, property or equipment this must be reported to the Head Teacher or Chair of Governors, and where appropriate, the police.

13.4 You must inform the Head Teacher or Chair of Governors, in writing, if you have a close friend/s, spouse/partner, or associates or relatives who are providing goods and/or services to the school and/or who are applying for a position at the school and/or who are bidding for a contract in the school.

13.5 If you have concerns about the integrity of other staff and colleagues you must report the concerns to the Head Teacher and/or Chair of Governors. Please refer to the Whistleblowing Policy.

14. Safeguarding

14.1 Staff must safeguard children's well-being, in accordance with statutory provisions, the local Safeguarding Children Board procedures and the school's Safeguarding and Child Protection Policy. Staff must report any safeguarding concerns immediately to the

Designated Safeguarding Lead in school and ensure the Head Teacher or Chair of Governors is informed. All staff have a responsibility to take appropriate action and work professionally with other services accessed by the school as required.

14.2 Section 5B of the Female Genital Mutilation Act 2003 places a statutory duty upon staff to report to the police cases where they discover that an act of FGM appears to have been carried out on a girl under the age of 18. Staff should consider and discuss any such case with the school's Designated Safeguarding Lead Designated Safeguarding Lead and involve children's social care as appropriate.

14.3 Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. All staff must work to protect children from the risk of radicalisation and be aware that this is part of the wider safeguarding duties in the school. Staff must intervene to prevent vulnerable people being radicalised and report any such instances or concerns to the Designated Safeguarding Lead.

14.4 All staff must be fully aware of all of the school policies and procedures relating to safeguarding and how to access them. In this school the relevant documents are located in the Staff Handbook in the staff shared drive. They can also be made available on request from the school office. Given their position of trust, all staff 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 Dealing With Allegations Against Staff Policy.

14.5 If a child reports any safeguarding concerns to any member of staff, this must be reported immediately to the Designated Safeguarding Lead and Head Teacher. Staff must not promise confidentiality to a child and always ensure that any actions taken are in the best interests of a child.

14.5 The school should promote a culture of openness, trust and transparency. Where a member of staff has any safeguarding or other concern about the conduct or behaviour of another member of staff, the concerns must be reported immediately to the Head Teacher and where appropriate to the designated Safeguarding Lead. Concerns about the Head Teacher should be referred to the Chair of Governors.

14.6 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 therefore 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 a particular situation they must immediately contact the Designated Safeguarding Lead /Head Teacher. Any concerns about an inappropriate relationship between a member of staff and a student/pupil (irrespective of their age) will be fully investigated under the Disciplinary Procedure for school staff as a potential issue of gross misconduct. Staff must always treat pupils with dignity, building relationships rooted in mutual respect, observing proper boundaries appropriate to their position.

14.7 Guidance on Safer Working Practice is explicit that staff should not establish or seek to establish social contact with pupils for the purpose of securing friendship or to pursue or strengthen a relationship. This is important because:

- Such contact can blur the professional boundaries between the staff member and pupil;
- Such contact can compromise confidentiality;
- Such contact can place both pupil and the staff member in a position of vulnerability or danger;

- Pupils at the school may struggle to differentiate between the role of a staff member and friend therefore have expectations which the staff member cannot fulfil in line with the school's Social Media Policy.

14.8 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. This includes non-direct contact such as telephone, text messaging, email or social networking sites. Any proposed work related contact, outside of the normal working environment, must be agreed in advance by the Head Teacher, be recorded and monitored. Unexpected contact with pupils should be kept to a minimum. e.g. brief greeting. Any transport of pupils must be agreed in line with the school policy and always agreed with the Head Teacher.

14.9 School staff should use their professional judgement about correspondence received by a member of staff from former pupils, the public or parents or other significant contact should be discussed with their line manager/Head Teacher as appropriate and filed with any response in the appropriate school records system.

14.10 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 which could damage their professional reputation, the reputation of the school, and/or bring the school into disrepute. Where staff do choose to use social networking sites it is strongly recommended that profiles should be set as 'private' and under no circumstances should staff allow access to pupils, their families and/or carers in line with Social Media Policy.

14.11 Staff should not give their personal details such as home/mobile phone number; home or email address to pupils and should be professional at all times in accordance with the ethos of this code.

14.12 If a former pupil requires assistance or some form of help that lies outside of school, they should be signposted to the relevant services. However, if the Head Teacher agrees that further contact with the staff member is relevant and appropriate, a clear plan of involvement, including outcomes and timescales must be drawn up and agreed by the Head Teacher. The Head Teacher must ensure adequate support/supervision is available to the staff member and all contact be recorded.

14.13 Where a close relationship develops between a member of school staff and an ex-pupil which may raise concerns about the member of staff's suitability to work with children, the Head Teacher should immediately contact the Local Authority Designated Officer (LADO) for guidance.

14.14 At this school DBS checks on staff are carried out every 3 years, unless you are on the DBS Update Service in which case checks are carried out more frequently. If there is any change in your circumstances since your DBS check was undertaken, for example a police caution or conviction, you have a duty to report this to the Headteacher.

15. Applying for Posts

15.1 When applying for a job, you must not look for any undue favours from anyone else involved in the selection process.

16. Political Activities

16.1 All staff have a duty to behave and conduct themselves in a diligent and professional manner in carrying out their duties; and not to let their political or other beliefs impinge in them carrying out their school role and/or in carrying out a reasonable school instruction. Membership and participation in voluntary groups should be declared, if in doubt you should consult with the Head Teacher or School Business Manager.

16.2 Staff should note that under the Local Governing and Housing Act 1989 there are certain local government posts that restrict political activity. This applies to posts whose salary currently is or exceeds that of spinal column point 44 (PO5) of the salary for the NJC Employees. If clarification or advice is required on this matter you should contact the Camden Schools HR Business Advisor Team.

17. Working for Yourself and Outside Bodies

17.1 The Head Teacher or Chair of Governors must be informed and agreement given before you agree to take on responsibilities or other jobs, paid or unpaid.

17.2 You must not have another job without the Head Teacher's explicit written permission. Any such work must not affect your ability to do your job, conflict with or detrimentally affect the School or weaken public confidence in the school.

17.3 The school welcomes staff involvement in voluntary, trade union or other organisations. However, you must only be engaged in activities for that body during your own time.

17.4 You must not use your position in the school to gain additional employment and you may not be engaged in such employment during school time (which includes sick leave), or use school or Council equipment such as telephones, fax machines, information technology, (including e-mail and internet) to carry out personal work.

17.5 Unless you have written permission from your Head Teacher, you should not carry out private work for the Council, its clients, tenants or organisations that serve it, except as part of your job.

18. Working and the Law

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

18.2 All School staff must produce evidence that you have the right to work and live in the UK, even if you are a UK citizen. The school must have proof of your right to work in the UK before you begin work and intermittent checks will be carried out during employment to ensure compliance with statutory requirements. Sections 15 to 25 of the Immigration, Asylum and Nationality Act 2006 (the 2006 Act), section 24B of the Immigration Act 1971, and Schedule 6 of the Immigration Act 2016.

18.3 Unless exempt by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986, any criminal convictions which occur whilst employed by the school/council should be disclosed to the Head Teacher or Chair of Governors. The purpose of this is not to prejudice employment but to safeguard the interests of the school, the Council, the employee and students

18.4 Furthermore, you must declare to the Head Teacher if you are currently charged or convicted, cautioned or bound over for any criminal offence. The purpose of this is not to prejudice your employment but to safeguard your interests and those of the school and Council. The Head Teacher will consider your job and whether public confidence may be damaged or whether your job may be affected by the charge.

18.5 If you find out or think an employee is breaking the law in his or her work, you must tell the Head Teacher.

19. Working with the Media

19.1 You should not speak, write or give interviews, which includes telephone calls, to the press about School or Council business, without the prior agreement of the Head Teacher or the Chair of Governors. The Council has a press office which deals with the media and their advice should be sought before statements are made. The press office will deal with all media enquiries on your behalf if you wish.

19.2 You should pass on all inquiries from the press, radio or television to your Head Teacher.

19.3 You may speak on behalf of one of the Governing Body's recognised Trade Unions in pursuit of legitimate industrial relations activities with only the agreement of the Head Teacher or Chair of Governors.

19.4 You must never publicise material which is confidential or against the school's/council's interests or our pupils' interests. If you have any concerns, you should speak to your Head Teacher or go through recognised procedures, such as the grievance procedure.

If in doubt consult the Head Teacher or the Chair of Governors

20. Misconduct

20.1 This Code of Conduct also sets out the standards of behaviour expected from all members of staff and you should understand that disciplinary action may be taken under the school's disciplinary policy and procedures, including where appropriate dismissal, may result if standards of behaviour and conduct fall below those outlined in the Code.

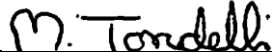
21. Whistleblowing

21.1 All staff have a duty to report matters of concern.

21.2 You have a responsibility to bring matters of concern to the attention of the Head Teacher/Designated Safeguarding Lead and/or relevant external agencies at an early stage. This is particularly important where the welfare of children may be at risk.

21.3 If you believe there has been any fraud, irregularity, corruption or the law has been broken, you should raise the concern with the Head Teacher in the first instance. However, this depends on the seriousness and sensitivity of the issues and who you believe to be involved in the alleged malpractice. For example, if you believe that a Director or others in management are involved, you may wish to use Expolink instead. Where you are able to phone a call-centre and give information in confidence. This service is provided by an independent organisation and you will not have to give your name unless you want to.

[Expolink](#) is an impartial external organisation that provides staff with a confidential 'protected disclosure' service. You can contact Expolink on **0800 374199**. Please refer to the whistleblowing policy for further guidance.

Signed by Chair of Governors	
Date	29 th November 2021
Date of next review	Autumn 2023

POLICY: REVISIONS

Model Schools Code of Conduct

January 2018

- Update to the new Camden Schools Services format and logo
- Update to Alcohol, Drugs and Substance Misuse
- Update to Money and Property
- Update to Working with other staff
- Update to Employees relationships with Councillors and School Governor's
- Update to Health and Safety
- Update to use of personal mobile phones, laptops and tablets
- Update to Confidentiality
- Update to Safeguarding
- Update to working and the Law
- Update to working with the media
- Update to Misconduct
- Update to Whistleblowing

September 2020 – No Changes

