



# The Diocese of Westminster Academy Trust

"A Multi Academy Trust supporting schools in delivering their Mission to provide outstanding Catholic Education for their pupils."

## Staff Code of Conduct for the Trust

### INTRODUCTION

As an employer, the Trust is required to set out a Code of Conduct for all Trust employees. As a Catholic School, all adults in school are expected to actively follow and live out our mission statement as a Trust to support our schools in providing outstanding Catholic Education for their pupils. Within each school the Local Governing Body has the responsibility to support students to fulfil their potential and strive for excellence in all aspects of their lives. As Catholic educating community the Trust therefore strives to offer students every opportunity to develop their talents to the full through their academic work, spiritual worship and extracurricular activities.

All communication and interaction between members of the family of the Trust schools - staff, children, parents, carers and visitors must reflect our mission statement. Furthermore, as part of the Catholic Education Service terms and conditions, staff are expected to be conscientious and loyal to the aims and objectives of the Trust. In addition, staff are required to develop and maintain the Catholic character of the Trust. Staff are to have regard to the Catholic character of the Trust 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 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.

### 1 PURPOSE, SCOPE AND PRINCIPLES

A Code of Conduct is designed to give clear guidance on the standards of behaviour all Trust staff are expected to observe, and the Trust schools should notify staff of this code and its expectations. Trust 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 Trust schools. As a member of the Trust school community, each employee has an individual responsibility to maintain their reputation and the reputation of the Trust school, whether inside or outside working hours.

### 2 SETTING AN EXAMPLE

2.1 All staff who work in Trust schools set examples of dress, behaviour and conduct which can be copied by pupils. Staff must therefore avoid using inappropriate or offensive language at all times. Staff should dress smartly for working in the classroom and appropriately for PE lessons.

2.2 All staff must, therefore, demonstrate the highest standards of conduct in order to encourage our pupils to do the same.

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

2.4 This Code helps all staff to understand what behaviour is and is not acceptable.

### 3 SAFEGUARDING PUPILS

3.1 Staff have a duty to safeguard pupils from:

- physical abuse



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- sexual abuse
- emotional abuse
- neglect

3.2 The duty to safeguard pupils includes the duty to report concerns about a pupil/student to the Trust school's Designated Senior Leaders (DSL) for Child Protection.

3.3 The school's Designated Senior Leaders are named at each Trust school site.

3.4 Staff will read the Trust school's Child Protection Policy and Whistleblowing Procedure and staff must be familiar with these documents. Copies of these are available at each school site of the Trust.

3.5 Staff must not demean or undermine pupils, their parents or carers, or colleagues.

3.6 Staff must take the upmost care of pupils under their supervision with the aim of ensuring their safety and welfare. All staff are responsible for knowing when they are on playground duty and must be outside punctually.

3.7 Staff who are in contact with pupils should not use their mobile phones in class during lessons.

## 4 PUPIL/STUDENT DEVELOPMENT

4.1 Staff must comply with Trust school policies and procedures that support the well-being and development of pupils.

4.2 Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils.

4.3 Staff must follow reasonable instructions that support the development of pupils.

## 5 HONESTY AND INTEGRITY

5.1 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.

5.2 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 Trust schools Whistleblowing procedures.

5.3 Gifts from suppliers or associates of the Trust schools, with the exception of low-cost promotional items, must be declared to the Headteacher, or to the Local 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.

## 6 CONDUCT OUTSIDE WORK

6.1 Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the Trust or Trust school or the reputation of other members of the school community. Any such conduct could lead to dismissal.

6.2 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.

6.3 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. which may bring themselves, the Trust, the school, school community or employer into disrepute.

6.5 Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict



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with the interests of the Trust or school and is not to a level which may contravene the working time regulations or affect an individual's work performance.

6.7 All members of staff must declare any business interests outside of the Trust school that may be connected either to the supply of goods / services to the Trust or school or be rewarded through association with the Trust or school.

6.8 Staff should not discuss Trust or school-related issues with parents out of school.

## 7 CONFIDENTIALITY

7.1 Where staff have access to confidential information about pupils 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.

7.2 All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil is bullied by another pupil (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate Trust school procedure. This should not routinely be shared with other members of staff.

7.3 However, staff have an obligation to share with their manager or one of the school's Designated Senior Leaders 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.

## 8 DISCIPLINARY ACTION

8.1 All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal as defined in the CES disciplinary policy.