



*Achieving together in faith*

**Holy Cross Catholic  
Multi Academy Company (MAC)**

**Code of Conduct - Staff  
2024 – 2027**

Responsible for policy	Marina Kelly
Board Approval Date	11 September 2024
Posted on Website	16/09/2024
Sent out to Schools	16/09/2024
Date of policy review	September 2027



**Document Control:  
Version History**

<b>Version</b>	<b>Status</b>	<b>Date</b>	<b>Author</b>	<b>Department</b>	<b>Summary of Changes</b>
<b>1.</b>	<b>Approved</b>	<b>September 2019</b>		<b>Board of Directors</b>	<b>Approved</b>
2.0	Draft	June 2022	JP	MAC Central Team	No updates
<b>2.0</b>	<b>Approved</b>	<b>July 2022</b>		<b>Board of Directors</b>	<b>Approved</b>
2.0	Draft	23.04.2024	JP	MACHO	Sent to HR partner for comment  Sections 2.11 – 2.16
2.1	Draft	25.04.2024	JP	MACHO	Amendments made in line with HR comments.
<b>2.1</b>	<b>Approved</b>	<b>September 2024</b>		<b>Board of Directors</b>	<b>Approved</b>

## Contents

	<b>Page Number</b>
1. Introduction	4
2. General Principles	5
3. General Behaviour Standards	7
4. Attendance and Timekeeping	7
5. Working Relationships	8
6. Safeguarding and Working with Children and Young People	9
7. Communication with pupils (including the use of technology)	12
8. Behaviour Management	13
9. Care, Control and Physical Intervention	13
10. One to One Situations	13
11. Transporting Children	13
12. Extra-Curricular Activities	14
13. Curriculum	14
14. Propriety and Behaviour	15
15. Working and Contact with the Media	15
16. Working with Neutrality	16
17. Working and the Law	16
18. Working Safely	16
19. Gifts and Hospitality	17

<b>20.</b>	Working with Integrity	18
<b>21.</b>	Working with Money and Property	19
<b>22.</b>	Recruitment and Selection and Other Employment Matters	20
<b>23.</b>	Outside Commitments and Private Work	21
<b>24.</b>	Disclosure of Information and Confidentiality	21
<b>25.</b>	Being a Member of an Organisation	21
<b>26.</b>	Sharing Concerns and Recording Incidents	22
<b>27.</b>	Whistleblowing	22
<b>28.</b>	Dress Code	23
<b>29.</b>	Review	24
<b>30.</b>	Related Policies	24

## 1. Introduction

- 1.1 Catholic schools aim to be places where love of one's neighbour is obvious at all times. As St. John reports, Christ said to His disciples at the Last Supper 'This is my commandment, that you love one another, as I have loved you'.
- 1.2 Catholic schools are staffed by teachers and support staff who are not only qualified and expert in their own field but who also, having freely chosen to work in a Catholic institution, commit themselves to care for and support each other in every way possible consistent with the teachings of Christ, Gospel values, Catholic doctrine, and the ethos of the school.
- 1.3 Holy Cross Catholic Multi Academy Company (MAC) is a limited company and its affairs are ultimately controlled by its directors, who have adopted this policy in order to promote positive working relationships and equal opportunities in employment, so that all employees feel fully valued as members of Christ's family and are free to develop their abilities to the full. Each school in the MAC has a Local Governing Body, which has certain functions delegated to it by those directors.
- 1.4 All members of our school communities have a duty to ensure that Gospel values underpin the relationships within the school and should draw on the guidance offered in 'Christ at the Centre'. Whilst not definitive, the core values based on the Beatitudes may be summarised as follows:
  - faithfulness and integrity;
  - dignity and compassion;
  - humility and gentleness;
  - truth and justice;
  - forgiveness and mercy;
  - purity and holiness;
  - tolerance and peace;
  - service and sacrifice ('Christ at the Centre' 2008 Fr Marcus Stock STL MA).
- 1.5 Holy Cross Catholic MAC acknowledges its obligation to promote a positive working environment.
- 1.6 Holy Cross Catholic MAC is also aware of its duties under racial, disability and gender equality laws including the training of employees in their responsibilities.
- 1.7 Holy Cross Catholic MAC will ensure that prompt and appropriate action is taken to deal with any complaints which come under the scope of this policy. This includes action where there is a possibility of victimisation.
- 1.9 This policy will be applied in accordance with statutory regulations for the governance of Holy Cross schools which may apply at any time in accordance with the procedures and delegations adopted by Holy Cross Catholic MAC under those regulations.

- 1.10 This model code of conduct, as adopted, applies to all those employed in Holy Cross Catholic Multi Academy Company (MAC) and forms part of their contract of employment.
- 1.11 This code is designed to set out required standards and help employees understand the working relationship between themselves, their managers, colleagues, pupils and members of the public to whom they deliver a service.
- 1.12 This policy details the main standards of behaviour that the MAC's employees must adhere to and also details the behaviours that the MAC would normally regard as gross misconduct.  
The standards of behaviour and the examples of gross misconduct (listed in the Disciplinary Policy) should not be considered exhaustive. The MAC believe that employees are responsible for their actions. Headteachers/Local Governing Bodies/Line Managers will ensure that staff are fully briefed on the content and have access to a copy of the Code of Conduct. It is, however, the responsibility of all employees to read the Code. If any of the provisions contained within the Code of Conduct, related Codes of Practice or Policies are not fully understood, then the employee must, in their own interest, seek clarification from their Line Manager.
- 1.13 Headteachers must ensure that current HR policies and other advice/guidance referred to throughout this document are accessible for all staff employed within the MAC. The current HR policies are available on [www.hcmac.co.uk](http://www.hcmac.co.uk) or via school web sites. Policies are reviewed annually, in consultation with recognised Trades Unions, to ensure the most appropriate employment legislation is adhered to.
- 1.14 If an employee's actions or behaviour fall below the standards set out in this Code, then the MAC may take formal disciplinary action which may include the full range of disciplinary sanctions. Serious misconduct, criminal offences or other acts committed outside of working hours, which bring the MAC into disrepute or impact on the employee's ability to carry out their role, may also result in formal disciplinary action being taken, in accordance with the MAC's procedures.

## **2. General Principles**

- 2.1 All employees are expected to perform their duties with honesty, integrity, impartiality and objectivity in order to give the highest possible standards of service and avoid any conduct which could compromise them, the MAC or the School. Therefore, this code together with the Teacher's Standards sets out required standards for all employees with the welfare of pupils being paramount.
- 2.2 Employees must comply with the rules and procedures set by the MAC/School in relation to actions and behaviours. These can be found in school documents, the HR Policies and the MAC's policy documents. Employees working with children, young people or vulnerable adults are in a position of great trust. Serious breaches of that trust, for example, assault or sexual misconduct or deliberate disregard of policies

and procedures for safeguarding children, young people or vulnerable adults and other recipients of MAC/School services will be treated as potential gross misconduct.

- 2.3 Employees have a responsibility for ensuring a safe learning environment for children and young people within the School or across the MAC.
- 2.4 Employees are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- 2.5 Employees who believe that a colleague is acting in a way which might be harmful to the school or individual pupils, should raise the matter with the Headteacher or, in the absence of the Headteacher (or if the circumstances make raising it with the Headteacher inappropriate), with the Designated Safeguarding Lead (DSL).
- 2.6 Employees should have regard to the Schools' Behaviour Management Policies to provide guidance and support in dealing with behaviour issues as they arise.
- 2.7 Employees should not demean or undermine pupils, their parents, carers or colleagues or display any discriminatory behaviour.
- 2.8 Employees must comply with all relevant statutory provisions which apply to their conduct.
- 2.9 Employees must not enter into a personal relationship with pupils at the school or conduct improper relationships with pupils through, for example, but not limited to, mobile phone, e-mail, and social media and Internet chat rooms/websites.
- 2.10 Employees should not bring the reputation and standing of the MAC/School into disrepute.
- 2.11 Employees should familiarise themselves with the fire evacuation procedures and know what to do in the event of a fire.
- 2.12 Employees must keep fire escape routes/passageways and fire doors free of obstructions. Stairwell doors should be kept closed and no combustible items should be stored beneath stairs.
- 2.13 Employees have a statutory duty when using electrical equipment to check that it appears safe before use.
- 2.14 Employees should not bring in any external electrical devices unless they have prior approval and the plug is PAT tested. This includes, but is not limited to, items such as phone chargers, portable heaters, fans and Christmas Lights. Staff should also not bring any extension cables, extension leads or multi-socket plug blocks into school.



- 2.15 Employees should not use any electrical equipment that appears faulty or damaged and should immediately report their concern(s) to school management.
- 2.16 Employees should dispose of all waste properly and keep areas around electrical equipment free from clutter and not allow any vents to be blocked.

### **3. General Behavioural Standards**

- 3.1 You must:
- maintain satisfactory standards of performance at work
  - comply with all reasonable management instructions
  - co-operate fully with your colleagues and with management
  - maintain acceptable standards of politeness
  - take all necessary steps to safeguard the MAC's public image and preserve positive relationships with all persons and organisations connected to the company
  - ensure that you behave in a way that does not constitute unlawful discrimination
  - comply with the MAC/Schools' Operating Policies and Procedures.

### **4. Attendance and Timekeeping**

- 4.1 You must:
- comply with the rules relating to notification of absence set out in the MAC's policies
  - arrive at work promptly, ready to start work at your contracted starting time remain at work until your contracted finishing time
  - obtain management authorisation if for any reason you wish to arrive later or leave earlier than your agreed normal start and finish times
- 4.2 Personal calls and text messages should only be made during your normal break times (except where necessary in cases of emergency).
- 4.3 Personal mobile phones and devices with cameras must not be used for taking pictures of children/young people. Any pictures or videos of children/young people needed for curriculum or assessment purposes need to be taken on devices provided by the school.
- 4.4 Employees must always wear their ID badges at work or whilst representing the MAC/School.
- 4.5 You are solely responsible for the safety of your personal possessions on any MAC premises and should ensure that your personal possessions are kept in a safe place at all times.

## 5. Working Relationships

- 5.1 All employees have a right to be treated with dignity at work. Staff should always respect their colleagues, the pupils and the reputation of the MAC/School.
- 5.2 The MAC is committed to promoting equality and diversity among our workforce, and eliminating unlawful discrimination. We believe that excellence will be achieved through recognising the value of every individual. We aim to create an environment that respects the diversity of staff, enabling them to achieve their full potential, contribute fully and derive maximum benefit and enjoyment from their involvement in the life of the School.
- 5.3 To this end, we acknowledge the following basic rights for all members and prospective members of our community:
- No individual will be unjustly discriminated against. This includes, but is not limited to, discrimination because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.
  - All forms of bullying, including threats or verbal aggression towards colleagues is unacceptable and will be dealt with seriously by the MAC and School.
- 5.4 If there are work related issues, which cannot be resolved informally with another colleague, the Line Manager should be advised. Also reference should be made to the MAC's Grievance Procedure.
- 5.5 Employees should not be involved in decisions relating to any discipline, promotion, performance development review, or pay progression of any employee who is a relative, or with whom they have a close personal relationship. If an employee develops a close personal relationship where a conflict of interest might arise they should notify their Line Manager/HR.
- 5.6 Employees should maintain an effective and professional working relationship with their colleagues and Line Manager.
- 5.7 Employees should participate in initiatives designed to improve the efficiency and effectiveness of service delivery.
- 5.8 Statutory/MAC/School policies, procedures and codes of practice should be followed at all times.
- 5.9 An employee should never conceal a matter that should be reported, or damage, alter or falsify any document, form or record. Please see the MAC's Whistleblowing Policy.

- 5.10 It is the responsibility of the employee that if their personal circumstances change, such as a change of address or home telephone number, they must inform a member of the school's Administrative team and their Line Manager who will make the relevant record changes.

## 6. Safeguarding and Working with Children and Young People

- 6.1 The MAC expects all staff to embed a culture of openness, trust and transparency in line with the MAC's values, Keeping Children Safe in Education (KCISE) and the MAC Child Protection and Safeguarding Policy.
- 6.2 All adults working in, or on behalf, of the MAC must be clear about professional boundaries and act within these boundaries, and in accordance with the ethos and values of the MAC.
- 6.3 Staff have a duty to safeguard pupils from harm and to report any concerns they have. This includes physical, emotional and sexual abuse, or neglect. Staff will familiarise themselves with the appropriate Child Protection and Safeguarding Policy for their setting and ensure they are aware of the processes to follow if they have concerns about a child.
- 6.4 The duty to safeguard pupils from harm means **all concerns** about adults (including allegations that do not meet the harms threshold) are shared responsibly and with the right person, recorded and dealt with appropriately.
- 6.5 **Low-level concerns about members of staff** (new for 2022)
- 6.5.1 A low-level concern is a behaviour towards a child by a member of staff that does not meet the harms threshold, is inconsistent with the staff code of conduct, and may be as simple as causing a sense of unease or a 'nagging doubt'. For example, this may include:
- Being over-friendly with children
  - Having favourites
  - Taking photographs of children on a personal device
  - Engaging in one-to-one activities where they can't easily be seen
  - Using inappropriate language
- 6.5.2 Low-level concerns can include inappropriate conduct inside and outside of work.
- 6.5.3 All staff should share any low-level concerns they have using the reporting procedures set out in our Child Protection and Safeguarding Policy. We also encourage staff to self-refer if they find themselves in a situation that could be misinterpreted. If staff are not sure whether behaviour would be deemed a low-level concern, we encourage staff to report it.
- 6.5.4 All reports will be handled in a responsive, sensitive and proportionate way.

- 6.5.5 Unprofessional behaviour will be addressed, and the staff member supported to correct it, at an early stage.
- 6.5.6 This creates and embeds a culture of openness, trust and transparency in which our values and expected behaviour are constantly lived, monitored and reinforced by all staff, while minimising the risk of abuse.
- 6.5.7 Reporting and responding to low-level concerns is covered in more detail in our child protection and safeguarding policy. Staff must familiarise themselves with our Child Protection and Safeguarding Policy, and the Prevent initiative described therein, and ensure they are aware of the processes to follow if they have concerns about a child.
- 6.6 Members of staff, pupils and volunteers working in one-to-one situations with children and young people may be more vulnerable to allegations. They should therefore assess the need to have another adult present, and consider the location and facilities to ensure their own security and safety and that of the child/ young person.
- 6.7 Occasionally, a child or young person may develop an infatuation with an adult who works with them. When this does occur, words or actions may be misinterpreted. An employee who becomes aware that a child or young person is developing an infatuation, should discuss this with their line manager as soon as possible so that appropriate action can be taken to avoid any hurt, distress or embarrassment.
- 6.8 Staff should be mindful that if they are in a room alone with a pupil they must leave the door open.
- 6.9 Staff should not establish or seek to establish social contact with pupils, or their families, for the purpose of securing a friendship or to pursue or strengthen a relationship. Even if a young person seeks to establish social contact, or if this occurs coincidentally, the member of staff should exercise their professional judgement in making a response but should always discuss this with a senior leader. Staff must be aware that social contact, in certain situations, could be misconstrued as grooming.
- 6.10 Staff should not give their personal details such as their home or e-mail address; social network sites, gamer tags or web pages to pupils unless the need to do so is agreed with senior leadership. If pupils do become aware of your online identity you must change it and notify your line manager of the event and the action that you have taken.
- 6.11 There are some occasions when it is appropriate for employees to have some physical contact with the child or young person with whom they are working. However, it is crucial that in all circumstances, employees should only touch children in ways which are appropriate to their professional or agreed role and responsibilities.

- 6.12 When physical contact is made with a child this should be in response to their needs at the time, of limited duration and appropriate to their age, stage of development, gender, ethnicity and background.
- 6.13 There may be occasions when a distressed student needs comfort and reassurance. This may include age - appropriate physical contact. Staff should remain self-aware at all times in order that their contact is not threatening, intrusive or subject to misinterpretation.
- 6.14 Where a member of staff has a particular concern about the need to provide this type of care and reassurance they should seek further advice from a senior leader.
- 6.15 In all circumstances where a child or young person initiates inappropriate physical contact, employees should sensitively deter the child and help them understand the importance of personal boundaries and must always report such circumstances to their Headteacher.
- 6.16 Physical contact should never be secretive, or for the gratification of the adult, or represent a misuse of authority. If a member of staff believes that an action could be misinterpreted, the incident and circumstances should be made clear to senior staff.
- 6.17 Physical contact, which occurs regularly with an individual student, is likely to raise questions unless the justification for this is part of a formally agreed plan (for example in relation to pupils with SEN or physical disabilities). Any such contact should be the subject of an agreed and open school policy and subject to review.
- 6.18 It is an offence for a person over 18 to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if they do not teach the child. The sexual activity referred to does not just involve physical contact it may also include non-contact activities.
- 6.19 Any sexual activity between an employee and a child or young person with whom they work may be regarded as a criminal offence and will always be a matter for disciplinary action.
- 6.20 There are occasions when adults embark on a course of behaviour known as 'grooming' where the sole purpose is to gain the trust of a child, and manipulate that relationship so sexual abuse can take place. Staff should be aware that conferring special attention and favour upon a child might be construed as being part of a 'grooming' process, which is a serious criminal offence.
- 6.21 No student should be in or invited into, the home of an adult who works with them, unless the reason for this has been firmly established and agreed with parents and senior leaders or the home has been designated by the organisation or regulatory body as a workplace e.g. childminders, foster carers.

## 7. Communication with Pupils (including the use of technology)

- 7.1 Communication between pupils and adults, by whatever method, should take place within clear and explicit professional boundaries. This includes the wider use of technology such as mobile phones, text messaging, e-mails, digital cameras, videos, webcams, websites, social networking sites, online gaming and blogs. Adults should not share any personal information with a student. They should not request, or respond to, any personal information from the student, other than that which might be appropriate as part of their professional role. Adults should ensure that all communications are transparent and open to scrutiny.
- 7.2 Adults should also be circumspect in their communications with pupils so as to avoid any possible misinterpretation of their motives or any behaviour which could be construed as grooming. They should not give their personal contact details to pupils including e-mail, home or mobile telephone numbers unless the need to do so is agreed with the Headteacher. E-mail or text communications between an adult and a student outside agreed protocols may lead to disciplinary and/or criminal investigations. This also includes communications through internet-based websites, such as social networking, instant messaging or gaming.
- 7.3 Email, instant message, and Text communication must only be done through MAC systems including MAC email systems and approved mobile phone or instant messaging systems. Staff must not use their personal email or phones to communicate with pupils or parents unless permission has been given by the Headteacher or CSEL.**
- 7.4 Communication with ex-pupils who are over 18 is left to staff discretion. Please be conscious of the fact that ex-pupils may be in contact with current pupils. Be aware that actions that bring the school into disrepute could lead to disciplinary procedures being taken.
- 7.5 School staff may use social networking sites for personal use. However, the school requires that profile and photos of the member of staff are 'locked down' as private so that pupils or parents do not have access to your personal data or images.
- 7.6 Proposals to use any social media applications as part of your role within the MAC must be approved by your Headteacher or Line Manager. Use of social media for personal reasons does not need to be approved by the MAC, but your conduct while using social media for personal reasons may lead to disciplinary action if it affects your role or might bring the MAC/school into disrepute.
- 7.7 Staff must deny current or recent pupils (until they are 18 or older) access to their social media profile so that they do not put themselves in a vulnerable position.
- 7.8 Staff should be aware that they leave themselves open to a charge of professional misconduct if images of a member of staff in a compromising situation are made available on a public profile by anyone.

- 7.9 If a student does gain access to the profile of a member of staff by fraudulent means (impersonation or hacking) senior leadership should be informed immediately.
- 7.10 Where relationships exist between staff and those who are also parents at the school, or personal friends who are parents at the school, social networking is acceptable but caution must be exercised so that professional standards are maintained and staff do not compromise themselves or the school.

## **8. Behaviour Management**

- 8.1 All pupils have a right to be treated with respect and dignity. Staff should not use any form of degrading treatment to punish a student. The use of humour can help to defuse a situation. The use of sarcasm, demeaning or insensitive comments towards pupils is not acceptable in any situation.

## **9. Care, Control and Physical Intervention**

- 9.1 Staff may legitimately intervene to prevent a student from committing a criminal offence, injuring themselves or others, causing damage to property, engaging in behaviour prejudicial to good order and to maintain good order and discipline. Staff should have regard to the health and safety of themselves and others.
- 9.2 Under no circumstances should physical force be used as a form of punishment. The use of unwarranted physical force is likely to constitute a criminal offence.
- 9.3 In all cases where physical intervention is deemed necessary, the incident and subsequent actions should be documented and reported.

## **10. One-to-One Situations**

- 10.1 Staff working in one-to-one situations with children and young people are more vulnerable to allegations. Teachers and others should recognise this possibility and plan and conduct such meetings accordingly. Every attempt should be made to ensure the safety and security needs of both staff and pupils are met.
- 10.2 Pre-arranged meetings with pupils away from the school premises should not be permitted unless approval is obtained from their parent and the Headteacher or other senior colleague with delegated authority.

## **11. Transporting Children**

- 11.1 In certain situations, for example out of school activities, staff or volunteers may agree to transport children. A designated member of staff should be appointed to plan and provide oversight of all transporting arrangements for each journey and respond to any difficulties that may arise.

- 11.2 Wherever possible and practicable it is advisable that transport is undertaken other than in private vehicles, with at least one adult additional to the driver acting as an escort. The driver must also have appropriate insurance.
- 11.3 Staff should ensure that their behaviour is safe and that the transport arrangements and the vehicle meet all legal requirements. They should ensure that the vehicle is roadworthy and appropriately insured and that the maximum capacity is not exceeded.

## **12. Extra-curricular Activities**

- 12.1 Staff should take particular care when supervising pupils in the less formal atmosphere of a residential setting or after-school activity.
- 12.2 During school activities that take place off the school site or out of school hours, a more relaxed discipline or informal dress and language code may be acceptable. However, staff remain in a position of trust and need to ensure that their behaviour cannot be interpreted as seeking to establish an inappropriate relationship or friendship.
- 12.3 Where out of school activities include overnight stays, careful consideration needs to be given to sleeping arrangements. Pupils, staff and parents should be informed of these prior to the start of the trip.
- 12.4 Health and Safety arrangements require members of staff to keep colleagues/employers aware of their whereabouts, especially when involved in an out of school activity.

## **13. Curriculum**

- 13.1 Many areas of the curriculum can include or raise subject matter which is sexually explicit, or of an otherwise sensitive nature. Care should be taken to ensure that resource materials cannot be misinterpreted and clearly relate to the learning outcomes identified by the lesson plan. This plan should highlight particular areas of risk and sensitivity.
- 13.2 The curriculum can sometimes include or lead to unplanned discussion about subject matter of a sexually explicit or otherwise sensitive nature. Responding to pupils' questions can require careful judgement and staff should consider taking guidance in these circumstances from a senior member of staff.
- 13.3 Care should also be taken to abide by the governing body's required policy on sex and relationships education and the wishes of parents. Parents have the right to withdraw their children from all or part of any sex education provided (but not from the biological aspects of human growth and reproduction necessary under the science curriculum).



## **14. Propriety and Behaviour**

- 14.1 All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of pupils. They should adopt high standards of personal conduct in order to maintain the confidence and respect of their peers, pupils and the public in general.
- 14.2 An individual's behaviour, either in or out of the workplace, should not compromise their position within the work setting so it is important to exercise due care and attention when outside of the school environment.
- 14.3 Membership of organisations whose goals are in conflict with the values and equality policies of the school is not acceptable.
- 14.4 This means that staff should not:
- behave in a manner which would lead any reasonable person to question their suitability to work with pupils or act as a role model
  - drink alcohol with, or in the presence of current pupils in public or private places, nor purchase alcohol for pupils. There may be exceptional circumstances where a member of staff may be personal friends with a parent which mean that normal social life will bring the student into social contact with a member of staff or where the consumption of alcohol in moderation is ancillary to a formal event
  - drink alcohol when supervising pupils or on school trips at times when they are directly responsible for the safety and wellbeing of students and ensuring that any staff members that may be called upon to act in an emergency have not consumed alcohol
  - make inappropriate remarks to a student (including email, text messages, phone or letter etc)
  - discuss their own sexual relationships with or in the presence of pupils
  - discuss a student's sexual relationships in inappropriate settings or contexts
  - make (or encourage others to make) unprofessional personal comments in any form of communication (e-mail, conversations or social networking comments).

## **15. Working and Contact with the Media**

- 15.1 Employees must refer all media requests to the Headteacher, the MAC's Catholic Senior Executive Leader (CSEL) or Chief Finance and Operating Officer (CFOO).
- 15.2 Employees who write or give interviews must ensure that they make it clear that they are not representing the MAC/School's view (unless they have been given management instructions to represent that view, in which case they must act strictly in accordance with those instructions), and do not bring the MAC/School into disrepute. Also consideration should be given to the Whistleblowing Policy where this is relevant.
- 15.3 Employees should not publicise material which is confidential or against the MAC/School/any other employee's interest.

## **16. Working with Neutrality**

- 16.1 If an employee develops a close personal relationship with a Board Director/ Colleague where a conflict of interest might arise they should notify their Headteacher or MAC CSEL.
- 16.2 Employees must not allow their personal or political opinions to interfere with their work.

## **17. Working and the Law**

- 17.1 Employees have a duty at all times to uphold the law.
- 17.2 Teaching is a notifiable occupation, which means that the police report any conviction or caution given to a teacher to the Department for Education (DfE). Offences involving a risk of harm to children or to vulnerable adults are considered by the Disclosure and Barring Service (DBS). All other convictions and cautions are passed to the Teaching Regulation Agency under section 141D of the Education Act 2011, which has a role in determining if a caution or criminal offence is relevant to a teacher's registration.
- 17.3 If an employee is charged with any offence, including driving offences which could be punishable by imprisonment, and if they receive any criminal conviction, they must inform their Headteacher the next available working day. The Headteacher will then consider if any follow up action is necessary and decide if the matter should be referred and considered at a disciplinary hearing. Some offences would be classed as serious and would fall under the definition of gross misconduct. (Also refer to the Disciplinary Procedure.)
- 17.4 Employees must comply with the requirements of statutory bodies relating to the examination, assessment and evaluation of pupil achievement and attainment. They must not alter, falsify or add to pupil examination scripts, coursework or moderating marks submitted for any examination, and should not provide unauthorised photocopies of forthcoming examination papers or details of questions contained in such papers to pupils.

## **18. Working Safely**

- 18.1 It is the duty of all employees to take reasonable care of their health and safety and that of others who are affected by what they do or do not do. They should also ensure that they keep up to date with health and safety guidance as provided by the employer. (Also refer to the Health and Safety Policy within the School)
- 18.2 Employees working in one-to-one situations with children and young people may be more vulnerable to allegations. They should therefore assess the need to have

another adult present, and consider the location and facilities to ensure their own security and safety and that of the child/young person.

- 18.3 An employee should use any safety clothing and equipment provided by the employer that is needed in their role and ensure that the equipment is not misused, neglected or damaged.
- 18.4 An employee must report any accident or “near misses” they have at work as soon as possible and accurately complete an accident report form, this includes verbal and physical assaults. Forms for reporting these incidents are available on the MAC intranet.
- 18.5 Employees must take reasonable care of pupils under their supervision with the aim of ensuring their health and safety. (Also refer to 'Policy & Guidance on Educational Visits' available within the School).
- 18.6 The MAC prohibits:
- alcohol consumption on school premises without prior consent
  - illegal substance/drug use
  - being under the influence of drugs or alcohol while at work
  - encouraging others to misuse alcohol or drugs.
- 18.7 Drug and alcohol use may become a matter for disciplinary action in accordance with the disciplinary or capability procedure.
- 18.8 Prescribed drugs may be taken but if a GP gives an employee any medication that may have a negative effect on their performance, they should tell their Line Manager in confidence. Possession of and dealing in illegal substances will be immediately reported to the police in all cases and may result in formal disciplinary action, including the possibility of summary dismissal.
- 18.9 The MAC/School operates a No Smoking Policy which includes e-cigarettes. This applies to all MAC premises, including the grounds, and those where MAC services are provided. It also applies when transporting children/young people in MAC or private vehicles and to visits to children/young people in their own homes or other establishments.

## **19. Gifts and Hospitality**

- 19.1 An employee's actions must not be influenced by offers of gifts or hospitality and must not give the impression to another member of staff, parent, pupil or service user that they are influenced in this way. (Also see Gifts and Hospitality Policy)
- 19.2 All personal gifts should be refused or donated to charity unless they come within the categories set out below.

Gifts of the following type may be accepted:

- Modest gifts of a promotional character, e.g. calendars, diaries and other similar articles.
- Gifts on the conclusion of any courtesy visit to an outside organisation of a sort normally given by that organisation.
- Gifts up to £50 in value.
- Gifts which are intended for the School as a corporate body or intended for the School can be accepted but must not be retained by the individual who receives them. Such gifts should be passed to the School as appropriate.

19.3 Staff must, within 28 days of accepting any gift or hospitality with an estimated value in excess of £50, provide written notification to their Headteacher. MAC employees will need to inform the CSEL/Chair of the Board of Directors. This should be done by completing the 'Declaration of Gifts and Hospitality' form (see Hospitality and Gifts Policy Appendix B).

19.4 All offers accepted should be recorded in case of any queries, in particular through FOI requests. The Declaration of Gifts and Hospitality forms must be completed in full, setting out full details of the offer or the gift and or hospitality received as well as:

- estimated or actual value;
- an indication from the Headteacher as to why acceptance of the offer is authorised;
- the employee's/Director/School Representative's printed full name and signature; and
- the Headteacher's printed full name and signature.

19.5 If employees accept any bribes from an individual (e.g. parent) that provides either the School or MAC with goods or services, they may be committing a criminal offence. Employees must inform their Headteacher/CSEL as soon as possible if anyone tries to bribe them or if there is evidence of improper behaviour by others.

## **20. Working with Integrity**

20.1 If a school wishes to sponsor an event or service, no employee, relative or friend should benefit from such sponsorship in a direct way without there being full disclosure to, and prior approval by the Headteacher/ LGB Chair/Line Manager

20.2 Employees are required to declare to the Line Manager, any pecuniary interests which could conflict with the MAC/School's interests, including any Directorships or equivalent position, which they may hold

20.3 Deliberately giving false information on claims such as mileage, travel/subsistence allowances, self-certification forms or attendance records will be deemed as fraud. All documents/forms/records should be completed honestly

- 20.4 Activities/private interests/outside employment, which employees may participate in when they are not at work, must not bring the MAC/School into disrepute. Employees should not put themselves in a position which could result in public confidence in the MAC/School being weakened
- 20.5 As a general rule, behaviour outside of normal working hours is a personal matter and does not directly concern the MAC. However, there are some exceptions to this rule. The MAC will become involved when incidents occur:
- at office parties or other work related social occasions or gatherings
  - at social occasions or gatherings organised by a third party, where you have been invited in your capacity as an employee of the MAC
  - at work-related conferences
  - while working away on business on behalf of the MAC.
- 20.6 On these occasions you are expected to behave in an appropriate and responsible manner, keeping in mind that you are representing the MAC/School. You are instructed specifically not to consume any alcohol at such events if you are driving.
- 20.7 Any employee whose conduct brings the MAC/School into disrepute will be subject to the MAC/School's disciplinary procedure. Such behaviour may be viewed as gross misconduct and could result in disciplinary action up to and including dismissal without notice.

## **21. Working with Money and Property**

- 21.1 Employees should ensure that they use school funds entrusted to them in a responsible and lawful manner.
- 21.2 Financial and Accounting procedures within the School and the MAC/School should be followed at all times.
- 21.3 The MAC/School property such as stationery, photocopiers etc. may be used for MAC/School business only, unless permission has been given for other use. Facilities such as telephones, mobile phones, Internet, email and other ICT facilities can only be used in accordance with the School's policies, e.g. use of facilities by recognised trade unions and/or with the permission of the Headteacher.
- 21.4 You must adhere to the MAC/School's policy on internet and email use. In particular:
- no obscene or offensive language should ever be used in emails
  - emails of a discriminatory, derogatory or defamatory nature must never be sent
  - email must never be used as a form of communication which could cause harassment or be abusive to someone
  - emails should not be copied to people inappropriately

- if an employee receives an offensive email this should be reported to their line manager and should not be passed on to other employees
- internet sites should only be accessed if they are appropriate to the work that is being carried out.

- 21.5 Employees must follow the MAC's Acceptable Use of ICT policy and procedures on computer virus protection. A virus, which is maliciously hidden in a programme, can corrupt and damage computer files and discs. Employees need to be made aware that if they knowingly introduce a computer virus, this is not just a contravention of expected behaviour within their employment, they are breaking the law.
- 21.6 Employees should ensure that they follow the school's security procedures in relation to the use of computers and the proper management of computer held information. Particular care must be taken to observe established procedures when using passwords and logging on and off. Employees should never share a password or similar security device that may lead to unauthorised access to the Schools systems or property.
- 21.7 Employees must gain proper prior approval from the owner of the copyright before copying computer programmes (software) and other literature for personal use as it is an offence (Copyright, Designs and Patents Act 1988).
- 21.8 Employees must return any property or equipment which they have been allowed to borrow by the school as soon as they leave their job or when requested by their Line Manager.

## **22. Recruitment and Selection and Other Employment Matters**

- 22.1 If employees are involved in recruitment and selection they are expected to ensure that all appointments are made strictly on the basis of merit in accordance with the MAC/School recruitment and selection process. Employees should not be involved in an appointment where they are related to an applicant, or have a close personal relationship outside work with them.
- 22.2 Any reference provided by the Headteacher in relation to another employee on behalf of the MAC/School, should be factual and give an honest representation of the experience, skills, abilities and/or other qualities of that employee and should be given in compliance with any policy of the MAC for the giving of references..
- 22.3 Employees must not misuse or misrepresent their professional position, qualifications or experience, nor should they falsify a reference.
- 22.4 Staff applying for a job in another school are expected to inform their headteacher in advance and ensure that leave of absence is requested for attending interviews. Staff should also inform their headteacher as soon as possible of the outcome. All referees should be asked prior to submitting an application.

## **23. Outside Commitments and Private Work**

- 23.1 Employees should notify their Line Manager before taking up any outside employment. The Line Manager should assess if the nature of the work might be seen to conflict with the interests of the MAC/School and advise accordingly.
- 23.2 Any secondary employment cannot be carried out by employees during the time the school employs them (i.e. when they should be in attendance at the school/undertaking work for the school under their contract of employment for those specific hours), which includes periods of sickness absence.
- 23.3 Employees must follow all requirements of the MAC about the ownership of intellectual property or copyright created during their employment.
- 23.4 If an employee carries out work ('Additional Work') for another school outside of the MAC, or for another multi academy trust, multi academy company or other organisation which carries the right to receive payment additional to normal contractual remuneration, such remuneration must be paid to the School/MAC, which will pay additional remuneration to the employee when and of an amount that is appropriate. Before any employee agrees to carry out any Additional Work they should agree the basis on which this is to be done and how they are to be remunerated (if applicable) with, as the case may be, the Headteacher or CSEL.

## **24 Disclosure of Information and Confidentiality**

- 24.1 Employees may have access to confidential information about children and young people in order to undertake their responsibilities. In some circumstances they may have access to or be given highly sensitive or private information. These details must be kept confidential at all times and only shared when it is in the interests of the child to do so. They should gain the permission of the Headteacher before disclosing this information to any unauthorised party, in order to protect the employee from any accusations of inappropriate use.
- 24.2 Information held by the MAC/School in relation to staff and pupils may be subject to the provision of the Data Protection Act. Employees should never put themselves in the position where the disclosure of information puts themselves, a colleague, a pupil or the reputation of the MAC/School at risk.
- 24.3 Employees should respect the confidentiality of MAC/School meetings and the contents of any confidential MAC/School documents and work within Data Protection Legislation. (see Data Protection Policy.)

## **25. Being a Member of an Organisation**

- 25.1 Employees should ensure that their membership or involvement with any external organisation does not lead to an actual or perceived (maybe because of its nature and maybe because it is in the 'public domain') conflict of interest with their position

as an employee of the MAC/School, or conflict with the MAC/School policies/objectives or damage to the MAC/School reputation. It is important to avoid any perception that advice, guidance, or decisions for which they are responsible could be influenced by their membership of a particular organisation. This does not apply to membership of a trade union.

## **26. Sharing Concerns and Recording Incidents**

- 26.1 All staff should be aware of the school's child protection procedures, including procedures for dealing with allegations against staff. Staff who are the subject of allegations are advised to contact their professional association.
- 26.2 In the event of an incident occurring, which may result in an action being misinterpreted and/or an allegation being made against a member of staff, the relevant information should be clearly and promptly reported to the Headteacher or CSEL if the allegation relates to the Headteacher or where referral to the Headteacher would otherwise be inappropriate.
- 26.3 Members of staff should feel able to discuss with their line manager any difficulties or problems that may affect their relationship with pupils so that appropriate support can be provided, or action can be taken.

## **27. Whistleblowing**

- 27.1 Under the Whistleblowing policy and procedure, if an employee believes that there has been any fraud, irregularity, improper behaviour towards a pupil, corruption or the law has been broken, they should report such incidents under this policy. (Also see the Whistleblowing Policy)
- 27.2 The Whistleblowing policy is intended to encourage and enable employees to raise concerns safely and without fear of retribution within the MAC/School rather than overlooking a problem. The MAC/School will not tolerate harassment or victimisation and will take action to protect any employee when they have raised a concern in good faith. Similarly, no employee must treat another employee less favourably on the grounds that that employee has, intends, or is suspected of doing anything under the Whistleblowing procedures.



## 28. Dress Code

- 28.1 Holy Cross Catholic MAC values and welcomes the ethnic diversity of all its teachers and support staff and therefore dress codes will take account of ethnic and religious dress preferences with sensitivity ensuring that employees are free to observe them, subject to the needs of pupils' education.
- 28.2 As a general principle, staff are (subject to paragraph 28.9) expected to wear professional/business attire and footwear that is smart and formal. It is the responsibility of all employees to wear footwear suitable for the duties undertaken. Footwear should be of a sensible nature for example, flip-flops or other strapless sandals are not allowed.
- 28.3 No aspect of an employee's dress or appearance should be politically motivated, sexually provocative, discriminatory, insensitive or offensive. Employees should dress appropriately for a school setting and take care to consider what the child can see, in terms of length of skirt and the exposure of chest area.
- 28.4 No denim or leather/faux leather clothing should be worn whilst an employee is carrying out their duties.
- 28.5 Jewellery and piercings should not be worn excessively nor amount to an unacceptable risk either to the employee or to the pupil. Discreet piercings are acceptable but all other body piercings should be removed or concealed while on school premises.
- 28.6 Hair (including facial hair) should be neat and tidy at all times and hair colour is of an appropriate and moderate style/colour. Hair should always be worn tied back when handling food or where there may be a health and safety risk.
- 28.7 Tattoos should not be visible and must be covered up whilst on duty. If it is not possible to cover a tattoo, then visible tattoos are allowed as long as they are unobtrusive and inoffensive. Any tattoos that are offensive, obscene, racist or undermine your role, are not permitted. Employees must refer to their line manager if it is not possible to cover a tattoo.
- 28.8 Dress codes may be relaxed in certain circumstances such as outdoor/adventure visits, training days and charity days – in these circumstances, common sense should prevail at the Headteacher's discretion.
- 28.9 During PE lessons, appropriate sports-wear should be worn.
- 28.10 All staff will be supplied with a school identity security badge that should be worn and visible at all times both when in school or outside the premises on school business and should only be removed for safety reasons. Staff working within the community on MAC business must wear their school I.D. badges at all times. It is the

responsibility of the member of staff to inform their manager if their I.D. badge is lost/stolen or if details on the badge need altering e.g. for a name change.

- 28.11 Staff should ensure that they are dressed safely and appropriately for the tasks they undertake and wear clothing appropriate to their work area. If you are supplied with a uniform or protective clothing for your role with the school, then you must wear these whilst carrying out your duties. Facilities staff may wear practical clothing as appropriate to their role as determined and provided by the School

## 29. Review

- 29.1 This code of conduct will be kept under review in the light of recommendations and guidance issued nationally in relation to standards of conduct in public life and revised as necessary.

## 31. Related Policies

- Allegations Against Staff or Volunteers (**CSCP**)
- Allegations Against Members of Staff
- Anti – Bullying Policy (MAC)
- Anti-Discrimination and Harassment Policy (MAC pending)
- Behaviour Policy (School)
- Child Protection and Safeguarding Policy
- Children Missing in Education Procedures (School)
- Complaints Policy (BDES)
- Data Protection Policy and Privacy Notice (MAC)
- Disciplinary Policy and Procedure (MAC/BDES)
- External Speaker/Visitor Policy (MAC)
- Hospitality and Gifts Policy (MAC)
- Health & Safety Policy (MAC)
- Home visits policy (MAC)
- Intimate Care Policy (School)
- ICT and Internet Acceptable Usage Policy (MAC)
- Lone Working Policy (MAC)
- Low Level Concerns Policy (MAC)
- Managing Professional Disagreements (**CSCP**)
- Online Safety Policy (MAC)
- Remote Learning Policy (MAC)
- Safer Recruitment Policy (Pending)
- Use of Reasonable Force Policy (School)
- Code of Conduct, Parents, Carers and Visitors (MAC)
- Whistleblowing Policy (MAC)