

## St Luke Academies Trust Staff Code of Conduct



*The vision of St Luke Academies Trust is to develop each of its schools as welcoming and inclusive communities, where faith is nurtured, excellence in learning is achieved and pupils are inspired to serve others, following the example of Jesus.*

*We aspire to follow the Church's mission; to make Christ known to all people, placing Christ and the teaching of the Catholic Church at the centre of people's lives.*

*The expectation of the Trust Board is that the work of all members of St Luke Academies Trust is based on trust, collaboration and respect, with all members and their contributions equally valued.*

St Luke Academies Trust is committed to safeguarding children and promoting children's welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment.

All staff are expected to adhere to this Code of Conduct and also to the DfE's 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Educational Settings (updated in 2015 by The Safer Recruitment Consortium) and to sign to confirm that they have read and understand this document. In addition, staff must also read and sign to confirm that they have understood Part One of Keeping Children Safe in Education (DfE 2016).

This Code of Conduct and accompanying documents aim to support adults so that they do not act in a manner which might lead to an allegation against them. It also aims to reduce the opportunity for any adult intent on grooming or harming a young person. It encourages all adults to work in an open and transparent way.

It is a key principle of this Code of Conduct that everyone understands their responsibility to share without delay any concerns they may have about a child's welfare or an adult's behaviour towards a young person. In addition, everyone has a responsibility to escalate their concerns if they feel that safeguarding concerns they have raised about a child or adult working at the school are not being addressed appropriately. Details of procedures in relation to safeguarding and reporting concerns are outlined in the Child Protection and Safeguarding Policy, which all staff must read.

This code of conduct sets out key principles for staff, governors, volunteers and visitors when working in schools for the creation and maintenance of a safe school culture.

1. All staff are expected to follow Trust and school policies:

All staff are expected to adhere to Trust and School policies, particularly those related to safeguarding – including child protection, behaviour, attendance, physical intervention, intimate care, anti-bullying, equal opportunities, health and safety and e-safety (acceptable user policy).

2. All staff should be aware of what constitutes appropriate behaviour towards and physical contact with pupils.

- Staff should never discriminate favourably or unfavourably towards a child
- Staff should not give personal contact details to pupils or communicate outside of school using social networks, email, text, twitter etc or meet a young person out of school unless part of a planned school activity with the knowledge of the Headteacher.
- Staff should not use personal equipment to photograph children
- Staff should avoid physical contact with pupils that might be misconstrued or considered indecent or harmful and should ensure that they are always able to give an account of the reasons for physical contact or physical intervention. Where physical contact is required it is good practice for it to be within the sight of others. It is acceptable for staff to comfort a child who is hurt/distressed in a manner appropriate to the age of the child. However, adults should not initiate any physical contact unnecessarily and when comforting pupils should not pick them up or sit them on their lap. Contact initiated by children should not be prolonged. Any physical contact that is needed to control or restrain a child should be the minimum required.

3. All staff are expected to behave professionally and exercise confidentiality.

- All adults are expected to behave thoughtfully and responsibly. Staff should be punctual and well-prepared, and should carry out tasks to the best of their ability, taking pride in their work.
- All absence should be genuine.
- Staff should exercise due confidentiality towards matters that are either discussed or overheard, unless sharing information is appropriate to ensuring their welfare.

4. All adults are expected to treat each other with respect

- Staff are expected to work with colleagues and pupils within schools to develop relationships which are characterised by mutual and appropriate respect. All adults who work in schools set examples of behaviour and conduct that can be copied by

pupils/students. Staff must therefore demonstrate high standards of conduct in order to encourage pupils to do the same.

- Staff should express views openly, courteously and respectfully in all communications with others.
- Relationships between adults should be characterised by fairness, openness and respect. This means valuing all contributions, acknowledging difference, and working together to build a climate of continuous improvement. Politeness and respect are essential ingredients: where differences occur they should be dealt with calmly and fairly.

5. Staff should seek to establish a good and open relationship with parents

Staff should aim to create a welcoming and open relationship with parents. All parental concerns should be treated seriously and dealt with promptly. Staff should ensure gifts given or received are recorded and discussed with the Headteacher.

6. Staff should treat resources responsibly, and exercise due financial care.

All adults have a responsibility to look after the resources of the school. This includes: not wasting resources unnecessarily (including physical resources and those such as heat/electricity); following the principles of 'reduce, re-use, recycle' where appropriate; signing out for items borrowed for home use.

7. All staff need to be aware of how to record/report concerns ("whistleblowing").

Where staff have any concerns about another member of staff, these should be reported immediately to the Headteacher. Where the concern is about the Headteacher, it should be reported to Chair of Governors.

All concerns will be investigated thoroughly and confidentially, and appropriate action taken. See Whistleblowing Policy

8. Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school community.

- Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Staff must not have conversations on social networking sites that make reference to children, parents or other colleagues at the school or be derogatory about the school.
- Staff should not make statements or post images on social networking sites that might cause someone to question their suitability to act as a role model to young people or bring their own or the school's reputation into disrepute.
- Staff should not communicate with parents through social network sites and are strongly advised to declare any existing friendships/relationships to the Headteacher.

- Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school nor be to a level which may contravene the working time regulations or affect an individual's work performance.
9. Adults should dress appropriately according to their role, ensuring that clothing is not likely to be viewed as offensive or revealing and that it is absent of any political or other contentious slogans or images.
  10. Staff should not use personal mobile phones in areas used by children unless in emergencies or under an agreed protocol set out by the Headteacher.

**Adopted by the Board of Directors  
19th April 2017**

Please also read:

1. DfE's 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Educational Settings (updated in 2015 by The Safer Recruitment Consortium)
2. Part One of Keeping Children Safe in Education (DfE 2016)
3. Child Protection and Safeguarding Policy 2017