



# EMMAUS CATHOLIC MAC

## Staff Code of Conduct

<b>Date approved by Directors:</b>	20 <sup>th</sup> September 2021
<b>Board Review Date:</b>	August 2022
<b>Body Responsible for Review:</b>	Board of Directors



### **Commitment to Equality:**

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.

To ensure the positive development of young people, all staff work within a framework of equal opportunities and other relevant legislation, statutory guidance and school policies. Within this framework, staff challenge stereotypes and oppose prejudice to safeguard equality of opportunity, respecting individuals regardless of sex, marital status, religion, race, ethnicity, sexual orientation, disability and age.

### **Motto**

Our Journey with Christ

### **Mission**

A family of schools, united in Christ and working as one, to provide the very best Catholic education, faith formation and personal growth, rooted in Gospel values

### **Vision**

Excellent Catholic education for all in the heart of our communities: nourishing faith, nurturing talent, fostering aspiration.

## **1.0 Introduction**

As an employer, Emmaus Catholic MAC is required to set out a Code of Conduct for all staff.

As a Catholic Multi Academy Company, all adults in our company are expected to actively follow and live out our Mission Statement which reflects how the Emmaus family is to conduct itself at all times. All communication and interaction between members of the Emmaus family – directors, local governing body members, staff, pupils, parents, carers and visitors must reflect our mission statement.

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 MAC.

In addition, staff are required to develop and maintain the Catholic character of the MAC. Staff are to have regard to the Catholic character of the MAC and not do anything in any way detrimental or prejudicial to the interests of the same at any time, at work or at home.

This Policy is produced with reference to the documents Keeping Children Safe in Education (Sept. 2021) and 'Guidance for safer working practice for those working with children and young people in education settings' (May 2019) published by the Safer Recruitment Consortium.

This Policy is applicable and relevant to all staff, both teaching and support, fixed term, part and full-time employed by Emmaus Catholic MAC as well as those who work in any casual, or voluntary, unpaid capacity.

All teachers employed by Emmaus Catholic MAC, irrespective of whether they have a permanent or temporary contract or are employed on a full or part time basis, have a statutory obligation to adhere to the national Teachers' Standards (2013 revision) and in relation to this policy, Part 2 of the Standards-Personal & Professional Conduct.

Part 2 of the Standards states that teachers are expected to demonstrate consistently high standards of personal and professional conduct. In Emmaus Catholic MAC these standards will apply to all staff, both teachers and support. This means that staff uphold public trust and maintain high standards of ethics and behaviour, within and outside school, by:

- Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to their position.
- Having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions.
- Showing tolerance of and respect for the rights of others.
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.
- Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

Staff must have proper and professional regard for the ethos, policies and practices of the MAC/school and maintain high standards in their own attendance and punctuality.

Staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

## **2.0 Employee Behaviour**

The following general standards are required by all staff:

- staff should behave in a respectful, professional and polite manner and ensure their behaviour does not breach the Equality Act 2010.
- staff should comply with all reasonable management instructions.
- staff should cooperate fully with colleagues and management.
- staff should uphold and further the Emmaus Catholic MAC positive public image at all times.
- satisfactory standards of performance should be maintained at all times.
- Emmaus Catholic MAC policies and procedures and individual school policies and procedures should be adhered to at all times.

All staff will be expected to act in accordance with this Code of Conduct and should be aware that any breach or failure to follow the policy could result in disciplinary action being taken against them, including dismissal and referral to statutory authorities, (including the LADO, the Police & the DBS), and if a teacher, referral to the Teacher Regulation Agency (TRA).

The Disqualification under the Childcare Act 2006 (Regulations 2018) states that schools should make clear their expectation that staff should disclose any relationship or association (in the real world or online) that may impact on the school's ability to safeguard pupils, and therefore, we encourage staff to be open about their relationships which may impact safeguarding at our schools so appropriate safeguards can be put in place to minimise any potential risk posed to pupils.

This applies to all staff, not just those in early or later years' childcare. However, also in accordance with these regulations Emmaus Catholic MAC will not ask intrusive questions of staff regarding those with whom they live or have relationships/associations.

All staff will be given a copy of the Staff Code of Conduct at the start of the academic year. All new staff will be taken through the policy as part of the staff induction programme.

## **2.1 Principles**

Staff are responsible for their own actions and accountable for how they use their authority and position of trust.

Staff must treat all members of the MAC community (pupils, colleagues & parents) with consideration & respect.

Staff must demonstrate a clear understanding of and commitment to non-discriminatory practice.

All staff have a duty of care to keep pupils safe.

Staff should ensure that they are seen to work in a transparent way.

Staff must report matters of concern at the earliest opportunity to the appropriate member of staff.

## **2.2 Setting an Example**

All staff who work in Emmaus Catholic MAC must set positive examples of behaviour and conduct which can be copied by the pupils. All staff must demonstrate high standards of conduct in order to encourage the pupils to do the same. As a result, staff must:

- Ensure that their relationships with fellow staff and pupils are always conducted in a courteous and professional manner.
- Not use abusive or inappropriate language (homophobic, racist or gender stereotyping).
- Never make personal comments which will humiliate or scapegoat pupils or other members of staff.
- Ensure that they do not censure or criticise the work of other staff in the hearing of pupils or parents. The criticism of the work of staff by other staff should always be undertaken professionally, constructively and in the appropriate setting.
- Observe the highest standards of dress, behaviour, attendance and punctuality. Staff should not do anything that prevents them from carrying out their role properly and efficiently whether on Emmaus premises or on Emmaus related business taking place away from a school site or the central offices.

## **3.0 Staff Dress**

During working/school hours staff must ensure they are dressed decently, safely and appropriately for the tasks they undertake. It is important that all staff promote a positive professional image with regard to appearance and standards of dress at all times. Where uniforms are provided, these must be worn at all times whilst at work and laundered on a regular basis.

On non-uniform or training days, casual dress may be authorised. Whilst we wish you to be comfortable, staff must continue to wear appropriate attire that is suitable for the working environment. Casual dress does not entail sportswear (except trainers), and staff should not wear clothing which is overtly revealing or tight, displays or promotes wording or slogans that may be deemed offensive or discriminatory.

## **4.0 Safeguarding Pupils**

All staff have a duty of care towards all pupils at all times when on a school site irrespective of whether or not they are directly supervising the pupils.

Staff who have reason to believe that a student may be the victim of emotional, physical or sexual abuse or neglect must report their concerns to the School's Designated Safeguarding Lead (DSL) at the earliest opportunity following the procedures as outlined in the school's Safeguarding Policy (including Child Protection).

Staff must be aware of their responsibilities as stated in the MAC/school's Safeguarding, Online Safety, Health and Safety (including First Aid) and Whistleblowing policies.

When taking pupils off site, staff must follow the school's Educational Visits Policy in all relevant respects. The policy and supporting documents and guidance will be made available by the Principal or Educational Visits' Coordinator and must be referred to prior to arranging an off-site visit.

#### **4.1 Confidentiality**

Where staff have access to confidential information about pupils, parents, carers or other members of staff they must not disclose or reveal such information except to those colleagues who have a professional role in relation to the student/member of staff.

Staff have an obligation to share with the school's Designated Safeguarding Lead any information which gives rise to concern about the safety or welfare of a pupil. Staff must never promise a pupil that they will not act on information that they are told by the pupil. The Data Protection Act 2018 contains 'safeguarding of children and individuals at risk' as a processing condition that allows practitioners to share information without consent, if it is not possible to gain consent, it cannot be reasonably expected that a practitioner gains consent or if to gain consent would place a child at risk

Staff must be aware that the information held on the company/school's information system about pupils and other staff is strictly confidential and every effort must be made to ensure that it is not inappropriately disclosed and/or shared.

To ensure confidentiality, after using the MAC computer network, staff must always either lock or log out from the computer being used.

The storing and processing of personal information is governed by the General Data Protection Regulations 2017 (GDPR) and Data Protection Act 2018. Staff must follow the MAC's Data Protection Policy which clearly defines their responsibilities under this legislation so that, when considering sharing confidential information, those principles apply.

Staff must not use the MAC/school ICT network if they have not submitted a signed copy of the MAC Acceptable User Agreement for IT.

#### **4.2 One To One situations**

Staff are more vulnerable to accusations when alone with a pupil and/or parents and should avoid such situations where possible.

Where undertaking one to one situations with pupils and/or parents staff must:

- Leave the door to the room being used open or undertake the meeting where they can be seen (making use of the school's CCTV system if applicable).
- Ensure that a colleague is aware that the meeting is taking place.
- End the meeting if the pupil or parents become agitated, threatening etc.

- Never arrange to meet a pupil and/or parents away from the school site unless permission has been given by the Principal.
- Avoid travelling in a car with one pupil unless permission has been received from the Principal to do so.

Staff must never have one to one meetings on their own with known difficult students and/or parents or where the meeting is being held to address challenging or difficult matters.

#### **4.3 Low-level Concerns**

As part of our MAC-wide approach to safeguarding, we promote an open and transparent culture in which all concerns about all adults working in or on behalf of the MAC/School (including supply teachers, volunteers and contractors) are dealt with promptly and appropriately.

All concerns about adults including allegations that do not meet the harms threshold (see KCSIE 2021 Part Four - Section one) are shared responsibly and with the right person, recorded and dealt with appropriately. We encourage an open and transparent culture; to enable us to identify concerning, problematic or inappropriate behaviour early; minimise the risk of abuse; and ensure that adults working in or on behalf of the MAC/school are clear about professional boundaries and act within these boundaries, and in accordance with the ethos and values of the MAC/school.

What is a low-level concern?

As set out in KCSIE 2021 (para. 409) The term 'low-level' concern does not mean that it is insignificant, it means that the behaviour towards a child does not meet the threshold for harm. A low-level concern is any concern – no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' - that an adult working in or on behalf of the school or college may have acted in a way that:

- is inconsistent with the Staff Code of Conduct, including inappropriate conduct outside of work, and
- does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.
- examples of such behaviour could include, but are not limited to:
  - being over friendly with children;
  - having favourites;
  - taking photographs of children on their mobile phone;
  - engaging with a child on a one-to-one basis in a secluded area or behind a closed door; or;
  - using inappropriate sexualised, intimidating or offensive language.

Such behaviour can exist on a wide spectrum, from the inadvertent or thoughtless, or behaviour that may look to be inappropriate, but might not be in specific circumstances, through to that which is ultimately intended to enable abuse.

It is crucial that any such concerns, including those which do not meet the allegation/harm threshold, are shared responsibly and with the right person, and recorded and dealt with appropriately. Ensuring they are dealt with effectively should also protect those working in or on behalf of schools and colleges from potential false allegations or misunderstandings.

#### **4.4 Sharing Low-level Concerns:**

Low-level concerns about a member of staff should be reported to the CSEL for the Central Team or Principal for a member of staff in a school.

We aim to create an environment where staff are encouraged and feel confident to self-refer, where, for example, they have found themselves in a situation which could be misinterpreted, might appear compromising to others, and/or on reflection they believe they have behaved in such a way that they consider falls below the expected professional standards.

Where a low-level concern relates to a person employed by a supply agency or a contractor working within the MAC/school, that concern should be shared with the CSEL for the Central Team and the Principal in a school. The concern should be recorded and their employer notified about the concern, so that any potential patterns of inappropriate behaviour can be identified.

#### **5.0 Honesty And Integrity**

Staff must maintain high standards of honesty and integrity in their work. This particularly includes the handling and claiming of money and the use of company facilities, property and resources.

##### **5.1 Dealing With MAC Money**

Staff must ensure that public funds are used in a responsible and lawful manner, in accordance with MAC procedures and the Academy Trust Handbook.

##### **5.2 Bribery Gifts And Hospitality**

Colleagues should ensure that they comply with the guidance as set out in the Anti-Fraud and Corruption Policy (including gifts and Hospitality).

#### **6.0 Communicating With Students**

Staff must never use their personal private e-mail address or personal private mobile telephone number to communicate with pupils. All electronic communication with pupils must be from the member of staff's company/school e-mail account or the company/school's virtual learning environment or by using a company/school provided mobile telephone.

Staff must not have pupils as "friends" on any social network which they may use and should take every possible precaution to ensure that their privacy settings are at the highest possible setting.

Staff must exercise extreme caution and professional judgement in deciding whether to have former pupils as "friends" on any social network which they use.

Staff should refer to the MAC Online Safety Policy including MAC Staff ICT Acceptable Use Policy for further guidance.

#### **7.0 Physical Contact And Restraint Of Students**

The use of unwarranted physical force against a pupil is likely to constitute a criminal offence. The use of physical intervention should be avoided if at all possible however, by law, teaching staff, and other staff who are authorised to have control or charge of pupils may use such force or physical contact as is reasonable and proportionate in the circumstances to prevent a pupil from doing or continuing to do any of the following:

- Committing a criminal offence.
- Injuring themselves or others.
- Causing damage to property, including their own.
- Engaging in any behaviour prejudicial to good order and behaviour at the School or among any of its pupils, whether that behaviour occurs in a classroom or elsewhere.

Where a member of staff has to make physical contact with a pupil the following guidelines must be followed:

- The intended action must be explained to the pupil.
- The action must not be carried out if the pupil appears to be apprehensive or reluctant, or if staff have concerns about the pupil's possible reaction.
- If taking place in a room the door should be open and a colleague or another pupil present.
- Alternative approaches must be considered.

Any concerns about an instance of physical contact between a member of staff and pupil must be reported to the Principal or Vice Principal at the earliest opportunity.

### **8.0 Conduct Outside Of Work**

All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children. They should adopt high standards of personal conduct in order to maintain confidence and respect of the general public and those with whom they work.

Staff may undertake work outside the MAC/school, either paid or voluntary, provided that it does not conflict with the interests of the MAC/School nor be at a level which will affect the member of staff's work performance. Staff undertaking additional employment must not use company time or equipment for that purpose without the prior and express permission of the CSEL/Principal.

Staff should not:

- Behave in a manner which would lead any reasonable person to question their suitability to work with children or to act as an appropriate role model
- Make, or encourage others to make sexual remarks to, or about, a student
- Use inappropriate language to, or in the presence of students, discuss their personal or sexual relationships with, or in the presence of students
- Make (or encourage others to make) unprofessional personal comments which scapegoat, demean or humiliate, or might be interpreted as such.
- The responsibility to maintain public confidence and not to bring Emmaus of Catholic MAC into disrepute also extends to standards of behaviour outside of School. All employees should ensure they behave in a way that befits the high status of their profession.
- Reports of public disorder, impropriety and behaviour which has the potential to cause the MAC reputational damage, could all be grounds for disciplinary action in line with the Emmaus Catholic MAC Disciplinary Policy and Procedure.

In addition to the above, all teachers are required to uphold the Teacher Standards, Part A and Part B, at all times.

Whilst we do not intend to restrict outside activities, it is important to remember that activities whether during or outside of working hours which result in adverse publicity to Emmaus Catholic MAC, or which cause us to lose faith in your integrity, may result in disciplinary action.



Staff should avoid unnecessary contact with pupils outside of school and must maintain a professional approach and distance if they find themselves in a social setting where students are present. Staff must:

- Never give pupils details of their home address, home telephone number, mobile telephone number or personal e-mail address.
- Never make arrangements to meet pupils, individually or in groups, unless permission to do so has been received from the Principal for a school-related activity.
- Never invite pupils, individually or in groups to their home.
- Never transport pupils, individually or in groups, in their own vehicle unless permission to do so has been received from the Principal. And in accordance with the OEAP National Guidance 'Transport In Private cars'(updated July 2018).

Staff must notify the CSEL and Principal at the earliest possible opportunity if charged with, or convicted of, any criminal offence, or if they accept a formal police caution. The MAC acknowledges that a caution is not a criminal conviction, but staff must be aware that cautions have to be declared during Disclosure & Barring checks unless they meet the filtering rules of the Disclosure & Barring Service.

Criminal offences that involve violence or inappropriate financial activity or the use of illegal drugs or sexual misconduct are likely to be regarded as incompatible with that person working in an education/ school setting. Such behaviours are likely to result in the member of staff's dismissal and for teachers a prohibition order.

The MAC acknowledges that a member of staff charged with an offence is innocent until proven guilty, however, special considerations will apply if the offence is relevant to safeguarding.

Staff must exercise extreme caution when using all forms of information technology and social media (Facebook, Instagram, Twitter etc.) and be aware of the risks to themselves and others. Staff should have privacy controls set at the highest possible setting and must not engage in the inappropriate use of social network sites in a manner which may bring themselves, the MAC, the school or school community into disrepute. In line with the MAC Online Safety and Staff ICT Acceptable Use policies, staff must remember that:

- Anything posted online is potentially public and permanent.
- That the privacy settings of their "friends" may not be as secure as their own.
- It is always necessary to use "strong" passwords that contain a mixture of upper & lower case letters, numbers and symbols.

#### **9.0 Attendance And Timekeeping**

- Staff contracts of employment contain the main terms and conditions of their employment with the MAC.
- Staff must follow the Central Team/each school's requirements for reporting absence due to sickness.
- Staff should be present and ready to start work in line with their contractual working hours.
- Staff must also remain in the workplace and continue to work until they have completed their contractual working hours.

#### **10.0 Signing In And Out/Staff ID etc**

Staff must follow the signing in and out procedures in operation in their school or the Central Team.

An Emmaus Catholic MAC/school lanyard must be worn at all times on MAC premises.

### **11.0 Communications**

Staff should have their personal mobile and other smart devices either switched off, or in silent mode, during working hours. Discretion should be exercised when using a personal mobile device and any use must not cause a distraction from work for the employee themselves or their colleagues. Personal calls and text messages should not be made during working hours; they should only be made during your lunch or other breaks. Staff should obtain authorisation from their line manager if they need to make or receive an urgent personal phone call. In addition, it is forbidden to:

- give personal phone numbers or home phone numbers to students / parents etc.
- take pictures of students / colleagues, company premises, customers or clients using personal mobile devices.
- transfer files via Bluetooth or other insecure mobile networks.

### **12.0 Alcohol, Illegal Substances And Medication**

The MAC accepts that alcohol is legally and freely available and acknowledges that some illegal substances are also readily obtainable. Staff are not expected to use illegal substances. Staff must ensure that the use of alcohol out of working hours does not adversely affect their work performance, and that, in accordance with their obligations under health and safety legislation, they take reasonable care of the health and safety of themselves and others whilst at work. Emmaus MAC schools and Central Team is an alcohol and illicit substance free establishment. The MAC will not accept employees arriving at work under the influence of alcohol or illicit drugs and whose ability is impaired in any way by reason of the consumption of alcohol or illicit drugs. Neither alcohol nor illicit drugs should be consumed on MAC premises. Staff should have regard to the expectation that they will not bring the MAC into disrepute.

Staff who are prescribed a type of medication which they have not taken before should make themselves aware of possible side-effects. In accordance with their duty to take reasonable care of their own and their colleagues' health and safety, they should advise the MAC if the medication starts to affect their ability to do their job or travel safely to work, or if there is a likelihood that this will happen. The MAC should undertake risk assessments and take occupational or other specialist advice as appropriate.

### **13.0 Smoking**

The MAC is a non-smoking educational establishment. No-one is permitted to smoke in the buildings or on the sites at any time.

### **14.0 Use Of MAC Premises Or Facilities For Work Not Connected With The MAC**

Staff must not use the MAC/school's premises or facilities for activities that are not connected with their employment at the school without express prior written agreement from the Principal/Local Governing Body or CSEL/Directors. This includes the personal use of school email, telephones, computers, photocopiers or other equipment.

### **15.0 Health And Safety**

Staff must ensure that they follow the procedures relating to health and safety as set out in the Emmaus MAC Health and Safety Policy.

### **16.0 Personal Property**

Staff are solely responsible for the safety of their personal possessions on company premises and should ensure that their personal possessions are kept in a safe place at all times.

### **17.0 Publications And Dealing With The Press**

Employees must not make comments to the press or other media, including social networking sites, on behalf of the MAC/school unless specifically authorised to do so by the CSEL. Where request for comments are received, they must be passed on to the Principal who will contact the CSEL immediately.

Staff must not publish any material which will bring the MAC/school into disrepute.

If employees wish to publish an article unconnected with the MAC/school, then the article should not link them to the MAC/school without express prior permission from the CSEL.

### **18.0 Other Linked Policies:**

- Emmaus Catholic MAC Whistleblowing Policy
- Emmaus Catholic MAC Online Safety Policy including Acceptable Use Policy
- Emmaus Catholic MAC Anti-Fraud and Corruption Policy (including Gifts and hospitality)
- Emmaus Catholic MAC Data Protection Policy
- Safeguarding Policy (including Child Protection) – school versions as provided by the relevant LA
- Emmaus Catholic MAC Health & Safety Policy
- School Educational Visits Policy and Procedures

Staff who have concerns about any aspect of the professional conduct of any colleague, should also refer to the MAC Whistleblowing Policy.

This policy will be reviewed annually, or in line with changes to KCSIE, by the Board of Directors.

