

HOLY TRINITY CATHOLIC SCHOOL

Professional Protocols at Holy Trinity Code of Conduct for Employees



2021/2022

Due for update and ratification May 2022

1 INTRODUCTION

This Code of Conduct applies to all staff who are employed by the school, including the Head teacher whether they are undertaking their duties in school or engaged in offsite activities, including educational visits.

All staff are expected to uphold the Catholic ethos of the school supporting fully the rites, practices and traditions of the Catholic faith. Teaching staff who are employed under the Teachers' Terms & Conditions of Employment must adhere to the Teacher Standards in conjunction with the school Code of Conduct. The Teacher Standards can be found at:

<https://www.education.gov.uk/publications/eOrderingDownload/teachers%20standards.pdf>

Staff should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.

2 SETTING AN EXAMPLE

- All staff who work in schools set examples of behaviour and conduct, which can be copied by pupils/students.
- All staff must, therefore, demonstrate high standards of conduct in order to encourage our pupils/students to do the same.
- All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct, this includes usage of school media.
- All staff must dress appropriately, in professional attire. If you are in doubt seek advice from SLT.
- Staff must familiarize themselves with, and adhere to, the school computer and internet policy which is available on school network share.

3 SAFEGUARDING PUPILS/STUDENTS

- Staff have a duty to safeguard pupils/students from:
 - physical abuse
 - sexual abuse
 - emotional abuse
 - neglect
 - abuse
- The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student to the school's Designated Senior Leader (DSL) for Child Protection.
- The school's DSL is Jo Daw. If she is absent: Rebecca Burnett, Audrey Glenn, Celine Finn, , Sarah Smith, Shezad Mahmood, Aurora Backhouse, Catherine Henvey and Colin Crehan are all DSL trained.

- Copies of the school's Child Protection Policy are available and staff must be familiar with this document.

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

Reporting Concerns via whistle blowing:

Staff should adopt safer working practices to ensure that the culture of safety is embedded and owned by all. This includes being alert and reporting any incidents which may mean that children are at risk. If a member of staff believes that the behavior of another member of staff has harmed, or may harm any pupil or other member of staff this should be reported.

Staff should pay due diligence to all safeguarding updates, including those linked to maintaining and ensuring appropriate and safe professional behaviours in order to ensure a culture of 'we never think it cannot happen here'

It is a staff professional responsibly to report all concerns about staff to the Head Teacher or the Deputy head Teacher.

- 1 Staff must take reasonable care of pupils/students under their supervision with the aim of ensuring their safety and welfare. They must not minimize any concerns but ensure that all are taken seriously.

4 PUPIL / STUDENT DEVELOPMENT

- Staff must comply with school policies and procedures that support the well-being and development of pupils/students.
- Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils/students.
- Staff must follow reasonable instructions that support the development of pupils/students.

5 HONESTY AND INTEGRITY

- Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities. This includes signing in and out appropriately on Inventory.

CONDUCT OUTSIDE WORK

- 6.1 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.
- 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.
- 6.3 Staff must exercise caution when using information technology, particularly social media and be aware of the risks to themselves and others.
- 6.4 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.

7 CONFIDENTIALITY

- 7.1 Where staff have access to confidential information about pupils/students 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/student is bullied by another pupil/student (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the pupil's/student's parent or carer, nor with colleagues in the school except with a senior member of staff

with the appropriate role and authority to deal with the matter.

- 7.3 However, staff have an obligation to share with their manager or the school's Designated Senior Leader 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/student.

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.

Culture of Professionalism

We model the behaviour we expect to see from pupils. All staff must be treated with respect and courtesy.

Signing In

Teaching staff must sign in first thing every morning, you will do this by using the signing in sheet in the staff room. This will be monitored by the Head teacher.

Support staff must sign in first thing every morning via the usual finger print system. This will be monitored by the school's Business Manager.

This is a standard safeguarding procedure.

Staff Absence

Guidance taken from - '*Management Attendance Procedure HR Services for Schools Birmingham City Council*'.

Please see the attached 'Request for Leave of Absence and/or Cover' for teaching staff. This must be completed and either e-mailed or personally given to the Head teacher at least a week in advance of the date(s) requested.

Please note that personal appointments should not take place in school time unless in an emergency. Please discuss any issues with C Crehan. In the absence of the Head please pass the completed form to J Daw, Acting Deputy Head.

Support staff must request 'leave of absence' with M Smith, Business Manager.

If teaching staff absence is due to illness and therefore not planned, you must call C Crehan on 0121 772 0184 ext 203 between 7.00am and 7.45am on the day you are ill. If C Crehan is not available please contact J Daw, Acting Deputy Head, on ext 205. C Crehan will expect a call at the same time should further absence be needed. C Crehan is happy to talk with a next of kin should you be too ill to talk. Support staff must contact M Smith on 0121 772 0184 ext 219 between 8.00am and 8.30am and again on any further days absent.

Cover will be carried out by SLT, Cover Supervisors and those with an allocated SA on their timetable.

Formal return to work meetings will take place following an absence, teachers must see Colin before 8.00am on their day of return and support staff must see Michelle before 8.30am on their day of return.

Morning Briefing

Teaching staff must attend morning briefings at 8.25 on Monday, Tuesday, Thursday and Friday. Briefing on Mondays and Fridays will take place in the staff room. Briefing on Tuesdays and Thursdays will take place in the main hall. Tuesday am briefings will focus on personal development, behaviour and welfare. Thursday am briefings will focus on teaching and learning, raising standards, literacy and numeracy. Support staff are encouraged and welcome to attend if it fits within their working hours and practices. Briefing will be led by the senior leadership team but there will be opportunities for staff to get involved in leading prayer and presenting throughout the year.

All teaching staff must attend weekly meetings on a Wednesday from 3.15pm to 4.15pm. Support staff are also to attend if this fits in with their working hours and they are directed to do so by their Line Manager. Depending on your role it may not be appropriate for you to attend all meetings.

There will be no meeting on weeks when there are other events such as Open Evening or Parents Evening.

Weekly Meetings

These will take place on a Wednesday from 3.15pm to 4.15pm. These meetings will be either: whole staff, department, tutor/pastoral, cluster meetings or opportunities for CDP. There will be four additional Twilight Sessions calendared during the year which will focus on additional CDP for all staff

Any additional training evenings will be communicated to you by the leaders of these events.

Front Office

This is the front face of the school. If you require any stationary supplies please e-mail Rashida in the office 24 hours before it is needed. Rashida will then place the items in your pigeon holes for collection. In an emergency call Rashida and she will sort it out for you straight away.

Weekly Staff Bulletin

Items for the bulletin must be e-mailed to G Mcleish (Head's PA) no later than the end of the day on Thursday. C Crehan will proof read the bulletin on Friday morning. The bulletin will then be disseminated via e-mail and in paper form on Friday afternoon before 3.00pm.

Professional Courtesy/Respect

We all have our idiosyncrasies and things that annoy other people. We face many challenges both personally and professionally. Please be conscious that although we share many differences, working together is what we need in order to provide the best possible education for our pupils. Please and thank you goes a long way in all aspects of life. Please be mindful that this courtesy extends to all electronic sources of communication such as e-mail.

Working Environment

In order to be at our most effective, rooms, offices and all working spaces must be clean, tidy and devoid of any clutter. The pupils deserve a building that they can be proud to attend each day.

C Crehan
Headteacher



Holy Trinity Catholic School

Request for Leave of Absence and/or Cover

Any member of staff who is seeking leave of absence from school, for personal reasons, to attend INSET, to participate in a trip, to conduct practical exams or any other activity in school or off the premises which will require cover, must complete this form and return it, as much in advance as possible, to Mr C Crehan, Head of School.

All educational visits/trips should be agreed with Ms J Daw, Senior Assistant Headteacher.

Appointments with dentists, doctors, solicitors etc should not be arranged in school time, unless in an emergency, as the burden of cover falls on colleagues.

NAME:
REASON:
Date(s) Requested:

Periods to be Covered			
Day	Subject	Class	Room
Tutorial			
P1			
P2			
P3			
P4			
P5			

Any other relevant information:

Name:

Date:

Out of professional courtesy please communicate this absence with your Line Manager

Line Manager:

Date:

Head of School:

Date:

SCHOOLS HR SERVICES

SICKNESS SELF-CERTIFICATION FORM

This form should be completed by an employee returning to work after a period of absences due to sickness of more than three working days and up to the first seven calendar days of any absence even where a doctor's statement has been provided. From the eighth day of any absence an employee is required to obtain a Fit Note from their GP

Employee Name:			
Post:		Payroll No:	
School/ Establishment:			

I hereby certify that I was unable to attend for work (all days of sickness including Saturdays and Sundays must be included).	<u>From</u>		<u>To</u>
	<u>Illness</u>	Other Accident	Accident at <u>Work</u>
Thereasonformyabsence was: (Tick whichever is applicaole)			

Describe illness symptoms or injury (words such as illness or unwell are not enough).

If your absence is caused by a road traffic accident or other accident in which you may be able to claim damages from a third party please give details.
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Did you visit your doctor or hospital during this absence? Tick whichever is applicable	Yes	No
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I certify that the above information is correct to the best of my knowledge and claim any pay to which I may be entitled. I understand that any deliberate false information given by me will render me liable to disciplinary action under the School/Authority's disciplinary procedures.

Employee's Signature	Date:
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DATA PROTECTION

The information collected in the form will be used in compliance with the Data Protection Act 1998. The information is being collected by the HR Services for Schools for the purpose of administering the employment and training of employees in schools. The information may be disclosed, as appropriate, within the City Council, to school governors, to Occupational Health providers, to the Teachers Pensions Agency, to the Department for Education, to the West Midlands Metropolitan Authorities Pension Fund, pension providers and relevant statutory bodies.