HOLY TRINITY CATHOLIC SCHOOL

Professional Protocols at Holy Trinity
Code of Conduct for Employees

2022-2023

1 RINTRODUCTION

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. Staff must also acknowledge that their behaviour outside of school should always be commensurate with ensuring that all aspects of safeguarding and professional expectations are upheld in line with safer recruitment and the ethos of the school and the profession.

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 and social media and includes behavior outside of school.
- 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, Vanessa Hodson 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 as well as with the yearly KCSIE which must be read, understood and owned by all staff.

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

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 and that all are documented factually, reported and escalated to the appropriate staff member swiftly.

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. It is expected that all staff understand and actively own the STOCMAC Whistle blowing policy and ensure this is followed in cases where staff behavior on or off site may pose a risk to children. This is key to the organizational safety of all pupils and staff.

Staff should pay due diligence to all safeguarding updates, including those linked to maintaining and ensuring appropriate and safe professional behaviors in order to ensure a culture where, '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.

Reporting Low level concerns about staff.

Low level concerns may be defined as a suspicion, complaint or concern around a member of staff and or their behavior. All low level concerns about staff must be reported to the Head Teacher or Deputy Head Teacher in person. If reported to the Deputy Head Teacher she will inform the head teacher.
The head teacher will make the final decision on how to respond. Where appropriate this will be done in consultation with the DSL.
Any low level concerns which are shared about supply staff and contractors will be shared with their employers; and school will consult with the LADO if unsure whether low-level concerns shared about a member of staff meet the harm threshold. (KCSiE 2022 p85 para 352-354)

Where any allegation is concluded to be either, unfounded, false, malicious or unsubstantiated the case manager at school (and if they have been involved the LADO) should consider the facts and determine whether any lessons can be learned and if improvements can be made.

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. Staff should adhere to the guidance which is shared by school in terms of keeping themselves safe with regards to use of social media. Any concerns must be reported to the Head (C Crehan) or in his absence the Deputy (J Daw) In a timely fashion.

6.4 Staff may undertake work outside school, either paid or voluntary, if 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. This includes discussing publicly or on social media.

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 recognize 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 **handed** to Geraldine McCleish at least a week in advance of the date(s) requested and no later than 3pm on the Wednesday before the absence is requested.

Please note that personal appointments should not take place in school time unless in an emergency. In line with LA and MAC recommendations we are now looking to ensure that absence leave returns to pre-pandemic. This will include medical appointments which if at all possible should be sought outside of school, We are aware that this is not always possible and school will always seek to support where manageable. Please discuss any issues with J Daw and please pass the completed form to J Daw, Deputy Head.
Support staff must request 'leave of absence' with V Hodson, support staff lead.

If teaching staff absence is due to illness and therefore not planned, you must email J Daw before 7.00 am and provide a working contact number when J Daw will make contact with you after 7.30 on the same morning. J Daw is happy to talk with a next of kin should you be too ill to talk. Further contacts must be made for continued day's absence. Support staff must contact J Manders and Vanessa Hodson between 8.00and 8.30am or earlier if possible 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.

Return to work.
Staff returning to work should aims to see Jo for their return to work before 8.15am on their day of return or at the earliest opportunity. Support staff must see Vanessa before 8.30am on their day of return.

Morning Briefing

Teaching staff must attend morning briefings at 8.25 on Monday. Briefing on Mondays and any additional briefings will take place in the staff room. Top Tips briefing on Tuesdays and Thursdays will take place in the main hall or an alternative venue which will be communicated in advance to staff. Tuesday am briefings will focus whole school teaching and learning, safeguarding or pastoral issues. Thursday am briefings will be dedicated to faculties and used to support teaching and learning and sharing of best practice. Support

staff are encouraged and welcome to attend if it fits within their working hours and practices. Briefing will be led by a range of staff 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 reception in the office 24 hours before it is needed.

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. All staff are expected to ensure that they adhere to all professional and safeguarding guidance protocols should they be using social media outside of school.

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.

J Daw

Deputy Head Teacher,

Colin 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 J Daw Deputy Head Teacher

All educational visits/trips should be agreed with Ms J Daw, Deputy Head teacher and Mrs C Henvey.

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.
School will always do its best seek to support staff who are managing family emergencies within the capacity and range of resources that it has available at any given moment.

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}.	From		To
The reason for my absence was: (Tick whichever is applicable)	Illness	Other Accident	Accident at Work

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.

Did you visit your doctor or hospital during this absence? **Tick whichever is applicable** **Yes** No

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 mG will n;mdgr mg liablg to disciplinary action under the School/Authority's disciplinary procedures.

Employee's Signature Date:

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 fo; 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.