



HOLY TRINITY CATHOLIC SCHOOL

Professional Protocols at Holy Trinity Code of Conduct for Employees 2023-24

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. 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, safeguarding 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.

Setting an example.

- All staff who work in schools set examples of behaviour and conduct, which can be copied by pupils/students. This is inclusive of words, actions and day to day behaviours. We are role models for our young people.
- 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 behaviour outside of school.
- All staff must dress appropriately, in professional attire. If you are in doubt, seek advice from SLT. Staff should not wear any symbols or display any signs which may be deemed offensive or divisive and which may contradict the ethos of the school as a Catholic educational establishment.
- Staff must familiarize themselves with, and adhere to, the school computer and internet policy, which is available on school network share.

Safeguarding pupils.

- Staff have a duty to safeguard pupils/students from:
 - Physical abuse
 - Sexual abuse
 - Emotional abuse
 - Neglect
 - All forms of abuse and risk as identified in the latest version of Keeping Children Safe in Education.
- The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student to the school's Designated Senior Leaders (DSLs) or for Child Protection.

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 and or staff may be at risk. If a member of staff believes that the behaviour of another member of staff has harmed, or may harm any pupil or other member of staff this must 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 behaviour on or off site may pose a risk to children. This is key to the organizational safety of all pupils and staff and fundamental to embedding our climate of safeguarding all children and staff in school.

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 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.

Staff must always report any instances and or concerns linked to harassment, toxic, unsafe and or abusive behaviours towards themselves or to other staff. All staff have the right to feel safe in the workplace. This will also include any inappropriate behaviours or comments made online or outside of the workplace.

It is important that staff are aware that they can report and whistle blow for incidents and concerns which may happen outside of the school building and institution, including online and out of hours.

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 behaviour. 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.

All low level concerns will be recorded along with any learning points captured.

The Head teacher or Deputy Head Teacher will always consult with the LADO team for advice if they deem that concerns may meet the risk of harm threshold or if further clarity and or advice needs to be sought.

Please see Annex- Low level concerns

Self-reporting of significant incidents outside of work (honesty and Integrity)

It is expected that all staff are open and honest both inside of work and outside of the organization. If a staff member is involved in a significant incident outside of school which may impact on their professional standing or status or with respect to their personal behaviour which may result in a change of their circumstances they are duty bound to inform the Head teacher or in his absence the Deputy Head teacher. This will include if a staff member is at risk of harm or there may be a transferable risk to the children and wider school community. An example (but not limited to would be a known criminal offence which is not disclosed).

Pupil/ Student Development

Staff must comply with school policies and procedures that support the well-being, learning 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.

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 and Behaviour Outside of Work

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

In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.

Staff must not engage in conduct and behaviour outside of the school setting which may endanger or put at risk the safety of children and other staff members.

Staff must exercise caution when using information technology, digital media and 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.

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.

Confidentiality

- 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. 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.
- 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.

Disciplinary Action

- 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

All staff must sign in first thing every morning via Inventory. This will be monitored by the HT PA and it creates unnecessary workload when staff need to be chased to sign in. Staff must sign out at the end of the day.

All visitors must sign in. There must be no visitor agreed into school unless linked to Safeguarding and or child protection purposes unless the necessary discussion and risk assessments linked to safer recruitment and SCR have been discussed with SCR manager B Williams, J Daw or C Crehan. School will follow the guidance from BCT in terms of BCT social workers and staff and their badge will serve as evidence of the completion of all safer recruitment practices. From the 3rd visit BCT staff will need to provide a vetting letter (Current at Sept 23 and currently under review by BCT).

This is a standard safeguarding procedure and ensures that all robust measures are adhered to. Accurate details of who is on site is also critical in an emergency (e.g for fire safety purposes).

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 Mcleish 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 HR, LA and MAC recommendations, we are now looking to ensure that absence leave returns to pre-pandemic. This will include medical appointments, which if possible should be sought outside of school working hours. 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 Vanessa Hodson between 8.00am and 8.30am or earlier if possible and again on any further days absent.

Requests for none emergency cover, exceptional circumstances, childcare and compassionate leave

Staff absence leads and the Head Teacher will always consider any requests for exceptional leave (i.e. non-medical related) based on individual circumstances. We acknowledge that requests for compassionate leave are unusually unplanned. We will always seek to support for example leave for funeral attendance for immediate close family members (for example parents, siblings, grandparents). Where paid leave cannot be granted we will seek to support unpaid leave within the realms of organizational capacity. We always ask that if a child is unwell, before asking for a day's absence that alternative support and care arrangements are sought outside of absence from work where possible. All cases will be looked at on a case by case basis.

Any decision for a day to be agreed and unpaid will be communicated in advance.

Requests for leave for exceptional circumstances beyond those covered by the above will be considered on a case by case basis. Requests must be submitted in writing to the Deputy Head Teacher, J Daw or Head teacher (C Crehan) (Teaching staff) or AHT Support staff V Hodson (Support staff). Requests should be made well in advance. They will be agreed (paid), agreed (unpaid) or declined.

Please note, in terms of contract terms and conditions, any request for leave of absence is a request and not a given. Due to contracted pay and terms and conditions, the vast majority of staff cannot assume that leave may be taken during the academic term time for any given reason. Those staff who book leave during the timetabled school year as part of their pay and conditions will have this built into their contract.

Organizational cover

Any requests for internal organizational cover will need to be discussed with J Daw well in advance of the date when these are due to happen. This must also be in conjunction with Senior Line Managers.

Trips

Before any trip is agreed an initial discussion must take place with C Henvey. Before any trip agreed C Henvey will discuss cover needs with JD and well as checking the whole school calendar to ensure viability and safe and secure coverage if staff are not in school.

Cover will be carried out by:

- Designated cover supervisors
- Staff with allocated SA on their timetables
- Flexibility and support within departments and faculties
- Staff who step up and volunteer (often the case in an emergency as our staff are incredibly supportive when we are faced with an emergency)

- SLT and senior staff and middle leaders (teaching and none teaching)
- External cover supervisors- who will be called in in line with school need and ensuring all safer recruitment protocols are embedded.

Return to work

Staff returning to work should aim 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. A return to work meeting is an important part of staff health and wellbeing measures.

Morning Briefing

Teaching staff must attend morning briefings at 8.15 on Monday and Friday. Briefing on Mondays and any additional briefings will take place in the dance studio. Top Tips briefing on Tuesdays and occasionally on Thursdays will take place in the main hall or an alternative venue which will be communicated in advance to staff and may involve department meeting times and focused on-line independent training and or research. Briefings may focus on whole school teaching and learning, safeguarding or pastoral issues. Thursday am briefings will generally 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. Top Tips will be led by a range of staff and there will also be opportunities for staff to get involved in leading briefing 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 where this fits in with their roles and responsibilities or where they are directed to do so by their Line Manager. Depending on your role it may not be appropriate for all support staff to attend all meetings.

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

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 may be additional Twilight Sessions calendared during the year which will focus on additional CPD 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 is 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 may all face many challenges both personally and professionally. Please be conscious that although we share many differences, we must work together in order to provide the best possible education for our pupils. 'Please' and 'thank you' goes a long way in all aspects of life. It is expected that staff are 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. This is of paramount importance if staff choose to communicate in educational forums and or social media groups (such as colleague WhatsApp groups) where they must be mindful of upholding all professional behaviours at all times).

As part of our whole school wellbeing, guidance staff are not expected to be checking email outside of working hours during the working week.

Working Environment and expectations

To adhere with DfE and MAC guidance and recommendations, all staff will be expected to complete regular Cyber Security Training and updates and to report any breaches to the nominated lead (A Iqbal) as soon as they come to light. In addition all staff will use and have in place 2 factor authentication to ensure that security of data is upheld and maintained. Any concerns or questions regarding this must be communicated to the Head Teacher or the Deputy Head teacher.

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.

Updated November 2023

Appendices

- Cover request form
- Self-certification form
- Low level concerns policy

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. Forms are to be returned to J Daw via Mrs G Mc McLeish.

All educational visits/trips must be agreed with Ms J Daw, Deputy Head teacher and Mrs C Henvey (as per guidance in this document). No trips must be booked without this agreement.

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.

Please note that any leave of absence request is not automatically a given. Where staff are entitled to take leave during term time this sits within their pay and conditions and is agreed with the respective line manager. This applies to a small minority of staff.

It is your responsibility to set accessible and appropriate learning in line with the curriculum coverage plan for the pupils from whom you will be absent. Please do not send ppts to the cover team expecting them to be printed out. This is not viable and when we have external staff in they are unable to access the work. If you have any concerns please seek support from your line manager in the first instance.

NAME:
REASON:
Date(s) Requested:

Periods to be Covered			
Day	Subject	Class	Room/ notes
Tutorial			
P1			
P2			
P3			
P4			
P5			
Any other relevant information: If you have a duty to be covered, it is your responsibility to look to cover this- please make sure that A Backhouse and S Mahmood are aware and know who will be replacing you and where your duty spot is.			

Name:

Date:

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

Line Manager:

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>	To	
The reason for my absence was: (Tick whichever is applicable)	<u>Illness</u>	Other Accident	Accident at
			<u>Work</u>

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?

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 me will render me liable 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 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.

Holy Trinity Catholic School

Low-Level Concerns Policy

Annex to Safeguarding Policy and Code of Conduct

This section is based on concerns that do not meet the harm threshold in part 4 of Keeping Children Safe in Education. This applies to all concerns (including allegations) about members of staff, including supply teachers, volunteers and contractors, which do not meet the harm threshold, set out in section 1 above.

Concerns may arise through, for example:

- Suspicion
- Complaint

Disclosure made by a child, parent or other adult within or outside the school

Pre-employment vetting checks

We recognise the importance of responding to and dealing with any concerns in a timely manner to safeguard the welfare of children.

Definition of Low-Level Concerns

The term 'Low-Level' concern is any concern – no matter how small – that an adult working in or on behalf of the school 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 designated officer at the local authority

Examples of such behaviour could include, but are not limited to:

- Being overly friendly with children
- Having favourites
- Engaging with a child on a one-to-one basis in a secluded area or behind a closed door
- Using inappropriate, sexualised, intimidating or offensive language
- Sharing Low-Level concerns
- We recognise the importance of creating a culture of openness, trust and transparency to encourage all staff to share low-level concerns so that they can be addressed appropriately.

We will create this culture by:

- Ensuring staff are clear about what appropriate behaviour is, and are confident in distinguishing expected and appropriate behaviour from concerning, problematic or inappropriate behaviour, in themselves and others
- Have clear policies and procedures
- Empowering staff to share any low-level concerns as per section 7.7 of this policy
- Empowering staff to self-refer
- Addressing unprofessional behaviour and supporting the individual to correct it at an early stage
- Providing a responsive, sensitive and proportionate handling of such concerns when they are raised
- Helping to identify any weakness in the school's safeguarding system

Reporting a low level concern

- Low level concerns about a member of staff should be reported to the Head teacher as per the school's Child Protection procedures.
- If the concern is about the Head teacher this should be reported to the Chair of Governors.
- Low level concerns about supply staff, contractors and local authority visiting staff will also be reported to their employers.

Staff should contact in person The Head Teacher CC and or Lead DSL and Deputy Head JD. Forms to report are on the staff shared area. Please ensure that you speak with JD /CC if you are submitting a form digitally.

Responding to low-level concerns

If the concern is raised via a third party, the head teacher and or his designate Lead DSL will collect evidence where necessary by speaking:

- Directly to the person who raised the concern, unless it has been raised anonymously
- To the individual involved and any witnesses

The head teacher or HT designate will use the information collected to categorise the type of behaviour and determine any further action, in line with the school's staff Code of Conduct.

- Allegations that meet the harm threshold will be referred to the LADO for advice.
- Low level concerns that the school feel may need further guidance on will be referred to the LADO for advice.
- Low level concerns that the school feel they can deal with internally will be dealt with via the school's usual child protection investigation process.
- The school will engage with its HR provider where it is necessary to undertake further investigation and/or deal with the concern under relevant processes.

Record keeping:

All low-level concerns will be recorded in writing. In addition to details of the concern raised, records will include the context in which the concern arose, any action taken and the rationale for decisions and action taken. At Holy Trinity all Low level concerns from November 23 will be recorded in the secure Confide system.

Records will be:

Kept confidential, held securely and comply with the DPA 2018 and UK GDPR Reviewed so that potential patterns of concerning, problematic or inappropriate behaviour can be identified. Where a pattern of such behaviour is identified, we will decide on a course of action, either through our disciplinary procedures or, where a pattern of behaviour moves from a concern to meeting the harms threshold as described in section 1 of this appendix, we will refer it to the designated officer at the local authority

Retained at least until the individual leaves employment at the school

Where a low-level concern relates to a supply teacher or contractor, we will notify the individual's employer, so any potential patterns of inappropriate behaviour can be identified.

Reviewing a low level concern

Records will be reviewed so that potential patterns of concerning, problematic or inappropriate behaviour can be identified.

Where a pattern of such behaviour is identified, the Head teacher will decide on a course of action, which may include:

- Disciplinary investigation and/or proceedings
- Management Advice, including recommendations for training
- Referral to the LADO (where a pattern of behaviour moves from a concern to meeting the harm threshold).

If the concern relates volunteers, or any other concerns arise, school can contact the LADO for further advice.

References

We will not include low-level concerns in references unless:

The concern (or group of concerns) has met the threshold for referral to the designated officer at the local authority and is found to be substantiated; and/or

The concern (or group of concerns) relates to issues which would ordinarily be included in a reference, such as misconduct or poor performance

November 2023