



Little Way Catholic
Educational Trust

Staff Code of Conduct

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Purpose and Scope

LWCET is an organisation with a Catholic foundation. The ethos, values and relationships of LWCET and its academies are central to witnessing to our faith. The aim of this policy is therefore to encourage staff to achieve the highest possible standards of conduct and minimise the risk of inappropriate conduct occurring by sharing clear expectations.

This policy sets out clear guidance on the standards of behaviour expected from all LWCET staff irrespective of their position, role or responsibility. References to 'staff' throughout the policy relates to all the following groups:

- All members of staff, including teaching and support staff
- Volunteers
- Casual workers
- Temporary and supply staff (whether agency staff or otherwise)
- Students, including those undertaking initial teacher training
- Apprentices

LWCET staff are in a unique position of trust and influence as role models for pupils. Therefore, staff must adhere to behaviour that sets a good example to all pupils within schools and the wider LWCET community. Staff are also responsible for maintaining their reputation and the reputation of LWCET both inside and outside their working hours and work setting.

LWCET requires all staff to read and comply with this policy. Breach or failure to comply with this policy will result in action being taken under the LWCET disciplinary procedures including, but not limited to, dismissal.

This Code of Conduct is not an exhaustive list of acceptable and unacceptable standards of behaviour. In situations where guidance does not exist in this policy, staff should exercise their professional judgement and act in the best interests of the pupils and LWCET.

The purpose of the Code is to:

- reinforce the professional responsibilities of staff
- clarify the legal position in relation to sensitive aspects of staff / pupil relationships
- set out the expectations of standards and behaviour expected of all staff
- help staff establish safe practices and reduce the risk of false accusations or improper conduct

It is the duty of every LWCET member of staff to familiarise themselves with this policy.

Guiding principles

All staff should adhere to the Seven Principles of Public Life drawn up by the Committee on Standards in Public Life (see appendix 1).

All staff should put the wellbeing, development and progress of all pupils first by:

- taking all reasonable steps to ensure the safety and wellbeing of pupils under their supervision
- using professional expertise and judgment for the best interests of pupils in their care

- demonstrating self-awareness and taking responsibility for their own actions and for providing help and support to pupils
- raising concerns about the practices of staff or other professionals where these may have a negative impact on pupils' learning or progress, or may put pupils at risk
- being familiar with LWCET's child protection procedures
- being aware that they are in a position of trust (i.e. the adult is in a position of power or influence over the pupil due to his or her work); and that this position must never be used to intimidate, bully, humiliate, coerce or threaten pupils

All staff should demonstrate respect for diversity and take steps to promote equality by:

- Promoting a positive and inclusive culture, by recognising the intrinsic value, dignity, and rights of all members of LWCET, accepting the uniqueness of individuals irrespective of differences in opinion, background, or characteristics
- Ensuring that Catholic Social Teaching and the Trust's vision permeates all behaviours, interactions and activities
- Addressing issues of discrimination and bullying whenever they arise

All staff should work as part of a unified staff body by:

- developing productive and supportive relationships with colleagues
- exercising any management responsibilities in a respectful, inclusive and fair manner
- complying with all LWCET policies and procedures
- participating in the individual school's development and improvement activities
- recognising the role of LWCET schools in the life of the local community and local parish

Additional principles for teachers

Teachers should take responsibility for maintaining the quality of their teaching practice by:

- meeting the professional standards for teaching applicable to their role and position within the LWCET schools
- reflecting on their current practice and seeking out opportunities to develop knowledge, understanding and skills
- helping pupils to become confident and successful learners
- helping pupils understand and live out the distinctly Catholic values of LWCET
- establishing productive relationships with parents and carers by: providing accessible and accurate information about their child's progress; involving them in important decisions about their child's education; complying with this code

Teachers should maintain public trust and confidence in the individual school by:

- demonstrating honesty and integrity and upholding the LWCET values
- understanding and upholding their duty to safeguard the welfare of children and young people
- maintaining reasonable standards of behaviour whether inside or outside of normal school hours and whether on or off the school's site
- actively promoting and maintaining an effective learning environment

Guidance on staff / pupil relationships

Allegations of unprofessional conduct or improper contact or words can arise at any time. Professionalism and vigilance are required to ensure the safety of children in our care, and to reduce the risk of an allegation of impropriety against a member of staff. Staff must maintain professional boundaries with pupils appropriate to their position and must always consider whether their actions are warranted, proportionate, safe and applied fairly. Staff should act in an open and transparent way that would not lead any reasonable person to question their actions or intent. Staff should think carefully about their conduct so that misinterpretations are minimised.

Staff must be familiar with all LWCET Safeguarding and Child Protection policies and should be mindful of the directions contained within section 16-19 of The Sexual Offences Act 2003. Staff must not make sexual remarks to a pupil or discuss their own sexual relationships with them, or in the presence of pupils.

Staff must not establish or seek to establish social contact with pupils for the purpose of securing a friendship or to pursue or strengthen a relationship. If a young person or their parents seek to establish social contact staff should exercise their professional judgement in making a response and be aware that such social contact could be misconstrued.

Staff must not develop personal relationships with pupils or their parents/guardians that are known to them solely through their professional work.

Contact with pupils and their parents should be through formal channels, as agreed by the individual LWCET schools. Personal phone numbers, email addresses or communication routes via social media platforms should not be used or given to parents or children. Staff should not share their home address with pupils or their parents either. The exception to this would be if a member of staff has a child at the school and is contacting the parent regarding play dates etc. or if a staff member does private tuition with a child from school – the Headteacher should be made aware of any such arrangement. If contacted via an inappropriate route, the member of staff must inform the Headteacher immediately.

School staff must not accept friend invitations or become friends with any pupil or parents/guardians of a LWCET school on any social media platform (a digital space where people are able to contact each other using text, video or photo) unless they know them personally and not through their professional life. Staff should also refrain from following the Twitter or other similar social media accounts of pupils or their parents. Staff must read the LWCET's e-safety policy carefully and follow all advice and guidance contained within it. They should also adhere to the Acceptable User Policy and Online Safety Policy and Procedure.

Behaviour giving cause for concern

LWCET staff should take particular care and follow the LWCET Safeguarding and Child Protection Policy when dealing with a pupil who:

- appears to be emotionally distressed, or generally vulnerable and / or who is seeking expressions of affection
- finds it difficult to establish appropriate relationships with individual staff members
- whose manner with adults is over-familiar may have reason to make up an allegation.

It is not unusual for pupils or, sometimes, their parents to develop infatuations towards members of staff. All such situations must be responded to sensitively to maintain the dignity of those concerned.

Staff should also be aware that such circumstances carry a high risk of words or actions being misinterpreted and for allegations to be made against staff. Any indications of an infatuation towards a member of staff must be reported to the Headteacher.

Forming inappropriate relationships with children or young people who are pupils or students at another school may also be regarded as gross misconduct.

Physical Contact with Pupils

There are occasions when it is entirely appropriate and proper for staff to have physical contact with pupils, but it is crucial that they only do so in ways appropriate to their professional role. A 'no touch' approach is impractical for most staff and may in some circumstances be inappropriate. When physical contact is made with pupils it should be in response to their needs at that time, of limited duration and appropriate to their age, stage of development, gender, ethnicity and background.

Where feasible, staff should seek the child's permission before initiating contact. Staff should listen, observe and take note of the child's reaction or feelings and, so far as is possible, use a level of contact which is acceptable to the child for the minimum time necessary.

It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one child in one set of circumstances may be inappropriate in another, or with a different child. Staff should therefore, use their professional judgement at all times.

Staff should be aware that even well-intentioned physical contact may be misconstrued by the child, an observer or by anyone to whom this action is described. Staff should never touch a child in a way which may be considered indecent. Always be prepared to explain actions and accept that all physical contact be open to scrutiny. Staff must not engage in rough play, tickling or fun fights with pupils.

Extra caution should be exercised where a child is known to be exceptionally needy and demanding of physical contact and staff should respond sensitively by deterring the child through helping them to understand the importance of personal boundaries to have suffered previous abuse or neglect.

Staff supervising PE and games or providing musical tuition should demonstrate the use of a particular piece of equipment/instrument on another member of staff if possible. However, they may be required to initiate physical contact with pupils to support a child to perform a task safely, to demonstrate the use of a particular piece of equipment/instrument or to assist them with an exercise. Contact under these circumstances should be done with the pupil's agreement, for the minimum time necessary and in an open environment. Staff should remain sensitive to any discomfort expressed verbally or non-verbally by the pupil/student.

Physical contact must never be secretive, for the gratification of the adult or represent a misuse of authority.

If a member of staff believes that an action could be misinterpreted, the incident and circumstances should be reported to the Head Teacher, recorded and, if appropriate, a copy placed on the child's file.

Staff should refer to Safer Working Practice Guidance and where relevant, Care Plans.

Child in distress

There may be occasions when a pupil is in distress and in need of comfort as a reassurance. This may include age-appropriate physical contact. Staff should always remain self-aware in order that their contact is not threatening, intrusive or subject to misinterpretation.

If you have a particular concern about the need to provide this type of care and reassurance you should seek further advice from the Head Teacher.

Changing

Pupils are entitled to respect whilst they are changing before or after PE/games. However, there needs to be an appropriate level of supervision to safeguard young people and meet health and safety requirements. The supervision should be appropriate to the needs and age of the pupils and sensitive to the potential for embarrassment. Staff accompanied by adults without a school DBS should avoid travelling through an area where children are changing.

Staff should be vigilant about their own behaviour when helping children change in and out of clothes for PE and other activities.

Where a staff member is required to help a child change, this should be done where other children are changing, or they should ensure a second member of staff is present.

One to one situations

Staff working individually with pupils should be aware of the potential vulnerability of pupils and staff in such situations. Staff should manage these situations regarding the safety of the pupil and to themselves.

Individual work with pupils should not be undertaken in isolated areas or rooms where there is no external viewing panel. Where it is necessary to close doors for reasons of confidentiality a colleague should be made aware of this and asked to remain vigilant.

Where intimate care is to be given to a pupil, their individual care plan should be followed. Where a care plan is not in place, staff should always ensure they co-work with another staff member. Where a child needs cleaning around their genital areas (for example, if they have soiled), the staff member should not do this but should instruct the child verbally to do this themselves as best they can.

Transporting pupils

In certain circumstances it may be appropriate for staff to transport pupils offsite, for example sports fixtures, outings or other out of school activities. The Headteacher must oversee the plan and provide oversight of all transport arrangements and to respond to any difficulties that may arise.

The Headteacher should ensure that the transport arrangements and the staff vehicle meet all legal requirements. The Headteacher should ensure that the driver has the

appropriate licence for the vehicle, that the vehicle is roadworthy, has a valid MOT certificate and is appropriately insured and that the maximum capacity is not exceeded. It is the parents' responsibility to provide a booster seat where necessary and staff should refuse to transport a child for whom a safety seat is needed, but not provided.

Staff should ensure that the driver is not distracted while the vehicle is in motion for any reason other than an emergency and should also ensure all passengers are wearing correctly fastened seatbelts.

Prior to transporting pupils offsite, consent must be obtained from pupil parent/guardian and staff should be aware that the safety and welfare of the pupils is their responsibility until this is safely passed back to their parent/carer.

Wherever practicable, LWCET staff should avoid using private vehicles and should try to have one adult additional to the driver to act as an escort. Staff should never transport a child on their own without another adult present.

Personal and/or familial relationships between staff

LWCET values the professional integrity of relationships between staff, governors, volunteers and parents. It is therefore necessary to distinguish between, and take account of, personal/familial relationships which overlap with professional responsibilities and may cause perceived or actual conflicts of interest, bias or favouritism.

In this policy a personal relationship is defined as:

- A family relationship
- A business/commercial/financial relationship
- A sexual/romantic relationship

Where personal and/or familial relationships occur between staff, governors, volunteers or parents across LWCET, the relationship needs to be declared to either the Head Teacher or CEO. It is the responsibility of both individuals to declare the relationship and deal appropriately and in a timely manner with any potential conflict of interest. If the relationship is between two members of staff where one party has direct line management responsibility for the other party and/or is a member of their team, then the reporting structure will need to be reviewed by the Headteacher or CEO.

Although the existence of a personal relationship between staff, governors, volunteers or parents does not in itself constitute a bar to the employment or promotion of either party, any financial, familial or personal relationships entered on a consensual basis must not unfairly advantage or disadvantage any member of staff, or other individual e.g. job applicants or service providers.

The following should be noted and observed:

- Where personal or familial relationships occur, both parties will be expected to inform the Headteacher/CEO as appropriate as soon as possible to ensure that the potential impact can be considered.
- The Headteacher must treat these matters in confidence, and in consultation with those concerned, find ways to avoid actual, perceived or potential conflicts of interest.
- Where those concerned are working in a supervisory relationship and where actual, perceived or potential conflicts of interest cannot be resolved, it may

be necessary to explore the possibility of one party changing the nature of their employment with LWCET.

- If a member of staff has a close personal or familial relationship with a job applicant, then any involvement in the recruitment/selection process should be avoided.
- External/internal applicants for posts should declare relevant personal relationships on appointment.

Any personal or familial relationship as described in this document that is not declared and results in an unfair advantage or disadvantage to either of the parties to the relationship will be considered a serious matter and may lead to disciplinary action.

General Guidance in Managing Relationships

Local Governing Committees and LWCET staff should be aware of the general guidance that will apply in all cases. Staff must:

- exercise professional judgment but always act within the spirit of these guidelines. If LWCET staff are involved in a situation where no specific guidance exists, they should discuss the circumstances with the headteacher. A written record should be kept that includes justification for any action taken.
- be familiar with procedures for handling allegations against staff.
- be aware of the LWCET Safeguarding and Child Protection policy and the school's own procedures for notifying and record keeping.
- seek guidance from the Headteacher and/or DSL if they are in any doubt about appropriate conduct.
- report any actions which could be misinterpreted, any misunderstandings, accidents or threats involving themselves or a member of staff and a pupil or a group of pupils to a Headteacher.

At all times staff must guard against comments, words or actions which could be misconstrued as unprofessional or undermining colleagues professional integrity. This includes, but is not limited to, comments or actions relating to relationships with senior leaders, colleagues, governors, LWCET or the Church.

Bullying

LWCET is committed to the wellbeing of its staff and volunteers and bullying in any form will be deemed unacceptable. LWCET is committed to building and nurturing a workplace that is free from bullying. Schools will ensure that the procedures that exist allow complaints of bullying to be dealt with and resolved.

The misuse of power or position that demeans, intimidates or humiliates people, either as individuals or as a group (whether intentional or unintentional) will be deemed as bullying behaviour. This may form part of a pattern of behaviour or may occur as a single incident. Bullying can occur in many forms, for example, whether face-to-face or in written form.

Examples of what is unacceptable behaviour may include:

- Spreading malicious rumours, or insulting someone (particularly on the grounds of protected characteristics)
- Unreasonable criticism (designed to humiliate)
- Copying written correspondence, including e-mails that are critical about someone to others who do not need to know.
- Ridiculing or demeaning someone- picking on them or setting them up to fail
- Trivialising of work and achievements

- Exclusion or victimisation
- Unfair treatment
- Overbearing mentoring or other misuse of power or position
- Unwelcome sexual advances- touching, standing too close, displaying of offensive materials
- Inciting others to undermine a competent member of staff by overloading and constant criticism
- Preventing individuals progressing by intentionally blocking promotion or training opportunities
- Isolating people from normal work interaction
- Persistent, unwarranted criticism in private
- Treating colleagues as children, not adults
- Withholding information to deliberately affect a colleague's performance
- Constantly changing work deadlines or work guidelines
- Sending or posting harmful or cruel text or images using the Internet or other digital communication devices (cyber bullying).
- Practical jokes
- Belittling or disregarding opinions or suggestions

This list is not exhaustive.

Bullying is not to be confused with management of change or performance, although individuals may find it difficult to cope with these circumstance or aspects of management. Context is important in understanding bullying, particularly verbal communication.

The Head Teacher and Local Governing Committees will take all allegations seriously and adhere to the required local authority guidelines.

Our aim is always to minimise the risk of bullying; encourage a proactive approach to the early recognition of bullying; resolve conflicts effectively and speedily if they occur and provide appropriate support to staff affected by bullying.

Online-Safety

Staff should follow the LWCET Online Safety policy for staff and the Acceptable Use Policy at all times.

Staff must not engage in inappropriate use of social network sites which may bring themselves, LWCET or the school community into disrepute. Staff should adopt the highest security settings on any personal profiles they have.

Staff should remain mindful of their digital footprint and exercise caution in all their use of social media or any other web-based presence they have. This includes written content, videos or photographs and views expressed either directly or by 'liking' certain pages or posts or following certain individuals or groups. Staff should exercise care when using dating websites where staff could encounter students. Staff must not make contact with pupils, must not accept or initiate friend requests nor follow pupils' or their guardians' accounts on any social media platform. Staff must not communicate with pupils or their guardians via social media, websites, instant messenger accounts or text message from their personal account or phone number. The only acceptable method of contact is via the use of school email accounts or telephone equipment.

Staff should not make contact with pupils' family members, accept or initiate friend requests or follow pupils' family member's account on any social media platform. However, LWCET acknowledges that staff may wish to make contact with other parents, who are friends, over social media. Staff must exercise caution and professional judgement in these circumstances and should not have any contact with pupils' family members via social media if that contact is likely to constitute a conflict of interest or call into question their objectivity.

Mobile phones and personally owned devices may not be used during lessons or formal school time. They should be always switched off (or silent) and off the desk of the owner. This includes during break time/lunch time if the member of staff is on duty. At no point should a staff member show a child the contents of their mobile phone. When accompanying children on a trip offsite, there may be an occasion where the staff member needs to use their personal mobile to ring the school because of an emergency.

The Bluetooth functionality of a mobile phone should be switched off during school time and may not be used to send images or files to other mobile phones. Mobile phones and personal devices are not permitted to be used in certain areas within the school site such as classrooms, changing rooms and toilets.

Mobile phones and personally owned mobile devices brought into a LWCET school are the responsibility of the device owner. LWCET accepts no responsibility for the loss, theft or damage of personally owned mobile phones or mobile devices.

Photography, video and images of children

Many school activities involve recording images as part of the curriculum, extra school activities, publicity or to celebrate an achievement. In accordance with The Data Protection Act 2018 the image of a pupil is personal data. Therefore, it is a requirement under the Act for consent to be obtained from the parent/guardian of a pupil for any images made. It is also important to take into account the wishes of the pupil, remembering that some pupils do not wish to have their photograph taken or be filmed.

Using images for publicity purposes will require the age-appropriate consent of the individual concerned and their parent/guardian. Images should not be displayed on websites, in publications or in a public place without their consent.

Photographs/stills or video footage of pupils should always be taken using school equipment for purposes authorised by the school and should be stored securely and on school equipment. There may be occasions, for example on a residential trip, when a personal device may need to be used. This should only happen with the written permission of the Head Teacher. Images or videos should be transferred to school equipment as soon as possible and then deleted from any personal device. It is the responsibility of the Headteacher to ensure that the staff member using their personal device has removed images/videos from their personal equipment.

It is recognised by the Headteacher that photographing and videoing of tasks within sessions is part of normal evidence collection for learning and assessment. All photographs/stills and video footage should be available for scrutiny and staff should be able to justify all images/video footage made if asked.

Staff should remain aware of the potential for images of pupils to be misused to create indecent images of children and/or for grooming purposes. Therefore, careful

consideration should be given to how activities which are being filmed or photographed are organised and undertaken. Care should be given when filming or photographing young or vulnerable pupils who may be unable to question how or why the activities are taking place. Staff should also be mindful that pupils who have been abused using video or photography may feel threatened by its use in a teaching environment.

Language and appearance

All communication should be respectful. Staff will therefore need to think carefully about the language they use in both written and oral communication including emails.

In maintaining the highest of professional standards LWCET should avoid words or expressions that could be misinterpreted, avoid blasphemy and/or other offensive language (including swearing) and avoid displays of affection or over-familiarity. In addition, staff should avoid any form of words which could be interpreted as aggressive or threatening and avoid the use of sarcasm or derogatory language.

Some parts of the curriculum may require discussion of sensitive subjects. Care should be taken in subjects where rules / boundaries / language use may vary (e.g. drama, performing arts, PSHE). Staff should have clear lesson plans and be clear about how language relates to learning outcomes and pupil well-being.

Personal or political neutrality should be maintained during all teaching activities.

Comment, words and actions which may be seen as undermining senior leaders, colleagues, governors, LWCET or the Christian Foundation of the Trust will not be tolerated.

Dress and Appearance

LWCET recognises that dress and appearance are matters of personal choice and self-expression. However, all staff should dress appropriately and in a professional manner, appropriate to the duties that they are undertaking, including wearing safety clothing, as appropriate. Each school will determine if there are occasions (such as inset training days) where more informal clothing, such as denim, may be worn. For further clarity regarding acceptable clothing, staff should seek guidance from the Head Teacher of each school.

LWCET staff should avoid wearing clothing which may cause offence or may reveal unnecessary flesh and may be construed as sexually provocative, embarrassing or discriminatory. Political or other contentious slogans or badges must not be worn.

Large tattoos and body art should be covered while staff are in school. Discreet earrings/studs are acceptable but all large body piercings that are visible should be removed while on school premises.

Smoking, vaping, alcohol and other substances

LWCET schools are non-smoking and non-vaping sites. Staff must not smoke or vape on school premises or outside the school gates. Any member of staff wishing to smoke or vape must leave the school grounds and be out of sight of the school. Staff must not smoke or vape whilst working with or supervising pupils offsite. Staff must not consume or be under the influence of alcohol, illicit drugs or other illegal substances on or near school premises when pupils are present. Staff must not be under the influence of alcohol, drugs or illegal substances whilst performing their professional duties.

Staff are expected to responsibly and safely stow away their own bags and other belongings. This is particularly important if personal medication is brought onto the school site.

Hot drinks

All staff have constant access to fresh drinking water whilst on a LWCET school site, as do the children.

All staff on playground duty, who do not get a break, may have a hot drink during the break time provided that the drink is served in a sealed thermostat drinking cup and it is not left unattended in an area where children are present.

Hot drinks in an open top mug may be offered in a designated safe area (staff room, kitchenette, offices) where there are no children present. They may also be offered in classrooms when children are not present.

Hot drinks are not to be carried around corridors to classrooms when children are in the building, during formal school teaching hours. Outside of these hours, if children may be in the building, staff should take great care in moving around transitional areas such as corridors.

Gifts/Hospitality

Before accepting or giving any gifts or rewards, LWCET staff must familiarise themselves with the Gifts, Hospitality and Anti-bribery Policy.

Staff need to take care that they do not accept any gift/offer of hospitality that might be construed as a bribe by others, or lead the giver to expect preferential treatment. However, there may be occasions where pupils or parents wish to give a small token of appreciation to staff, for example at religious festivities or at the end of the year.

It is unacceptable to receive gifts on a regular basis or to suggest to pupils that gifts are appropriate or desired. Money must not be accepted as a gift. If you are unsure whether to accept a gift you should consult the Head Teacher

Staff must not accept significant gifts or hospitality from pupils, parents, carers, actual or potential contractors or outside suppliers. All such gifts/offers of hospitality should be reported to the Head Teacher and recorded if the value of them is deemed to be over £30.

Personal gifts must not be given by staff to pupils and any reward to pupils should be in accordance with the behaviour policy and/or rewards system. If gifts are given, all children should be treated equally. Gifts should be given openly and not based on favouritism.

Decisions regarding entitlement to benefits or privileges such as admission to school trips, activities or classroom tasks must avoid perceptions of bias or favouritism. The selection process must be based on transparent criteria.

School property

LWCET staff must take proper care when using LWCET property and must not use school property for any unauthorised use or for private gain. LWCET staff must not carry out on school premises any work or activity other than pursuant to their terms and conditions of employment without the prior permission of the Head Teacher.

Behaviour of others

LWCET staff should be aware that the behaviour of family members or partners may raise concerns (Transferrable Risk). Such concerns will be given careful consideration as to whether they constitute a potential risk to pupils at the school. Any such consideration will be undertaken in consultation with the LADO and the CEO.

Confidentiality

Members of staff may have access to confidential information about pupils, their parents/carers or their siblings. Staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil, and on a need-to-know basis.

Staff should never use confidential or personal information about a pupil or her/his family for their own, or others' advantage (including that of partners, friends, relatives or other organisations). Information must never be used to intimidate, humiliate, or embarrass the pupil.

All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil is bullied by another pupil, 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 parent or carer, nor with colleagues in the school except by a senior member of staff with the appropriate authority to deal with the matter.

Staff have a statutory obligation to share with the appropriate Designated Safeguarding Lead or Deputy Designated Safeguarding Lead any information which gives rise to concern about the welfare or safety of a pupil/student or that might suggest a pupil/student is in need or at risk of significant harm. Staff should pass on information without delay in accordance with the LWCET Safeguarding Policy and Procedures and this should be recorded. Staff must never promise a pupil that they will not act on or pass on any information that they are told by the pupil. Staff should refer to the Department of Education's document Information sharing: advice for practitioners providing safeguarding services for further guidance on information sharing.

Any media or legal enquiries should be passed to the Head Teacher, who in turn may inform the CEO, and only approved staff, Local Governors and/or Directors should communicate to the media about LWCET.

Membership of clubs and societies

The intention of this Code and procedures is to ensure transparency and openness and that no reasonable person can question the integrity and motives in connection with an employee's employment with the school.

LWCET staff must declare membership of any organisation which is not open to the public, where there is a commitment of allegiance, and /or which has secrecy about rules, membership or conduct.

Arrest or conviction on civil or criminal charges

An individual must, as soon as practicable inform their line manager, at each stage, if they are arrested, charged, refused bail, required to attend court, convicted or sentenced for any criminal offence. This does not apply to traffic offences unless the possible penalty includes imprisonment or disqualification from driving or involves an official vehicle. Failure to inform will be considered an act of gross misconduct.

Political neutrality

LWCET staff of the school must not allow their own personal or political opinions to interfere with their work.

Whistleblowing/Speaking Out

Whistleblowing/Speaking Out is the mechanism by which staff can voice their concerns, without fear of repercussion.

All school staff have a duty to report any behaviour by a colleague which raises concern. Staff should refer to the LWCET Whistleblowing Policy for further guidance. This is particularly important where the welfare of pupils may be at risk.

Appointments & Special Leave

All leave should be requested through the Head Teacher and is considered on a case by case basis following the Special Leave Policy. This includes information about personal appointments or dependency leave. Any leave granted is the responsibility of the staff member to ensure any duties etc are covered.

When leave is granted for personal appointments in working hours, it is expected that the employee will make their way back to work as soon as they can after the appointment has finished. Where this is not possible, contact should be made with the Head Teacher as soon as is practicably possible.

Staff Absence and Supply Cover

If a member of staff has fallen ill, they should notify the Head Teacher or appropriate line manager by phone call at the earliest possible opportunity. This should certainly be before 0700hrs on the day of work for teaching staff and before 0730hrs for support staff so that arrangements for cover can be made. In these instances, planning should be sent through where possible and a Senior Leader is responsible for sharing this with the cover teacher.

Allegations Management and Low-Level Concerns

Where there are concerns about staff behaviour towards a child this behaviour should be reported to the DSL, or Safeguarding LGC member. All staff should familiarise themselves with the LWCET Safeguarding Policy and the appropriate reporting mechanisms.

Compliance

All staff must complete the form in Appendix 2 to confirm they have read, understood and agree to comply with this policy. This form should be signed and dated, and a copy retained on the member of staff's file.

Failure to comply with this policy may result in disciplinary action being taken in accordance with the relevant LWCET Human Resource Policies.

Disclosure and use of information

In the course of their duties, staff may obtain information which has not been made public and/or is confidential. LWCET staff may also have access to personal information about other individuals. This information must only be disclosed to a third party where there is a legal responsibility to provide it, or where the individual provides a written authority for the information to be provided.

No member of staff, unless specifically authorised to do so, may communicate to the public or press any information about the discussions or decisions of the school/Trust

or any of its committees, except for information which is required to be published by law.

As a rule, staff must not enter any public correspondence or debate on a matter related to their official duties, or in respect of which they hold official information, unless this is done with the consent of the Head Teacher/CEO. Similar considerations exist covering the position of any staff invited to participate in press interviews, radio or television programmes, etc., where the subject relates directly or indirectly to their work for LWCET. Staff invited to take part in such programmes should discuss the position with their Head Teacher before replying to the invitation.

LWCET staff must adhere to all published rules, policies and requirements relating to personal and/or sensitive information, as covered by current Data Protection legislation. Information must not be disclosed to unauthorised people or organisations.

LWCET staff must not use any information obtained in the course of their employment for personal gain or benefit, nor should they pass it on to others who might use it in such a way.

LWCET staff must make themselves aware of and comply with all Information Management and security policies, procedures and standards relating to the protection of information and secure use of ICT systems.

Relationships with Contractors

All relationships of a business or private nature with external contractors, or potential contractors, must be made known to the staff's immediate line manager. Orders and contracts must be awarded on merit, through fair competition, and no special favour should be shown to businesses run by, for example, friends, partners or relatives. No part of the local community should be discriminated against.

No employee shall purchase for private purposes goods or services from a firm which has dealings with the school where the firm is offering preferential terms to the individual employee (directly or indirectly) because of a contractual, business or other relationship with the school. It also precludes LWCET staff from using, for private purposes, any special trading cards which LWCET may hold. It does not, however, preclude staff benefiting from general discounts offered by suppliers to all LWCET staff or made available by the school, LWCET or trade unions on behalf of staff.

Consultancy, inspection and fee-paying work

Where a request is received for a member of staff to make a presentation, speak at a seminars, undertake reviews or inspections, within their normal field of work and during their normal working hours, the work will be undertaken on behalf of the school and any fee will be treated as income for LWCET.

Intellectual property

Intellectual property is a generic term that includes inventions, creative writings and drawings. If these items are created as part of an employee's normal course of employment, then, as a rule, they belong to LWCET.

Consequences of breaching this policy

It is in LWCET staff's interests to follow this policy to maintain standards of behaviour and protect staff's own professional reputation. A breach of this policy may be treated as misconduct and will render a member of staff liable to disciplinary action including in serious cases, dismissal.

Other related documents

LWCET Safeguarding Policy

LWCET Gifts, Hospitality and Anti-bribery Policy

LWCET Data Protection Policy

LWCET Anti-bullying Policy

LWCET Whistleblowing Policy

Appendix 1: The Seven Principles of Public Life

The Seven Principles of Public Life

SELFLESSNESS: Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

INTEGRITY: Holders of public office should not place themselves under any financial or other obligation to outside individuals or organizations that might influence them in the performance of their official duties.

OBJECTIVITY: In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

ACCOUNTABILITY: Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

OPENNESS: Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

HONESTY: Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

LEADERSHIP: Holders of public office should promote and support these principles by leadership and example.

[Extracted from the "First Report of the Committee on Standards of Public Life", UK May 1995]

Appendix 2: Confirmation of compliance

I hereby confirm that I have read, understood and agree to comply with the LWCET Staff Behaviour Policy.

Name

Position/Post Held.....

Signed Date

Once completed, signed and dated, please return this form to the School Business Manager.