



Notre Dame Catholic College
Code of Conduct for Staff

Notre Dame Catholic College is committed to safeguarding children and promoting children’s welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. Established in 1869 by the Sisters of Notre Dame, we endeavour to create a community inspired by Gospel Values. Our catholic ethos encourages us to recognise the intrinsic dignity and worth of all as having been made in the image and likeness of God.

It is our willingness to work in a safe manner and challenge inappropriate behaviour that underpins this commitment. Everyone is expected to adhere to this ‘Code of Conduct’ and the ‘Guidance for Safer Working Practice for Adults who work with Children and Young People in Educational Settings (updated in 2015 by The Safer Recruitment Consortium) which is available on the school’s website. Everyone must also read and understand part one of Keeping Children Safe in Education (DfE 2016). Staff must then return the reply slip to Mrs Wilkinson to state they have understood this document. If there are any aspects of the document you do not understand, the reply slip must be returned to Mrs Peaker identifying your query. Mrs Peaker will then make an appointment to discuss this with you. This code of conduct aims to support adults so they do not work in a manner which might lead to an allegation against them. Equally it aims to reduce the opportunity for any adult intent on grooming or harming a young person. It encourages you to work in an open and transparent way that should avoid someone questioning your motives, intentions or suitability to work with young people. It is a key principle of this code of conduct that **everyone** understands their responsibility to share **without delay** any concerns they may have about a child’s welfare or an adult’s behaviour towards a young person. In addition, **everyone** has a responsibility to escalate their concerns to the Local Authority Designated Officer (Liverpool Careline 0151 233 3700 or 225 8116/8101) if they feel that safeguarding concerns they have raised about a child or adult working at the school are not being addressed by the school.

Code of Conduct:

- If you have any concerns that a child is being harmed, abused or neglected you **must share your concerns immediately** both verbally and in writing with Mrs Peaker, Mrs Littleboy or Ms Wigelsworth. If they are absent, another member of the school’s Leadership Team. Always listen carefully to the child and record what they tell you in the child’s own words. Never promise to keep a secret. The forms for recording your concerns

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are stored in the staff room. All staff are recommended to keep a copy of the reporting form in their teacher planner.

- If you receive an allegation against an adult working in the school or observe behaviour that concerns you, you must discuss your concerns without delay with the Mrs Harrison or Mr Rannard. Concerns regarding either Mrs Harrison or Mr Rannard should be directed to Mr Westwell the Chair of Governors or Local Authority Designated Officer.
- Anyone (in emergencies or if they need to) can make a referral about their concerns for child to Liverpool Careline (tel: 0151 233 3700)

You should:

- dress appropriately according to your role, ensuring that clothing is not likely to be viewed as offensive or revealing and that it is absent of any political or other contentious slogans or images.
- act as an appropriate role model, treating all members of the school community with respect and tolerance.
- ensure gifts given or received are recorded and discussed with your Line Manager.
- respect others’ confidentiality unless sharing information is appropriate to ensuring their welfare.
- adhere to the school’s policies, particularly those related to safeguarding – including child protection, behaviour, attendance, physical intervention, intimate care, anti-bullying, equal opportunities, health and safety and e-safety (acceptable user policy).
- report any behaviour or situations which you may feel give rise to a complaint or misunderstanding in respect of your own actions. Also share situations with your Line Manager if you feel your actions might have sat outside this code of conduct.
- share with your Line Manager or Headteacher any behaviour of another adult in the school where it gives you cause for concern or breaches this code of conduct or the school’s safeguarding policies. Your intervention may allow for their practice to be supported and developed and/or prevent a child from being harmed.

Never:

- make, encourage or ignore others, making personal comments which scapegoat, demean or humiliate any member of the school community.
- use your position to intimidate, bully, humiliate, coerce or undermine any member of the school community. This includes shouting in anger and aggressively to punish them rather than raising your voice to be heard or avoid danger.
- develop ‘personal’ or sexual relationships with children and young people, including making sexual remarks or having inappropriate sexual banter. In addition, the Sexual Offences Act 2003 makes it clear that all members of staff are in a position of trust and would therefore be committing a criminal offence to have a sexual relationship with a

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young person in full time education/below the age of 18, even if that pupil is over the age of consent.

- engage in inappropriate conversations with students or share inappropriate personal information about yourself or others.
- discriminate favourably or unfavourably towards a child.
- give personal contact details to pupils or communicate outside of school using social networks, email, text, twitter etc or meet a young person out of school unless part of a planned school activity with the knowledge of your Line Manager.
- have conversations on social networking sites or in any social situation that make reference to children, parents or other colleagues at the school or be derogatory about the school or might in any way undermine the Catholic nature of the school, its values, ethos or charism. Never make any statements or post images on social networking sites that might cause someone to question your suitability to act as a role model to young people or bring your own or the school's reputation and distinctive Catholic nature into disrepute. You should never communicate with parents through social network sites and you are strongly advised to declare any existing friendships/relationships to your Line Manager.
- use personal equipment to photograph children (always use the school's equipment) and ensure any photographs are only stored on the designated secure place on the school's network and not on portable equipment.
- use your personal mobile phone in areas used by children unless in emergencies or under an agreed protocol set out by the Headteacher.
- transport children unsafely, for example by driving whilst using your mobile phone, consuming alcohol, failing to ensure that seat belts are worn or driving without appropriate insurance. Any trips should be planned and with the knowledge of your Line Manager. Unforeseen events should be reported to your Line Manager. It is good practice to have another adult to act as an escort during the journey
- have physical contact with young people that might be misconstrued or considered indecent or harmful. Ensure you are always able to give an account of the reasons for physical contact or physical intervention. Where physical contact is required it is good practice for it to be within the sight of others. Any physical contact with a child that was needed to control or restrain a child should be the minimum required and must be logged accordingly.

All school employees should have a clear understanding of their responsibilities under this code of conduct. It aims to help them avoid poor working practices that *may* lead to their behaviour being *investigated* and the *consideration* of disciplinary procedures.

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