



## Staff Code of Conduct

November 2024

### SECTION 1: Introduction

The Code of Conduct for Staff has been produced to assist all staff at St Christopher School to establish the safest possible learning and working environment.

Allegations of unprofessional conduct or improper contact or words can arise at any time. Professionalism and vigilance are required to ensure the safety of pupils and to reduce the risk of an allegation of impropriety against a member of staff.

This Code of Conduct must be read in conjunction with the School policies, procedures and guidelines referred to within. Failure to abide by School policies and procedures may be regarded as a serious disciplinary matter.

Hard copies of School documentation, which can be made available in large print or other accessible format, can be requested through the Head's PA.

### SECTION 2: Policy Statement

- 2.1 This Policy applies to all staff working in the School regardless of their position, role or responsibility. It sets out clear guidance on the standards of behaviour expected from all staff at the School.
- 2.2 References to “staff” throughout this policy relates to all of the following groups:
  - All members of staff including teaching and professional services
  - Governors
  - Volunteers
  - Casual workers
  - Visiting music professionals
  - Temporary and supply staff, either agency or engaged directly
  - Contract for services (after school clubs)
  - Student placements including gap students
- 2.3 Whatever your role, you have a key part to play in ensuring that we maintain our positive, credible reputation with all our stakeholders to the highest standards of integrity, professionalism and effectiveness. You are accountable for our work and for building and maintaining good working relationships with parents/carers, students, staff and others in our community. You are in a unique position of trust and influence as role models for students.



- 2.4 This Code of Conduct policy outlines the standards of behaviour expected of all staff and it should be read in conjunction with our other policies and procedures noted below. The code does not seek to address every possible circumstance, and is not an exhaustive list of acceptable and unacceptable standards of behaviour. In situations where guidance does not exist in this policy, staff are expected to exercise their professional judgement and act in the best interests of the students and the School.
- 2.5 The School requires that all staff read and understand this policy. Breach or failure to follow this Code of Conduct, or other applicable policies, may result in action being taken under the School disciplinary procedures, including, but not limited to, dismissal, and referral to the relevant professional body.
- 2.6 Nothing in this Code of Conduct should be taken as overriding existing statutory or common law obligations.

**SECTION 3: Other key policies and statutory guidance to be referred to include, but not limited to:**

This policy should be read alongside the follow policies which can be found on the T:/Policies:

- Anti-Bribery and Corruption Policy
- Behaviour Policy – Whole School
- Boarding Staff Handbook
- Child Protection and Safeguarding Policy
- Data Protection Policy
- Disciplinary and Grievance Policy and Procedure
- Discretionary Time Off Policy
- Equal Opportunities Policy – Staff
- Harassment and Bullying at Work Policy
- Health and Safety Policy
- Governance manual
- Staff Acceptable ICT Use Policy
- Low Level Concerns about Staff Behaviour Policy
- Restraint of Pupils Policy
- Online Teaching and Learning Policy
- Social Media Guidelines
- Whistleblowing Policy

Statutory guidance:

- Keeping Children Safe in Education 2024
- Employment Rights Act 1996
- Employment Code of Practice
- Data Protection Act 2018
- The Equality Act 2010



#### **SECTION 4: Key Principles**

- 4.1 Set out in Appendix 1 are the principles that underpin the St Chris Code of Conduct Policy. In summary: safeguarding and professional conduct is inherent throughout all practice, confidentiality, punctuality, appropriate dress, acceptable written and verbal language within the workplace, relationships at work, money and donations, use of resources, press and media interest, social media and mobile device use, consumption of alcohol and drugs, conflicts of interest or loyalty and political neutrality are included. St Chris is committed to equity, diversity and inclusion in the workplace and this underpins all of our work.

#### **SECTION 5: Role and Responsibilities**

- 5.1 Governors: are responsible for approving this policy and ensuring that senior leaders at St Chris lead by example on conduct and behaviour adhering to the standards set out in this policy and associated policies and guidance.
- 5.2 Senior Leadership Team (SLT): are responsible for ensuring members of their team follow the policy and procedures set out and that appropriate action is taken as outlined, should any breaches occur.
- 5.3 Staff/volunteers/agency workers: are responsible for ensuring they understand and follow the Code of Conduct in relation to their roles and employment with St Chris.
- 5.4 In addition to the Code of Conduct any member of staff or agency worker who is a registered teacher, nurse, therapist, accountant, personnel professional are bound by their professional Codes of Conduct and Practice and Standards and must also act, at all times, in accordance with them. Teaching Assistants and Learning Support Assistants can find further guidance in the Professional Teaching Assistant Standards
- 5.5 The Director of People in conjunction with the Designated Safeguarding Lead (DSL) are responsible for reviewing and updating the Code of Conduct policy and procedures in line with relevant legislation, employment law and good practice and ensuring any updates to the policy are published on the T drive and communicated via the appropriate channels to relevant stakeholders
- 5.6 St Chris will ensure that any breaches of the Code of Conduct Policy are dealt with in line with the Equality Act and failure to follow the Code of Conduct or other applicable professional codes of Conduct, Practice and Standards is a serious matter and may lead to disciplinary action and/or referral to the relevant professional body.



## SECTION 6: Monitoring Arrangements

This Policy will be reviewed and approved by the Governing Body on an annual cycle.

Responsible and Accountable Persons	Name	Position
Responsible	Zoe Weaver	Director of People
Accountable	Governing Body	
Date Approved	Approved by Governors November 2024	
Review Period	Annually	
Review Date	November 2025	

Version History	Amendment Date	Amended/Approved by Whom	Previous Version Stored Where (If Applicable)
V2 of 30 September 2022	6 September 2023	Director of People/DSL tweaked the policy (to reflect KCSIE 2023). Policy approved by Director of Finance and Operations	Policy Archive folder held on T:/Policies.
	30 September 2022	Approved by Governors	
	7 October 2021	Approved by Governors	
	3 October 2020	Approved by Governors	



## **Appendix 1: Scope and Application**

This guidance is not exhaustive and is designed to set out the principles of professional code of conduct. It covers the following areas:

1. Relationships at work:
  - 1a Students
  - 1b Parents and Carers
  - 1c Governing Body
  - 1d Staff and Team
  - 1e Personal Relationships
2. Low level concerns
3. Acceptable language at work
4. Social media and use of mobile phones and photographs
5. Gifts, rewards and favours – working with integrity
6. Working for yourself and outside bodies – conflict of interest or loyalty
7. Whistleblowing
8. Confidentiality
9. Security
10. Attendance and punctuality
11. Alcohol, drugs, substance abuse and smoking
12. Eating
13. Working safely
14. Dress code
15. Communication with pupils
16. Mobility and flexibility
17. Working with school property
18. Political impartiality/neutrality
19. Equality and Equity

### **1. Relationships at work**

#### **1a Students**

Clearly, the circumstances in which staff work vary eg. working with very young children, boarding staff, sports staff, etc. For staff working with very young children in the Early Years Foundation Stage (EYFS) or Key Stage (KS) 1, it is expected that they will have necessary physical contact to properly fulfil their role to nurture, support and care for those children.

Staff must maintain appropriate professional boundaries, avoid improper contact or relationships with students, including former students, and respect their unique position of trust as a member of staff at St Chris.

The relationship between staff and students is a professional one. It is fully expected that staff in the school have a friendly and caring relationship with students; nevertheless, the



basis of that relationship is professional not personal. A good test to apply is to reflect on whether the child's parents would be happy with the relationship if they were standing with you.

A personal relationship between staff and a student is inappropriate.

As a result of their knowledge, position and/or the authority invested in their role, all those working with children and young people in education settings are in positions of trust in relation to the young people in their care. A relationship between a member of staff and a pupil cannot be a relationship between equals. There is potential for exploitation and harm of vulnerable young people and staff have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.

Staff should always maintain appropriate professional boundaries, avoid behaviour, which could be misinterpreted by others, and report and record any such incident. This applies equally to when staff engage with pupils and parents online.

Sexual relationships or sexual contact with any pupils or encouraging a relationship to develop in a way, which might lead to a sexual relationship, or any relationship considered inappropriate with any pupil at the School is a grave breach of trust that will lead to disciplinary action and may also lead to criminal prosecution.

It is the criminal offence of an abuse of a position of trust to have any sexual relationship with any School pupil under the age of 18, and whilst not a criminal offence, it is a breach of this Code and considered to be gross misconduct to have a sexual relationship with any pupil of this School, even if over the age of 18.

Forming relationships with children or young people who are pupils or students at another school will be a criminal offence if they are under 16 but may also be a criminal offence if under the age of 18.

Such behaviour tends to bring the School into disrepute and gives rise to concern that the Staff involved cannot be trusted to maintain professional boundaries with pupils and students at the School. The School considers it a serious matter for staff to form inappropriate relationships with a pupil of any school, irrespective of their age and such behaviour will be considered to be gross misconduct and lead to disciplinary action.

Staff must not:

- Have sexually suggestive or provocative communications with a pupil;
- Make sexual remarks to or about a pupil;
- Discuss their own sexual relationships in the presence of pupils; or
- Have any type of sexual relationship with a pupil or pupils.



Social contact between staff and former pupils is not usually a matter for the School. However, were an intimate or sexual relationship to develop between a member of staff and a former pupil shortly after the pupil has left the school (for example, within three years of leaving the Sixth form), this would raise concerns about possible abuse of the staff member's professional position in grooming the young person whilst at the School.

Any such concern would be referred by the School to the LADO and may lead to disciplinary action being taken against the member of staff after an appropriate hearing.

Physical contact with a pupil may be necessary and beneficial to demonstrate a required action, or a correct technique in, for example, singing and other music lessons or during PE, sports and games.

Any physical contact should be in response to the pupil's needs, of limited duration and appropriate to the pupil's age, stage of development, gender, ethnicity and background.

Physical contact can be easily misinterpreted and should be limited. Staff should use professional judgement.

If using physical contact staff should observe the following guidelines (where applicable):

- Explain the intended action to the pupil;
- Do not proceed with the action if the pupil appears to be apprehensive or reluctant, or if you have other concerns about the pupil's likely reaction;
- Ensure the physical contact continues for as short a time as possible;
- Ensure that the door is open and if you are in any doubt, ask a colleague to be present during the demonstration; and
- Consider alternatives if it appears likely that the pupil might misinterpret the contact.

If you are at all concerned about any instance of physical contact inform the Deputy Head/ Head

### **Offering comfort to distressed pupils**

In the Junior School touching may also be appropriate where a pupil is in distress and needs comforting. Junior School staff should use their own professional judgement when they feel a pupil needs this kind of support and should be aware of any special circumstances relating to the pupil. For example, a child who has been abused may find physical contact particularly difficult.

You should always notify the Head of the Junior School and/or Pastoral Lead when comfort has been offered and should seek guidance if unsure whether it would be appropriate in a particular case.



Staff are forbidden from instigating any touching other than that which is entirely necessary and justified, and there should always be another member of staff present as a witness if touching of any kind takes place to ensure that pupils' wellbeing is protected.

Pupils should not be in or invited into the personal living space of any member of staff, unless in exceptional circumstances and agreed in advance with the parents and the Head.

Personal living spaces should not be used as an additional resource for the School. It is not appropriate for staff to be expected or requested to use their personal living space for any activity, play or learning. This includes seeing pupils for discussion of reports, academic reviews, pastoral care etc.

Pupils should not be asked to assist with chores or tasks in a member of staff's personal living space.

It is accepted that children of staff (whether in School accommodation or not) may at times invite their friends to their homes. In these instances, staff should conduct themselves in a way that upholds professional standards, avoiding gossip about the School, its staff or other pupils and be mindful of what their children's friends might choose to reveal or comment on subsequently. If staff members have any concerns they should discuss with the Designated Safeguarding Lead or Head.

Except in an emergency and with approval of a member of SLT, personal email addresses, home or mobile phone numbers must not be given, asked for, or used. For educational visits, one of the School's mobile phones should be used as the primary contact device. Pastoral matters should not be dealt with by personal email or using personal phone contacts. Only in the most exceptional circumstances, for instance, in line with KCSIE, where there is a safeguarding concern over the unexplained whereabouts of a student, should pastoral matters be dealt with by personal email or using personal phone contact. In any event, records of all contacts must be kept on the student file so that if it is necessary to use email or personal contact, the reason why will be specified in the written record. It is very difficult to envisage circumstances under which individual texting is appropriate except through official school channels.

Wherever possible when working with students, other people (adults, colleagues or students) should be present or the door should be open. All members of staff who in the course of their professional duties need to work on a one-to-one basis with a student (eg. a piano lesson, a maths tutorial, etc), must take care to ensure that the circumstances of the meeting or lesson are always entirely professional. Staff are advised to use a room which has vision panels in the door or keep the door open and ensure that colleagues know that the meeting or lesson is taking place. It is helpful if the meeting or lesson can be arranged during normal school hours or immediately before or after school when there are plenty of other people about.





Only in an emergency or in exceptional circumstances can members of staff drive students in their own vehicles. Full details can be found in the St Chris **Vehicle Procedures Policy**.

#### **1b Parents and carers**

Relationships with parents and carers must always remain professional. Staff should ensure that they do not develop personal relationships that could compromise the essential professional relationship and boundaries.

Staff should never discuss students with the parents and carers of any other student unless it relates to a specific issue that needs to be resolved as arises from time to time.

#### **1c Governing Body**

Relationships with Governing Body members must always remain professional. Staff must ensure that they do not develop personal relationships with Governing Body members that could affect their professional relationship. Staff must not discuss individual students with governing body members except where essential for professional reasons.

#### **1d Staff and team**

St Chris recognises that work is demanding and at times can be stressful. Good supportive relationships between colleagues are essential. Staff are expected to treat each other with respect, being helpful and polite to all those with whom they have contact with. Intolerance and harassment are not acceptable and will be treated seriously: see the **Harassment and Bullying Policy**. St Chris is committed to operating in such a way as is compatible with confidentiality. In return, staff are expected to display a positive attitude at work.

All personal information about staff and volunteers or about those applying for roles at St Chris should remain confidential and only shared where necessary and in line with General Data Protection Regulations (GDPR) and St Chris **Data Protection Policy**.

All staff are encouraged to offer each other positive feedback, constructive feedback and support. It is not acceptable to criticise a colleague in front of a student or their family. Communication should remain courteous and respectful with all other members of staff.

Should a grievance or dispute arise between colleagues, the **Disciplinary and Grievance Policy** will be used, as appropriate. Guidance in their use emphasises the importance of aiming to resolve such difficulties with more informal, open dialogue and mediation arrangements, which may involve your line manager/SLT member in the first instance, rather than moving directly to more formal procedures. This approach will only be appropriate in some cases.



## 1e Personal relationships at work

St Chris recognises that staff who work together may form personal friendships and in some cases, closer personal relationships. While St Chris does not wish to interfere with these personal relationships, it is necessary for St Chris to ensure that all staff behave in an appropriate and professional manner whilst at work. The following principles have therefore been devised and apply to all staff regardless of their job or level of authority.

- Any staff who is involved in a close personal relationship with a colleague, contractor, customer, or supplier must not allow that relationship to influence their conduct while at work. Any breach of this could result in disciplinary action being taken.
- Any staff who embarks on a close personal relationship with a colleague working in the School must declare this to the Head/Chief Operating Officer. The information declared will be recorded on the personal files of both staff and will be treated in strict confidence. If needed, additional protocols regarding safeguarding reporting, may be put in place.

## 2. Low Level Concerns

If you are at all concerned about anything which has occurred or which has made you uncomfortable, you must discuss the matter with a member of the SLT/DSL team at the earliest opportunity even if it turns out that nothing untoward has happened. You must make a written record, dated and signed, of any such incident.

Where any allegation of abuse is made against a member of staff whether they be a teacher, member of professional services, visiting professional, agency worker or volunteer, the School is committed to dealing with the allegation fairly, quickly and consistently, in a way that provides effective protection for the child and at the same time supports the person who is the subject of the allegation.

All allegations or concerns will be recorded on the school's Low-Level Concerns Register and if deemed necessary, reported to the Local Authority Designated Safeguarding Officer (LADO).

Please see **Low Level Concerns about Staff Behaviour Policy**.

## 3. Acceptable Language at Work

Language used in the workplace (including in boarding) should be professional and considered. Sexist, racist, homophobic, abusive or any other language which does not promote fundamental British Values (fundamental British values are upheld as part of the governments Prevent Programme and refers to democracy, rule of law, individual liberty, mutual respect and tolerance for those with different faiths) is not acceptable. See our **Equal Opportunities Policy – Staff and Harassment and Bullying at Work Policy**.



Staff must not use threatening words, raised voices and use any aggressive contact such as holding, pushing, pulling or hitting, which could amount to or which could be interpreted as a criminal assault. There are occasions that members of staff do have the right to use reasonable physical force to restrain students and full details can be found on the **School's Policy on the Restraint of Students Pupils**.

#### 4. **Social Media, Use of Mobile Phones and photographs**

Social media is essential to the success of communicating about what we do. It is important for some staff to participate in social media to engage with our audiences, participate in relevant conversations and raise the profile of St Chris.

However, the difference between a personal and professional opinion can be blurred on social media. Please see our **St Chris Guidelines for Staff with St Chris Social Media Accounts**.

Social networking sites used for personal use, such as Facebook, Twitter, Instagram and other social media, can pose risks for all staff in terms of professional integrity and the welfare of students. Staff must not use these sites to contact or communicate with students or students who have recently left. Ex-students under the age of 18 or who are still in full time education, should not be communicated with via social media. Employees wishing to befriend students who are over 18 and who have left school should do so with extreme caution and with the knowledge that any content posted on either the ex- students or their own social network, may not only compromise their own position but that of any colleagues with whom they are also friends and who may not want their content to be seen by any ex- student. Unfortunately, some students post information on their social networking sites which is inappropriate in language or visuals. To view such pages may alter your judgement of students, to be known to be viewing them may alter a student's view of you, and to comment to students about what you have seen is likely to have an impact on your professional reputation as well as possibly causing distress to students concerned.

Caution should also be taken when staff become friends with parents of children at the school, or staff with children at the school, when posting or commenting on posts within social media and ensure that they do not put themselves at risk of any accusations or bring their school into disrepute.

Should you become aware of material about yourself, the school, a student, a colleague or the Group, which is inappropriate, SLT must be informed and they will instruct a member of staff to check the allegations and inform the appropriate authorities.

Social networking sites used for professional use, such as LinkedIN, Twitter, YouTube, and other social media, can pose risks for all staff in terms of professional integrity and the welfare of pupils.

Before using social media for professional purposes, or as part of their teaching, staff should seek guidance and training on the risks associated with using social media.



Staff should not follow students' personal twitter feeds even though it is likely that students will be following them. It may be appropriate to follow students if done as part of an educational activity but this should be properly risk assessed and not using students' personal accounts.

Staff are advised not to accept connection requests on sites such as LinkedIN from students. Accepting requests from ex-pupils post 18 should be used with care and thought given to how much information is visible to connections – phone numbers, email addresses, etc.

All content posted will be linked to you and your employer. Should you become aware of material about yourself, the school, a pupil, a colleague or the Group, which is inappropriate, SLT must be informed and they will instruct a member of staff to check the allegations and inform the appropriate authorities. You must not check it out yourself.

**From January 2025 the students will not have access to their mobile devices during the school day. Staff should not use their own devices in the presence of the students.**

### **Photographs**

Many school activities involve recording images as part of the curriculum, extra school activities, publicity or to celebrate an achievement. In accordance with data protection legislation, the image of a pupil is personal data.

Photographs must only be taken of children with the permission of a parent or an individual with parental responsibility. 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. A list is held by the Marketing Department of pupils whose photograph may not be used.

Where photographs are taken by Staff to evidence a child's progress, such photos should only be taken on School cameras. They must then be downloaded onto a School computer. Photos cannot be used or passed on outside the School. Neither Staff nor children should use their own mobile phones to take photographs.

Please refer to the **Taking, Storing and Using Images of Children Policy** for full guidance.

Information and images should only be retained for as long as required in line with GDPR and the Schools **Data Retention Policy**.

## **5. Gifts, Rewards and Favours – Working with integrity**

All staff are expected to work with integrity and honesty. Staff should never put themselves under any financial obligation to individuals or organisations that might influence them in their judgement or performance of their duties. Staff should take care to ensure that they do not appear to accept a gift that may be construed as a bribe or lead the giver to expect preferential treatment



All staff must familiarise themselves with and comply with **St Chris Anti-Corruption and Bribery Policy and Anti Fraud Policy**. If a member of staff believes that a colleague has failed to comply with the Bribery Act they can report this using the **Whistleblowing policy**.

Staff should exercise care when selecting pupils for school teams, productions, trips and/or specific tasks in order to avoid perceptions of favouritism or injustice. Similar care should be exercised when excluding a child from an activity without prior consultation with the Head, Deputy Head or Junior School Head.

Staff should not give presents/rewards to an individual outside of the School reward system, From time to time staff may receive gifts from parents and suppliers. To ensure the highest standards of probity staff must follow the Gifts and Hospitality Policy regarding the procedure for receiving gifts from pupils or parents/guardians and report these to the Director of Finance/Chief Operating Officer.

#### **6. Working for yourself and outside bodies – Conflict of Interest or Loyalty**

The Head or Chief Operating Officer (or in the case of The Head or Chief Operating Officer the Chair of Governors) must be informed and agreement given before you agree to take on responsibilities, paid or unpaid, outside of school to ensure there are no conflicts of interest. “Conflict” for the purposes of this clause is understood to include both conflicts as to the nature of the work/activities undertaken and also to the amount of time entailed. Any breach of this clause may render you liable to serious disciplinary action under our **Disciplinary Policy and Procedure**.

It is also a condition of your employment that you do not provide voluntary or paid assistance to parents/carers of St Chris students or visit their homes without the prior written agreement of the Head or Chief Operating Officer.

It is also a condition of your employment that you do not, during your term of employment, without St Chris prior written consent, directly or indirectly trade or carry on a profession on your own account or in partnership with any other person or persons or act as a servant, agent, or officer of any other person, firm, company or organisation without the prior written agreement of the Head or Chief Operating Officer.

Staff must not use School equipment such as telephones, IT to carry out any work outside of School.

#### **7. Whistleblowing**

Whistleblowing happens when a staff member raises a concern about malpractice or a potentially dangerous activity, that they are aware of through their work or from colleagues and they raise the matter so that it may be investigated and where necessary corrected. It is important that concerns can be raised in a confidential manner with no detriment to the whistle blower. For this reason St Chris has a **Whistleblowing Policy** in place which outlines the steps to be taken by any employee



who wishes to raise a concern. Should the concern relate to a safeguarding matter, the safeguarding procedures will be followed.

When dealing with complaints from young people, families, suppliers, commissioners and education and/or health and social care professionals, staff should be mindful of any information which may need to be treated as a public interest disclosure and follow the procedure as set out with the **Whistleblowing Policy**.

## 8. Confidentiality

All information about pupils, their families or about staff, volunteers, stakeholders however recorded is strictly confidential. It may only be used for the professional purposes for which they were gathered and may not be shared with third parties or other individuals except within the confines of a professional information exchange. If unsure as to whether a particular piece of information may be confidential, it is your responsibility to treat it as such and to seek advice from your line manager. You must follow the guidance as set out in the **Data Protection and Data Retention Policy**. Breach of these policies may lead to disciplinary action.

Any notes, photographs, reports or personal records that may be used as part of your day to day role must be stored securely and used for the purpose they were obtained only. They must be returned at the termination of any relevant project or at the end of your employment.

You might be responsible for managing or reviewing confidential information (Education, Health and Care Plans EHCPs). You are responsible for ensuring that you maintain security of these records and do not take them from St Chris premises in line with the detailed protocols laid out in the Data Protection Policy. Failure to follow these procedures may lead to disciplinary action. You may be required to sign a confidentiality agreement as an essential requirement of your role.

## 9. Security

In the interests of security and safeguarding, employees must wear their identity fob and lanyard whilst in School at all times.

You must not remove any School documents from the site nor take any photographs without due permission. The School reserves the right to search the outer clothing, bags, lockers and vehicles etc. of employees whilst on site. The employee may have a colleague in attendance on such (rare) occasions.

## 10. Attendance and punctuality

Good timekeeping is essential to ensure that students are fully supported throughout the day/night to ensure the efficient running of the school. Repeated or persistent lateness will be viewed as misconduct.



- Staff should arrive at work early enough to enable them to begin work at their appointed start time in line with their contracts
- Similarly staff are required to remain at work until the finishing time unless granted permission by their line manager/SLT to leave work before that time
- It is accepted that some circumstances are outside the staff's control for example if a traffic accident has caused long delays on the roads. However, a high volume of traffic causing delays that is a regular occurrence, or can reasonably be anticipated, will not be regarded as a valid reason for lateness
- Staff also need to be aware of timekeeping while at work, with respect to meetings, morning talks, briefings etc.

If a staff member is late to work, a meeting or other work commitment:

- The line manager should speak to the staff informally and privately to establish the reason for the lateness and how the staff member may be supported to achieve improvement
- The line manager will be responsible for keeping records of lateness

If a staff member is likely to be late for work, they must call ahead before the contracted or agreed start time to explain the situation and give an estimated arrival time.

If staff have three or more occasions of lateness within any six month period this may lead to disciplinary action.

## **11. Alcohol, drugs, substance abuse and smoking**

St Chris recognises the importance of health, including mental health and the welfare of its staff. We realise that the misuse of alcohol and drugs is a health problem and as such will be treated sympathetically.

Staff should not normally drink alcohol during the working day and should never be under the influence of alcohol while exercising their professional duties, either inside or outside the classroom. During working hours – including on educational visits – there is a duty to refrain from any intake of alcohol, which could impair the proper performance of one's duties or cause justifiable adverse comment. Staff should also be aware of their obligations within the law and within the bounds of good practice not to purchase for or serve alcohol to pupils.

Staff that reside on site may consume modest quantities of alcohol in private accommodation when they are not on duty.

If staff attend work or social events outside of normal work hours when excessively under the influence of alcohol or drugs is likely to be considered as gross misconduct and appropriate disciplinary action may be taken.

Employees must consult their GP for advice on the effects any legal medication may have on their ability to perform or conduct themselves at work and advise the Head/Chief Operating Officer and a risk assessment will be normally be carried out.



Employees who think they have an alcohol, drug or substance abuse problem can speak to the Head/Chief Operating Officer/Director of People and seek support through the employee assistance programme or other support programme.

Employees must inform the Head/Chief Operating Officer if they have a genuine reason to believe that a colleague may have an alcohol, drug or substance misuse problem.

Smoking or vaping is not permitted within any of our buildings/grounds at any time. Smoking and vaping can only be done within agreed designated areas.

## 12. **Eating**

We have a no nuts policy at St Chris and expect all staff to adhere to this.

St Chris follows a predominantly vegetarian menu during the day and expects staff to follow this Policy.

## 13. **Working Safely**

St Chris will do everything it can to meeting its statutory obligations and ensure that the school is a safe and healthy working environment. In return staff are expected to

- Follow the school's **Health and Safety Policy**
- Take reasonable and practical steps to ensure the health and safety of yourself and students and colleagues you work with and ensure that safety equipment is not misused or damaged
- Wear clothes which do not put health and safety at risk and to wear any safety clothing and equipment provided
- Report promptly any accidents or near misses, in the appropriate way
- Comply with hygiene requirements
- Not to smoke on the premises except in agreed designated areas
- Tell the SLT in confidence, if taking any medication which could harm your ability to do your work and in particular, never to use machinery if they have taken any medication or drug which may affect their ability to do so safely; and
- Co-operate in activities, including training, organised to promote safety

## 14. **Dress code**

We do not have a dress code for staff or students. We dress in a way that makes us comfortable and respects cultural diversity.

We regularly receive visits from parents, potential parents and others, and naturally wish to convey an impression of professionalism and organisation. Therefore whilst not wishing to impose unreasonable obligations on staff you are, nonetheless, required to look smart in appearance and dress appropriately for the work you are undertaking.





It is not acceptable to expose underwear at work and care should be taken that clothing is not overly revealing. Clothing should be chosen with consideration for the professional setting, students and colleagues.

Visible tattoos, unless part of the individual's faith, are not protected characteristics under the Equality Act 2010. However, St Chris values diversity and accepts that tattoos can be expressions of individuality. For this reason, visible tattoos are acceptable, providing they could not reasonably be interpreted as:

- Discriminatory
- Offensive
- Likely to frighten a pupil
- Indicative of attitudes or views which are inconsistent with St Chris or relevant professional bodies, philosophies, standards or codes of conduct

Decisions about the appropriateness or otherwise of dress code including tattoos are for the relevant line manager/SLT.

Inappropriate dress, tattoos, body piercing (impacting on safety) will be brought to the wearers attention by their line manager/SLT/DSL and should be remedied as soon as feasible and no later than the following day. In some cases, a staff member will be sent home. It is the responsibility of all the staff working with someone dressed inappropriately to bring this to the wearer's attention if they seem not to be aware.

## **15. Communication with Pupils**

Staff should carefully consider the manner in which they communicate with pupils so as to avoid any possible misinterpretation of their motives or behaviours.

Staff should not give their personal mobile phone numbers or email addresses to pupils, nor should they communicate with them by social media, text message or personal email. If they need to speak to a pupil by telephone, they should use one of the School's telephones and email using the School system. The group leader on all trips and visits involving an overnight stay should take a school mobile phone with them and may ask the pupils for their mobile numbers before allowing them out in small, unsupervised groups. The School mobile should be used for any contact with pupils that may be necessary. The group leader will delete any record of pupils' mobile phone numbers at the end of the trip or visit and should ensure that pupils delete any Staff numbers/School numbers that they may have acquired during the trip.

Pupils should be encouraged to discuss with their parents or guardians issues that are troubling them. It may be appropriate to suggest that a pupil sees the School counsellor or a member of the pastoral team.



## **16. Mobility and Flexibility**

Due to the demands and nature of the School, employees should be prepared to transfer upon request within departments either temporarily or permanently and/or to undertake work of a different nature, providing it is reasonable and safe to do so and the individual is adequately trained. This may include working from home, if appropriate, and in the sole discretion of the School.

## **17. Working with School Property**

Staff may not borrow school property without the written agreement of the Head or Chief Operating Officer. It is the responsibility of staff to ensure that any equipment borrowed from the School is properly insured for use outside School including in their home and in transit from home to School. Staff are liable for the replacement costs of any equipment borrowed and lost or stolen while outside the School unless a written waiver has been given by the Head or Chief Operating Officer.

Staff should not copy or take school software including licensed software for their own use, nor use their own software on school equipment without agreement with Chief Operating Officer.

Staff must not steal or unlawfully damage anything that belongs to the School. Staff must abide with the Schools financial regulations and procedures.

All staff must abide by the School's financial regulations and procedures.

## **18. Political impartiality/neutrality**

St Chris is not a political organisation and does not hold a view on party politics or have any affiliation with or links to political parties. When representing and teaching at St Chris, staff are expected to hold a position of neutrality.

Staff who are politically active in their spare time need to be clear in separating their personal political identity from St Chris and understand and avoid potential conflicts of interest. You are expected to act impartially, in relation to political parties. It is a matter of professional discipline that any personal party-political allegiance does not influence our work.

You must separate use of social media and personal social media if you want to discuss your support or otherwise of political parties or candidates, including those who support or do not support particular policy issues. Individuals should be mindful of how such personal use could reflect on St Chris image and act responsibly to avoid any damage to the School's reputation (See St Chris Social Media Guidelines).



Any staff member who wishes to stand for election to local government, UK Parliament, London Assembly, Police and Crime Commissioner must seek approval from the Head or Chief Operating Officer to ensure there is no conflict of interest.

**19. Equal Treatment/Equity**

We are committed to equal treatment/equity for all staff and students regardless of their race or colour, nationality, or national or ethnic origins, religion or belief, sex, sexual orientation, pregnancy or maternity, marital or civil partnerships status, gender reassignment, age, and disability (together known as “protected characteristics”).

We aim to create a friendly, caring and perceptive environment in which every individual is valued. Bullying, harassment, victimisation and/or discrimination will not be tolerated. Staff should ensure that they are familiar with the **Equal Opportunities Policy (Staff) and Harassment and Bullying Policy**