



ST MICHAEL'S CATHOLIC COLLEGE STAFF CODE OF CONDUCT POLICY Including Staff Dress Code 2024-26

This policy aims to set and maintain standards of conduct that we expect all staff to follow. By creating this policy, we aim to ensure our school is an environment where everyone is safe, happy and treated with respect.

Many of the principles in this code of conduct are based on the Teachers' Standards. Also, staff in Schools have a common law duty of care towards pupils and have a legal obligation to safeguard and promote the welfare and well-being of all pupils, whose needs must be the first and paramount consideration. (Children Act 1989, Education Act 2002, Education and Inspections Act 2011). School staff have an influential position in the school and will act as role models for pupils by consistently demonstrating high standards of behaviour.

We expect that all teachers will act in accordance with the personal and professional behaviours set out in the Teachers' Standards. We also expect all support staff, local governing body members and volunteers to act with personal and professional integrity, respecting the safety and wellbeing of others.

We expect all staff to preserve and develop the Catholic character of the School.

Failure to follow the code of conduct may result in disciplinary action being taken, as set out in our staff disciplinary procedures.

Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, staff will use their professional judgement and act in the best interests of the school and its pupils.

Legislation and guidance

We are required to establish procedures for the regulation of staff conduct under regulation 7 of The School Staffing (England) Regulations 2009.

In line with the statutory safeguarding guidance Keeping Children Safe in Education, we should have a staff code of conduct, which should cover acceptable use of technologies (including the use of mobile devices), staff/pupil relationships and communications, including the use of social media.

General obligations

Staff set an example to pupils. They will:

- Maintain high standards in their attendance and punctuality
- Never use inappropriate or offensive language in school
- Never behave in a threatening or aggressive way to others
- Treat pupils and others with dignity and respect
- Show tolerance and respect for the rights of others
- Not undermine fundamental British values, including democracy, the rule of law, individual

- liberty, and mutual respect and tolerance of those with different faiths and beliefs
- Not act in any way that is detrimental and/or prejudicial to the interests of Catholic education in the Diocese and the School
- Not express personal beliefs in a way that exploits pupils' vulnerability or might lead them to break the law
- Understand the statutory frameworks they must act within
- Adhere to the Teachers' Standards (Teachers only)

Maintaining professional working relationships.

All staff must maintain professional and polite working relationships with their colleagues which are rooted in respect. If concerns or disagreements arise individual staff members have a responsibility to personally take the actions required to resolve the matter in a professional way so that it does not impact negatively on their ability or the ability of others to do their job or on the wider college community.

Staff should seek to resolve matters by

- Speaking to the staff member directly
- Asking their line manager to speak to the member of staff they are concerned about informally in the first instance ahead of setting up an informal meeting to resolve the matter.
- Participating in an informal meeting to discuss and resolve the matter in a professional way so that a way forward can be agreed.

Staff should note that failure to take reasonable action to resolve concerns or disagreements e.g. agreeing to take part in informal discussions or meetings could be regarded as a breach of the staff code of conduct which may result in action being required to be taken with regard to the member of staff in line with the staff disciplinary policy.

Staff are expected to make every effort to resolve matters in an amicable and professional way. It is not professional, reasonable or acceptable for a member of staff to refuse to:

- speak to a fellow member of staff
- meet with a fellow member of staff
- work with or alongside a member of staff

If staff have concerns about the conduct of a member of staff that are so serious that they cannot be resolved by speaking to or meeting with the member of staff or mean that they have serious concerns about working with and alongside a member of staff then they will need to make a formal complaint in writing using the grievance policy.

Safeguarding

Staff have a duty to safeguard pupils from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, and neglect.

Staff will familiarise themselves with our safeguarding and attendance policy and procedures, and the Prevent and FGM statutory requirements, and ensure they are aware of the processes to follow if they have concerns about a child. Where allegations are made about the mistreatment of a pupil by a member of staff or volunteer, the Principal will inform the LADO and follow the procedures adopted by the relevant designated LA officers/LADO. In the case where an allegation is made against the Principal, the Chair of the local governing board, will follow the above procedures.

Our child protection, safeguarding and online safety policy and procedures are contained in our safeguarding policy. Copies of all key policies are available to staff through the 'Staff Portal' and

access registers are taken through Google forms. Staff are required to access and read the policies at the beginning of the year and when policies have been updated.

Low-level concerns about members of staff

A low-level concern is a behaviour towards a child by a member of staff that does not meet the harm threshold, is inconsistent with the staff code of conduct, and may be as simple as causing a sense of unease or a ‘nagging doubt’. For example, this may include:

Being over-friendly with children
Having favourites
Taking photographs of children on a personal device
Engaging in one-to-one activities where they can’t easily be seen
Using inappropriate language

Low-level concerns can include inappropriate conduct inside and outside of work.

All staff must share any low-level concerns they have using the reporting procedures set out in our safeguarding policy. We also encourage staff to self-refer if they find themselves in a situation that could be misinterpreted. If staff are not sure whether behaviour would be deemed a low-level concern, staff should report it anyway to be on the safe side.

All reports will be handled in a responsive, sensitive and proportionate way.

Unprofessional behaviour will be addressed, and the staff member supported to correct it, at an early stage.

This creates and embeds a culture of openness, trust and transparency in which our values and expected behaviour are constantly lived, monitored and reinforced by all staff, while minimising the risk of abuse.

Reporting and responding to low-level concerns is covered in more detail in our safeguarding policy. This is available on the school website and the staff portal.

Staff-pupil relationships

Staff will observe proper boundaries with pupils that are appropriate to their professional position. They will act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so.

If staff members and pupils must spend time on a one-to-one basis (for example reading interventions and tutoring, staff will ensure that:

- This takes place in a public place that others can access
- Others can see in to the room
- A colleague or line manager knows this is taking place

Staff should avoid contact with pupils outside of school hours if possible any necessary emails out of hours should have a colleague copied in.

Personal contact details should not be exchanged between staff and pupils. This includes social media profiles.

While we are aware many pupils and their parents may wish to give gifts to staff, for example, at the end of the school year, gifts from staff to pupils are not acceptable. Rewards for hard work

such as vouchers should be clear and transparent.

If a staff member is concerned at any point that an interaction between themselves and a pupil

may be misinterpreted, or if a staff member is concerned at any point about a fellow staff member and a pupil, this should be reported in line with the procedures set out in our safeguarding policy.

Infatuations

It is not unusual for pupils or, sometimes, their parents to develop infatuations or “crushes” towards trusted staff. All such situations must be responded to sensitively to maintain the dignity of those concerned and any indications that this might be happening reported to the Principal. In addition, the object of the pupil or parent’s affections may not even be aware of this, in this case colleagues must bring this to the colleague’s attention and report this to the Principal.

Physical Contact

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. Physical contact should never be secretive, for the gratuity of the adult or represent a misuse of authority. Extra caution should be exercised where a child is known to have suffered previous abuse or neglect. Such experiences may sometimes make a child 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. Any extreme attention-seeking or behaviour by pupils that makes staff feel uncomfortable should be reported to a line manager.

Staff supervising PE and games or providing music tuition may be required to initiate physical contact with pupils, the principle of “limited touch” should be applied, with understanding of pupils’ sensitivities and with the pupil’s agreement. Children are entitled to respect and privacy whilst they are changing or showering after games or swimming.

All adults should clearly understand the need to maintain appropriate boundaries in their contacts with pupils. Intimate relationships between children/young people and the adults who work with them will be regarded as a grave breach of trust. Allowing or encouraging a relationship to develop in a way which might lead to an inappropriate relationship is also unacceptable.

Staff must understand that any breaches in the law or professional expectations might lead to criminal or disciplinary action and barring. Employees should make themselves aware of the safeguarding and behaviour and inclusion policies adopted by the College.

Pupils in Distress

On those occasions when a pupil may be in distress and in need of comfort and reassurance, staff should ensure that they remain self-aware at all times and that their contact with the pupil is not open to misunderstanding. Such incidents must always be recorded and shared with a line manager. If a student is at a level of distress that they need to be removed from the classroom via the SLT on call system or in the extreme case that a student needs to be removed for a high-level behaviour challenge a responsible student will also be asked to report to reception for immediate action to be taken.

The SLT on call system must also be used in the event a student is missing from a lesson. Staff are expected to only allow students to leave the lesson to go to the toilet if they have a toilet pass or if it appears to be an emergency. If the student has not returned to the classroom in a reasonable amount of time they are to report this through the SLT on call system and this will be investigated and reported. In the event a student has not arrived to lesson but staff are aware they have been marked in a previous lesson they are to report this to the Attendance Officer immediately.

Care, Control and Physical Intervention

The College is committed to the use of positive behaviour management and staff will not use any form of physical punishment, threats, sarcasm or demeaning comments to deal with unacceptable behaviour. When children need to be restrained for their own protection or the protection of others, this must only be undertaken in accordance with the college's use of acceptable force policy.

One to One Situations

Staff working individually with children should recognise the potential vulnerability of pupils and adults in such situations and ensure that they manage these situations with regard for the safety of both the child and themselves. Individual work with pupils should not be undertaken in isolated areas or rooms where there is no external visual access. Where it is necessary to close doors for reasons of confidentiality, a colleague should be made aware of this and asked to remain vigilant.

Transporting Arrangements

Staff must not collect students in their own vehicle unless they have business insurance, accompanied by another member of staff and have obtained consent from parents/carers.

Communication and social media

Staff social media profiles must not be available to pupils. If they have a personal profile on social media sites, staff should set public profiles to private.

Staff should not attempt to contact pupils or their parents via social media, or any other means outside school, in order to develop any sort of relationship. They will not make any efforts to find pupils' or parents' social media profiles.

Staff will ensure that they do not post any images online that identify children who are pupils at the school without their consent in accordance with GDPR rules.

Staff should be aware of the school's online safety policy.

Acceptable use of technology (including phones/ email/ internet)

Staff will not use technology in school to view material that is illegal, inappropriate or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails, gambling and viewing pornography or other inappropriate content. Staff will not use personal mobile phones and laptops, or school equipment for personal use, in school hours or in front of pupils. They will also not use personal mobile phones or cameras to take pictures of pupils.

We have the right to monitor emails and internet use on the school IT system.

Employees are not permitted to make personal use of telephones, e-mail and internet facilities during work time. They may only use them at the Principal's discretion, or when there is an urgent need to contact someone in an emergency. The time spent should be kept to a minimum.

Employees should also inform their family and friends only to contact them at work when it is necessary.

Employees must not view their computer or anything stored on it as personal. They must not download, store, display, view, retrieve or send electronic material that uses un-authorized encryption, contains programme files, is obscene, indecent, sexist, racist, defamatory, abusive, in breach of copyright, confidential, may constitute harassment, violate an individual's dignity, or create an intimidating, hostile, degrading, humiliating or otherwise inappropriate environment.

If pupils are found to have accessed such images, this should be reported to the Principal.

It is also strictly forbidden to download any software from or to load software onto the College's IT system except with the prior written authorisation of the Principal.

Employees should use the Internet and electronic mail in exactly the same way as they would correspond to anyone on College headed notepaper and must remember that all electronic mail

falls within the framework of the GDPR legislation. Employees must not correspond on any aspect of College business, unless it falls within the employee's job description and should not be treated as a confidential means of communication.

Colleagues should endeavour to send emails between 07.00 and 19.00 to consider the workload of colleagues. Emails outside of these times should be carefully considered and staff are not required to read or respond to emails outside of normally working hours of 08.00-17.00

Emails from parents should be responded to within 24-48 hours. In the event that you cannot give a full response within this time frame, a holding email should be sent to acknowledge receipt.

Colleagues should endeavour to respond to each other within 24 hours when a reply is required or as soon as possible in the event of an emergency or urgent request.

Colleagues should be clear on who they are directing an email to and avoid large cc audiences.

Confidentiality

In the course of their role, members of staff are often privy to sensitive and confidential information about the school, staff, pupils and their parents.

This information should never be:

- Disclosed to anyone unless required by law or with consent from the relevant party or parties
- Used to humiliate, embarrass or blackmail others
- Used for a purpose other than what it was collected and intended for

This does not overrule staff's duty to report child protection concerns to the appropriate channel where staff believe a child has been harmed or is at risk of harm, as detailed further in our child protection and safeguarding policy.

Honesty and integrity

Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with pupils, handling money, claiming expenses and using school property and facilities. Staff must not accept bribes.

Staff will ensure that all information given to the school is correct. This should include:

- Background information (including any past or current investigations/cautions related to conduct outside of school)
- Qualifications
- Professional experience

Where there are any updates to the information provided to the school, the member of staff will advise the school as such as soon as reasonably practicable. Consideration will then be given to the nature and circumstances of the matter and whether this may have an impact on the member of staff's employment.

Disclosure statement re any changes in between DBS

Staff must declare any changes to their DBS on a yearly basis.

Staff Dress code

The School expects all staff to dress in a professional way, appropriate to their role. Staff dress should represent a positive and professional image of the School, to students, parents and visitors during the working day. See appendix 2 Staff Dress Code for full details.

Line Manager's responsibility:

St Michael's Catholic College Staff Code of Conduct Policy inc. Staff Dress Code 2024-26

Please make sure your team keeps within the spirit and intent of the policy and provide clarification for people as and when required. If, however a member of your team does not comply with the Dress Code policy then please discuss this with them individually to avoid the situation occurring

again. Employees are reminded that if they have any doubts in their own mind as to whether an article of clothing is appropriate, then it is likely that others will share this doubt and may be offended, and the article of clothing should therefore not be worn.

Conduct outside of work

Staff will not act in a way that would bring the school, or the teaching profession, into disrepute. This covers conduct including but not limited to relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school on social media.

Whistleblowing

If employees have concerns about something that is happening at work which they believe could be unlawful conduct, financial malpractice, a concern for the welfare or safeguarding of a child or be dangerous to the public or the environment, it is important that you bring it to the College's Attention. Further details can be found in the Whistleblowing policy. The Policy is a St Benedict Catholic Academy Trust Policy and applies to all employees of the Trust.

Appointments and Other Employment Matters

All employees involved in appointments should ensure that these are made on the basis of merit. It would be unlawful for an employee to make an appointment that was based on anything other than the ability of the candidate to undertake the duties of the post. The College's recruitment and selection procedure must be strictly observed. In order to avoid any possible accusation of bias, employees should not be involved in an appointment where they are related to an applicant or have a close personal relationship outside work with him or her.

Staff should make the Principal/Chair of Governors aware of any personal relations with other staff members or Governors that might lead to a conflict of interests or cast doubt on the integrity of the College/service; especially where one or other of the parties holds a management or leadership role.

Similarly, employees should not be involved in decisions relating to discipline, capability, promotion or pay adjustments for any employee who is a relative, partner, close friend etc.

Relationships with Contractors

All relationships of a business or private nature with external contractors, or potential contractors, must be made known to the Principal and/or Governing Body and properly recorded. All employees who engage or supervise contractors or who have any other official relationship with contractors and have previously had or currently have a relationship in a private or domestic capacity with contractors, must also declare that relationship. A Declaration of Interest pro-forma is available for such notification.

Orders and contracts must be awarded on merit, by fair competition against other tenderers and no special favour should be shown to businesses or consultancies run by, for example, friends, partners or relatives, in the tendering process. ESFA and Trust guidance must be followed.

Outside Commitments

Employees' off-duty hours are their own personal concern. However, employees should not take up any outside activities or employment, whether paid or unpaid, which conflicts with or reacts detrimentally to, or has such potential, to the College's interests, or which exposes themselves to a significant health risk. Some employees have contracts of employment that require them to obtain written consent from an appropriate manager to take up any outside employment. All employees

should be clear about their contractual obligations and should not take up outside employment that conflicts with the College's interests or exposes themselves to a significant health risk.

Personal Interests

Employees must declare to an appropriate manager any financial or non-financial interests they consider could bring about a conflict with the College's interests.

Principals, Members of local governing boards, Teachers and Senior Managers are required to declare membership of any organisation not open to the public without formal membership and commitment of allegiance and which has secrecy about rules or membership or conduct. A Declaration of Interests pro-forma is available for such notification. All other staff are encouraged to declare such membership to their manager.

Separation of Roles During Tendering

Employees involved in the tendering process and dealing with contractors should be clear on the separation of client and contractor roles within the College. Principal or Senior Leaders who have both a client and contractor responsibility must be aware of the need for accountability and openness.

Employees who are privy to confidential information on tenders or costs for either internal or external contractors, should not disclose that information to any unauthorised party or organisation. Employees should ensure that no special favour is shown to current or recent former employees or their partners, close relatives or associates in awarding contracts to businesses or consultancies run by them or employing them in a senior or relevant managerial capacity.

Gifts and Corruption

Employees must be aware that it is a serious criminal offence for them corruptly to receive or give any gift, loan, fee, reward or advantage for doing, or not doing, anything or showing favour, or disfavour, to any person, including members of the public, in their official capacity. If an allegation is made an employee is deemed to have received the reward, etc, corruptly it is for the employee to demonstrate that any such rewards have not been corruptly obtained.

However, it is acknowledged that a teacher or member of support staff may, owing to a long-standing tradition, often be given small tokens by pupils, parents and or carers at certain times of the year. The Teacher must inform the Principal and Director of Finance if the value of the token is likely to exceed £30.00. However, it is unacceptable to receive gifts on a regular basis.

Personal gifts should not be given by staff to pupils and any reward to a child should be consistent with the College's behaviour policy, recorded and not based upon favouritism.

Employees should not accept significant personal gifts from contractors and external suppliers, although the College does allow employees to keep items of token value such as pens, diaries, etc. In all cases, advice should be sought from the Principal or local governing body.

Use of Financial Resources

Employees must ensure that they use public funds entrusted to them in a responsible and lawful manner. They should strive to ensure value for money to the local community and to avoid legal challenges to the College. All employees should ensure that they have an appropriate awareness of the College's financial regulations and that their actions fully comply with those regulations.

Hospitality

Employees should only accept offers of hospitality if there is a genuine need to impart information or represent the College in the community. Offers to attend purely social, entertainment or sporting

functions should be accepted only when these are part of the life of the community or where the College should be seen to be represented. All such offers of hospitality should be properly authorised and recorded by the Principal and Director of Finance.

Acceptance by employees of hospitality through attendance at relevant conferences and courses is acceptable where it is clear the hospitality is corporate rather than personal, where the Principal/local governing board gives consent in advance and where the Principal/local governing board is satisfied that any purchasing decisions are not compromised. Where visits to inspect equipment, etc, are required, employees should ensure that the College meets the cost of such visits to avoid jeopardising the integrity of subsequent purchasing decisions.

Sponsorship – Giving and Receiving

Where an outside organisation wishes to sponsor or is seeking to sponsor a College activity, whether by invitation, tender, negotiation or voluntarily, the basic conventions concerning acceptance of gifts or hospitality apply. Particular care must be taken when dealing with contractors or potential contractors.

Where the College wishes to sponsor an event or service neither an employee nor any partner, spouse or relative must benefit from such sponsorship in a direct way without there being full disclosure to the Principal/Governing Body of any such interest. Similarly, where the College through sponsorship, grant aid, financial or other means, gives support in the community, employees should ensure that impartial advice is given and that there is no conflict of interest involved.

Equality

The College has a duty to promote community cohesion and members of the local community, customers and other employees have a right to be treated with fairness. All employees should ensure that they are aware of the College's policies relating to equality, diversity and inclusion and that all such policies are complied with fully, both in letter and spirit.

It is a personal responsibility of all employees to take all necessary steps to ensure that they do not discriminate against members of the local community, students or staff on the grounds of race, colour, ethnic and national origins, sex, marital status, domestic circumstances, sexual orientation, disability, age, class, ethical beliefs, basic skills or trade union activity. All employees must also do whatever is reasonable and appropriate to promote equality of opportunity in whatever way and whenever they can.

Use of College/Council Property and Facilities for Personal Use

Employees are not normally permitted to use office equipment, e.g. personal computers, photocopiers and the like, for personal use. Employees must not allow the College address to be used for personal mail deliveries without prior authorisation from the Principal.

Answering Telephones

All employees should ensure that telephones are answered quickly, efficiently, helpfully and politely.

Answering Correspondence

In general, correspondence should be acknowledged within forty-eight hours of receipt and a full reply sent within one week.

Health and Safety Issues

All employees should ensure that they are fully aware of their own duties and responsibilities under the health and safety at work legislation. A copy of the St Benedict Catholic Academy Trust Health and Safety Policy which applies to all employees is available for each employee on the staff portal.

St Michael's Catholic College Staff Code of Conduct Policy inc. Staff Dress Code 2024-26

Links with other policies

This policy links with our policies on:

- Staff disciplinary procedures, which will be used if staff breach this code of conduct. It also sets out examples of what we will deem as misconduct and gross misconduct
- Staff grievance procedures
- Safeguarding
- Online safety
- Health and Safety

July 2024

Signed:.....

Chair of the local governing board.

Review Date July 2026

Appendix 1: St Michael's Catholic College Code of Conduct Reminders

	Conduct	Expectations
1)	Behaviour and Standards	High standards of conduct both within and outside work. Teachers are bound by the formal teacher standards.
2)	Appropriate Dress	Neat, clean and modest at all times. In line with the college dress code policy, you should not be able to see up, down or through clothes. see Appendix 2
3)	Confidentiality	Only share if part of safeguarding procedures or under some other law.
4)	Social contact	Not with pupils and parents/carers, existing relationships or unplanned contact should be reported to the Principal. In line with KCSIE guidance.
5)	Physical contact	Limited and proportionate, in line with safeguarding and behaviour management policies.
6)	Infatuations	Respond to individual sensitively and immediately report to Principal.
7)	Pupils in distress	Staff to remain self-aware at all times and ensure contact with the pupil is not open to misunderstanding
8)	Care, control and physical intervention	Only as appropriate and within College policy; must be reported
9)	One to One situations	Not in isolated places, door open policy, colleague to be informed and to be vigilant.
10)	Home visits	Only after risk assessment and line with home visit policy, with permission of Principal and never one-to-one.
11)	Education visits and After-College Activities	Within clear professional boundaries and in line with educational visits policy.
12)	Transport or accompany pupils off-site	Only in an emergency with the Principal's permission and have business use motor insurance in place.
13)	First Aid	Only by suitably trained and accredited staff except in an emergency. Intimate care to respect dignity and privacy and not to be conducted by lone individuals.
14)	Curriculum	To abide by the College's policy on relationships and sex education – see RSE and CPHSE policies
15)	Photography, videos and other creative arts	Get permission first and ensure images or films are stored appropriately.
16)	Safeguarding	Record any concerns and promptly consult the designated safeguarding officer. Reminder concerns about staff including low level must be made directly to the Principal. If they are about the Principal contact Chair of the local governing board. Safeguarding procedures related to attendance and registers must be followed by all staff.
17)	Whistleblowing	Report unprofessional conduct of other adults following the whistleblowing policy.
18)	Political neutrality	Must not allow personal or political opinions to influence work.
19)	Appointment and other employment matters.	Employees involved in making recruitment decisions should do so on the basis of merit. Any relationships

		should be disclosed. Safer recruitment procedures must be followed.
20)	Relationships with contractors.	Relationships must be declared.
21)	Outside commitments	Employees should not take up any outside activities, paid or unpaid, that conflicts, reacts detrimentally to or has the potential to conflict with the College's interests. Employees should not take up an external activity that exposes them to a significant health risk without written consent.
22)	Personal interests	Employees must declare any conflicts of interests and memberships of any organisation not open to the public.
23)	Separation of roles during tendering.	Employees involved in the tendering process should be clear on the separation of client and contractor roles within the College.
24)	Gifts and corruption.	Small gifts up to the value of £30 may be accepted. Any above this value must be reported to the Principal/Director of Finance
25)	Use of financial resources	Ensure value for money in line with the ESFA/College's financial regulations.
26)	Hospitality	Only when part of the life of the community or where the College should be seen to be represented.
27)	Sponsorship – giving and receiving.	Must be reported and not directly benefit any individual.
28)	Equality and Diversity	The College has a duty to follow statutory equalities, diversity and inclusion laws.
29)	Use of College property and facilities for personal use.	Not without prior authorisation from the Principal.
30)	Answering correspondence	Acknowledgement within 2 working days of receipt and reply within 2 weeks.
31)	Maintaining professional relationships	All staff are expected to maintain professional relationships with colleagues. Staff are expected to take all reasonable steps to work through any concerns or disagreements.
32)	Use of telephones, email and internet.	At Principal's discretion, not in work hours unless it is an emergency. Principal may monitor calls or gain access to emails at any time.
33)	Use of Social Media	Employees should have regard to and follow the protocol.
34)	Health and Safety issues	Employees should ensure they are fully aware of their responsibilities. Health and safety is everyone's responsibility.

Appendix 2: Staff Dress Code

Aims:

It is important that the image projected by St Michael's Catholic College via the standard of dress of the professionals within it reflect the high expectations of the school. The College understands and values the public perception of our roles as mentors and models for students.

Staff need to be mindful that although there is a difference in circumstances, students will always compare what staff are wearing with what they are prohibited from wearing. Staff need to be aware that they are regarded as role models and consistent standards of professional attire help set a purposeful and business-like manner.

In order to ensure that staff present a consistently professional and positive image it is necessary to make expectations clear via a defined policy. The policy is also designed to help protect staff, so that if their dress is seen as inappropriate it can be approached in a neutral way via this policy rather than a comment that could be seen as personal and judgement-based.

Purpose:

The purpose of this dress code is to make all staff aware that:

- It is their responsibility to dress in a manner which reflects the professionalism of the College and enables them to undertake their work in a dignified manner.
- They are role models for the students in the college; therefore, they have a responsibility to model appropriate dress and appearance.
- The image that staff project as professionals is associated with how staff present themselves.
- The image of the college in the community is related to how all adults in the school dress. It is therefore important to dress appropriately when acting in a professional capacity and with due regard to any conclusion's parents/visitors may draw from staff appearance.

Principles

All staff are expected to dress in a smart and business-like manner, using their professional judgement. Staff should look clean, tidy and well-groomed and should have a good standard of personal hygiene. Clothes should be in a good state of repair, ironed and free from obvious dirt and stains. Generally, staff appearance should reflect the professional environment in which we work and maintain high standards of decency, modesty, style and taste.

Clothing should not restrict movement nor should it prevent any tasks from being undertaken with dignity. It should not be possible to see up, down or through clothing.

Male members of staff are expected to wear a shirt with a collar and a tie. SLT should wear formal dress including a blazer/suit jacket.

Jewellery should be conservative and should be such that it does not present a health and safety risk to the wearer e.g. large necklaces or drop earrings that could be caught in a busy and bustling school environment or grabbed and pulled by students. Sharp items such as large rings and brooches should be avoided as they may present a risk.

Staff must wear their identity badges at all times in order to fulfil safeguarding requirements. Please note it is a safeguarding breach to give your identity badge to a student so they can access a room/photocopier/printer.

Staff working in the PE department

Staff working in the PE department must wear St Michael's branded sports clothing (tops/jackets/coats) on their top half during the school day and whilst running any clubs. All staff working in the department have been provided with an initial set of branded items to wear free of charge when the new college PE kit was introduced. Going forward staff working in the PE department will be required to purchase any further additional items in the same way that other school staff would purchase clothing to wear to work. It is not acceptable or appropriate to use department capitation for this purpose.

Staff working in the PE department should ensure long hair (below shoulder length) is tied back when delivering PE lessons/clubs and that they follow health and safety rules in relation to jewellery.

Restrictions

While staff are encouraged to exercise their own professional judgement on their appearance, there are some items which are deemed as unacceptable, as follows:

- Leisure or sportswear (except for PE or sports events)
- Denim jeans/skirts/jackets or jean styled trousers of any colour. Denim jackets should also, not be worn on duty or on school trips.
- Trainers (except for PE or if there is confirmation that a medical condition requires trainers to be worn)
- Flip flops, flat espadrilles, canvas beach shoes
- Shorts/ knee length cropped trousers/cargo trousers
- Leggings (unless worn under a dress/long tunic)
- Visible body piercings (other than earrings and a discreet nose stud) and tattoos should be covered wherever possible.
- Casual t-shirts
- Clothing with inappropriate slogans/political messages
- Clothing made of sheer fabric exposing underwear. Clothing that exposes midriff, buttocks, cleavage or underwear. Clothing that is tight enough to expose the outline of underwear.
- Hats unless worn outside for PE lessons in hot/cold weather.
- Skirts/dresses that are shorter than just above the knee
- Low cut tops or dresses, strapless tops/dresses
- Vests/vest tops or tops/dresses with thin straps, or straps that are less than two inches, unless covered by a jacket or cardigan which is worn at all times.

INSET Days, Non-Uniform Days and School trips:

On school trips where students are wearing school uniform staff leading/accompanying the trip must also wear professional dress as per a normal school day. PE staff should wear professional dress if the trip is not related to sport/fitness.

On INSET days, non-uniform days, sports days or when staff are on college trips where students are not required to wear uniform e.g. a residential trip, staff should remember that they are still 'on display' and acting as role models and ambassadors for the college. On such occasions the dress code above relaxes, but there are some restrictions that should continue to apply:

- Visible body piercings (other than earrings/discreet nose stud) and tattoos (must be covered wherever possible)

- Clothing made of sheer fabric exposing underwear. Clothing that exposes midriff, buttocks, cleavage or underwear. Clothing that is tight enough to expose the outline of underwear.
- Vests/vest tops or tops/dresses with thin straps, or straps that are less than two inches, unless covered by cardigan/jacket at all times.
- Cycling shorts or shorts shorter than mid-thigh.
- Leggings unless worn with a long top, dress, tunic or a t-shirt that covers the bottom/groin.
- Low cut tops/dresses, strapless tops/dresses
- Beachwear
- Clothing with inappropriate slogans/political messages
- Skirts/dresses that are shorter than just above the knee

The policy is not exhaustive in defining acceptable and unacceptable standards of dress and appearance and staff must use common sense in adhering to the principles underpinning the policy.

Disputes:

Staff considered to be in breach of the dress code will be advised by their line manager and given the opportunity to conform. Disagreements about the appropriateness of specific items of clothing or footwear will be referred to the Senior Leadership Team and/or the Principal (as appropriate) who will be the final arbiter on such matters.

Persistent failure to comply with this code may result in disciplinary action.

Equality and Diversity:

St Michael's Catholic College is aware that the statement 'Men are expected to wear a shirt with a collar and a tie,' may be seen as discriminatory, but 'It has been established that employers do not have to impose exactly the same dress code on men and women'.

We welcome our duties under the Equality Act 2010 to eliminate discrimination, advance equality of opportunity and foster good relations in relation to age (as appropriate), disability, ethnicity, gender (including issues of transgender and of maternity and pregnancy), religion and belief, and sexual identity.

Links to other Policies/Documents

This policy should be read in conjunction with:

- Single Equalities Scheme
- Health and Safety Policy
- Educational Visits and Enrichment Events or Policy
- Staff Discipline and Grievance Policies