



Our Lady and All Saints
Catholic Multi Academy Company
 Strong in Faith

CODE OF CONDUCT

As a Catholic Multi Academy Company, we exist to secure, protect and enrich Catholic Education across our family of schools. We seek to ensure that the future Catholic education is secure and stable through effective governance and parish engagement and to develop curriculum and standards that reflect the Catholic Life approach and ethos.

Ratified by:	Board of Directors
Date ratified:	13/05/2024
Name of originator/author:	Head of HR
Date issued:	20/05/2024
Review date:	May 2025

Contents

1. Definitions	3
2. Introduction.....	4
3. General Principles	5
4. Working Relationships.....	7
5. Working with Children and Young People	8
6. Working and Contact with the Media	9
7. Working with Neutrality.....	9
8. Working and the Law	9
9. Working Safely.....	10
10. Gifts and Hospitality	11
11. Working with Integrity	12
12. Working with Money and Property.....	12
13. Recruitment and Selection and Other Employment Matters	13
14. Outside Commitments and Private Work	14
15. Disclosure of Information and Confidentiality.....	14
16. Being a Member of an Organisation	14
17. Whistleblowing.....	15
18. Dress Code.....	15
19. Linked Policies and Documents available here	16
20. Monitoring and Review	16

In this “**Code of Conduct**”, unless the context otherwise requires, the following expressions shall have the following meanings:

- i **‘Our Lady and All Saints Catholic Multi Academy’ (The MAC)** means the Company named at the beginning of this ‘**Code of Conduct**’ and Procedure and includes all sites upon which the Company is undertaking, from time to time, being carried out.
- ii **‘Our Lady and All Saints Catholic Multi Academy’** means the Company responsible for the management of the Academy and, for all purposes, means the employer of staff at the Company.
- iii **‘Board’** means the board of Directors of Our Lady and All Saints Catholic Multi Academy.
- iv **‘Governance Professional’** means the Clerk to the Board or the Clerk to the Local Governing Body of the Academy appointed from time to time, as appropriate.
- v **‘Chair’** means the Chair of the Board of the Directors or the Local Governing Body appointed from time to time.
- vi **‘Catholic Senior Executive Leader’** means the person responsible for performance of all Academies and Staff within the Multi Academy Company and is accountable to the Board of Directors.
- vii **‘Diocesan Schools Commission’** means the education service provided by the diocese, which may also be known, or referred to, as the Birmingham Diocesan Education Service.
- viii **‘Local Governing Body’** means the governing body of the Academy within the Multi-Academy Company
- ix **‘Governing Body Representatives’** means the governors appointed and elected to the Local Governing Body of the Academy, from time to time.
- x **‘Headteacher’** means the substantive Headteacher, who is the person with overall responsibility for the day to day management of the Academy.
- xi **‘Academy’** means the Academy or college within All Lady and All Saints Catholic Multi Academy and includes all sites upon which the Academy undertaking is, from time to time, being carried out.
- xii **‘Shared Services Team’** means the staff who work in the central team across the Company (e.g. HR/ Finance)
- xiii **‘Vice-Chair’** means the Vice-Chair of the Governing Body elected from time to time.

2. Introduction

- 2.1 This model code of conduct, as adopted, applies to all those employed in Our Lady and All Saints Catholic Multi Academy working in one of the Academy's (The 'Academy')
- 2.2 This code is designed to set out required standards and help employees understand the working relationship between themselves, their managers, colleagues, pupils and members of the public to whom they deliver a service.
- 2.3 This policy details the main standards of behaviour that you need to adhere to and also details the behaviours that Our Lady and All Saints Catholic Multi Academy would normally regard as gross misconduct. The standards of behaviour and the examples of gross misconduct (listed in the Disciplinary Policy) should not be considered exhaustive. Our Lady and All Saints Catholic Multi Academy believe that employees are responsible for their actions. Headteachers/LGBs/Line Managers will ensure that staff are fully briefed on the content and have access to a copy of the Code of Conduct, it is however the responsibility of all employees to read the Code. If any of the provisions contained within the Code of Conduct, related Codes of Practice or Policies are not fully understood, then the employee must, in their own interest, seek clarification from their Line Manager or from HR.
- 2.4 Headteachers must ensure that current HR policies and other advice/guidance referred to throughout this document are accessible for all staff employed within Our Lady and All Saints Catholic Multi Academy. The current HR policies are available or via the HR Team in the Shared Services Office. Policies are reviewed annually, to ensure the most appropriate employment legislation is adhered to.
- 2.5 If an employee's actions or behaviour fall below the standards set out in this Code, then Our Lady and All Saints Catholic Multi Academy may take formal disciplinary action which may include the full range of disciplinary sanctions. Serious misconduct, criminal offences or other acts committed outside of working hours, which bring Our Lady and All Saints Catholic Multi Academy into disrepute or impact on the employee's ability to carry out their role, may also result in formal disciplinary action being taken, in accordance with Our Lady and All Saints Catholic Multi Academy's procedures.
- 2.6 The Seven Principles of Public Life (also known as the Nolan Principles) apply to anyone who works as a public office-holder. This includes all those who are elected or appointed to public office, nationally and locally, and all people appointed to work in the Civil Service, local government, the police, courts and probation services, non-departmental public bodies (NDPBs), and in the health, education, social and care services. All public office-holders are both servants of the public and stewards of public resources. The principles also apply to all those in other sectors delivering public services.
- 2.6.1 Selflessness - Holders of public office should act solely in terms of the public interest.
 - 2.6.2 Integrity - Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.
 - 2.6.3 Objectivity - Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
 - 2.6.4 Accountability - Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
 - 2.6.5 Openness - Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

2.6.6 Honesty - Holders of public office should be truthful.

2.6.7 Leadership - Holders of public office should exhibit these principles in their own behaviour and treat others with respect. They should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs.

General Principles

- 3.1 All employees are expected to perform their duties with honesty, integrity, impartiality and objectivity in order to give the highest possible standards of service and avoid any conduct which could compromise them and Our Lady and All Saints Catholic Multi Academy and the Academy. Therefore, this code sets out required standards for all employees.
- 3.2 Employees should comply with the rules and procedures set by Our Lady and All Saints Catholic Multi Academy/Academy in relation to actions and behaviours.
- 3.3 Employees working with children, young people or vulnerable adults are in a position of great trust. Serious breaches of that trust; assault or sexual misconduct or deliberate disregard of policies and procedures meant to safeguard children, young people or vulnerable adults and other recipients of Our Lady and All Saints MAC/Academy services will be regarded as potential gross misconduct.
- 3.4 Employees have a responsibility for ensuring a safe learning environment for children and young people within the Academy. No obscene or offensive language should ever be used.
- 3.5 Employees who believe that a colleague is acting in a way which might be harmful to the Academy or individual pupils, should raise the matter with the Headteacher and DSL. If the matter relates to the Headteacher or DSL, the issue should be raised with the CSEL.
- 3.6 Employees should not demean or undermine pupils, their parents, carers or colleagues or display any discriminatory behaviour with regards to Protected Characteristics.
- 3.7 Employees should comply with statutory provisions, which support the well-being and development of pupils.
- 3.8 All staff whether they are employed in a position of trust or otherwise must not enter into a personal relationship with pupils of the Academy or conduct improper relationships. Furthermore, staff must not engage in conduct outside work which could undermine or question their suitability to continue in their role and/or undermine the trust and confidence in the Academy, its officers and Trustees, by the parent community, the education community and its strategic partners. This could result in disciplinary action.
- 3.9 Any communication with students who have left the Academy, should be through the MAC's monitored IT systems or the Academy number/extension telephone number or mobile. Staff must not communicate with current or past pupils using personal mobile phone, e-mail, and social media and Internet chat rooms/websites. Communication with ex-students who are over 18 must be disclosed to the Academy as to the reason and purpose, and whatever method, should take place within clear and explicit professional boundaries.
- 3.10 Employees should not bring the reputation and standing of Our Lady and All Saints Catholic Multi Academy/Academy into disrepute.
- 3.11 Employees should be sympathetic at all times to the Catholic identity. Staff are expected to be conscientious and loyal to the aims and objectives of the Academy and MAC. Staff should have regard to the Catholic character of the Academy and MAC and not to do anything in any way detrimental or prejudicial to the interest of the same.
- 3.12 Personal calls and text messages should be made during your normal break times only. In an emergency, you should speak with your manager about taking or receiving personal calls outside normal break times.
- 3.13 Personal mobile phones and devices with cameras must not be used for taking pictures of children/young people unless you have prior permission from your Headteacher/Line Manager. If permission is granted, pictures and or videos must be uploaded onto an Academy computer and deleted from any personal device within 48 hours. Sharing of files is not permitted.

- 3.14 Employees must always wear their lanyard and ID badge whilst representing Our Lady and All Saints Catholic Multi Academy/Academy.
- 3.15 You are solely responsible for the safety of your personal possessions on company premises and should ensure that your personal possessions are kept in a safe place at all times. If you find an item of lost property on the premises, you are required to inform management immediately.
- 3.16 Employees should comply with all reasonable management instructions.
- 3.17 Employees should cooperate fully with colleagues and management.
- 3.18 Employees should work within the MAC's policies and procedures should be adhered to at all times.
- 3.19 The MAC is not responsible for the loss, theft or damage to any personal property brought by employees on to MAC premises or stored in MAC vehicles. Employees are responsible for the security and safety of their personal possessions at all times. Employees should keep these items safe in their lockable desk drawers/lockers. Lost property should be handed to an employee's line manager if found.

Equality and Diversity

An important core value of the MAC is the promotion of inclusivity and diversity. It seeks to ensure that the workplace is supportive of its staff and one where individual respect is shown to all members of staff, regardless of age, (dis)ability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, ethnic background, culture, sexual orientation, religion or belief, sex or any other factor. All staff will be supported and encouraged to perform to their potential.

All employees should behave in a respectful, professional and polite manner and ensure their behaviour does not breach the Equality Act 2010

Safeguarding

All staff who work in an Academy are particularly important in safeguarding, as they are in a position to identify concerns early, provide help for children, promote children's welfare and prevent concerns from escalating. All staff have a responsibility to provide a safe environment in which children can learn and in a position to take action to enable all children to have the best outcomes.

All staff will read Keeping Children Safe in Education 2023 Part 1 and Annex A in addition to

- The Academy's Safeguarding and Child Protection policy
- Online Safety
- The Academy's Behaviour Policy
- Dealing with Low Level Concerns
- Staff Code of Conduct
- The role of the DLS and DDSL
- Any other relevant Safeguarding Policies

You must:

- Demonstrate a responsibility to provide a safe environment, where children can learn;
- Know indicators of abuse and should know what to do if a child tells them that he/she is being abused, exploited or neglected;
- Be prepared to identify children who may benefit from early help;
- Be prepared to make referrals to the MASH if you have concerns about a child's welfare and understand the role that they may be expected to play in such assessments;
- Work with social workers and other agencies following a referral, if appropriate;
- Reassure victims that they are being taken seriously and that they will be supported;
- Work within the standards.

General behavioral standards

You should:

- maintain satisfactory standards of performance at work
- comply with all reasonable management instructions
- co-operate fully with your colleagues and with management
- ensure the maintenance of acceptable standards of politeness
- take all necessary steps to safeguard the Our Lady and All Saints Catholic Multi Academy Company's public image and preserve positive relationships with all persons and organisations connected to the company
- ensure that you behave in a way that does not constitute unlawful discrimination
- comply with Our Lady and All Saints Catholic Multi Academy/Academy's Operating Policies and Procedures.

Attendance and timekeeping

You should:

- comply with the rules relating to notification of absence set out in Our Lady and All Saints Catholic Multi Academy's absence procedure.
- arrive at work promptly, ready to start work at your contracted starting time.
- remain at work until your contracted finishing time.
- obtain management authorisation if for any reason you wish to arrive later or leave earlier than your agreed normal start and finish times.
- We operate a sign in/sign out policy with which all employees are expected to comply. Upon arrival to work, you must immediately personally sign in the time you entered the premises. Upon leaving the premises you must ensure that you personally sign out using the same system. It is not permissible under any circumstances for any employee to sign in or out on behalf of another. Failure to adhere to this procedure may lead to formal action.

4 Working Relationships

- 4.1 All employees have a right to be treated with dignity at work. Staff should always respect their colleagues, the pupils and the reputation of Our Lady and All Saints Catholic Multi Academy/Academy.
- 4.2 Our Lady and All Saints Catholic Multi Academy is committed to promoting equality and diversity among our workforce, and eliminating unlawful discrimination. We believe that excellence will be achieved through recognising the value of every individual. We aim to create an environment that respects the diversity of staff, enabling them to achieve their full potential, contribute fully and derive maximum benefit and enjoyment from their involvement in the life of the Academy.
- 4.3 To this end, we acknowledge the following basic rights for all members and prospective members of our community:
- No individual will be unjustly discriminated against. This includes, but is not limited to, discrimination because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.
 - All forms of bullying, including threats or verbal aggression towards colleagues is unacceptable and will be dealt with seriously by Our Lady and All Saints Catholic Multi Academy.
 - If there are work related issues, which cannot be resolved informally with another colleague, the Line Manager should be advised. Also refer to Our Lady and All Saints Catholic Multi Academy's Grievance Procedure.
 - Employees should not be involved in decisions relating to any discipline, promotion, performance development review, or pay progression of any employee who is a relative, or with whom they have a close personal relationship. If an employee develops a close personal relationship where a conflict of interest might arise they should notify their Line Manager/HR.

- Employees should maintain an effective and professional working relationship with their colleagues and Line Manager.
- Employees should participate in initiatives designed to improve the efficiency and effectiveness of service delivery

4.4 An employee should never conceal a matter that should be reported, or damage, alter or falsify any document, form or record.

4.5 It is the responsibility of the employee that if their personal circumstances change, i.e. change of address or home telephone number, they must inform a member of the Academy's Administrative team and their Line Manager who will make the relevant changes.

4.6 In line with Keeping Children Safe in Education (KCSIE) for all staff, if there are any changes to your personal circumstances, e.g. your marital status changes or something happens that may affect your standing with regards to DBS if it was to be renewed, you are obliged under KCSIE to notify your Line Manager without delay on the next available working day. We must ensure that your details are up to date in between the DBS official checks.

5. Working with Children and Young People

5.1 Infatuations

- Occasionally, a child or young person may develop an infatuation with an adult who works with them. When this does occur, words or actions may be misinterpreted. An employee, who becomes aware that a child or young person is developing an infatuation, should discuss this at the earliest opportunity with their line manager so appropriate action can be taken to avoid any hurt, distress or embarrassment.

5.2 Social Contacts

- Employees should not seek to have social contact with a child or young person, have or their families unless the reason for this contact has been firmly established and agreed with their Headteacher/Line Manager. If a parent or child seeks to establish social contact, or if this occurs coincidentally, the employee should exercise their professional judgement in making a response but should always discuss the situation with their Line Manager. Such examples could be related to internet social networking sites (i.e. being asked to be a 'friend' on 'Facebook').
- Employees should always communicate with current and past pupils/ parents using the Company's monitored IT system or the Academy mobile or telephone/extension number. In rare circumstances where this is not possible, the employee should gain permission from their Headteacher/Line Manager if there is a need for them to give their personal details such as home/mobile phone number; home or email address to a child or young person. Under normal circumstances this would be discouraged because of the potential implications from such an action. The process of gaining permission examines the reason for the need and allows it to be 'noted' - in the interest of seeking to protect the employee.

5.3 Physical Contact

- There are occasions when it is entirely appropriate for employees to have some physical contact with the child or young person with whom they are working, for example those who teach PE, Games, Drama or who offer music tuition. However, it is crucial that in all circumstances, employees should only touch children in ways which are appropriate to their professional or agreed role and responsibilities.
- When physical contact is made with a child this should be in response to their needs at the time, of limited duration and appropriate to their age, stage of development, gender, ethnicity and background.
- In all circumstances where a child or young person initiates inappropriate physical contact, employees should sensitively deter the child and help them understand the importance of personal boundaries and must always report such circumstances to their Headteacher/Line Manager.

5.4 Sexual Contact

- It is an offence for a person over 18 to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if s/he does not teach the child. The sexual activity referred to does not just involve physical contact it may also include non-contact activities.
- Any sexual activity between an employee and a child or young person with whom they work may be regarded as a criminal offence and will always be a matter for disciplinary action.
- Forming inappropriate relationships or friendships with pupils who are ex-pupils under the age of 18 will be viewed as inappropriate and impact upon the MACs ability to trust the member of staff to maintain professional boundaries with pupils at the Academy. Employees must not enter into a personal relationship with pupils at the Academy or conduct improper relationships. Apprentices joining Our Lady and All Saints Multi Academy Company will be discussed on a case by case basis and existing contacts and relationships within the MAC must be disclosed during before joining the MAC, or at the earliest opportunity.

6. Working and Contact with the Media

- 6.1 There may be occasions where the press will contact an Employee for information about the MAC/Academy. Employees must refer requests for this type of 'information' to the Central Team.
- 6.2 Employees who write or give interviews must ensure that they make it clear that they are not representing Our Lady and All Saints Catholic Multi Academy/Academy's view and do not bring Our Lady and All Saints Catholic Multi Academy/Academy into disrepute.
- 6.3 Employees should not publicise material which is confidential or against Our Lady and All Saints Catholic Multi Academy/Academy/any employee's interest or the Catholic Church.

7. Working with Neutrality

- 7.1 If an employee develops a close personal relationship with a Board Director/Colleague where a conflict of interest might arise they should notify their Headteacher/Line Manager and HR.
- 7.2 Employees must not allow their personal or political opinions to interfere with their work.
- 7.3 Employees must comply with the Conflicts of interest policy and register all interests which lead to a conflict of interest?

8. Working and the Law

- 8.1 Employees have a duty at all times to uphold the law.
- 8.2 Teaching is a notifiable occupation, which means that the police report any conviction or caution given to a teacher to the Department for Education (DFE). Offences involving a risk of harm to children or to vulnerable adults are considered by the Independent Safeguarding Authority (ISA). All other convictions and cautions are passed to the National College for Teaching & Leadership under section 141D of the Education Act 2011, which has a role in determining if a caution or criminal offence is relevant to a teacher's registration.
- 8.3 If an employee is charged with any offence, including driving offences, and/or they receive any criminal conviction they must inform their Headteacher/Line Manager the next available working day. If this falls in the Academy closure period, you should contact the Head of HR or CSEL. The Headteacher/Line Manager will then consider if

any follow up action is necessary and decide if the matter should be referred to a Disciplinary process. Some offences would be classed as serious and would fall under the definition of gross misconduct. (Also refer to the Disciplinary Procedure.)

8.4 Employees must comply with the requirements of statutory bodies relating to the examination, assessment and evaluation of pupil achievement and attainment. They must not alter, falsify or add to: scripts for SAT's, coursework or moderating marks submitted for GCSE/ A Level examination, and should not provide unauthorised photocopies of forthcoming examination papers to students.

9. Working Safely

- 9.1 It is the duty of all employees to take reasonable care of their health and safety and that of others who are affected by what they do or do not do. They should also ensure that they keep up to date with health and safety guidance as provided by the employer. (Also refer to the Health and Safety Policy within the Academy)
- 9.2 Employees working in one to one situations with children and young people may be more vulnerable to allegations. They should therefore assess the need to have another adult present, and consider the location and facilities to ensure their own security and safety and that of the child/young person.
- 9.3 An employee should use any safety clothing and equipment provided by the employer that is needed in their role and ensure that the equipment is not misused, neglected or damaged.
- 9.4 An employee must report any accident or "near misses" they have at work as soon as possible and accurately complete an accident report form, this includes verbal and physical assaults.
- 9.5 Employees must take reasonable care of pupils under their supervision with the aim of ensuring their health and safety, including when on arranged visits.
- 9.6 Use of drugs and alcohol during working hours is not permitted. If an employee is suspected of use during working hours, the employee may be subject to disciplinary action under the MAC's disciplinary policy.
- 9.7 Employees must not be under the influence of drugs or alcohol during working hours and must not support or influence others to use alcohol or drugs. Employees suspected of using or dealing drugs in the workplace will be reported to the police.
- 9.8 Prescribed drugs may be taken but if a GP gives an employee any medication that may have a negative effect on their performance, they should tell their Line Manager in confidence. Possession of and dealing in illegal substances will be immediately reported to the police in all cases and may result in formal disciplinary action.
- 9.9 Our Lady and All Saints Catholic Multi Academy/Academy operates a No Smoking Policy which includes e-cigarettes. This applies to all Our Lady and All Saints Catholic Academy Academy's, including the grounds, and those where Our Lady and All Saints Catholic Multi Academy services are provided. It also applies when transporting children/young people in Our Lady and All Saints Catholic Multi Academy or private vehicles and to visits to children/young people in their own homes or other establishments.

10. Gifts and Hospitality

10.1 The general principles which govern gifts and hospitality are:

- Offers of hospitality should only be accepted if there is a genuine need to represent The MAC;
- The Code of Conduct applies to all Directors/MAC Representatives and staff of Our Lady and All Saints Catholic Multi Academy;
- If an employee is unsure whether a gift or hospitality is acceptable, it should be referred to the Headteacher/ CSEL for clarity;
- Gift registers should be kept within the Academy and these will be accessible to Headteachers, the Board of Directors, Local Governing Body Representatives, Senior Shared Services Team and External Auditors;
- Any request by a member of the public to view a register will be referred to the CSEL. In considering any request, the requirement for the MAC to be open and transparent will be balanced against the requirements of prevailing GDPR and Freedom of Information legislation.
- An employee's actions must not be influenced by offers of gifts or hospitality and must not give the impression to another member of staff, parent, pupil or service user that they are influenced in this way.

10.2 Headteachers should ensure all staff are familiar with the contents of the OLAAS Gifts and Hospitality Policy.

11. Working with Integrity

- 11.1 If an Academy wishes to sponsor an event or service, no employee, relative or friend should benefit from such sponsorship in a direct way without there being full disclosure to, and prior approval by the Headteacher/ Line Manager and CSEL.
- 11.2 Employees are required to declare to their Line Manager, any pecuniary interests which could conflict with Our Lady and All Saints Catholic Multi Academy/Academy's interests, including any Directorships or equivalent position, which they may hold.
- 11.3 Deliberately giving false information on claims such as mileage, travel/subsistence allowances, self-certification forms or attendance records will be deemed as fraud. All documents/forms/records should be completed honestly
- 11.4 Activities/private interests/outside employment, which employees may participate in when they are not at work, must not bring Our Lady and All Saints Catholic Multi Academy/Academy into disrepute. Employees should not put themselves in a position which could result in public confidence in Our Lady and All Saints Catholic Multi Academy /Academy being weakened.
- 11.5 As a general rule, behaviour outside of normal working hours is a personal matter and does not directly concern the MAC. However, there are some exceptions to this rule. The MAC will become involved when incidents occur:
- at office parties or other work related social occasions or gatherings
 - at social occasions or gatherings organised by a third party, where you have been invited in your capacity as an employee
 - at work related conferences
 - while working away on business on behalf of the company.
- 11.6 On these occasions you are expected to behave in an appropriate and responsible manner, keeping in mind that you are representing Our Lady and All Saints Catholic Multi Academy/Academy.
- 11.7 Any employee whose conduct brings Our Lady and All Saints Catholic Multi Academy/Academy into disrepute will be subject to Our Lady and All Saints Catholic Multi Academy/Academy's disciplinary procedure. Such behaviour may be viewed as gross misconduct and could result in disciplinary action up to and including dismissal without notice.

12. Working with Money and Property

- 12.1 Employees should ensure that they use Academy funds entrusted to them in a responsible and lawful manner.
- 12.2 Financial and Accounting procedures within the Academy and Our Lady and All Saints Catholic Multi Academy should be followed at all times. Further details are included.
- 12.3 Our Lady and All Saints Catholic Multi Academy/Academy property such as stationery, photocopiers etc. may be used for Our Lady and All Saints Catholic Multi Academy /Academy business only, unless permission has been given for other use. Facilities such as telephones, mobile phones, Internet, email and other ICT facilities can only be used in accordance with the Academy's policies.
- 12.4 All employees must adhere to Our Lady and All Saints MAC/Academy policy on internet and email use. Employee must ensure:
- all emails **should reflect our values** as an organisation, showing respect, integrity, service and excellence.
 - no obscene or offensive language should ever be used in emails.

- emails of a discriminatory, derogatory or defamatory nature must never be sent.
- email must never be used as a form of communication which could cause harassment or be abusive to someone.
- emails should not be copied to people inappropriately.
- if an employee receives an offensive email this should be reported to their Headteacher/Line Manager and should not be passed on to other employees.
- internet sites should only be accessed if they are appropriate to the work that is being carried out.
- Personal emails should not be used to communicate Academy business, unless the activity requires. Employee should notify their Headteacher/Line Manager before personal emails are used.
- Smoothwall is the filtering system used by the MAC for staff, pupils and governors in Academy who use emails to filter inappropriate words or phrases.
- All emails are consistently filtered and monitored; any inappropriate words or activity will be flagged to:
 - Line Manager or appropriate person.
 - All staff must be aware of any websites or online activity that is inappropriate for pupils.
 - All staff and governors should seek to prevent children accessing inappropriate and harmful content online while pupils are in Academy. When pupils access inappropriate and harmful content, the appropriate Academy Policy should be invoked and appropriate action/ sanctions taken.
 - The Designated Safeguarding lead will take the lead responsibility for understanding the filtering and monitoring systems in place at the Academy. KCSIE 2023 signposts Academy's and colleges to the DfE's latest
 - filtering and monitoring standards and cyber security standards for Academy's and staff in turn must ensure they engage and confirm they have received training.

12.5 Proposals to use any social media applications as part of your role within the company must be approved by your Headteacher or Line Manager. Use of social media for personal reasons does not need to be approved by the company, but your conduct while using social media for personal reasons may lead to disciplinary action if it affects your role or brings Our Lady and All Saints MAC/Academy into disrepute.

12.6 Employees should ensure that they follow the Academy's security procedures in relation to the use of computers and the proper management of computer held information. Particular care must be taken to observe established procedures when using passwords and logging on and off. Employees should never share a password or similar security device that may lead to unauthorised access to the Academy's/MAC systems or property.

12.7 Employees should gain proper prior approval from the owner of the copyright before copying computer programmes (software) and other literature for personal use as it is an offence (Copyright, Designs and Patents Act 1988).

12.8 Employees should return any property or equipment which they have been allowed to borrow by the Academy as soon as they leave their job or when requested by their Line Manager.

12.9 When linking a personal device to the Academy Wi-Fi, employees are bound by the Academy IT Policies.

12.10 Employees should not access inappropriate material on their personal devices, (even if accessing via their own data) whilst they are on any Our Lady and All Saints MAC sites.

12 Recruitment and Selection and Other Employment Matters

13.1 If employees are involved in recruitment and selection they are expected to ensure that all appointments are made strictly on the basis of merit in accordance with Our Lady and All Saints Catholic Multi Academy/Academy recruitment and selection process. Employees should not be involved in an appointment where they are related to an applicant, or have a close personal relationship outside work with them.

- 13.2 Any reference provided by the Headteacher in relation to another employee on behalf of Our Lady and All Saints Catholic Multi Academy/Academy, should be factual and give an honest representation of the experience, skills, abilities and/or other qualities of that employee.
- 13.3 Employees must not misuse or misrepresent their professional position, qualifications or experience, nor should they falsify a reference.

14. Outside Commitments and Private Work

- 14.1 Employees should notify their Line Manager before taking up any outside employment. The Line Manager should assess if the nature of the work might be seen to conflict with the interests of Our Lady and All Saints Catholic Multi Academy/Academy and advise accordingly.
- 14.2 Any secondary employment cannot be carried out by employees during the time the Academy employs them (i.e. when they should be in attendance at the Academy/undertaking work for the Academy under their contract of employment for those specific hours), which includes periods of sickness absence.
- 14.3 Employees should follow the appropriate guidance regarding the ownership of intellectual property or copyright created during their employment. Any paid work carried out on behalf of Our Lady and All Saints Catholic Multi Academy outside your contracted hours, Our Lady and All Saints Catholic Multi Academy.
- 14.4 Employees should not offer private tuition, whether paid or unpaid, to any pupil within Our Lady and All Saints Catholic MAC

15. Disclosure of Information and Confidentiality

- 15.1 Employees may have access to confidential information about children, young people and staff in order to undertake their responsibilities. In some circumstances they may have access to or be given highly sensitive or private information. These details must be kept confidential at all times and only shared when it is in the interests of the child to do so. They should gain the permission of the Headteacher/Line Manager before disclosing this information to any unauthorised party, in order to protect the employee from any accusations of inappropriate use.
- 15.2 Information held by Our Lady and All Saints Catholic Multi Academy/Academy in relation to staff and pupils may be subject to the provision of the Data Protection Act. Employees should never put themselves in the position where the disclosure of information puts themselves, a colleague, a pupil or the reputation of Our Lady and All Saints Catholic Multi Academy/Academy at risk.
- 15.3 Employees should respect the confidentiality of Our Lady and All Saints Catholic Multi Academy /Academy meetings and the contents of any confidential Our Lady and All Saints Catholic Multi Academy /Academy documents and work within Data Protection Legislation.

16. Being a Member of an Organisation

- 16.1 Employees should ensure that their membership or involvement with any external organisation does not lead to an actual or perceived (maybe because of its nature and maybe because it is in the 'public domain') conflict of interest with their position as an employee of Our Lady and All Saints Catholic Multi Academy/Academy, or conflict with the Catholic Church, Our Lady and All Saints Catholic Multi Academy/Academy policies/objectives or damage to Our Lady and All Saints Catholic Multi Academy/Academy reputation. It is important to avoid any perception that advice, guidance, or decisions for which they are responsible could be influenced by their membership of a particular organisation. This does not apply to membership of a trade union.

17. Whistleblowing

- 17.1 Under the Whistleblowing policy and procedure, if an employee believes that there has been any fraud, irregularity, improper behaviour towards a pupil, corruption or the law has been broken, they should report such incidents under this policy. (Also see the Whistleblowing Policy)
- 17.2 The Whistleblowing policy is intended to encourage and enable employees to raise concerns safely and without fear of retribution within Our Lady and All Saints Catholic Multi Academy/Academy rather than overlooking a problem. Our Lady and All Saints Catholic Multi Academy/Academy will not tolerate harassment or victimisation and will take action to protect any employee when they have raised a concern in good faith. Similarly, no employee must treat another employee less favourably on the grounds that that employee has, intends, or is suspected of doing anything under the Whistleblowing procedures.

18 Dress Code

- 18.1 As a general principle, staff should dress according to their professional judgement, unless this is detrimental to their capacity to do their job or is deemed unsafe or inappropriate for some other good reason. Employees should dress in a way that presents Our Lady and All Saints Catholic Multi Academy in a positive and professional manner.
- 18.2 Staff dress code should remain business dress in line with the expectations in place for students (i.e. no shorts), unless relaxed at the discretion of the Headteacher due to special circumstances.
- 18.3 No aspect of an employee's dress or appearance should be politically motivated, sexually provocative, discriminatory, insensitive or offensive. Employees should dress appropriately for an Academy setting and take care to consider what the child can see, in terms of length of skirt and the exposure of chest area.
- 18.4 Jewellery and piercings should not be worn excessively nor amount to an unacceptable risk either to the employee or to the pupil.
- 18.5 Staff to be conscious of health and safety when choosing appropriate footwear. Open toed high heeled shoes, backless footwear and flip-flops are worn at the risk of each individual.
- 18.6 If visible, tattoos must not cause offence to others; if tattoos are likely to cause offence, they must be covered up whilst on duty.
- 18.7 Hair should be kept tidy and nails should be kept at a length where they are unlikely to amount to a risk or cause harm to pupils.
- 18.8 Dress codes may be relaxed in certain circumstances such as outdoor/adventure visits, training days and charity days– in these circumstances, common sense should prevail at the Headteachers/Line Manager's discretion.
- 18.9 All staff will be supplied with an Academy identity security badge that should be worn and visible at all times both when in Academy or outside the premises on Academy business and should only be removed for safety reasons. Staff working within the community must carry their Academy I.D. badges with them at all times. It is the responsibility of the member of staff to inform their manager if their I.D. badge is lost/stolen or if details on the badge need altering e.g. for a name change.
- 18.10 Staff should ensure that they are dressed safely and appropriately for tasks they undertake and wear clothing appropriate to their work area. If you are supplied with a uniform or protective clothing for your role then you must wear these whilst carrying out your duties. Facilities staff may wear practical clothing as appropriate to

their role as determined and provided by the Academy.

19. Linked Policies and Documents available from HR

- OLAAS Data Protection Policy
- OLAAS Disciplinary Policy
- OLAAS Grievance Policy
- OLAAS Gifts and Hospitality Policy

20. Breaches

Breaches of this Code of Conduct are likely to be regarded as an act of misconduct to be addressed under the MAC's disciplinary procedure. Some of the above sections indicate the level of offence that could occur if breaches are found.

21. Monitoring and Review

- This code of conduct will be kept under review in the light of recommendations and guidance issued nationally in relation to standards of conduct in public life and revised as necessary.