



MOUNT

ST MARY'S | BARLBOROUGH HALL

Staff Behaviour Policy

Introduction

We believe that Mount St Mary's College, a Catholic boarding and day school in the Jesuit tradition develops the whole person recognising that each one is unique in the eyes of God. This is brought about in surroundings where relationships are based on the Gospel values of trust, respect and service to others. The School should therefore be characterised by mutual trust, respect and concern if the students are to learn to serve, to love and to forgive.

All those who live and work at Mount St Mary's College will aim to uphold these ideals. We will work towards building a community of trust, honesty, respect for all, and respect for the environment and service and care of others. All students within the community are treated as individuals and are able to grow and develop free from fear and bullying. We aim to build partnerships between home and school and allow teachers to educate in an atmosphere of co-operation and respect.

The purpose of this code of conduct is to help all those working and living at Mount St Mary's College understand what is expected of them. The School expects your work, conduct and integrity to be of the highest standard, since they directly affect the success of the School and public confidence in the School.

Staff Expectations

All staff are expected to behave at all times in a professional manner and this sets out the minimum standard we expect staff to adhere to at all times.

Residential Staff

Code of conduct applies to all staff, however residential staff in particular must note the following:

- Duty Staff **are not** to consume alcohol whilst on duty except for when on social occasions for the boarders where Duty Staff are required to attend whereby a small amount of alcohol may be consumed and permission for this has been granted.
- All staff whilst resident must evacuate in the event of a fire alarm. This includes all family members
- Pupils must not enter their private accommodation
- Staff should not socialise with **any** pupils outside of school-organised functions.
- Staff must not use personal mobiles or any form of social media to contact pupils

- Staff should avoid drinking in pubs/clubs etc where Sixth Formers might be present
- Staff must not ask students to carry out personal jobs e.g. babysitting for them

Teaching Staff

Teaching staff should also refer to and abide by the provisions as set out in the Teacher's standards (published by the Secretary of State for Education via the Department for Education) – revisions and amendments to this document are made from time to time.

Staff are expected to behave in a professional manner and as role models for our pupils. Staff are therefore asked to refrain from the following –

- Consuming snacks and drinks (other than water) during lessons
- Chewing gum
- Using inappropriate language / swearing

Good teaching practices should be followed which would include the following: -

- Children should be clear as to the purpose of tasks set
- All work should be properly planned
- Marking should be kept up to date
- Teacher's hand writing should be legible
- Classrooms should be left tidy at the end of every lesson

All staff should comply with this Procedure and our Child Protection Safeguarding Policy and Procedures. Breach of our Code of Conduct or any of our rules or policies could lead to disciplinary action and in serious cases, could be treated as gross misconduct.

Misconduct

Behaviour which is disruptive, disrespectful to colleagues, or which falls short of the requirements set out in this procedure may be treated as misconduct under the disciplinary procedure. While employees will not usually be dismissed for a first offence a failure to remedy the behaviour or to adhere to required standards may ultimately lead to dismissal once appropriate warnings have been given.

The School reserves the right not to follow the disciplinary procedure in full for employees who are within the first two years of their employment with the School.

Gross Misconduct

Gross misconduct is behaviour which is fundamentally at odds with the employee's duty to the School, their colleagues or the pupils. In accordance with the disciplinary

procedure, gross misconduct will usually result in dismissal without notice, or payment in lieu of notice, even in cases of a first offence.

It is not possible to list every example of gross misconduct which may arise, but the following provides an illustration of the sort of conduct that will fall into this category – some of which are then explained in more detail below:

Serious breach of our Safeguarding procedures, Code of Conduct or any other serious breach of our policies and procedures;

- Theft;
- Deliberate acts of discrimination or harassment;
- Refusal to carry out reasonable instructions;
- Violent or intimidating behaviour;
- Wilful damage to property;
- Reckless behaviour posing a risk to health and safety;
- Any illegal act during working time or on School premises;
- Failure to disclose, if reasonably asked, any criminal conviction/caution not exempt under the terms of the Rehabilitation of Offences Act 1975 (as amended);
- Failure to immediately notify the School of any allegation/charge or conviction of any criminal offence brought against you during your employment and/or failure to make any disclosures required under your contract of employment;
- Conviction for a criminal offence that in our opinion may affect the School's reputation or its relationships with its staff, pupils, parents or the general public, or otherwise affects your suitability to continue to work for the School;
- Refusal to disclose any of the information required by your employment;
- Inciting violence or radicalisation;
- Offering alcohol, drugs or any other illegal substances to pupils;
- Serious breach or failure to provide safe working environment for children and young people;
- Serious breach of 'personal and professional conduct' of the Teachers' Standards;
- recording audio and/or video of any meeting, conversation or discussion with another person or people without the express prior consent of the person or people being recorded;

- Any act described as gross misconduct elsewhere in this procedure.

Allegations of Misconduct and Gross Misconduct

The School is committed to treating all employees fairly and allegations of misconduct and gross misconduct will be dealt with in accordance with the disciplinary procedure set out in this Policy.

Dishonesty

It is important to stress that any form of dishonesty, however minor, may be regarded as gross misconduct. This includes theft of property, whether belonging to the School, colleagues, pupils or any third party. However, it also includes an employee seeking to gain any advantage through deception - such as making a false claim for expenses or overtime, falsely claiming to be sick or falsely claiming to have completed a particular task.

It does not matter if any amount of money at issue is small. The School regards any dishonesty by employees as gross misconduct which will usually result in dismissal.

Personal Standards

To promote the Jesuit principles that underpin all we do it is necessary that your personal standards of general behaviour be high. Public confidence and the schools trust in you would be undermined if you:

- Threaten, fight with, or assault anyone or persist in verbal or non-verbal behaviour that would intimidate or offend
- Steal, take without authority or deliberately damage things that belong to other people or to the School
- Use your position in the School to further advance the interests of others with whom you are associated, or show favour to any friends, family or personal contacts

Discrimination

One of the strengths of Mount St Mary's College is the diversity of the student body and the staff community. Students and staff come from a variety of countries, cultures and religious backgrounds. Each person is unique and valued. It is expected that all staff will treat each other and the students in an equitable way. Language or behaviour that may be seen as discriminatory will not be tolerated. All such incidents should be reported at once to the Headmaster or the Second Master. If these both be absent the Chair of Governors should be contacted.

Staff should treat each other with respect and consideration. Language that is discriminatory should not be used. If a member of staff feels they are being discriminated against they should in the first instance report this to SLT/HR.

Safeguarding

All staff are expected to comply with the School's Safeguarding Policy.

Staff may have access to sensitive information about children and this must be kept confidential at all times and only shared when it is in the best interest of the child to do so. Such information should never be used to intimidate, humiliate, or embarrass the child or young person concerned. Staff should never promise to keep secrets for the child. They must also never ask this of a child or young person.

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 harms threshold, is inconsistent with the staff code of conduct, and may be as simple as causing a sense of unease or a 'nagging doubt'. A person working for the School could have acted in a way that is inconsistent with the school's Staff Behaviour and Code of Conduct, and does not meet the allegations threshold or is otherwise not considered serious enough to make a referral to the LADO

Examples of behaviour that could require reporting of a low-level concern include, but are not limited to:

- 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 sexualised, intimidating or offensive language.

Low-level concerns can include inappropriate conduct inside and outside of work. Such behaviour can exist on a wide spectrum, from the inadvertent or thoughtless, or behaviour that may look to be inappropriate, but might not be in specific circumstances, through to that which is ultimately intended to enable abuse.

All staff should share any low-level concerns they have using the reporting procedures set out in our child protection and 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, we encourage staff to report it.

It is crucial that any such concerns, including those which do not meet the harm threshold are shared responsibly and with the right person, and recorded and dealt with appropriately.

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. Ensuring they are dealt with effectively should also protect those working in or on behalf of schools and colleges from potential false allegations or misunderstandings.

Reporting and responding to low-level concerns is covered in more detail in our child protection and safeguarding policy.

Sexual relationships/infatuations/crushes

All staff need to know that inappropriate behaviour with or towards children is unacceptable. It is an offence under the Sexual Offences Act 2003, for a person over the age of 18 to have a sexual relationship with a child under the age of 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. A relationship between a member of staff, a volunteer or a governor and a student can never be a relationship of equals. There is a potential for exploitation and harm of students and therefore such relationships can never be tolerated.

Students may occasionally have an infatuation with a member of staff. These situations should be taken seriously and the adult must be careful to ensure that no encouragement of any kind is given to the student. An adult who becomes aware of such a situation should discuss it at the earliest opportunity with the Headmaster or a member of the Senior Leadership Team so appropriate action can be taken to avoid any hurt, distress or embarrassment.

Personal property of a sexually explicit nature such as books, magazines, videos or digital media must not be brought onto, or stored within School's property.

Relationships between members of staff should be conducted with discretion.

It is unacceptable for members of staff to harass others in the work place. This could involve:-

- Making comments about another member of staff's sexuality, gender, appearance etc.
- Touching a member of staff in a way that makes them feel uncomfortable
- Making suggestive comments toward or about colleagues
- Asking them on a date after being refused the first time of asking
- Pestering colleagues with personal matters

If a member of staff feels that they are being harassed at work or is uncomfortable with the way they are treated they should in the first instance contact the Head of HR, the Headmaster or the Chair of Governors.

Physical contact with students/restraint

It is not reasonable to expect that there will be no physical contact between members of staff and students at the School. However, it is crucial that in all circumstances

adults should only touch students in ways that are appropriate to their professional or agreed role and responsibilities. Corporal Punishment is never acceptable.

Members of staff have the right to use reasonable force and restrain students in circumstances where the student is placing themselves or others in danger. All incidents involving the use of force should be documented fully and accurately and the Headmaster and SLT should be made aware of the earliest opportunity.

Physical contact should never be secretive, or for the gratification of the adult, or represent a misuse of authority. If a member of staff feels their actions could be misinterpreted or if an action is observed by another as being inappropriate or possibly abusive, this should be reported as soon as possible to the Designated Safeguarding Lead (DSL) (Jack Murphy). In the absence of the DSL it should be reported to the Deputy DSL (Alexa Middleton).

Where a student initiates inappropriate physical contact with an adult, the situation should be handled sensitively and care taken to ensure the contact is not exploited in any way. The Headmaster or DSL should be made aware of any such incident immediately.

Appearance/Dress

All staff and volunteers should ensure they are dressed appropriately for the work they are undertaking. Clothing should be clean and in good repair. It is expected that teaching staff wear 'business dress' as this is what is expected of students. Staff in other departments should wear appropriate uniform. Staff are expected to set an example to students of modest and business like clothing. Those who dress or appear in a manner that could be considered inappropriate could render themselves vulnerable to criticism or allegations of misconduct. It is the responsibility of the Second Master to deal with any issues or concerns surrounding dress.

Social Conduct

Staff should be aware of safe practice also involves using judgement and integrity in places other than the work setting. An individual's behaviour, either in or out of the work place, should not compromise their position with the School. One of the strengths of Mount St Mary's College is the good working relationships that build up between staff and students. These relationships are built on trust and mutual respect. It is vital that staff do not seek to jeopardise this trust.

Staff should not give their personal details such as home/mobile numbers, home address or home email address to students unless the need to do so and has been agreed by the Headmaster or a member of the SLT, nor should they make contact with them through social media.

Staff should not discuss students or their families on any social networking sites. No students should be invited into the home of a member of staff.

Photography and recorded images

Many school activities are recorded. This can be a part of the curriculum, extra school activities, for publicity or to celebrate achievement. An image of a child is personal data and it is therefore important that consent is obtained from parents/guardians for any image used for school websites, productions, publications etc. Staff are aware of the potential for such images to be misused. Staff should remain sensitive to any students who do not wish to be photographed. You should seek to find out if using photography as to whom we have permission to utilise for pictures.

Honesty

As a Catholic Jesuit Community, we should have absolute confidence and trust in all those who work at the School.

To avoid any doubt arising about your honesty staff should report to your manager, the Headmaster or HR, any attempts to bribe, threaten or otherwise inappropriately influence you. You should also report any offers of money or favours you may get.

Staff should never ask for or accept bribes or incentives of any sort nor should you accept money or other reward for the work you do at the School apart from what the School's Trust pays you. It is vital that all staff avoid putting themselves in debt to someone where this could be seen to influence your work.

If you are aware of an employee or a member of the public acting improperly consult a member of SLT for advice. If this is difficult you should contact either HR or the Chair of Governors. Any breach of the above requirements or any deliberate act of fraud will be considered as gross misconduct and will lead to disciplinary action with the possibility of dismissal.

Gifts and Hospitality

Staff need to ensure that they do not accept any gift that might be construed by others as a bribe or lead the giver to expect preferential treatment. There are occasions when parents and students may pass on small tokens of appreciation to members of staff. However, it is unacceptable to receive gifts on a regular basis or of any significant value. Personal gifts must not be given to students.

To avoid putting yourself in a position where you may be thought to have acted improperly all staff should report to the Headmaster or the Chair of Governors any gifts, favours or hospitality you are offered or receive. Staff should not accept any unreasonable or undue hospitality. For example, don't allow an organisation that has dealings with the School to pay for you to: go to sporting events, the theatre etc, or go away on holiday. However, this does not preclude you from accepting reasonable hospitality or a gift that has a token value.

If in doubt consult the Headmaster, HR or the Chair of Governors.

Refusal to carry out reasonable instructions

The School expects employees to work in a spirit of cooperation with their colleagues and managers for the good of the business as a whole. Employees are required to

carry out their managers' reasonable and lawful instructions and a deliberate and wilful refusal to do so is likely to gross misconduct.

If you believe that you have been instructed to do something that does not fall within your duties or which is in some other way unreasonable or unsafe then the appropriate way of dealing with this is to raise this with a more senior manager as soon as possible, speak to your trade union or use the grievance procedure. However, doing so may not prevent a refusal to carry out an instruction from amounting to gross misconduct if it is found to have been a reasonable one in all the circumstances.

Breach of a requirement set out in this Procedure

This procedure sets out a number of requirements aimed at ensuring the smooth running of the School and the fair treatment of all employees. A number of these are so important that any breach of them will amount to gross misconduct and these are clearly identified throughout the procedure. Your attention is drawn in particular to the following:

- The rules on safeguarding;
- The rules on gifts and hospitality;
- The policy on smoking;
- The policy on alcohol and drugs;
- The rules concerning the use of computers, the internet and email;
- The policy regarding social media; and
- The policies on driving and the use of School vehicles.

KEY CONTACT NUMBERS:

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Chair of Governors	01246 434066
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