



# Staff Code of Conduct

For all schools within the Bosco Catholic Education Trust

This Policy has been approved and adopted by the Bosco  
Catholic Education Trust

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For Review:

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Foreword from Dave Carter, CEO

What does it mean to work in a Bosco school?

Welcome to the Bosco Catholic Education Trust. We are a group of Catholic schools serving children and families across Sussex. Working in a Catholic school is different and it's important that everyone understands the important part they play when they join one of our schools. This short booklet aims to set out what those expectations are and what it means for each member of staff.

Catholic schools are faith communities, based on a belief in God and on a Christian way of life. They were originally built to serve the poor and disadvantaged, and this is still a major part of our work – particularly given St John Bosco was doing this over 150 years ago in Turin. In our Bosco schools we have staff with a wide variety of beliefs. We have very committed and not so committed Catholics, people of different faiths, agnostics and atheists. Absolutely everyone is welcome to work in our schools but there is a strong expectation that we behave in a certain way and understand that we are all here to serve the children.

the words of St John Bosco "Young people not only need to be loved, but they also need to know that they are loved."

Faith - sometimes we are called to "take the first step even when we can't see the whole staircase". Showing faith means that we trust that God is there and will look after us.

Gratitude - we all have so much to be thankful for. The day always feels better if we take a moment to pause and thank God for the family, friends and good things we have. "If the only prayer you ever say in your entire life is thank you, it will be enough."

Humility - we are not boastful and are open enough to recognise our own weaknesses and look for help from others

Humour - God and the children constantly invite us to rejoice and laugh, sometimes at ourselves! This is contagious as God wants us all to be happy. This helps us to develop personal connection with the children, particularly the hardest to reach.

Integrity - as a member of the Bosco community this means we always try to "do the right thing even when no-one is looking".

Justice - children are finely tuned judges of what is right ("That's not fair!"). We show justice

Thank you for everything you do for our children. As Maya Angelou said, " children will forget what you said, children will forget what you did but they will never forget how you made them feel" .

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- 1.5.11 Report incidents or actions of others which they feel threaten the welfare and security of any member of the school community.
- 1.6 We rely on all staff:
  - 1.6.1 Demonstrating professionalism in their dealings with colleagues, students, parents and visitors to the school and treating each with respect.
  - 1.6.2 Acting as good role models in behaviour, attitude, punctuality and professional dress for the young people in our care.
  - 1.6.3 Carrying out their responsibilities to the best of their abilities, bearing in mind the reliance that we all have on the co-operation and support of others.
  - 1.6.4 Actively committing to their own professional development and the aspirations of the school.
  - 1.6.5 In the case of teachers, in addition to this code of conduct, committing to meet the standards outlined in the Teachers' Standards published by the Teaching Agency ('Personal and Professional Conduct').
  - 1.6.6 Meeting the administrative, security (including computer network aspects) and health and safety requirements of the school.
  - 1.6.7 Ensuring confidentiality about school matters and ensuring that school and student/staff information is shared only with appropriate parties who need to know as part of the school's work
  - 1.6.8 Demonstrating a desire and willingness to follow school policies and procedures.
  - 1.6.9 Promoting fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.
  - 1.6.10 Maintaining high levels of attendance and punctuality as the norm.
  - 1.6.11 Ensuring that all Child Protection (CP) issues are passed on to the Designated Safeguarding Lead (DSL) immediately.
  - 1.6.12 The school expects all employees to comply with lawful written and oral instruction unless to do so would result in a health and safety risk.
  - 1.6.13 Maintain the professional standards expected of their roles, contributing to the success of the school and Trust working practices as directed by the Headteacher.
  - 1.6.14 Ensure that they have read and adhere to the relevant Trust policies located on the website: Appraisal policy; Attendance Management policy; Capability policy; Child Protection and Safeguarding policy (including all supplementary policies); Complaints policy; Data Protection policy; Disciplinary policy; Finance (including supplementary finance policies); Grievance policy; Health and Safety policy; Relationship and Sex Education policy; SEND policy; Whistleblowing policy; Pay policy.
  - 1.6.15 Alert the Headteacher (or Chair of Governors and CEO in the case of the Headteacher) at the earliest opportunity if they are aware that they have conducted themselves in a way which may have breached the expected standards of conduct.



- 4.2.2 Identify children who may be in need of extra help or who are suffering or are likely to suffer significant harm.
- 4.2.3 Report as soon as possible and without delay any concerns regarding child protection /safeguarding to the Headteacher/DSL (or Chair of Governors and CEO where concerns relate to the Headteacher). All staff must be aware of the process to follow if they have concerns about a child and report as soon as possible and without delay any concerns to the Designated Safeguarding or Deputy Designated Safeguarding Lead.
- 4.3 Staff should also be aware of the Prevent Duty, online safety, mental health, their legal duty regarding FGM, and other areas that may cause a risk to the safety of a pupil. All Employees must ensure they have read, understood and comply with:
  - 4.3.1 Part 1 of Keeping Children Safe in Education (September 2022).
  - 4.3.2 The School's Safeguarding and Child Protection Policy.
  - 4.3.3 The Trust Supplemental Safeguarding Policies ([hyperlink](#)).
  - 4.3.4 The School's Behaviour Management Policy.
- 4.4 Staff must attend and comply with any training as required by the school associated with the safeguarding of pupils / students.

Low level concerns

All staff

- 4.5 Report low-level concerns (as defined in KCSIE 2023) about any member of



individual wishes to remain anonymous that will be respected as far as reasonably possible.

5. Staff / Pupil Relationships

- 5.1 All staff must observe proper boundaries with pupils that are appropriate to their professional position and position of trust. They must act in a fair and transparent way that would not lead anyone to reasonably question the appropriateness of their conduct or behaviour. The relationship between a member of staff and a pupil is not a relationship of equals, staff have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.
- 5.2 If staff members and pupils must spend time on a one-to-one basis, staff must ensure that:
  - 5.2.1 This takes place in a public place that others can access.
  - 5.2.2 Others can see into the room.
  - 5.2.3 A colleague or line manager knows this is taking place.
- 5.3 Staff are encouraged to take part in school related activities such as trips, fixtures,

- 6.3 Twitter, Instagram, chatrooms, forums, blogs, apps such as WhatsApp, gaming sites, digital cameras, videos, webcams and other hand-held devices.
- 6.4 Staff should not share any personal information with pupils, and they should not request, or respond to, any personal information from the child/young person, other than that which might be appropriate as part of their professional role. They should ensure





