



ST. JOSEPH'S COLLEGE  
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# Staff Code of Conduct

<b>Policy Owner</b>  <b>Head</b>	<b>Associated documents</b>	<b>Legal Framework</b>
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## Staff Code of Conduct

This code of conduct relates to all staff and volunteers of St Joseph's College, including staff and volunteers working in the Early Years Foundation Stage.

### **This Code of Conduct must be read in conjunction with:**

- College Safeguarding Policy
- Anti-Bullying Policy
- Behaviour, Rewards and Sanctions Policy
- Missing Child Policy
- Supervision of Pupils Policy
- Uncollected Child Policy
- Equal Opportunities Policy for Pupils
- Equal Opportunities Policy for Staff
- Intimate Care and Toileting Policy
- Computer Usage Policy
- Whistleblowing Policy

These can be found in the College Policies and Essential Information area on sharepoint.

Staff must read the following policies from the staff handbook:

- Communications with Pupils including the use of Social Media
- Social Media Policy
- Guidelines on the Carriage of Pupils in Private Vehicles by Staff

Staff are also required to read and understand Part 1 of the Department for Education's Keeping Children Safe in Education (KCSIE) and Annexe A. Staff are to discharge their role and responsibilities as set out in Part one of KCSIE guidance.

### **Staff Behaviour**

Staff are expected to demonstrate the highest possible standards of personal and professional conduct, behaviour and language, and consistently act with honesty and integrity. The College expects staff to treat each other, pupils, parents and the wider community with dignity and respect at all times.

Staff must act in accordance with their duty of care to pupils and ensure that the safety and welfare of pupils are accorded the highest priority.



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Staff must show fairness in their treatment of pupils and avoid behaviours such as embarrassing or humiliating pupils, making jokes at the expense of pupils, discriminating against or favouring pupils, and sarcasm.

Staff must have regard for the ethos and values of the College and must not do or say anything which may bring the school or governing body into disrepute. Care must be taken by staff to avoid any conflict of interest between activities undertaken outside College and responsibilities within school. Staff must act in accordance with the College policies and procedures at all times.

Staff need to ensure that their behaviour does not inadvertently lay them open to allegations of abuse. Staff are reminded that it is an offence for a person aged 18 or over, such as a teacher, 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, in the case of those over 16, the relationship is consensual.

In general, pupils should be encouraged to discuss with their parents or guardians issues that are troubling them. It may be appropriate to suggest that a pupil sees the school chaplain or counsellor.

Staff need to treat all pupils with respect and try, as far as possible, not to be alone with a child or young person. Where this is not possible, for example, in an instrumental music lesson, or sports coaching lesson, it is good practice to ensure that others are within earshot. Where possible, a gap or barrier must be maintained between teacher and child at all times.

There are occasions when it is entirely appropriate and proper for staff to have physical contact with pupils, but it is crucial that they only do so in ways appropriate to their professional role. Staff must, therefore, use their professional judgement at all times. Staff must not have unnecessary physical contact with pupils and must be alert to the fact that minor forms of friendly physical contact can be misconstrued by pupils or onlookers.

A member of staff can never take the place of a parent in providing physical comfort and must be cautious of any demonstration of affection.

Any physical contact must be the minimum required for care, instruction or restraint. Physical contact must never be secretive, or of the gratification of the adult, or represent a misuse of authority. If a member of staff believes that an action could be misinterpreted, the incident and circumstances must be recorded as soon as possible, the DSL informed and, if appropriate, a copy placed on the pupil's file.

Any physical restraint is only permissible when a child is in imminent danger of inflicting an injury on himself/herself or on another, and then only as a last resort when all efforts to diffuse the situation have failed. Another member of staff must, if possible, be present to act as a witness. All incidents of the use of physical restraint must be recorded in



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writing and reported immediately to the DSL/Head who will decide what to do next. Where this relates to the EYFS setting, parents will be informed of any physical restraint used on their child the same day or as soon as reasonably practicable.

Where exercises or procedures need to be demonstrated, extreme caution must be used if the demonstration involves contact with pupils and, wherever possible, contact must be avoided. It is acknowledged that some staff, for example, those who teach PE and games, or who offer music tuition, will, on occasions, have to initiate physical contact with pupils in order to support a pupil so they can perform a task safely, to demonstrate the use of a particular piece of equipment/instrument or assist them with an exercise. This must be done with the pupil's agreement.

Contact under these circumstances must be for the minimum time necessary to complete the activity and take place in an open environment. Staff must remain sensitive to any discomfort expressed verbally or non-verbally by the child.

Further information is provided in the College Safeguarding Policy and in Appendix 1 which all staff must read.

### **Showers and changing**

Pupils are entitled to respect and privacy whilst they are changing or showering after PE/games or swimming. However, there needs to be an appropriate level of supervision in order to safeguard young people, meet health and safety requirements and to ensure that bullying does not take place. The supervision must be appropriate to the needs and age of the pupils and sensitive to the potential for embarrassment.

Staff must be vigilant about their own behaviour and announce their intention of entering a changing room. Staff must not change or shower in the same place as pupils.

### **One to One Situations**

Staff working individually with pupils must be aware of the potential vulnerability of pupils and staff in such situations. Staff must manage these situations with regard to the safety of the pupil and to themselves.

Individual work with pupils must not be undertaken in isolated areas or rooms where there is no external viewing panel. Where it is necessary to close doors for reasons of confidentiality a colleague must be made aware of this and asked to remain vigilant.

### **Meeting pupils outside school including home visits**

Pre-arranged meetings with pupils away from the school premises are not permitted unless approval is obtained from their parents/carers and the Head, the Bursar or one of the Deputy Heads.



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There may be occasions when it is necessary to make one-off or regular home visits in response to urgent or specific situations. Under no circumstances must a member of staff visit a pupil in their home outside agreed work arrangements or invite a pupil to their own home or that of a family member, colleague or friend unless approval is obtained from their parents/carers and the Head, the Bursar or one of the Deputy Heads and a clear justification for such an arrangement must be agreed.

### **Infatuations**

It is not unusual for pupils or, sometimes, their parents to develop infatuations towards members of staff. All such situations must be responded to sensitively to maintain the dignity of those concerned. Staff must also be aware that such circumstances carry a high risk of words or actions being misinterpreted and for allegations to be made against staff. Any indications of an infatuation towards yourself or another member of staff must be reported to your line manager.

### **Gifts/Hospitality**

Staff need to take care that they do not accept any gift/offer of hospitality that might be construed as a bribe by others, or lead the giver to expect preferential treatment. However, there may be occasions where pupils or parents wish to give a small token of appreciation to staff, for example at religious festivities or at the end of the year.

It is unacceptable to receive gifts on a regular basis or to suggest to pupils that gifts are appropriate or desired. If you are unsure whether to accept a gift you must consult the Head, the Bursar or one of the Deputy Heads. Further information and guidance is provided in the Anti-Corruption and Bribery Policy in the Staff Handbook.

Any reward to pupils must be in accordance with the College Behaviour, Rewards and Sanctions Policy, and not be based on favouritism. Care must be exercised in giving any gifts and in circumstances where this is appropriate they must be given openly. However, staff and volunteers need to be aware that the giving of gifts can be misinterpreted by others as a gesture either to bribe or groom a young person. It is therefore recommended that when gifts are given in specific circumstances, they must be given on behalf of the whole school.

Staff must exercise care when selecting pupils for specific activities or privileges to avoid perceptions of favouritism or unfairness. Methods and criteria for selection must always be transparent and subject to scrutiny.

### **Confidentiality**

Members of staff may have access to confidential information about pupils, their parents/guardians or their siblings. Staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil on a need to know basis.



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Staff must never use confidential or personal information about a pupil or her/his family for their own, or others' advantage (including that of partners, friends, relatives or other organisations). Information must never be used to intimidate, humiliate, or embarrass the pupil.

Staff may at some point witness actions which need to be confidential. This needs to be reported and dealt with in accordance with the appropriate College procedure. It must not be discussed outside the College, nor with colleagues in the College except with a senior member of staff with the appropriate authority to deal with the matter.

Staff have a statutory obligation to share with the College Designated Safeguarding Lead or Deputy Designated Safeguarding Lead any information which gives rise to concern about the welfare or safety of a pupil or that might suggest a pupil is in need or at risk of significant harm. Staff must pass on information without delay in accordance with the College Safeguarding Policy and procedures and this must be recorded. Staff must never promise a pupil that they will not act on or pass on any information that they are told by the pupil.

They must guarantee only that they will pass on information to the minimum number of people who must be told in order to ensure that the proper action is taken to sort out the problem and that they will not tell anyone who does not have a clear need to know. They will also take whatever steps they can to protect the informing pupil or adult from any retaliation or unnecessary stress that might be feared after a disclosure has been made.

### **Use of mobile phones, devices and cameras**

Mobile phones provide many benefits to school life, notably in improving health and safety through better communication with staff in more remote parts of the school grounds and off-site visits.

However, mobile phones, particularly those capable of taking pictures, also present a challenge to the school community to ensure that pupils are safeguarded in relation to the potential for improper use and also that their education is not impeded by the use of mobile phones at inappropriate times.

EYFS staff phones are kept secure in their areas and are only used for Multi Factor authentication by staff members. Staff who work in the Acorn Centre should take personal calls in the Prep School staff room. Neither staff, children, volunteers nor visitors may use their own mobile phones to take photographs within our EYFS setting and up to Reception year in the Prep School.

On arrival at school, staff should switch their phones onto silent for the course of the school day. Whilst staff are permitted to use their phones during the school day, they must ensure this use does not prevent them from carrying out their professional duties.

Any mobile phones being used as contact phones for trips and visits, must be registered on the trip paperwork and risk assessments.



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Staff use of mobile devices must be in accordance with this policy, the Taking Storing and Using images of children policy, and the Safeguarding policy.

Photographs will only be taken of children with their parents' permission. Photographs will only be taken by staff member/s. Where photographs are taken by staff to give evidence of children's progress, photos can only be taken on College cameras. They must then be downloaded onto College computers, where they will be monitored. Photos cannot be used or passed on outside the College.

### **Access to the College internet connection**

The College provides a wireless network that staff and visitors to the school may use to connect their mobile devices to the internet. Access to the wireless network is at the discretion of the College, and the College may withdraw access from anyone it considers is using the network inappropriately.

The College cannot guarantee that the wireless network is secure, and staff and visitors use it at their own risk. In particular, staff and visitors are advised not to use the wireless network for online banking or shopping.

The College is not to be held responsible for the content of any apps, updates, or other software that may be downloaded onto the user's own device whilst using the school's wireless network. This activity is taken at the owner's own risk and is discouraged by the school. The school will have no liability whatsoever for any loss of data or damage to the owner's device resulting from use of the school's wireless network.

### **Access to College IT services**

School staff are permitted to connect to or access the following school IT services from their mobile devices:

- Office 365 suite
- VMWare Horizon (remote desktop)

Staff may use the systems listed above to view College information via their mobile devices, including information about pupils. Staff must not store the information on their devices, or on cloud servers linked to their mobile devices. In some cases it may be necessary for staff to download school information to their mobile devices in order to view it (for example, to view an email attachment). Staff must delete this information from their devices as soon as they have finished viewing it.

Staff must only use the IT services listed above and any information accessed through them for work purposes. College information accessed through these services is confidential, in particular information about pupils. Staff must take all reasonable measures to prevent unauthorised access to it. Any unauthorised access to or



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distribution of confidential information must be reported to the school's IT team, the Head, the Bursar or one of the Deputy Heads as soon as possible.

Staff must not send College information to their personal email accounts.

If in any doubt a device user must seek clarification and permission from the College IT Department before attempting to gain access to a system for the first time.

### **Electronic communication with pupils including the use of social media**

Staff must not give their personal mobile phone numbers or email addresses to pupils, nor must they communicate with them by text message or personal email. If they need to speak to a pupil by telephone, they must use one of the College telephones and email using the College system. The group leader on all trips and visits involving an overnight stay must take a College mobile phone with him/her and will ask the pupils for their mobile numbers before departure. The College mobile must be used for any contact with pupils that may be necessary. The group leader will delete any record of pupils' mobile phone numbers at the end of the trip or visit and must ensure that pupils delete any College mobile numbers that they may have acquired during the trip. Staff must be aware that it is not appropriate to use personal social media to communicate with pupils.

Staff must be aware that their role comes with particular responsibilities and they must adhere to the College strict approach to social media. Staff may be required to remove internet postings which are deemed to constitute a breach of the Social Media Policy. Failure to comply with such a request may result in disciplinary action.

Social media must not be used for purposes relating to the College business or the delivery of its curriculum to pupils unless the prior authority of the Head, the Bursar or one of the Deputy Heads has been obtained. Where the use of social media is authorised for such purposes the Social Media Policy must be followed.

Further information is provided in the Guidelines about Communications with Pupils and in the Social Media Policy in the Staff Handbook, which all staff must read.

### **Compliance with Data Protection Policy**

Staff compliance with this BYOD policy is an important part of the school's compliance with the General Data Protection Regulations (GDPR). Staff must apply this BYOD policy consistently with the school's Data Protection Policy.

### **Compliance, Sanctions and Disciplinary Matters for staff**

Non-compliance of the usage of mobile devices, phones and cameras exposes both staff and the College to risks. If there is a breach of the rules by staff that relates to the





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mobile device and camera usage, the College will take the appropriate action in line with the Disciplinary Procedure, which is located in the Staff Handbook.

### **Transporting pupils**

It is inadvisable for a teacher to give a lift in a car to a pupil alone. Wherever possible and practicable it is advisable that transport is undertaken other than in private vehicles.

For pupils in Year 5 and below there must be at least one adult additional to the driver acting as an escort. If there are exceptional circumstances that make unaccompanied transportation of pupils unavoidable, the journey must be made known to a senior member of staff.

The exception to this will be the transport to and from the College operated by TK Travel or the late bus operated by the College when there will be no adult additional to the driver.

Further information is provided in the College Guidelines on the Carriage of Pupils in Private Vehicles by Staff, which all staff must read.

### **Action if a pupil is missing**

Please refer to the College Missing Child Policy, Supervision of Pupils Policy and the Uncollected Child Policy

A record is kept by the College of any instances in which a pupil is missing from school without satisfactory permission and documentation, including the action taken and the pupil's explanation.

### **Equal treatment**

We are committed to equal treatment for all pupils regardless of age, sex, race, ethnicity, linguistic background, religion, belief, SEN, disability, sexual orientation, gender reassignment, pregnancy and maternity, cultural or social background. We keep a record of discriminatory incidents.

We aim to create a friendly, caring and perceptive environment in which every individual is valued. We endeavour to contribute positively towards the growing autonomy, self-esteem and safety of each pupil. Our staff undertake regular consultation activities with our pupils e.g. through safety questionnaires, participation in anti-bullying week and speaking to children about their experiences at lunchtime and playtimes.

### **Bullying**

Bullying, harassment and victimisation and discrimination will not be tolerated. We treat all our pupils and their parents fairly and with consideration and we expect them to



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reciprocate towards each other, the staff and the College. Any kind of bullying including cyber bullying is unacceptable and the College keeps a record of any incidents.

Further information is provided in the Anti-Bullying Policy, which all staff must read.

### **Whistleblowing**

KCSIE states that if a teacher or member of staff has concerns about the behaviour of another member of staff towards a pupil, he or she must report it at once to the Head and to the DSL (or to the Chair of Governors where the concern relates to the Head or a governor). Any concern will be thoroughly investigated under the College whistle-blowing procedures. Such reporting will be without prejudice to the member of staff's position in the College. Where there are allegations of criminal activity, the LADO (or DO) will always be informed, and advice taken, before the College undertakes any investigation of its own. Wherever possible, and subject to the rights of the pupil, the member of staff will be informed of the outcome of the investigation. No one who reports a genuine concern in good faith needs to fear retribution. Under the Public Interest Disclosure Act the member of staff may be entitled to raise a concern directly with an external body where the circumstances justify it.

Further information is provided in the Whistleblowing Policy in the Staff Handbook, which all staff must read.

Staff who have concerns that are hard to articulate should refer to the Low-Level Concerns Policy to ensure that they have recorded these in an appropriate way.

### **Complaints**

Copies of the College complaints procedure are available on the College website or can be sent to any parent on request. Any complaint arising from the implementation of this policy will be considered under the College complaints procedure.

### **Attendance and Timekeeping**

If you know in advance that you need to be absent for a day or more, then permission needs to be sought from the Head, the Bursar or one of the Deputy Heads.

If you are unexpectedly absent, for example due to illness, or going to be late for any reason, you must inform the Deputy Head (Academic), Deputy Head (Prep) or the HR Coordinator at the earliest opportunity.

### **Smoking**

To promote a healthy and pleasant working environment and because of the fire risk, smoking (in any form, including the use of e-cigarettes) is not allowed anywhere on site.



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### **Alcohol**

Consumption of alcohol is not permitted on site save where at a College function or otherwise agreed when modest amounts of alcohol may be consumed. Employees conduct and performance must not be adversely impacted by alcohol when undertaking their duties.

### **Illegal Drugs**

Illegal drugs should not be brought on to or consumed on site for any reason. If a staff member has reason to confiscate illegal drugs they must be passed to the Head or College Deputies at the earliest convenience to ensure they are kept in a secure way. This is especially important if they become evidence for any further investigation into the matter by internal or external agents.

### **Security**

In the interests of security, staff must wear their identity card whilst in College except for staff issued with a College uniform. All staff must produce it on request. The College reserves the right to search the outer clothing, bags, lockers and vehicles etc. of employees whilst on site. The employee may have a colleague in attendance on such (rare) occasions.

### **Personal Appearance**

We regularly receive visits from parents, potential parents and others, and naturally wish to convey an impression of efficiency and organisation. Therefore whilst not wishing to impose unreasonable obligations on staff you are, nonetheless, required to look smart in appearance and act as a role model to the pupils. As a general rule of thumb staff should look at least as smart as the students they are teaching at all times.

The exception is teaching staff which have been provided with a College uniform. Any member of staff provided with a College uniform is expected to wear it on all occasions.

### **Mobility and Flexibility**

Due to the demands and nature of the College, employees should be prepared to transfer upon request within departments either temporarily or permanently, to undertake work of a different nature, providing it is reasonable and safe to do so and the employee is adequately trained.



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## Appendix 1

### Guidelines on Physical Contact between Staff and Pupils

These guidelines relate to all sections of St Joseph's College, including the Early Years Foundation Stage.

#### Introduction

The guidelines seek to:

- provide a workable framework for healthy and constructive staff-pupil relations
- protect pupils from awkward and dangerous situations and from genuine exploitation
- shield members of staff from misunderstandings of their intentions and from allegations
- help define parameters of acceptability in staff-pupil interactions as a reference point in dealing with any complaints

#### Policy on physical contact between staff and pupils

- There must be no physical contact between a member of staff and a pupil unless such contact is necessary for the proper professional discharge of that member of staff's specific responsibilities and/or general duty of care.
- If a member of staff has to use physical force with a pupil, the details of the circumstances must be brought to the immediate attention of the Head or one of their Deputy Heads.
- Corporal punishment will not be used or threatened

#### Definitions, circumstances, guidelines

Out of context, it is impossible either to provide water-tight definitions of the key terms in the Policy or to catalogue all possible circumstances and responses (acceptable and unacceptable) to such circumstances.

Every member of staff must be aware of the potential difficulties of any physical contact with pupils and must avoid such contact whenever possible; equally, members of staff must be aware that there will arise from time to time, situations in which it would be improper or neglectful not to have appropriate physical contact with a pupil or pupils.

Staff may have cause to have physical contact with pupils for a variety of reasons:

- To comfort a pupil in distress (as long as this is age-appropriate)
- To gently direct a pupil (again, age appropriateness has to be considered)
- For curricular reasons (e.g. in physical activities such as PE, Drama, Art, Science, Design Technology, etc.)
- In an emergency to avert danger to all pupils



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- In rare situations when physical restraint is warranted

**Pre-empting difficulties**

Every member of staff must be conscious of the risks of, and must try to avoid or risk-manage, situations which could be awkward or compromising for either the member of staff or pupil(s) concerned.

Examples:

- A member of staff of one sex, alone in a small room with a pupil of the other, behind closed doors, is an example of a situation to be avoided if possible. (Sometimes this may not be possible: it is, for example, often practical for oral examinations to be conducted, or appropriate for a medical matter to be dealt with, in such circumstances)
- Comforting (especially young) pupils when they are injured or distressed may well form part of a member of staff's proper duty of care in certain circumstances. However, the risks of the teacher's 'comforting arm' being unwelcome – or misconstrued – tend to grow in proportion with the age of the pupil and the privacy of the circumstances. Male members of staff must be aware of the implications of a perceived gender imbalance here: there seem to be more potential problems with a male member of staff putting a 'comforting arm' around a girl's shoulder than when the gender-roles are reversed