



LUX MUNDI

LIGHT OF THE WORLD ~ CATHOLIC ACADEMY TRUST

Code of Conduct For use across all Academy schools and Trust Central within the Lux Mundi Catholic Academy Trust

APPROVED BY THE BOARD OF DIRECTORS ON:.....

CEO's SIGNATURE:.....

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1. Lux Mundi Catholic Academy Trust Vision Statement

To be a beacon of Catholic education where every child flourishes, every voice is valued, and every community is uplifted. Guided by faith, compassion, and respect, Lux Mundi Catholic Academy Trust nurtures the whole person, spiritually, academically, and socially, preparing students of all backgrounds to lead lives of purpose, service, and integrity.

2. Aims, scope and principles

This policy aims to set and maintain standards of conduct that we expect all staff to follow.

By creating this policy, we aim to ensure our school is an environment where everyone is safe, happy and treated with respect.

Many of the principles in this code of conduct are based on the Teachers' Standards.

School staff have an influential position in the school and will act as role models for pupils by consistently demonstrating high standards of behaviour.

We expect that all teachers will act in accordance with the personal and professional behaviours set out in the Teachers' Standards.

We expect all support staff, governors and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others.

As a Catholic school all members of our community should treat each other with respect and dignity. We are all equal in the sight of God.

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

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

It is an implicit condition of employment that an employee owes a duty of loyalty to an employer.

3. Legislation and guidance

In line with the statutory safeguarding guidance [Keeping Children Safe in Education](#), we should have a staff code of conduct, which should (among other things) cover low-level concerns, allegations against staff and whistle-blowing, as well as acceptable use of technologies (including the use of mobile devices), staff/pupil relationships and communications, including the use of social media.

This policy also complies with our funding agreement and articles of association.

4. General obligations

Staff set an example to pupils. They will:

- Maintain high standards in their attendance and punctuality
- Never use inappropriate or offensive language in school
- Treat pupils and others with dignity and respect
- Show tolerance and respect for the rights of others
- Not undermine fundamental British values, including democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs
- Not express personal beliefs in a way that exploits pupils' vulnerability or might lead them to break the law
- Understand the statutory frameworks they must act within
- Adhere to the Teachers' Standards

4.1 Teachers as employees

We take responsibility:

- For our own aspect of the school and its improvement.
- We define problems and look for a possible solution; we do not moan.
- In the face of difficulty, we remember that we are part of a team; colleagues are there to support us through good and bad.
- We give ourselves time to listen.

We are respectful:

- We model respectful relationships with one another.
- We greet each other.
- We are honest; we do not say one thing and think another.
- We make agreements that we intend to, and are able to, keep.
- We presume honourable motives; we remember that, in the school context, decisions are made in the best interest of the pupils.
- In conflict, we talk directly and privately to the person we have a problem with; we do not gossip.

We are confident:

- In our own abilities as education professionals.
- We praise each other and share our successes.
- We forgive and let go.

4.2 Teaching – a skilled and trusted profession

All staff will:

- Put the wellbeing, development, and progress of pupils first.
- Take responsibility for maintaining the quality of their teaching practice.
- Help pupils to become confident and successful learners.
- Demonstrate respect for diversity and promote equality.
- Strive to establish productive partnerships with parents and carers.
- Work as part of a school team.
- Co-operate with other professional colleagues.
- Demonstrate honesty and integrity and uphold public trust and confidence in the teaching profession.

4.3 Working as part of a team

All staff will:

- Endeavour to develop productive and supportive relationships with all colleagues
- Exercise leadership and management responsibilities in a respectful, inclusive, and fair way, and in accordance with contractual obligations and national standards.
- Uphold policies and procedures and raise any concerns about the running of the school in a responsible and appropriate way.
- Contribute to colleagues' learning and development; provide honest, accurate, and justifiable comments when giving references for, or assessing the performance of, colleagues.
- Participate in continuing professional development and other activities.

4.4 Expected behaviours when dealing with other professionals or line managers

All staff will:

- Seek to understand the roles of other professional colleagues.
- Communicate and establish productive working relationships with other professional colleagues.
- Ensure that they are clear about their own professional contribution to joint working, seeking clarifications where this is needed.
- Understand that, in sharing responsibility for students' wellbeing and development, staff should always act within their own competence and responsibilities.
- If there are any issues, staff are required to speak to their line manager in the first instance (not to anyone else).
- Staff are expected to manage their own emotions as adults.
- Staff are in a position of responsibility and are expected to work through and resolve issues.
- Staff are expected to accept the line manager's authority.
- Staff are expected to actively support the school, its systems and procedures.

4.5 Striving to establish productive relationships with parents and carers

All staff will:

- Follow the policies and procedures on communication with parents and carers, including those that relate to sensitive areas, such as attendance and exclusion.
- Make sure that when they are speaking to parents, they are acting as representatives of the school. Staff must not engage in their own personal views. Staff are acting on behalf of the school, and hence, must represent the organisation's position.
- Provide parents and carers with accessible and accurate information about their child's progress.
- Involve parents and carers in important decisions about their child's education.
- Consider parents' and carer's views and perspectives, including those that relate to their child's development.

4.6 Demonstrating respect for diversity and promoting equality

All staff will:

- Act appropriately towards all pupils and people, parents and colleagues, whatever their social economic background, age, gender, identity, sexual orientation, disability, race, religion, or belief.
- Take responsibility for understanding and complying with school policies relating to equality of opportunity, inclusion, and bullying.
- Address unlawful discrimination, bullying, and stereotyping, no matter who is the victim or the perpetrator through school processes.
- Help create a fair and inclusive environment by taking steps to improve the wellbeing, development and progress of those with special needs, or whose circumstances place them at risk of exclusion or under achievement.
- Help pupils to understand different views, perspectives, and experiences, and develop positive relationships.
- Support the understanding and enacting of British Values, such as democracy, rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.

4.7 Political neutrality

- Staff have a duty to be politically neutral and are required to be so.
- Staff must not allow their own political opinions to interfere with their work.
- Staff must not display or distribute political materials or act politically on school premises.
- Where political views are brought to the attention of pupils within the school, or during extracurricular activities, they must be in the form of a balanced presentation of opposing views, and be relevant to the subject being taught.

5. Safeguarding

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

Staff will familiarise themselves with our child protection and safeguarding policy and procedures, and the Prevent duty, and ensure they are aware of the processes to follow if they have concerns about a child.

Our child protection and safeguarding policy and procedures are available on the school website. New staff will also be given copies on arrival.

5.1 Putting the wellbeing, development and progress of pupils first

All staff will:

- Ensure that they follow the guidance contained in Keeping Children Safe in Education.
- Use their professional expertise and judgement to do the best for the pupils in their care.
- Take all reasonable steps to ensure the safety and wellbeing of pupils.
- Establish and maintain appropriate professional boundaries in their relationships with pupils, particularly with regard to physical contact, and social media or other contact outside of school.
- Demonstrate self-awareness and take responsibility for accessing help and support in order to ensure that their own practice does not have a negative impact on learning or progress or put pupils at risk or harm.
- Use appropriate channels to raise concerns about the practice of other teachers or professionals if this has a negative impact on learning or progress.

5.2 Staff's professional boundaries with pupils and other staff

All of the behaviours in this section are considered to be (gross) misconduct and will lead to disciplinary procedures.

- Staff are required to ensure that they maintain a professional boundary at all times. If the adult-student relationship is breached, it will be dealt with seriously.
- Overly friendly conversations with a pupil or groups of pupils are considered to be professional misconduct.
- Inappropriate oversharing of information with students about other members of staff, other students or the school is considered to be (gross) misconduct.
- Confidential conversations carried out in public spaces (such as the staffroom, corridors, in front of others on or off the premises), are similarly considered to be professional misconduct.
- Criticising or gossiping about other members of staff, students or parents is unprofessional and considered to be misconduct.

5.3 Allegations that may meet the harm threshold

This section applies to all cases in which it is alleged that anyone working in the school, including a supply teacher, volunteer or contractor, has:

- Behaved in a way that has harmed a child, or may have harmed a child, and/or
- Possibly committed a criminal offence against or related to a child, and/or
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children, and/or
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children – this includes behaviour taking place inside or outside of school

We will deal with any such allegation quickly and in a fair and consistent way that provides effective child protection while also supporting the individual who is the subject of the allegation.

A 'case manager' will lead any investigation. This will be the headteacher, or the chair of the governing board where the headteacher is the subject of the allegation.

5.4 Low-level concerns about members of staff

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

- Being over-friendly with children
- Having favourites
- Taking photographs of children on a personal device
- Engaging in 1-to-1 activities where they can't easily be seen
- Humiliating pupils

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

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.

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 school values and expected behaviour are constantly lived, monitored and reinforced by all staff, while minimising the risk of abuse.

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

Our procedures for dealing with allegations will be applied with common sense and judgement.

5.5 Whistleblowing

Whistleblowing reports wrongdoing that it is “in the public interest”. Examples linked to safeguarding include:

- Pupils’ or staff members’ health and safety being put in danger
- Failure to comply with a legal obligation or statutory requirement
- Attempts to cover up the above, or any other wrongdoing in the public interest

Staff are encouraged to report suspected wrongdoing as soon as possible. Their concerns will be taken seriously and investigated, and their confidentiality will be respected. The school aims to encourage openness and will support whistleblowers who raise genuine concerns under this policy, even if they turn out to be mistaken.

Staff should consider the examples above when deciding whether their concern is of a whistleblowing nature. Consider whether the incident(s) was illegal, breached statutory or school procedures, put people in danger or was an attempt to cover any such activity up.

Staff should report their concern to the headteacher. If the concern is about the headteacher, or it is believed they may be involved in the wrongdoing in some way, the staff member should report their concern to the chair of the governing board.

Concerns should be made in writing wherever possible. They should include names of those committing wrongdoing, dates, places and as much evidence and context as possible. Staff raising a concern should also include details of any personal interest in the matter. The school will investigate any complaints in a timely, respectful and confidential manner.

For our school’s detailed whistleblowing process, please refer to our whistleblowing policy.

6. Sexual harassment

Sexual harassment is any unwanted physical, verbal or non-verbal conduct of a sexual nature that has a purpose or effect of violating a person’s dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. It also includes treating someone less favourably because they’ve submitted or refused to submit to unwanted conduct of a sexual nature in the past, or harassment related to sex or gender reassignment. When this behaviour is unwanted, it includes (but isn’t limited to):

- Unwanted physical conduct or ‘horseplay’ including touching, pinching, pushing and grabbing
- Continued suggestions for sexual activity after it has been made clear that such suggestions are unwelcome
- Sending or displaying material that is pornographic, or that some people might find offensive
- Unwelcome sexual advances or suggestive behaviour (which the harasser may perceive as harmless)
- Offensive emails, text messages or social media content
- Comments and jokes of a sexual nature
- Sexually suggestive looks and staring
- Sexual propositions and advances
- Promising things in return for sexual favours
- Physical contact such as massaging, hugging or kissing
- Sexual contact on social media

Staff will help create a positive environment that works to prevent sexual harassment. This includes calling out sexual harassment that they witness. All witnesses will be provided with appropriate support and will be protected from victimisation.

If a staff member is concerned at any point about incidents of sexual harassment (either directed at them or someone else), they should report their concern to the headteacher. If the concern is about the headteacher, or it is believed they may be involved in the wrongdoing in some way, the staff member should report their concern to the chair of the governing board. The school will investigate any complaints in a timely, respectful and confidential manner.

All staff will receive training on recognising and responding to incidents of sexual harassment. The school will monitor the treatment and outcomes of any complaints of sexual harassment or victimisation received to make sure that they are properly investigated and resolved, those who report or act as witnesses are not victimised, repeat offenders are dealt with appropriately, cultural clashes are identified and resolved and workforce training is targeted where needed.

7. Staff-pupil relationships

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

If staff members and pupils must spend time on a 1-to-1 basis, staff will make sure that:

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

Staff should avoid contact with pupils outside of school hours if possible.

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

While we are aware many pupils and their parents/carers may wish to give gifts to staff, e.g. at the end of the school year, gifts from staff to pupils are not acceptable.

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

8. Communication and social media

School staff's social media profiles should not be available to pupils. If they have a personal profile on social media sites, they should not use their full name, as pupils may be able to find them. Staff should consider using a first and middle name instead, and set public profiles to private.

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

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

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

8.1 Social networking

- It is crucial that staff manage their online reputation.
- Staff's professional reputation is an essential part of their current and future career. KCSiE 2025 expects employers to carry out checks on staff's online presence.
- If any staff members place an inappropriate post or image in the public domain, which lowers the reputation of the school, a staff member, or a pupil, disciplinary action will be taken.
- It is good practice to follow the practice of never mentioning work, opinions of colleagues, or processes on one's own private social media networks.
- Staff must be aware that posting information about the school cannot be isolated from their working life. Any information published online can be accessed around the world within seconds and would be publicly available for all to see.

9. Acceptable use of technology

Staff will not use technology in school or belonging to the school to view material that is illegal, inappropriate or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails, gambling and viewing pornography or other inappropriate content.

Staff will not use personal mobile phones and laptops, or school equipment for personal use, in school hours or in front of pupils. Any personal use must be in the employee's own time (before or after working hours or during unpaid lunch breaks). All personal use must comply with the standards and restrictions set out in this Code. They will also not use personal mobile phones or cameras to take pictures of pupils.

Staff will not message or contact pupils/students using any kind of electronic device after school hours.

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

10. Confidentiality

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

This information should never be:

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

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

11. Honesty and integrity

Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with pupils, handling money, claiming expenses and using school property and facilities.

Staff will not accept bribes. Gifts that are worth more than £20 must be declared and recorded on the gifts and hospitality register.

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

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

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

11.1 Demonstrating honesty and integrity and upholding public trust and confidence in the school

All staff will:

- Exercise their responsibilities in relation to the examination and assessment of achievement and attainment.
- Demonstrate honesty and integrity in management and administrative duties, including in the use of school property and finance.
- Understand that their duty to safeguard students comes first, but otherwise acknowledge the rights of students, families, and colleagues to confidentiality in line with statutory requirements and school policies.
- Represent their professional status accurately and not take advantage of their professional status to unduly influence others.
- Maintain high standards in their behaviour and appearance.
- Maintain an effective learning environment and uphold public trust and confidence in the profession.

12. Dress code

It is the responsibility of all staff to encourage our pupils to adhere to the uniform policy. Staff must set a good standard with regard to their own dress code and are expected to wear professional business dress. This includes a shirt and tie for male teachers. Jeans, vest tops, tracksuits, trainers (except PE/Drama staff) and flip flops are not permitted. Drama, Premises Team and PE staff have a dress code which should be worn.

All staff will:

- Wear clothing which is not likely to be viewed as offensive or revealing.
- Staff that have tattoos that may be classed as offensive must ensure these are covered.
- Wear clothing which does not distract, cause embarrassment, or give rise to misunderstanding.
- Wear clothing which is absent of any political or otherwise contentious or offensive slogans. Trainers are not allowed.
- Wear clothing which is not considered to be discriminatory and is culturally sensitive.

13. Conduct outside of work

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

14. Monitoring arrangements

This policy will be reviewed annually, but can be revised as needed. It will be approved by the full governing board.

Our governing board will ensure this code of conduct is implemented effectively, and will ensure appropriate action is taken in a timely manner to safeguard children and deal with any concerns.

15. Links with other policies

This policy links with our policies on:

- Staff disciplinary procedures, which will be used if staff breach this code of conduct. It also sets out examples of what we will deem as misconduct and gross misconduct
- Staff grievance procedures
- Child protection and safeguarding
- Behaviour policy
- Gifts and hospitality
- Online safety
- Whistleblowing