

Code of conduct for staff, governors and volunteers

All staff, governors and volunteers at Trinity Christian School are expected to demonstrate consistently high standards of personal and professional conduct.

- Staff, governors and volunteers should support the aims of the school. Staff and governors are expected to uphold the doctrinal basis of the school and to actively seek to reflect Christian values in everything they do.
- Staff, governors and volunteers set examples of behaviour and conduct which can be copied by pupils. They must demonstrate high standards of conduct both inside and outside of school.
- All staff, governors and volunteers should treat pupils, pupil's parents/carers, colleagues and individuals within the wider community with dignity and respect.
- Pupil's well-being should be safeguarded at all times in accordance with the school's safeguarding policy and statutory provisions.
- Staff, governors or volunteers who see anything which causes them concern regarding a pupil's welfare or hear any allegation regarding abuse must report this to the Headteacher in accordance with the school's safeguarding policy.
- Staff, governors and volunteers should be aware of and comply with the school's policies, including acceptable use of technologies, staff/pupil relationships and communications including the use of social media (see e-safety, mobile phone and social media policies).
- Staff, governors and volunteers should not disclose confidential information relating to the school, its pupils or their parents/carers to any person or organisation not authorised to receive it.
- Staff should have an understanding of their statutory duties and always act within those frameworks which set out their professional duties and responsibilities.
- Staff should dress in a way commensurate with their post in the school. The school dress code is smart, not casual.
- Staff should maintain high standards in their own attendance and punctuality at school.
- If individuals are uncertain about what to do in a particular situation or require further information or guidance on the appropriate course of action to take in any situation they should contact the Headteacher or Chair of Governors for advice before they taken action.

Disclosure to the DBS and DfE¹

The School has a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult; where the harm test is satisfied in respect of that individual; where the individual has received a caution or conviction for a relevant offence, or if there is reason to believe that individual has committed a listed relevant offence; and that individual has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left.

The School has a legal duty to carry out checks on those in management roles at independent schools to ensure they are not prohibited from teaching. This is in addition to a DBS check. A section 128 direction prohibits or restricts a person from taking part in the management of an independent school (such as an employee; a governor or member of a proprietor body). A check for a section 128 direction is carried out using the Teacher Services' system. Where the person will be engaging in regulated activity, a DBS barred list check will also identify any section 128 direction.

Furthermore the School is required to consider referral to the DfE where the School dismisses or ceases to use the services of a teacher because of serious misconduct, or might have dismissed them or ceased to use their services had they not left first.

Whistleblowing

The School is committed to conducting its business with honesty and integrity, and expects all staff to maintain high standards in accordance with their contractual obligations and the School's policies and procedures. However, all organisations face the risk of things going wrong from time to time. A culture of openness and accountability is essential in order to prevent such situations occurring or to address them when they do occur. This procedure is not a substitute for normal line management processes but an addition to them.

We expect all staff to maintain high standards in accordance with our code of conduct and to report any wrongdoing that falls short of these fundamental principles. It is the responsibility of all employees to raise any concerns that they might have about malpractice within the school. The aim of this policy is to ensure that our employees are confident that they can raise any matters of genuine concern without fear of reprisals, in the knowledge that they will be taken seriously and that the matters will be investigated appropriately and regarded as confidential.

This policy takes account of the Whistleblowing Arrangements Code of Practice issued by the British Standards Institute and Public Concern at Work.

¹ Keeping children safe in education, paragraphs 81, 82

Disclosures covered

Concerns about malpractice within the school which affects or could affect, for example, parents, members of the public or other members of staff should be raised using the procedure set out in this document. The policy should be used if there is a genuine concern and that there are reasonable grounds for believing that:

- a. A criminal offence has been committed, is being committed, or is likely to be committed.
- b. A person has failed, is failing, or is likely to fail to comply with their legal obligations.
- c. A miscarriage of justice has occurred, is occurring, or is likely to occur.
- d. The health and safety of any individual has been, is being, or is likely to be endangered.
- e. The environment has been, is being or is likely to be damaged.
- f. Any of the above are being, or are likely to be, deliberately concealed.

The School hopes that in most cases Staff will be able to raise any concerns with their Line Manager, speaking to them in person or putting the matter in writing if they prefer. However, where the matter is more serious, or you feel that your Line Manager has not addressed your concern, or you prefer not to raise it with them for any reason, you should use the following procedure:

Procedure for making a disclosure

- a. Raise your concerns with the Headteacher, stating that you are using the Whistleblowing Policy and specify whether you wish your identity to be kept confidential. The Headteacher will acknowledge receipt of your disclosure and keep a record of further action taken.
- b. If the disclosure relates to the Headteacher or if a disclosure has been made to the Headteacher and action has not been taken, a disclosure should be made to the Chair of Governors.

The aim of this policy is to provide an internal mechanism for reporting, investigating and remedying any workplace wrongdoing. It is expected that these internal mechanisms for reporting will be effective. However, in very serious circumstances, or following an internal report which has not been addressed, we recognise that it may be appropriate for you to report your concerns to an external body, such as a regulator. The government has prescribed a list of appropriate bodies for such external reporting; for example, the Environment Agency and the Health and Safety Executive. A full list is available from an independent charity called Public Concern at Work, who can be contacted by telephone on 0207 4046609 and by e-mail at whistle@pcaw.org.uk.

The School recognises that disclosures made under this policy may involve highly confidential and sensitive matters and some may prefer to make an anonymous disclosure. However, the School cannot guarantee to investigate all anonymous allegations. Proper investigations may prove impossible if the investigator cannot obtain further information from the complainant, give feedback, or ascertain whether the disclosure was made in good faith.

Every effort will be made to keep the identity of an individual who makes a disclosure under this policy confidential, at least until any formal investigation is under way and no member of staff who raises genuinely held concerns in good faith under this procedure will be dismissed or subjected to any detriment as a result of such action.

Reviewed by governors: 7 July 2015 (updated 30 September 2015, 30 August 2016)

Reviewed: May 2019