SANCTA FAMILIA
CATHOLIC ACADEMY TRUST

Staff Code of Conduct

Internal Use

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Purpose, scope and core values

Commitment to equality

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity of workers become embedded into every aspect of school life and these policies are reviewed regularly in this regard.

The aim of this Code of Conduct is to set out the standards of conduct expected of all staff working at Sancta Familia Catholic Academy Trust (the Trust) and to provide further information for employees. This should be read in conjunction with our Safeguarding and Child Protection policy, Acceptable use of IT, Disciplinary policy, Teachers' Standards, Safer Working Practice guidance and the statutory guidance explained in Keeping Children Safe in Education.

This Code makes clear to employees the expectations the Trust has of them. Employees should note that this Code is not exhaustive in defining acceptable and unacceptable standards of conduct and employees must use common sense in adhering to the underpinning principles (note the Nolan Principles below). If any employee is unsure what the expectations are in any given circumstance, they should speak to their line manager and / or Headteacher.

This Code does not form part of any employee's contract of employment, and it may be amended at any time.

All employees are expected to read and understand this code of conduct annually and as part of their induction.

1. Scope

At Sancta Familia Catholic Academy Trust, we exist to provide an exceptional education for every student, every day — driven by love, service, humility and our Catholic faith. This Code of Conduct is not a list of restrictions. It is a reflection of who we are, what we believe, and how we are called to behave towards one another and towards the children and families we serve.

Rooted in John 13:34 — *"Love one another as I have loved you"* — we hold ourselves to a standard that goes beyond compliance. We seek to understand rather than be understood. We put others first. We act with love, service, humility, and faith in everything we do.

This Code sets out the standards of conduct expected of all staff across Sancta Familia. It should be read alongside our Safeguarding and Child Protection Policy, Acceptable Use of IT Policy, Disciplinary Policy, Teachers' Standards, Safer Working Practice guidance and Keeping Children Safe in Education 2025.

This Code does not form part of any employee's contract of employment and may be amended at any time. All employees are expected to read and understand it annually and as part of their induction.

1.1 The Code applies to all employees of the Trust, regardless of length of service. It also applies to consultants, contractors, casual and agency workers, and volunteers (collectively referred to as employees in this policy).
1.2 This Code aims to ensure that all staff are aware of the standards of conduct and behaviour expected of them.
1.3 By creating this Code of Conduct, we aim to ensure our Trust is an environment where everyone is aware of their responsibilities as a member of our community and treated with respect.
1.4 As trusted members of our community, we recognise that our conduct outside of work reflects on the whole Sancta Familia family. Where this is relevant to an employee's role, it may be addressed under our Disciplinary Policy.

Overarching principles

The Nolan Principles

Employees are expected to demonstrate consistently high standards of personal and professional conduct. They must, at all times, be guided by and uphold the Nolan Principles: Selflessness. Holders of public office should act solely in terms of the public interest.

1. Integrity. Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.
2. Objectivity. Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
3. Accountability. Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
4. Openness. Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
5. Honesty. Holders of public office should be truthful.
6. Leadership. Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Commitment to Catholic Social Teaching

As a family of Catholic schools, we hold ourselves to more than the standards expected of any public office. Rooted in the Gospel — *"Blessed are the poor in spirit, for theirs is the kingdom of heaven"* (Matthew 5:3) — and in the Church's preferential option for the poor, we commit to a particular care for those in our community who are poor, whether in material circumstance or in spirit: those experiencing hardship, disadvantage, grief, isolation or vulnerability of any kind.

For every employee, this means:

- treating every student, family and colleague with equal dignity regardless of background, and giving particular patience and attention to those who are in difficulty - materially, emotionally or spiritually;
- never allowing a student's or family's circumstances to lower our expectations of, or aspirations for, them;
- being alert to signs that a student, colleague or family member may be experiencing hardship, and responding with compassion rather than judgement;
- ensuring that our conduct, and the culture we create together, never adds to the burden of those who are already vulnerable.

This is not a matter of charity alone, but of justice. As our Trust value of Service reminds us, we serve the needs of others and, as St Francis remind us, seek to understand rather than to be understood.

Safeguarding, child protection and positions of trust

2. Responsibilities and arrangements

2.1 All employees are responsible for safeguarding children and promoting their welfare. This means that employees are required to take action to protect children from maltreatment, prevent impairment of children's health or development and ensure that children grow up in circumstances consistent with the provision of safe and effective care. This will enable all children to have the best outcomes.

2.2 All employees should be prepared to identify children who may benefit from early help. Early help means providing support as soon as a problem emerges at any point in a child's life, from the foundation years through to the teenage years.

2.3 All employees must be aware of the signs of abuse and neglect and know what action to take if these are identified.

2.4 All employees must be aware of low-level concerns,

Low-level concerns

2.5 A low-level concern is any concern, no matter how small, and even if it amounts to no more than a sense of unease or "doubt" that an adult working in or on behalf of an Academy may have behaved in a way that is inconsistent with the Staff Code of Conduct, but which does not meet the harm threshold described in Paragraph 2.1 above and would not be referred to the LADO. The term "low-level" does not mean the concern is insignificant: many serious safeguarding concerns begin as a pattern of low-level behaviour, and all such concerns must be taken seriously, recorded and responded to.

2.6 Examples of behaviour that may give rise to a low-level concern include, but are not limited to:

- being overly familiar with a child or children;
- having favourites;
- taking photographs of children on a personal mobile phone, contrary to Academy policy;
- a breach of professional boundaries, whether in person or online.

What this means for Headteachers and managers at school level

2.7 Headteachers and managers are responsible for creating and maintaining an open and transparent culture in which staff feel confident to share low-level concerns about a colleague, or to self-refer, without fear of unfair treatment. In schools, the head teacher (or, where the DSL receives the concern directly, the DSL reporting to the head teacher) is responsible for:

- ensuring all low-level concerns are recorded in writing, including the nature of the concern, the context in which it arose and any action taken in the safeguarding dashboard on the low level concerns tab;
- considering each concern on its own merits and deciding on a proportionate response, which may include a supportive conversation, additional training, informal management action or, where appropriate, referral into the Academy Trust Company's disciplinary procedures;
- reviewing records of low-level concerns regularly so that patterns of behaviour concerning the same individual can be identified;
- escalating a concern to an allegation, and referring it to the LADO, where a pattern of low-level concerns, or new information, indicates that the harm threshold may now be met;
- maintaining confidentiality and sharing information only on a need-to-know basis.

Where a low-level concern relates to the Headteacher

2.8 Where a low-level concern is raised about the conduct of a head teacher or executive head teacher, it must not be managed at Academy level. It must instead be reported without delay to the regional trust lead and the Trust CEO, who will determine the appropriate response, decide who will act as Case Manager, and ensure the concern is recorded and monitored in line with this Policy. This ensures that any concern regarding the most senior leader of an Academy is considered with appropriate independence and oversight.

Where a low-level concern relates to the Regional Trust Lead / Central Team

2.9 Where a low-level concern is raised about the conduct of a regional trust lead or other member of the central Trust team, it must be reported without delay to the CEO, who will determine the appropriate response and ensure the concern is recorded and monitored in line with this Policy.

Where a low-level concern relates to the CEO

2.10 Where a low-level concern is raised about the conduct of the CEO, it must be reported without delay to the Chair of the Trust Board, who will determine the appropriate response, decide who will act as Case Manager, and ensure the concern is recorded and monitored in line with this Policy.

Where a low-level concern relates to a Governor or Director

2.11 Where a low-level concern is raised about the conduct of a Governor or Director, it must be reported without delay to the Chair of the Trust Board, who will determine the appropriate response, decide who will act as Case Manager, and ensure the concern is recorded and monitored in line with this Policy. If it is about the Chair of the Trust Board, it must be reported without delay to the Diocesan School's Commissioner, who will determine the appropriate response on behalf of our members.

3. Professional boundaries and relationships

3.1 Employees in the Trust are in a position of trust in relation to our students which means that the relationship between an employee and a student is not one of equals. It is a specific offence for a person aged 18 or over (e.g. teacher, youth worker) 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 the relationship is consensual.

3.2 Employees must ensure that they avoid behaviour which might be misinterpreted by others. This includes any type of communication that they may have with students.

3.3 Employees must not make sexual remarks to any student or discuss their own sexual relationships with, or in the presence of students. Employees must not discuss a student's sexual relationships in inappropriate settings or contexts. Any sexual behaviour by a member of staff towards any student is unacceptable and illegal.

3.4 Employees must ensure that professional boundaries are maintained at all times. This means that employees should not show favouritism to any student and should not allow students to engage in any type of behaviour that could be seen to be inappropriate. Students are not employees' friends and should not be treated as such.

3.5 Employees should be aware that it is not uncommon for students to become strongly attracted to a member of staff or to develop an infatuation. If any member of staff becomes aware of an infatuation, they should discuss it with their line manager and the Designated Safeguarding Lead immediately so that they can receive support on the most appropriate way to manage the situation.

We recognise that a number of our employees are also parents or carers of children who attend a Sancta Familia school. Being a parent does not, of itself, create a conflict with this Code. Employees are not expected to distance themselves from the ordinary friendships their own child has formed with their peers, and nothing in this Code prevents normal parental involvement in their child's school life, such as attending school events, communicating with other parents, or welcoming their child's friends into their home in a family context.

However, the expectation set out at paragraph 3.4, that students are not employees' friends and should not be treated as such, continues to apply to a parent-employee in their capacity as a member of staff. For the purposes of this Code, **'seek out'** means to initiate, encourage, pursue or maintain contact or a relationship with a student beyond what naturally and reasonably arises through the ordinary course of family life, parental involvement, or professional duties. It does not include incidental or natural contact that comes about because a student is a friend of the employee's own child, or because of the employee's ordinary participation in school or family life as a parent.

A parent-employee should not, for example, use their position or access as a member of staff to build a relationship with a student that goes beyond this natural family context — such as private one-to-one contact with the student outside of the family setting, communicating with the student directly via personal social media or messaging, or treating the student differently to other pupils in a professional capacity because of the personal connection.

Where an employee is uncertain whether a particular situation falls within ordinary parental involvement or requires further consideration, they should discuss this with their line manager or the headteacher.

For employees who are in a relationship with a colleague, parent or carer, or any other person associated with the Trust, we expect that they identify this to the Headteacher and ensure that this does not create a conflict of interest or affect their professional judgement or responsibilities in anyway. Where an employee has managerial authority over another employee with whom they are in a close personal relationship, the senior management reserves the right to transfer one or both employees to another appropriate role following consultation with both employees.

Employees must also consider the boundaries of professional relationships with colleagues and line managers.

4. Physical contact with students

4.1 We do not operate a non-contact policy with students as per the guidance in Restrictive interventions, including use of reasonable force, in schools Guidance for schools in England, April 2026.

4.2 There are occasions when it is entirely appropriate and proper for employees to have physical contact with students.

For example:

- to give first aid.
- to guide or escort pupils, such as holding the hand of a pupil at the front/back of the line when going to assembly.
- when walking together around the school or on a school trip.
- when helping a pupil to a space they have chosen to access to self-regulate.
- to comfort a distressed pupil.
- to congratulate or praise a pupil, for example a pat on the back or a handshake.
- to demonstrate how to use a musical instrument.
- to demonstrate exercises or techniques during PE lessons or sports coaching.

4.3 Employees must ensure that contact and use of force, including seclusion and non-force restraint, are appropriate to their professional role and in response to the student's needs at the time. Employees should be guided by the following questions: is it necessary? Is it proportionate? Have they considered the child's welfare?

4.4 All members of school staff have a legal power to use reasonable force in certain circumstances. Namely these are to prevent or stop a pupil from:

1. causing injury to themselves or others.
2. committing a criminal offence.
3. damaging property.
4. causing disorder among pupils at the school, whether during a teaching session or otherwise.

4.5 Any use of force, including seclusion and non-force restraint, should be recorded on the same day. In addition, parents should also be informed on the same day (unless in doing so would be likely to result in serious harm to the pupil – if in doubt please speak with the headteacher or designated safeguarding lead). The details that should be recorded are:

- Names of pupil and staff directly involved.
- Any relevant needs or circumstances of the pupil, including whether the pupil involved has an identified special educational need or disability and their SEN status code.
- Time, date, location and approximate duration of the intervention.
- Brief account of the incident, including what led up to the incident, identified or potential triggers if known, any preventative or de-escalation strategies used, and (where relevant) what type of reasonable force was applied, the degree of force, and details of any physical injuries sustained.
- Brief account of why the use of force was assessed as necessary in that instance.
- Any post-incident support, such as details of any medical treatment for injuries or other adverse impacts.
- Detail of the follow-up actions with student(s), staff and families to reduce future incidents.

4.6 Headteachers and staff they authorise have a statutory power to search a pupil or their possessions where they have reasonable grounds to suspect that the pupil may have a prohibited item. A member of staff can use such force as is reasonable to search for legally prohibited items, but not to search for items banned under the school rules only. Staff should refer to the Searching, Screening and Confiscation in Schools guidance document for detailed advice on searching a pupil.

4.7 Sexual contact, including grooming patterns of behaviour, with students is unlawful and unacceptable in all circumstances.

5. Working one to one with students

5.1 There will be times where an employee is working one to one with a student. Employees need to understand that this means that they may be more vulnerable to allegations being made against them. Therefore, it is important that employees:

- Avoid meeting on a one-to-one basis in secluded areas of the school.
- Ensure that the door to the room is open or that there is visual access into the room.
- Inform a colleague or line manager of the meeting, preferably beforehand.
- Report to their line manager if the student becomes distressed or angry.

Professional responsibilities and standards of conduct

6. Duty of care

Rooted in our call to serve, every employee of Sancta Familia has a sacred duty of care to the students, families and colleagues around them. This means:

- Carrying out our responsibilities with love, humility, and professionalism.
- Always acting in our students' best interests.
- Conducting ourselves in a way that reflects the trust placed in us by our community.
- Taking personal responsibility for our actions and behaviour.

7. Tackling discrimination

7.1 Every person in our community deserves to be treated with dignity, compassion and respect. Employees must understand the types of discrimination and bullying that students and colleagues may experience and must never ignore them — including inappropriate jokes or banter.

7.2 We ask every member of our community to actively champion equality, diversity and inclusion — not simply as a legal requirement, but as a natural expression of our Catholic values and our belief in the equal worth of every person.

8. Health and safety

All employees must ensure that they:

- Read and understand the Trust's Health and Safety Policy.
- Comply with Health and Safety Regulations or instructions and use any safety equipment and protective clothing which is supplied by the Trust.
- Comply with any hygiene requirements.
- Comply with any accident reporting requirements.
- Never act in a way which might cause risk or damage to any other members of the school community, or visitors.
- Inform their line manager of any paid work undertaken elsewhere. This is to comply with the Working Time Regulations that are a Health and Safety initiative.

9. Honesty and personal integrity

9.1 We expect every member of our community to act with honesty integrity and be trustworthy— in the classroom, in the staffroom and beyond. These are not simply professional standards; they are a reflection of our shared vocation and our calling to be the best versions of ourselves every day.

- Employees must comply with any lawful or reasonable instructions issued by managers or trustees.
- Employees uphold public trust in our organisation and maintain high standards of ethics and behaviour within and outside school and in addition to the Nolan Principles they must:
    - Treat students with dignity, building relationships rooted in mutual respect, and always observe proper boundaries appropriate to their professional position.
    - Have regard for the need to safeguard students' well-being, in accordance with statutory provisions
    - Show tolerance of 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.

- Ensure personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.

9.2 As a family of schools, we hold ourselves to a higher standard — one rooted not in obligation, but in our shared calling to love and serve one another. We recognise that how we behave towards each other is as important as the work we do.

10. Curriculum

10.1 Many areas of the curriculum can include or raise subject matter which is sexually explicit or of a political or sensitive nature. Care should be taken to ensure that resource materials cannot be misinterpreted, align with our Catholic values, and clearly relate to the learning outcomes identified by the lesson plan. This can be supported by developing ground rules with students to ensure sensitive topics can be discussed in a safe learning environment. This plan should highlight particular areas of risk and sensitivity and care should especially be taken in those areas of the curriculum where student debates / questions might be less predictable e.g., Health and Social Care, PSHE, Drama.

10.2 The curriculum can sometimes include or lead to unplanned discussion about subject matter of a sexually explicit, political, or otherwise sensitive nature. However, care must be taken at all times to ensure that taught content aligns with our Catholic values. Responding to children's questions requires careful judgement and employees should take guidance in these circumstances from the Designated Safeguarding Lead.

11. Dress and appearance

11.1 All employees are role models to our students and to our wider community. The way in which staff present themselves sends a direct message about the standards and values of our Trust. We expect all staff to dress in a way that is professional, smart and appropriate to their role at all times during the working day and at school events.

11.2 We equally recognise that professionalism is never defined by the suppression of identity. As a proud Halo workplace, we celebrate the right of all employees to embrace their whole selves at work — including through religious dress and natural or protective hairstyles. The Halo Code we follow acknowledge that Afro-textured hair is an important part of many of our colleagues' racial, ethnic, cultural and religious identities, and requires specific styling for hair health and maintenance. We celebrate hair worn in all styles including afros, locs, twists, braids, cornrows, fades, weaves, wigs, headscarves and wraps. At Sancta Familia, we recognise and celebrate the identities of every member of our community — hair texture and style have no bearing on a person's professionalism or their ability to thrive. This is who we are: a family built on love, service, humility and faith, where every person is seen, valued and celebrated.

11.3 General standard. The standard expected across all SFCAT academies is smart professional dress. This means clothing that is clean, well-fitting, in good repair and appropriate to a professional working environment. The following are not acceptable at any time:

- Clothing that is ripped, torn, frayed or excessively casual.
- Denim of any kind, including jeans.

- Clothing that reveals underwear or exposes midriff, chest or back.
- Clothing with offensive, political or inappropriate logos, slogans or imagery.
- Very short skirts or shorts (above mid-thigh).
- Sportswear / gym wear (unless worn for PE teaching), leggings (unless worn under a dress or tunic of appropriate length), or hooded tops worn up.
- Sports trainers (unless worn for PE teaching), heavily worn footwear, flip-flops or beach footwear.
- Clothing that significantly impedes movement or creates a health and safety risk.

11.4 Dress for your day. We ask all employees to consider their diary when getting dressed for work. The baseline is always smart professional, but some days call for more. Parents' evenings, open evenings, external meetings, Trust events, school performances, trips and any occasion where staff are representing your school and SFCAT to the wider community require a higher standard — smart formal dress. If you are unsure whether an occasion falls into this category, speak to your line manager. As a general rule: if parents, external visitors or the wider public will be present, dress accordingly.

11.5 School-specific dress codes. Each academy within the Trust may set additional expectations that reflect its own culture and the standard it sets for students. Where a school operates a formal student uniform, the employee dress code will reflect that same level of formality. The Headteacher of each academy is responsible for communicating and upholding the school-level dress code. Employees should familiarise themselves with their school's specific requirements on joining.

11.6 PE, sports and practical roles. Employees working in physical education, sport, practical subjects, or roles with specific physical requirements may wear appropriate sportswear or protective clothing during those activities. This should still be clean, well-fitting and professional in appearance.

11.7 Reasonable adjustments. Employees with a disability, health condition or pregnancy-related need that affects their ability to meet these dress standards should speak to their line manager or their headteacher. Reasonable adjustments will always be considered and made where appropriate.

11.8 If in doubt. If an employee is uncertain whether an item of clothing or aspect of their appearance is appropriate, they should not wear it until they have spoken to their line manager. Where a Headteacher identifies that an employee's appearance does not meet these standards, they (or a member of the senior leadership team / line manager) will speak to the employee privately and respectfully. Persistent non-compliance may be addressed under the Disciplinary Policy.

12. Gifts and hospitality

12.1 Please see the gifts and hospitality policy.

12.2 This Code of Conduct is not designed to stop the practice of students and their parents or carers to give gifts as a small token of appreciation to members of staff at certain times throughout the academic year. Employees may accept small gifts from students and their

parents or carers, but should make the Headteacher aware of any student who is giving them gifts on a regular basis, or any student or parent or carer who expects something in return for a gift.

12.3 Employees should not give gifts to students unless this is part of a recognised practice in line with the school culture and rewards policy.

13. Alcohol and substance misuse

13.1 Employees are expected to arrive at work fit to carry out their job and to be able to perform their duties safely without any limitations due to the use or after-effects of alcohol or drugs. In this policy drug use includes the use of controlled drugs, psychoactive (or mind-altering) substances formerly known as "legal highs", illegal drugs and the misuse of prescribed or over-the-counter medication.

13.2 For all roles in the Trust and School, drinking alcohol immediately before or during the working day is not permitted. Exceptions may be authorised by the Headteacher or CEO for sanctioned events, such as end-of-term celebrations or staff leavers events, where alcohol may be consumed in moderation once all children have left the site. Staff must remain fit for duty at all times and are personally responsible for compliance with drink-drive legislation. In all circumstances, conduct must reflect the values and ethos of SFCAT.

13.3 Alcohol and drug-related problems may develop for a variety of reasons and over a considerable period of time. Therefore, the Trust will seek, where appropriate, to treat these problems in a similar way to other health issues. Support may be provided to aid a full recovery, allowing a return to work / effective performance and the full range of duties.

14. Behaviour management

14.1 Every student in our care is known, loved and valued. Employees must never use degrading, humiliating or demeaning treatment as a means of managing behaviour. Such conduct is wholly incompatible with who we are as a Catholic Trust.

14.2 Where students display difficult or challenging behaviour, employees should follow the school's behaviour policy — always seeking to understand the person behind the behaviour, and responding with patience, dignity and care.

Confidentiality, communication, technology and reputation

15. Confidentiality and data protection

15.1 Employees may have access to confidential information about students, colleagues or other matters relating to the school and or Trust. This could include personal and sensitive data, for example information about a student's home life. Employees should never use this information to their own personal advantage, or to humiliate, intimidate or embarrass others. Employees should never disclose this information unless this is in the proper circumstances and with the proper authority.

15.2 If an employee is ever in doubt about what information can or cannot be disclosed, they should speak to their line manager or Headteacher.

15.3 We will comply with the requirements of Data Protection Legislation (being the UK General Data Protection Regulation and Data Protection Act 2018) and any implementing laws, regulations and secondary legislation, as amended or updated from time to time. Employees are expected to comply with The Trust's systems as set out in our Data Protection Policy. If any employee becomes aware that data is at risk of compromise or loss or has been compromised or lost, they must report it immediately to the Data Protection Officer, in order (where applicable) for relevant breaches to be reported to the Information Commissioners Office within 72 hours.

15.4 Employees must read and understand our Data Protection Policy and other relevant policies in relation to criminal records information, recruitment and selection, Online Safety and IT Use policies, copies of which are available on the Trust website.

16. Social contact with students and families, including social media

Maintaining professional standards inside and outside of school – social media.

At Sancta Familia, we are called to serve our students and families with love service, humility and faith. Our relationships with those in our care are a privilege, and we have a responsibility to maintain clear and appropriate boundaries that protect everyone in our community.

16.1 Employees must not seek to establish personal friendships or social relationships with students or their families through any channel, including social media. Our care for students is expressed through our professional vocation, not personal connection outside of school.

16.2 We recognise that, as schools rooted in the heart of our communities, employees may naturally encounter students and families outside of school. We trust our staff to exercise professional judgement in such situations. Any contact that causes concern, or that could be misinterpreted, must be reported promptly to the headteacher.

We recognise that a number of employees are also parents or carers of children who attend a Sancta Familia school, and that their own child may already be connected with other students through family social media, sports clubs, parent group chats, or similar. This natural family connection does not, of itself, breach paragraphs 16.1. However, parent-employees must still exercise sound professional judgement, in the same way expected of any member of staff under paragraph 16.2 above — asking themselves whether a particular form of contact is happening because of their child's friendship, or because of their own position as a member of staff at the school. Where the two are not clearly separate, employees should always err on the side of caution and should discuss any uncertainty with their line manager or the head teacher.

Employees must not post content that is disparaging or defamatory about students, families, colleagues, governors, or the Trust. Rooted in our value of humility, we seek to understand rather than be understood, and we expect all communications, online or otherwise, to reflect this.

If you encounter content that reflects poorly on our schools, Trust or community, please raise this with your head teacher or the CEO. As a family of schools, we all share responsibility for protecting the reputation and integrity of Sancta Familia Catholic Academy Trust.

16.3 Employees are welcome to connect with colleagues on personal social media. However, employees must not create, share or engage with content, including through anonymous accounts, that could be identified as relating to a student, parent or the Trust in a way that is harmful, disrespectful or damaging to our community. Content that reflects poorly on SFCAT or conflicts with our Catholic values must not be posted regardless of whether names are used. The Trust reserves the right to investigate social media activity where there is reason to believe it breaches this Code.

16.4 If you encounter content that reflects poorly on our schools, Trust or community, please raise this with your Headteacher or the CEO. As a family of schools, we all share responsibility for protecting the reputation and integrity of Sancta Familia.

17. Photography, videos, and other images/media

Many educational activities involve recording images. These may be undertaken for displays, publicity, to celebrate achievement and to provide records of evidence of the activity. We trust our staff to exercise professional judgement when using personal devices. However, to protect both our students and our employees, any photography or filming of students on a personal device must be explicitly authorised by the Headteacher, with images saved to school systems and removed from personal devices promptly.

18. Communication with the Media

It is Trust's policy that all media liaison is handled by the Headteacher or CEO, in conjunction with the Diocesan Communications Team where appropriate. If an employee is approached by a journalist, they should refer to their Headteacher or CEO before any information or comment is provided verbally, via e-mail or in writing.

19. Acceptable use of technology

19.1 Employees should use ICT systems and resources (email and phone) for school business, or in line with school / Trust policy.

19.2 Employees must not use technology in school to view material that is illegal, inappropriate, or likely to be deemed offensive. This includes sending obscene emails, gambling, and viewing pornography or other inappropriate content. Please refer to the Acceptable Use of IT policy to consider what is and is not appropriate on a work device.

19.3 All Employees should read and understand our Acceptable Use of IT policy.

20. Personal phones and tablets

Staff are trusted to use personal mobile phones sensibly and professionally. While phones should not be a distraction during lessons or when supervising students, we recognise that staff, including members of SLT, may reasonably use personal devices to communicate with colleagues during the working day. In all cases, personal phone use must be discreet, purposeful and consistent with the values and ethos of Sancta Familia.

21. Operating within the law

21.1 We expect all employees to uphold the law at all times, both in school and in their wider lives. We recognise that working in a Catholic Trust carries with it a responsibility to conduct ourselves with integrity in everything we do.

21.2 Employees must:

- Uphold the law at work and outside of it.
- Never engage in criminal behaviour that could damage confidence in themselves, our schools or our Trust.
- Inform their Headteacher or Chief Executive Officer immediately if they are questioned by the police, charged with or convicted of any criminal offence.
- Being investigated or charged will not automatically put an employee's position at risk, but all such matters will be handled with care, fairness and in line with our Disciplinary Policy.

22. Conduct outside of work and at work-related functions

22.1 As members of the Sancta Familia family, we carry our values with us wherever we go. We recognise that working in a Catholic Trust means that our conduct outside of school reflects not only on ourselves, but on our whole community.

22.2 Employees must not engage in conduct outside work that could damage the reputation of our Trust, our schools or any member of our community. Any such situations must be shared with the Headteacher or CEO promptly.

22.3 Employees are expected to behave responsibly and in keeping with our values at all work-related functions and social events — remembering that we represent Sancta Familia in everything we do.

22.4 Employees must not behave outside work in any way that could affect their suitability to work with children. Where such behaviour comes to light, it will be treated as a safeguarding matter and handled in line with KCSIE 2025 and our Disciplinary Policy.

22.5 Alcohol may be consumed at organised off-site events, though this remains a personal matter between the member of staff and the venue. Staff are expected to conduct themselves in a manner that reflects the values and ethos of Sancta Familia at all times.

22.6 Schools and the Trust are not permitted under academy rules to purchase alcohol directly. However, we recognise that some school-based events — such as end-of-term celebrations, parents' evenings or significant milestone events — may involve alcohol where this has been explicitly authorised by the Headteacher or CEO. Any alcohol purchased must be self-funded by attendees and must not conflict with our Catholic values or safeguarding responsibilities.

22.7 Where a larger event is planned, consideration must be given to inclusivity and all relevant employees should be invited. Small group social events must not be funded by the school or Trust.

23. Agency workers

23.1 We will investigate allegations made against agency workers with the cooperation of the agency. Whilst we may decide to cease using the services of an agency worker, this will not prevent us from investigating allegations and liaising with the Local Authority Designated Officer (LADO) to determine a suitable outcome. We expect agency workers and agencies to cooperate with our investigations and with external agencies where applicable.

23.2 We will discuss with the agency whether it may be appropriate for them to consider suspending an agency worker, or whether we are prepared to redeploy an agency worker during an investigation.

SANCTA FAMILIA
CATHOLIC ACADEMY TRUST

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