STAFF CODE OF CONDUCT POLICY

POLICY TO BE REVIEWED EVERY YEAR OR EARLIER DUE TO ANY LEGISLATIVE CHANGES

FOR ALL ACADEMIES PART OF ST GABRIEL THE ARCHANGEL CATHOLIC MULTI-ACADEMY TRUST

Approved by Board of Directors: 18th September 2025

Next Review: October 2026

MISSION STATEMENT

Forming pilgrims of hope with kind hearts, questioning minds, a thirst for knowledge and a hunger for justice.

CONTEXT

At St Gabriel the Archangel Catholic Multi-Academy Trust, we ask all colleagues to adopt and uphold the highest standards of professional behaviour, guided by our belief that every child we serve *"is made in the image and likeness of God."*

We recognise that colleagues may interpret these "highest standards" differently in practice. This Code of Conduct is therefore designed to provide shared guidance. It does not replace Job Descriptions or Contracts of Employment, but serves as a supportive framework to complement them.

This Code is not an exhaustive list of acceptable or unacceptable behaviours. Where situations fall outside of its specific guidance, staff are expected to exercise sound professional judgement and always act in the best interests of the pupils, the Trust, and their school community, always considering how their actions align with our operating principles.

As a Catholic Trust, we expect all adults working in our schools and central team to live out our mission statement and embody the Trust's vision, values, and operating principles. Under the Catholic Education Service terms and conditions, staff are also expected to be conscientious and loyal to the aims and objectives of the Trust and its schools.

In addition, staff are required to support, preserve, and develop the Catholic character of our schools and the Trust. This means having due regard for our Catholic ethos in both professional and personal conduct, and avoiding anything that might cause detriment to the reputation, mission, or character of the Trust at any time.

Our Operating Principles (Characteristics of St Gabriel the Archangel)

Our mission is our "why" – the reason we exist and the purpose that inspires our work. The five Characteristics of St Gabriel the Archangel are our "how" – the way we act, speak, and behave so that our mission becomes a lived reality.

These principles are the firm foundation for every policy, decision, behavioural expectations and relationship within our Trust. They guide our conduct, shape our culture, and ensure that all we do reflects the values we are called to uphold. By living these characteristics each day, we make our mission visible in our schools and in the communities we serve.

- We Stand in God's Presence with Confidence and Humility
- We Speak with Peace and Courage
- We Believe that with God nothing is Impossible
- We Listen with Love
- We Serve a Mission Greater Than Overselves

Principles in Practice: To make these principles tangible, consider how each one guides your daily actions. For instance, "We Listen with Love" means actively seeking to understand before responding, and "We Serve a Mission Greater Than Ourselves"

reminds us that our primary duty is to the children and young people and the Trust's overarching goals that considers and support our family of schools.

Introduction

St Gabriel the Archangel Catholic Multi-Academy Trust Code of Conduct has been created using "Guidance for safer working practice for those working with children and young people in education settings ".

Adults have a crucial role to play in the lives of children. This guidance has been produced to help them establish the safest possible learning and working environments which safeguard children and reduce the risk of them being falsely accused of improper or unprofessional conduct.

The term 'allegation' means where it is alleged that a person who works with children has

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or,
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children.
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.'

Staff and adults at St Gabriel the Archangel Catholic Multi-Academy Trust should understand that their own behaviour and the manner in which they conduct themselves with their colleagues, pupils, parents and other stakeholders, sets an example.

In response to allegations made against supply or agency staff, St Gabriel the Archangel Catholic Multi-Academy Trust will ensure that we involve the agency fully, but the Academy/SGtA will take the lead in gathering the necessary information and liaising with the Local Authority Designated Officer.

St Gabriel the Archangel Catholic Multi-Academy Trust expects all of its pupils to receive the highest possible quality of teaching and care within a positive and respectful environment.

We expect all staff to demonstrate consistently high standards of personal and professional conduct at all times. All staff must have regard for the need to safeguard pupils' well-being in accordance with statutory requirements. All staff should treat pupils with dignity and build positive relationships rooted in mutual respect.

All staff employed under Teacher's Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards 2012'.

This document applies to all staff members who are:

- Employed by St Gabriel the Archangel Catholic Multi-Academy Trust.

- Employed in units or bases that are attached to St Gabriel the Archangel Catholic Multi-Academy Trust
- Supply staff
- Agency and third party staff
- Volunteers

All staff must have proper and professional regard for the ethos, policies and practices of our company.

Working within our SGtA

Staff should:

- acknowledge all SGtA policies are consistent within each Academy that are part of St Gabriel the Archangel Catholic Multi-Academy Trust
- inform your Principal before making an application should you apply for a vacant position across SGtA Academies
- uphold and develop the ethos, values and positive reputations of every colleague, Academy, and their communities that are part of the St Gabriel the Archangel Catholic Multi-Academy Trust both internally and externally
- Inform your Principal/Leader as soon as possible, if you have received a criminal offence or received a caution, reprimand or warning that has not been shared since your latest DBS check
- To acknowledge and understand their duty to disclose relevant information under the childcare disqualification arrangements
- Acknowledge and give approval, if registered on the 'update service for DBS' that annual checks will be conducted to check for any changes on the DBS.
- adhere to the branding guidance at SGtA and local Academy, seeking guidance where applicable

This Code of Conduct should be read and adhered to in conjunction with the following policies:

- Child Protection and Safeguarding Policy for each Academy you are contracted to work
- Behaviour Policy for each academy you are contracted to work
- Health and Safety Policy
- General Data Protection Regulation Policy
- Equal Opportunities Policy
- Managing Allegations Policy

- Whistleblowing policy
- ICT Acceptable Use Policy for Staff
- Information Security Policy
- Dignity at work policy

Underpinning principles

- The welfare of the child is paramount
- Staff should understand their responsibilities to safeguard and promote the welfare of pupils
- Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions
- Staff should work, and be seen to work, in an open and transparent way
- Staff should acknowledge that deliberately invented/malicious allegations are extremely rare and that all concerns should be reported and recorded
- Staff should discuss and/or take advice promptly from their line manager if they have acted in a way which may give rise to concern
- Staff should apply the same professional standards regardless of culture, disability, gender, language, racial origin, religious belief and sexual orientation
- Staff should be mindful and respectful of differing opinions of colleagues to sensitive issues that may cause offence or distress, and therefore avoid sharing any strong views in the workplace that are not related/impact to their work.
- Staff should not consume or be under the influence of alcohol or any substance, including prescribed medication, which may affect their ability to care for children
- Staff should not smoke or use e-cigarettes (vaping) on the premises or surrounding areas including whilst on duty in a supervisory capacity for off site activities/visits
- Staff should be aware that breaches of the law and other professional guidelines could result in disciplinary action being taken against them, criminal action and/or other proceedings including barring by the Disclosure & Barring Service (DBS) from working in regulated activity, or for acts of serious misconduct prohibition from teaching by the National College of Teaching & Leadership (NCTL).

- Staff and managers should continually monitor and review practice to ensure this guidance is followed

- Staff should be aware of and understand their establishment's child protection policy, arrangements for managing allegations against staff, staff behaviour policy, whistleblowing procedure and their Local Safeguarding partners procedures.

- Staff have a responsibility to treat each other with dignity and respect and to ensure that their behaviour does not constitute harassment, bullying, discrimination, or victimisation.

- Anyone who feels they have been subjected to harassment, bullying, discrimination, or victimisation should report it to their line manager, another manager they feel comfortable with, or a designated member of the HR team.

Responsibilities and duty of care

Staff should:

- understand the responsibilities which are part of their employment or role, and be aware that sanctions will be applied if these provisions are breached

- always act, and be seen to act, in the child's best interests

- avoid any conduct which would lead any reasonable person to question their motivation and intentions

- take responsibility for their own actions and behaviour

- follow the Policies of St Gabriel the Archangel Catholic Multi-Academy Trust which are found either on the website or on the Staff Shared areas

The Principal will promote a culture of openness and support by:

- ensuring that systems are in place for concerns to be raised

- ensuring that adults are not placed in situations which render them particularly vulnerable

- ensuring that all adults are aware of expectations, policies and procedures

Directors/Governors will:

- ensure that appropriate safeguarding and child protection policies and procedures are distributed, adopted, implemented and monitored

Making professional judgements

Where no specific guidance exists staff should:

- discuss the circumstances that informed their actions, or their proposed action, with the Academy's designated safeguarding lead. This will help to ensure that the safest practises are employed and reduce the risk of actions being misinterpreted

- always discuss any misunderstanding, accidents or threats with the Principal or designated safeguarding lead

- always record discussions and actions taken with their justifications

- record any areas of disagreement and, if necessary refer to another agency, the LA, Ofsted, NCTL or other Regulatory Body

Power and positions of trust and authority

Staff should not:

- use their position to gain access to information for their own advantage and/or a pupil's or family's detriment

- use their power to intimidate, threaten, coerce or undermine pupils

- use their status and standing to form or promote relationships with pupils which are of a sexual nature, or which may become so.

Confidentiality

Staff:

- need to know the name of the Designated Safeguarding Lead (DSL) and the Deputy Designated Safeguarding Lead (DDSL) and be familiar with the school's and Local Authority Safeguarding Partners child protection procedures and guidance:

- are expected to treat information they receive about pupils and families in a discreet and confidential manner

- should seek advice from a senior member of staff or Designated Safeguarding Lead if they are in any doubt about sharing information they hold or which has been requested of them

- need to be clear about when information can/ must be shared and in what circumstances. Please refer to the General Data Protection Regulation Policy for guidance.

- need to know the procedures for responding to allegations against staff and to whom any concerns or allegations should be reported

- need to ensure that where personal information is recorded using modern technologies that systems and devices are kept secure. Please refer to the

General Data Protection Regulation Policy and Information Security Policy for guidance.

Standards of Behaviour

Staff should not:

- behave in a manner which would lead any reasonable person to question their suitability to work with children or to act as an appropriate role model
- make, or encourage others to make sexual remarks to, or about, a pupil
- use inappropriate language to or in the presence of pupils
- discuss their personal or sexual relationships with or in the presence of pupils
- make (or encourage others to make) unprofessional personal comments which scapegoat, demean or humiliate, or might be interpreted as such

Staff should:

- be aware that behaviour by themselves, those with whom they share a household, or others in their personal lives, may impact on their work with children
- understand that a person who provides Early Years education or Childcare informs their employer if they are subject to any disqualification.

Dress and Appearance

Staff should wear clothing which:

- promotes a positive and professional image (including remote virtual meetings)
- is appropriate to their role and safety for the tasks they undertake
- is not likely to be viewed as offensive, revealing, or sexually provocative
- does not distract, cause embarrassment or give rise to misunderstanding
- is absent of any political or otherwise contentious slogans
- is not considered to be discriminatory
- is compliant with professional standards
- does not contradict expectations of students' dress and appearance

Gifts, rewards, favouritism and exclusion

Staff should:

- be aware of and understand their organisation's relevant policies, e.g. rewarding positive behaviour

- ensure that gifts received or given in situations which may be misconstrued are declared and recorded

- It is unacceptable to receive gifts on a regular basis or to suggest to pupils that gifts are appropriate or desired. Money must not be accepted as a gift. If you are unsure whether to accept a gift you should consult Senior Leader/Principal

- only give gifts to a pupil as part of an agreed reward system

- where giving gifts other than as above, ensure that these are of insignificant value and given to all pupils equally

- ensure that all selection processes of pupils are fair and these are undertaken and agreed by more than one member of staff

- ensure that they do not behave in a manner which is either favourable or unfavourable to individual pupils

<u>Infatuations and 'crushes'</u>

Staff should:

- report any indications (verbal, written or physical) that suggest a pupil may be infatuated with a member of staff

- always maintain professional boundaries

Senior managers should:

- put action plans in place where concerns are brought to their attention

<u>Social contact outside of the workplace</u>

Staff should:

- always approve any planned social contact with pupils or parents with your Vice Principal or Principal, for example when it is part of a reward scheme

- advise the DSL, Principal or Vice Principal of any regular social contact they have with a pupil which could give rise to concern

- refrain from sending personal communication to pupils or parents without the consent of Principal or Vice Principal

- inform Principal or Vice Principal of any relationship with a parent where this extends beyond the usual parent/professional relationship

- inform Principal or Vice Principal of any requests or arrangements where parents wish to use their services outside of the workplace e.g. babysitting, tutoring.

Communication with children (including the use of technology)

Staff should:

- not seek to communicate/make contact or respond to contact with pupils outside of the purposes of their work

- not make contact with pupils, must not accept or initiate friend requests nor follow pupils' or their guardians' accounts on any social media platform. Staff must not communicate with pupils or their guardians via social media, websites, instant messenger accounts or text message. The only acceptable method of contact is via the use of school email accounts or telephone equipment.
- not make contact with pupils' family members, accept or initiate friend requests or follow pupils' family member's accounts on any social media platform.
- However, the Trust acknowledges that staff who are also parents may wish to contact other parents, who are friends, over social media. Staff must exercise caution and professional judgement in these circumstances and should not have any contact with pupils' family members via social media if that contact is likely to constitute a conflict of interest or call into question their objectivity.

- not give out their personal details. Please refer to the General Data Protection Regulation Policy for guidance.

- use only equipment and internet services provided by the school or setting

- follow their Academy / setting Acceptable Use policy

- ensure that their use of technologies could not bring their employer into disrepute

Physical Contact

Staff should:

- be aware that even well intentioned physical contact may be misconstrued by the pupil, an observer or any person to whom this action is described

- never touch a pupil in a way which may be considered indecent

- always be prepared to explain actions and accept that all physical contact be open to scrutiny

- never indulge in horseplay or fun fights

- always allow/encourage pupils, where able, to undertake self-care tasks independently

- ensure the way they offer comfort to a distressed pupil is age appropriate
- always tell a colleague when and how they offered comfort to a distressed pupil
- establish the preferences of pupils
- consider alternatives, where it is anticipated that a pupil might misinterpret or be uncomfortable with physical contact
- always explain to the pupil the reason why contact is necessary and what form that contact will take
- report and record situations which may give rise to concern
- be aware of cultural or religious views about touching and be sensitive to issues of gender

Education settings should:

- ensure they have a system in place for recording incidents and the means by which information about incidents and outcomes can be easily accessed by senior management / strategic leaders
- provide staff, on a 'need to know' basis, with relevant information about vulnerable children in their care

Other activities that require physical contact

Staff should:

- treat pupils with dignity and respect and avoid contact with the intimate parts of the body
- always explain to a pupil the reason why contact is necessary and what form that contact will take
- seek consent of parents where a pupil is unable to give this e.g. because of a disability
- consider alternatives, where it is anticipated that a pupil might misinterpret any such contact
- be familiar with and follow recommended guidance and protocols
- conduct activities where they can be seen by others
- be aware of gender, cultural and religious issues that may need to be considered prior to initiating physical contact

Schools/settings should:

- have in place up to date guidance and protocols on appropriate physical contact, that promote safe practice and include clear expectations of behaviour and conduct.

- ensure that staff are made aware of this guidance and that it is continually promoted.

Intimate / personal care

Education settings should:

- have written care plans in place for any pupil who could be expected to require intimate care

- ensure that pupils are actively consulted about their own care plan

Staff should:

- adhere to their organisation's intimate and personal care and nappy changing policies

- make other staff aware of the task being undertaken

- always explain to the pupil what is happening before a care procedure begins

- consult with colleagues where any variation from agreed procedure/care plan is necessary

- record the justification for any variations to the agreed procedure/care plan and share this information with the pupil and their parents/carers

- avoid any visually intrusive behaviour

- where there are changing rooms announce their intention of entering

- always consider the supervision needs of the pupils and only remain in the room where their needs require this

Staff should not:

- change or toilet in the presence or sight of pupils

- shower with pupils

- assist with intimate or personal care tasks which the pupil is able to undertake independently.

Behaviour management

Staff should:

- not use force as a form of punishment
- try to defuse situations before they escalate e.g. by distraction
- keep parents informed of any sanctions or behaviour management techniques used
- be mindful of and sensitive to factors both inside and outside of the school or setting which may impact on a pupil's behaviour
- follow the establishment's behaviour management policy
- behave as a role model
- avoid shouting at children other than as a warning in an emergency/safety situation
- refer to national and local policy and guidance regarding Restrictive Physical Intervention (RPI)
- be aware of the legislation and potential risks associated with the use of isolation and seclusion comply with legislation and guidance in relation to human rights and restriction of liberty.

<u>The use of control and physical intervention</u>

Education settings should:

- ensure that they have a lawful physical intervention policy consistent with local and national guidance
- regularly acquaint staff with policy and guidance
- ensure that staff are provided with appropriate training and support
- have an agreed policy for when and how physical interventions should be recorded and reported

Staff should:

- adhere to the Academy or setting physical intervention policy
- always seek to defuse situations and avoid the use of physical intervention wherever possible
- where physical intervention is necessary, only use minimum force and for the shortest time needed

Staff should not

- use physical intervention as a form of punishment

Sexual Conduct

Staff should:

- not have any form of sexual contact with a pupil from the school or setting
- avoid any form of touch or comment which is, or may be considered to be, indecent
- avoid any form of communication with a pupil which could be interpreted as sexually suggestive, provocative or give rise to speculation e.g. verbal comments, letters, notes, by email or on social media, phone calls, texts, physical contact
- not make sexual remarks to or about a pupil
- not discuss sexual matters with or in the presence of pupils other than within agreed curriculum content or as part of their recognised job role

One to one situations

Staff should:

- ensure that wherever possible there is visual access and/or an open door in one to one situations
- avoid use of 'engaged' or equivalent signs wherever possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy
- always report any situation where a pupil becomes distressed or angry
- consider the needs and circumstances of the pupil involved

Home visits

Staff should:

- agree the purpose for any home visit with their manager
- adhere to agreed risk management strategies
- avoid unannounced visits wherever possible
- ensure there is visual access and/or an open door in one to one situations
- always make detailed records including times of arrival and departure
- ensure any behaviour or situation which gives rise to concern is discussed with their manager

- ensure that they follow St Gabriel the Archangel Catholic Multi-Academy Trust Home Visit Guidance

Education settings should:

- ensure that they have home visit and lone-working policies which all adults are made aware of. These should include arrangements for risk assessment and management
- ensure that all visits are justified and recorded
- ensure that staff are not exposed to unacceptable risk
- make clear to staff that, other than in an emergency, they should not enter a home if the parent/carer is absent
- ensure that staff have access to a mobile telephone and an emergency contact

Transporting pupils

Staff should:

- plan and agree arrangements with all parties in advance
- respond sensitively and flexibly where any concerns arise
- take into account any specific or additional needs of the pupil
- have an appropriate licence/permit for the vehicle
- ensure they are fit to drive and free from any drugs, alcohol or medicine which is likely to impair judgement and/ or ability to drive
- ensure that if they need to be alone with a pupil this is for the minimum time
- be aware that the safety and welfare of the pupil is their responsibility until this is safely passed over to a parent/carer
- report the nature of the journey, the route and expected time of arrival in accordance with agreed procedures
- ensure that their behaviour and all arrangements ensure vehicle, passenger and driver safety. This includes having proper and appropriate insurance for the type of vehicle being driven
- ensure that any impromptu or emergency arrangements of lifts are recorded and can be justified
- refer to Local and National guidance for Educational Visits
- only use their own vehicle with permission from the Principal, Vice Principal or manager having followed the correct procedures in the Academy Journey's / Visit's Policy. Vehicles must be well maintained, have appropriate business

class insurance and the driver must be the insured business class driver for the vehicle. Children should be sat in the back of the car and the driver should be accompanied by another colleague (gender appropriate). Permission from parents should be sought.

Educational Visits

Staff should:

- adhere to their organisation's educational visits guidance
- always have another adult present on visits, unless otherwise agreed with senior staff
- undertake risk assessments
- have parental consent to the activity
- ensure that their behaviour remains professional at all times
- never share beds with a child/pupil
- never share bedrooms unless it involves a dormitory situation and the arrangements have been previously discussed with Principal, parents and pupils
- refer to local and national guidance for Educational visits, including exchange visits (both to the UK and abroad)

Residential Visits

Staff should apply the following:

- Employees should ensure that they are always compliant with the relevant law when undertaking activities as part of their job. Failure to do so may result in disciplinary action. The welfare of our pupils is our prime concern and all staff must ensure they are available for any duties or emergencies which may unexpectedly occur. Colleagues staffing educational visits of any kind are potentially on duty and may be required to assume responsibility at all times of the day and night, in a condition to perform their duties effectively.
- Staff abstaining from drinking alcohol whilst supervising pupils is the ideal. On an overnight residential visit, staff who choose to drink alcohol at night, should keep within the UK legal limit for driving (or that of the country in which they are visiting - whichever limit is the lowest), regardless of whether or not they may be required to drive. At least half of the staff, preferably including at least one of each gender in a mixed party, must abstain and be on duty. Any staff driving (or identified as a reserve driver) should abstain from alcohol.

First Aid and Medication

Education settings should:

- ensure there are trained and named individuals to undertake first aid responsibilities, including paediatric first aid if relevant
- ensure training is regularly monitored and updated
- refer to local and national First Aid guidance and guidance on meeting the needs of children with medical conditions that adults should:
- adhere to the school or setting health and safety and supporting pupils with medical conditions policies
- make other staff aware of the task being undertaken
- have regard to pupils' individual healthcare plans
- always ensure that an appropriate health/risk assessment is undertaken prior to undertaking certain activities
- explain to the pupil what is happening.
- always act and be seen to act in the pupil's best interest
- make a record of all medications administered
- not work with pupils whilst taking medication unless medical advice confirms that they are able to do so

Photography, videos and other images

Staff should:

- adhere to their establishment's policy
- only publish images of pupils where they and their parent/carer have given explicit written consent to do so
- only take images where the pupil is happy for them to do so
- only retain images when there is a clear and agreed purpose for doing so
- store images in an appropriate secure place in the school or setting
- ensure that a senior member of staff is aware that the photography/image equipment is being used and for what purpose
- be able to justify images of pupils in their possession
- avoid making images in one to one situations

Staff should not:

- take images of pupils for their personal use
- display or distribute images of pupils unless they are sure that they have parental consent to do so (and, where appropriate, consent from the child)
- take images of children using personal equipment
- take images of children in a state of undress or semi-undress
- take images of children which could be considered as indecent or sexual

Exposure to inappropriate images

Staff should:

▪ abide by the establishment's acceptable use and e-safety policies

▪ ensure that children cannot be exposed to indecent or inappropriate images

▪ ensure that any films or material shown to children are age appropriate

Personal living accommodation including on site provision

Staff should:

- be vigilant in maintaining their privacy, including when living in on-site accommodation
- be mindful of the need to avoid placing themselves in vulnerable situations
- refuse any request for their accommodation to be used as an additional resource for the school or setting
- be mindful of the need to maintain appropriate personal and professional boundaries not ask pupils to undertake jobs or errands for their personal benefit

Overnight supervision and examinations

Schools should:

- ensure that all arrangements reflect a duty of care towards pupils and staff

Where staff do supervise candidates overnight:

- a full health and safety risk assessmentshould have been undertaken
- all members of the household should have had appropriate vetting including, where eligible, DBS and barred list checks
- all arrangements should be made in partnership and agreement with the pupil and parents/carers

- arrangements involving one to one supervision should be avoided wherever possible.

- as much choice, flexibility and contact with 'the outside world', should be incorporated into any arrangement so far as is consistent with appropriate supervision

- whenever possible, independent oversight of arrangements should be made

- any situation which gives rise to complaint, disagreement or misunderstanding should be reported

- staff should have regard to any local and national guidance

Curriculum

Staff should:

- have clear written lesson plans

- take care when encouraging pupils to use self-expression, not to overstep personal and professional boundaries

- be able to justify all curriculum materials and relate these to clearly identifiable lessons plans.

Staff should not:

- enter into or encourage inappropriate discussions which may offend or harm others

- undermine fundamental British values

- express any prejudicial views

- attempt to influence or impose their personal values, attitudes or beliefs on pupils

Whistleblowing

Schools should:

- have a whistleblowing policy in place which is known to all

- Ensure staff are familiar with the NSPCC Whistleblowing helpline

- have, as part of their safeguarding and child protection policy, clear procedures for dealing with allegations against persons working in or on behalf of the school or setting

Staff should:

- report any behaviour by colleagues that raises concern
- report allegations against staff and volunteers following the school's policy and procedures for managing allegations

Sharing concerns and recording incidents

Staff should:

- be familiar with their establishment's arrangements for reporting and recording concerns and allegations
- know how to contact the LA Designated Officer
- take responsibility for reporting any incident, and passing on that information where they have concerns about any matter pertaining to the welfare of an individual in the school or setting

Education settings should:

- have an effective, confidential system for recording and managing concerns raised by any individual regarding adults' conduct and any allegations against staff and volunteers

Prevention of Sexual Harassment in the Workplace

St Gabriel the Archangel Catholic Multi-Academy Trust is committed to preventing harassment, discrimination and victimisation at work, sexual harassment will not be tolerated, complaints will be taken seriously and not ignored, regardless of role and status

Staff should:

- Act appropriately at all times and ensure that the highest standards of behaviour conduct are in place at all times
- Formally report cases of sexual harassment whether they are the recipient or are witness to it as soon as reasonably practicable.

All staff will follow Prevention of Sexual Harassment Policy (Dec 2024)

DISCIPLINARY ACTION

- All staff need to recognise that serious disciplinary matters may result in the invocation of the St Gabriel the Archangel Catholic Multi-Academy Trust Staff Disciplinary Policy (which includes dismissal as the ultimate sanction and the reporting of the matter to the due authorities for particular offences)

Version	Date	Action/Notes	Chair of Board of Directors
1	18.09.2025	Approved by BoD	J Bridgewater

APPENDIX A

LIST OF CENTRAL EXECUTIVE LEADS
St Gabriel the Archangel Catholic Multi-Academy Trust

SGtA Central Safeguarding Contacts			
Name	**Job Role**	**Email Contact**	**Contact Number**
Toni Ellis	CEO	tellis@sgacmat.co.uk	07734058674
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