

Our school is committed to safeguarding children and promoting children's welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. It is our willingness to work in a safe manner and challenge inappropriate behaviour that underpins this commitment.

Everyone is expected to adhere to this 'Code of Conduct' along with the Safer Recruitment Consortium [Guidance for safer working practice for those working with children and young people in education settings](#).

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 code of conduct

September 2025



Language matters...



Professional attire



Professional standards...



St John Bosco Arts College Writing Style Guide

Quotation and speech marks

Single quotation marks should be used when referring to something, like 'this'. If quoting dialogue, use speech marks. For example, she said: "Use speech marks like this."

Religions

The names of all religions should be capitalised, including Christianity, Islam, Hinduism, Buddhism, Judaism, and Sikhism.

Religious titles

All religious titles should be capitalised if preceding a name or starting a sentence. Otherwise, they are lowercase.

For example, 'Father John' would be correct, as would 'John is a father'.

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Salesian

St John Bosco is a Catholic Salesian college.

The Salesian Sisters are the College Trustees and were founded by St John Bosco in 1872 and St Mary Mazzarello.

The Sisters founded Mary Help of Christians High School in 1965, and this later became St John Bosco Arts College.

Salesian and Salesian Sisters should always be capitalised. Sisters should also be capitalised but only when using it in reference to the Salesian Sisters.

School

The word school should not be capitalised unless it is being used at the beginning of a sentence or mentioned as part of an official school's name.

SEN or SEND

SEN or SEND stands for Special Educational Needs (and Disability).

**Be a role
model...**





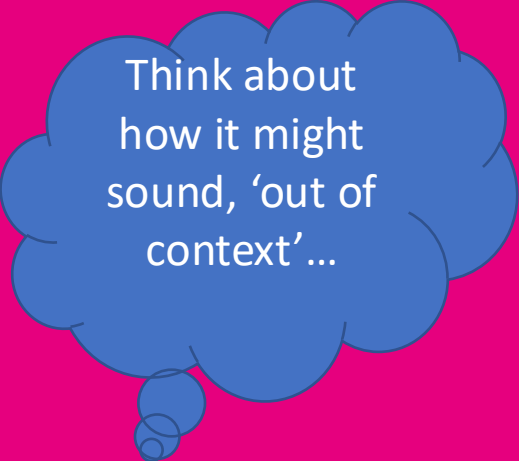
**Always remember
your duty to
safeguard the
children.**



Safer working practice

Whistleblowing and low-level concerns

Don't think,
'what if I'm
wrong?',
think, 'what
if I'm right?'



Think about
how it might
sound, 'out of
context'...