



# Staff Code of Conduct

Our vision is to enable all to flourish.

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## A. Statement of Intent

The Trust is an organisation with a Christian foundation. Our vision as a Trust is to enable all to flourish.

The ethos, values and relationships of the Trust, and its associated academies, are central to witnessing to the value of the foundation. Relationships with employees, governors, Trustees, contractors, visitors, volunteers, pupils and their parents or guardians should be always reasonable and mutually respectful.

## B. Purpose and Scope

1. This Code has been formulated to ensure the highest standards of conduct within Trust academies. The Code of Conduct (Code) applies to all Trust staff and volunteers, whether paid or unpaid, whatever their position, role or responsibilities and staff includes employees, governors, Trustees, supply staff, contractors, and volunteers. This Code considers national legislation and guidance including Keeping Children Safe in Education and Safer Working Practices.
2. The purpose of the Code is to:
  - a. affirm and reinforce the professional responsibilities of staff (both teaching and non-teaching)
  - b. clarify the legal position in relation to sensitive aspects of staff / pupil relationships
  - c. set out the expectations of standards and behaviour to be maintained within Trust schools and within the central function
  - d. help adults establish safe practices and reduce the risk of false accusations or improper conduct.
3. It is the contractual duty of every member of staff to observe the rules and obligations in this code. All staff should also follow the guidance unless there is a good reason not to follow it in a particular case. The Trust Board and all Local Governing Boards also have a duty of care to staff, parents and pupils and the implementation of the practices in this code will help to discharge that duty.

## C. Guiding principles

### Principles for all staff

4. All staff should put the wellbeing, development and progress of all pupils first by:
  - a. taking all reasonable steps to ensure the safety and wellbeing of pupils under their supervision;
  - b. using professional expertise and judgment for the best interests of pupils in their care;

- c. demonstrating self-awareness and taking responsibility for their own actions and for providing help and support to pupils;
  - d. raising concerns about the practices of teachers or other professionals where these may have a negative impact on pupils' learning or progress, or may put pupils at risk;
  - e. being familiar with the school's child protection procedures;
  - f. being aware that they are in a position of trust (i.e. the adult is in a position of power or influence over the pupil due to his or her work); and that this position must never be used to intimidate, bully, humiliate, coerce or threaten pupils.
5. All staff should demonstrate respect for diversity and take steps to promote equality by:
- a. acting appropriately and in accordance with this Code of Conduct, towards all pupils, parents, carers, colleagues, contractors and suppliers;
  - b. complying with the individual school's Anti-Bullying, Equal Opportunities and Dignity at Work policies and this Code of Conduct;
  - c. addressing issues of discrimination and bullying whenever they arise;
  - d. helping to create a fair, just and inclusive school and working environment.
6. All staff should work as part of a unified staff body by:
- a. developing productive and supportive relationships with colleagues;
  - b. exercising any management responsibilities in a respectful, inclusive and fair manner;
  - c. complying with all Trust and school policies and procedures;
  - d. participating in the individual school's development and improvement activities;
  - e. recognising the role of the school in the life of the local community and local parish;
  - f. upholding the Trust's Christian values and reputation and standing within the local community and building trust and confidence in it.

**Additional principles for teachers**

7. Teachers should take responsibility for maintaining the quality of their teaching practice by:
- a. meeting the professional standards for teaching applicable to their role and position within the school;
  - b. reflecting on their current practice and seeking out opportunities to develop knowledge, understanding and skills;

- c. helping pupils to become confident and successful learners;
  - d. helping pupils understand the distinctly Christian values of the individual school (for example: compassion, respect, justice, love, perseverance and forgiveness)
  - e. establishing productive relationships with parents and carers by:
    - i. providing accessible and accurate information about their child's progress;
    - ii. involving them in important decisions about their child's education;
    - iii. complying with this Code.
8. Teachers should maintain public trust and confidence in the individual school by:
- a. demonstrating honesty and integrity and upholding the values of the school;
  - b. understanding and upholding their duty to safeguard the welfare of children and young people;
  - c. maintaining reasonable standards of behaviour whether inside or outside of normal school hours and whether on or off the school's site;
  - d. actively promoting and maintaining an effective learning environment.

#### **D. Guidance on staff / pupil relationships**

9. Allegations of unprofessional conduct or improper contact or words can arise at any time. Professionalism and vigilance are required to ensure the safety of children in our care, and to reduce the risk of an allegation of impropriety against a member of staff. This guidance applies to all adults working in the Trust, and not just teachers.
10. Forming inappropriate relationships with children or young people who are pupils or students at another school may also be regarded as gross misconduct. Such behaviour can bring the individual school and Trust into disrepute and gives rise to concern about staff integrity regarding maintaining professional boundaries with pupils.
11. Local Governing Boards and staff should be aware of the general guidance that will apply in all cases. Staff must:
- a. exercise professional judgment but always act within the spirit of these guidelines. If DGAT staff are involved in a situation where no specific guidance exists, they should discuss the circumstances with the headteacher. A written record should be kept that includes justification for any action taken.
  - b. be familiar with procedures for handling allegations against staff.
  - c. be aware of the Trust's Safeguarding and Child Protection policy and the school's own procedures for notifying and record keeping.

- d. seek guidance from the headteacher and/or DSL if they are in any doubt about appropriate conduct.
- e. report any actions which could be misinterpreted, any misunderstandings, accidents or threats involving themselves or a member of staff and a pupil or a group of pupils to a headteacher.

### **Behaviour giving cause for concern**

12. Staff should take particular care and follow the Trust's Safeguarding and Child Protection Policy when dealing with a pupil who:

- a. appears to be emotionally distressed, or generally vulnerable and / or who is seeking expressions of affection
- b. finds it difficult to establish appropriate relationships with individual staff members
- c. whose manner with adults is over-familiar
- d. may have reason to make up an allegation.

13. Some of these behaviours may be indications that a pupil has been, or is currently being, abused and should therefore be reported to the Designated Safeguarding Lead in accordance with the Trust's Safeguarding and Child Protection Policy.

14. Comprehensive records are essential. Any incident involving a pupil or a member of staff that could give cause for concern, whether contemplated in these guidelines or not, should be recorded, with reasons for any action taken by the headteacher. This may also result in the headteacher making a referral in line with the Trust's Safeguarding and Child Protection policy, to the LAD.

### **Good order and behaviour**

15. Teaching staff and other staff in charge of pupils must always maintain good order and discipline when pupils are present on school premises and whenever pupils are engaged in authorised school activities, whether on school premises or elsewhere.

### **School property**

16. DGAT staff must take proper care when using school property and must not use school property for any unauthorised use or for private gain.

### **Use of premises**

17. DGAT staff must not carry out on school premises any work or activity other than pursuant to their terms and conditions of employment without the prior permission of the headteacher.

### **Behaviour of others**

18. DGAT staff should be aware that the behaviour of family members or partners may raise concerns (Transferrable Risk). Such concerns will be given careful consideration as to whether they constitute a potential risk to pupils at the school. Any such consideration will be undertaken in consultation with the LADO and the DCEO.

### **Meetings with pupils**

19. If staff are teaching one pupil, or conducting a one-to-one meeting or teaching session with a pupil, they should take particular care in the following ways:

- a. when working alone with a pupil is an integral part of a member of staff's role, conduct and agree full risk assessments with the headteacher.
- b. use a room that has sufficient windows onto a corridor so the occupants can be seen, or keep the door open, or inform a colleague that the lesson / meeting is taking place
- c. arrange the meeting during normal school hours when there are plenty of other people about
- d. do not prolong meetings unnecessarily
- e. respect the need for personal space and avoid sitting or standing near the pupil, except as necessary to check work
- f. avoid using "engaged" or equivalent signs on doors or windows
- g. be aware of how your words and actions are perceived and ensure that your conduct could not be misinterpreted
- h. report any incident that causes you concern to the Designated Safeguarding Leader under the school's safeguarding procedures and ensure that the incident is recorded using the school's agreed protocols.
- i. report any situation where a pupil becomes distressed or angry to a senior colleague / the headteacher.

### **Pre-arranged meetings**

20. Pre-arranged meetings with pupils outside school should not be permitted unless approval is obtained from their parents and the headteacher.

### **Home visits**

21. In some circumstances home visits may be necessary. DGAT staff should:

- a. discuss the purpose of any visit with senior colleagues and adhere to any agreed work plan / contract
- b. follow any risk management strategy and ensure appropriate risk assessments are in place. Where appropriate, ensure that visits are not unaccompanied
- c. not visit unannounced unless in exceptional circumstances where there is a concern that a child is at risk
- d. leave the door open where you will be alone with pupils
- e. keep records of the visit, including listing the date, time and duration of the visit and the purpose of the call



- f. ensure that any behaviour or situation that gives rise to a concern is reported and actioned
- g. discuss with the headteacher anything that gives cause for concern and refer to other agencies / LADO if felt appropriate
- h. have a mobile telephone and an emergency contact.

### **The use of personal living space**

22. Pupils should not be invited into the personal living space of any member of staff, unless agreed with the parents / carers and the headteacher. Personal living spaces will not be used as an additional resource for the school.

## **E. Language and appearance**

23. Staff will always show respect and be courteous to others always demonstrating our Christian values and core principles of dignity and respect. Staff will therefore need to think carefully about the language they use in both written and oral communication including emails. In maintaining the highest of professional standards DGAT staff should:
- a. avoid words or expressions that can be misinterpreted and avoid displays of affection either personally or in writing (e.g. text messages, Facebook and other social media posts and e-mails etc)
  - b. avoid any form of words which could be interpreted as aggressive or threatening
  - c. avoid any words or actions that are over-familiar
  - d. not blaspheme, swear or use any sort of offensive language
  - e. avoid the use of sarcasm or derogatory language
  - f. be aware that some parts of the curriculum may require discussion of sensitive subjects. Care should be taken in subjects where rules / boundaries / language use may vary (e.g. drama, performing arts, PSHE). Staff should have clear lesson plans and be clear about how language relates to learning outcomes and pupil well-being. It is essential when dealing with sensitive subjects that the Christian foundation of the Trust is remembered, for example when dealing with issues around transgender, the Church of England's viewpoint around 'Valuing all God's Children'.
  - g. Personal or political neutrality should be maintained during teaching activities including collective worship.

### **Dress**

24. All DGAT staff should dress appropriately and in a professional manner, appropriate to the duties that they are undertaking. DGAT staff should avoid wearing clothing which may cause offence or may reveal unnecessary flesh and may be construed as sexually provocative, embarrassing or discriminatory. Political or other contentious slogans or badges must not be worn.

## **F. The use of force or physical intervention**

### **Physical intervention**

25. All forms of corporal punishment are unlawful, and the use of unwarranted physical force is likely to constitute a criminal offence. The use of physical intervention should be avoided if possible. However, by law, teaching staff, and other staff who are authorised by the headteacher to have charge of pupils, may use such force or physical contact as is reasonable and proportionate in the circumstances to prevent a pupil from doing, or continuing to do any of the following:
- a. committing a criminal offence
  - b. injuring themselves or others
  - c. causing damage to property, including their own
  - d. engaging in any behaviour prejudicial to good order and discipline at the school or among any of its pupils, whether that behaviour occurs in a classroom or elsewhere.

### **Before intervening**

26. Before intervening physically staff should, wherever practicable, tell the pupil to amend their behaviour and what will happen if he or she does not respond to the request. DGAT staff should continue to communicate with the pupil throughout the incident and should make it clear that physical contact or restraint will stop as soon as it ceases to be necessary. DGAT staff should always avoid touching or holding a pupil in a way that might be considered indecent. DGAT staff should also avoid any form of aggressive contact such as holding, pushing, pulling or hitting which could amount to a criminal assault, nor act in a way that might reasonably be expected to cause injury.
27. DGAT staff should inform the headteacher or appropriate senior colleague immediately following an incident where force has been used. This is to help prevent any misunderstanding or misrepresentation of the incident, and it will be helpful in the event of a complaint. DGAT staff should provide a written report as soon as possible afterwards. The parents / carers should be informed the same day.
28. The law allows anyone to defend themselves against an attack provided they do not use more force than is necessary. Similarly, where a pupil is at risk of immediate injury or on the point of inflicting injury on someone else, any DGAT member of staff (whether authorised or not) would be entitled to intervene.

### **Using reasonable force**

29. There is no legal definition of "reasonable force". It will always depend on the circumstances. Note that:
- a. any use of force should be proportionate to the behaviour of the pupil involved and the seriousness of the harm prevented
  - b. physical force could not be justified to prevent a pupil from committing a trivial misdemeanour

- c. any force should always be the minimum needed to achieve the desired result
- d. whether it is reasonable to use force and the degree of force that could be reasonably employed might also depend on the age, understanding and sex of the pupil.

### **Physical contact in other circumstances**

30. Physical contact with a pupil may be necessary and beneficial to demonstrate a required action, or a correct technique in, for example, singing and other music lessons or during PE, sports and games. In these circumstances best practice would be to seek permission from the pupil prior to physical contact being made. Any physical contact should be in response to the pupil's needs, of limited duration and appropriate to the pupil's age, stage of development, gender, ethnicity and background. Physical contact can be easily misinterpreted and should be limited. Staff should use professional judgement.

### **Guidance on using physical contact**

31. DGAT staff should observe the following guidelines (where applicable):

- a. explain the intended action to the pupil
  - b. do not proceed with the action if the pupil appears to be apprehensive or reluctant, or if you have other concerns about the pupil's likely reaction
  - c. ensure that the door is open and if you are in any doubt, ask a colleague or another pupil to be present during the demonstration
  - d. consider alternatives if it appears likely that the pupil might misinterpret the contact.
32. If you are at all concerned about any instance of physical contact, inform a senior colleague or the headteacher without delay, and make a written record using the schools' procedures.

### **Offering comfort to distressed pupils**

33. Physical contact may be appropriate where a pupil is in distress and needs comforting. DGAT staff should use their own professional judgement when they feel a pupil needs this kind of support and should be aware of any special circumstances relating to the pupil. DGAT staff should always notify a senior colleague when comfort has been offered, record the action and should seek guidance if unsure whether it would be appropriate in a particular case.

### **Administering first aid**

34. When administering first aid DGAT staff should explain to the pupil what is happening and ensure that another adult is present or is aware of the action being taken. The treatment must meet the Trust's health and safety at work rules and intimate care guidelines, and parents should be informed. Staff should:
- a. adhere to the Trust's policy on administering first aid / medication
  - b. comply with the necessary reporting requirements

- c. make other adults aware of the task that is being undertaken
- d. explain what is happening
- e. report and record the administration of first aid
- f. have regard to any health plans
- g. ensure that an appropriate health / risk assessment is undertaken prior to undertaking certain activities.

**Pupils' entitlement to privacy**

35. Pupils are entitled to privacy when changing or showering. However, there still must be an appropriate level of supervision to ensure safety and awareness of the need to consider the balance of male and female staff when such activities are being undertaken. DGAT staff should:

- a. avoid physical contact or visually intrusive behaviour when pupils are undressed
- b. announce themselves when entering changing rooms and avoid remaining unless required
- c. not shower or change in the same place as pupils
- d. not assist with any personal care task which a pupil can undertake themselves.

**Intimate care**

36. Sometimes intimate care is required, for example when assisting with toileting or removing wet clothes. DGAT staff should:

- a. comply with the Trust's intimate care guidelines
- b. advise other staff of the task being undertaken and consult where there is any change from the agreed procedure. A record should be kept of the justification for any variations and this information should be shared with parents
- c. explain to the child what is happening
- d. comply with applicable professional codes of practice, as appropriate
- e. comply with regularly reviewed, formally agreed plans, as appropriate.

**Children with safeguarding concerns**

37. Where there may be safeguarding issues with some pupils, staff should be informed on a 'need to know' basis and should be extra cautious when considering the necessity of physical contact. If pupils are overly familiar, DGAT staff should sensitively deter the pupil and help them understand the importance of personal boundaries. Such incidents must be reported and discussed with the headteacher/DSL.

**Sexual contact**

38. DGAT staff must not:

- a. have any type of sexual relationship with a pupil or pupils
  - b. have sexually suggestive or provocative communications with a pupil
  - c. make sexual remarks to or about a pupil
  - d. discuss their own sexual relationships in the presence of pupils.
39. Sexual relationships or contact with pupils or encouraging a relationship to develop in a way which might lead to a sexual relationship is a grave breach of trust that will usually lead to disciplinary action and may also lead to criminal prosecution.

**Children with special educational needs or disabilities**

40. Some pupils may need more physical contact to assist their everyday learning, which should be agreed and understood by all concerned, justified, openly applied and open to scrutiny. The details of this, will be included within the pupils' Educational Healthcare plan (EHCP) and will have been agreed with parents and carers.

## **G. Contact with pupils and families outside of school**

**Contact outside of school**

41. DGAT staff must recognise professional boundaries and should, wherever practicable, avoid unnecessary contact with pupils outside school. DGAT staff should:
- a. ensure personal information, such as home address, personal e-mail and telephone numbers remains private
  - b. not send personal communications (such as birthday cards or text messages etc) to children unless agreed with senior colleagues
  - c. not plan to meet pupils, individually or in groups, outside of the school other than on school trips authorised by the headteacher
  - d. avoid contacting pupils at home unless this is strictly necessary; DGAT staff should keep a record of any such occasion
  - e. not give a pupil a lift in their own vehicle other than on school business and with permission from the headteacher. Members of staff must ensure the necessary insurance is in place to transport children and should, wherever possible, not transport pupils alone.
  - f. avoid inviting pupils (groups or individuals) to members of staffs' home unless there is a good reason, and it has been approved by the headteacher. If a pupil does need to visit the residence of a DGAT employee, staff must have due regard for the suitability of the environment for children
  - g. report and record any situation which may place a child at risk, or which may compromise the Trust's or a member of staff's professional standing
  - h. never engage in secretive social contact with pupils or their parents.

### **Social contact**

42. DGAT staff must ensure that any social contact with parents or children is not misconstrued or misinterpreted or breaches professional confidentiality. This is particularly important for staff that live within the school community. Any social contact that could give rise to concern should be reported to a senior colleague or the headteacher.

### **Friendships with parents and pupils**

43. Members of staff who are friends with parents of pupils or who, for example, are voluntary workers in youth organisations or churches attended by pupils, will of course have contact with those pupils outside of the school. However, DGAT staff should still respect the above advice wherever possible and should keep the headteacher informed of such relationships.

44. In circumstances where the children of DGAT staff are in the same school as their parent, friendships with other children will inevitably arise and out of school contact may occur. In these situations staff should make the headteacher aware. Contact outside of school must be safe and appropriate and confidentiality about all school matters must be maintained.

### **Scope of application of code of contact outside school**

45. The same guidelines should be applied to after school clubs, school trips, and especially trips that involve an overnight stay away from the school. The principles of this guidance also apply to contact with children or young people who are pupils at another school.

## **H. Transporting pupils**

46. There may be some situations when DGAT staff are required to transport pupils. Staff should:

- a. ensure that they are fit to drive and free from any substances that may impair their judgement or ability to drive
- b. be aware that until the pupil is passed over to a parent / carer, they have responsibility for that pupil's health and safety
- c. record the details of the journey
- d. record and be able to justify impromptu or emergency lifts
- e. ensure that there are proper arrangements in place to ensure vehicle, passenger and driver safety, including appropriate insurance, seat belts, adherence to maximum capacity guidelines etc.
- f. wherever practicable, DGAT should avoid using private vehicles and should try to have one adult additional to the driver to act as an escort.
- g. never transport a child on their own without another adult present.

## **I. After school activities**

47. When taking part in after school activities, DGAT staff should:

- a. be accompanied by another adult unless otherwise agreed with a senior colleague / the headteacher
- b. undertake a risk assessment
- c. obtain parental consent.

## **J. Educational visits**

48. When taking part in educational visits, DGAT staff should:

- a. follow the school's Educational Visits Policy
- b. be accompanied by another adult
- c. undertake a risk assessment
- d. obtain parental consent
- e. never share bedrooms unless in a dormitory situation and arrangements have been discussed previously with senior colleagues, parents and pupils.
- f. ensure that the risk assessment has been signed off by the Local Authority Educational Visits team as they are the contracted appropriate authority.

## **K. Communicating with pupils and parents**

49. All communication with pupils or parents should conform to the school's policy and be limited to professional matters. Except in an emergency communication should be made using school's property. In extreme circumstances such as a local lockdown, then communication can be made using staff own telephones, if numbers are hidden, and the staff member remembers that normal professional standards continue to apply in line with Trust expectations.

50. These rules apply to any form of communication including technologies such as mobile telephones, web-cameras, social net-working websites and blogs.

51. DGAT staff must establish safe and responsible online behaviours and must be familiar with the Acceptable Use Policy. DGAT staff should report to senior colleagues, any new and emerging technologies including artificial intelligence (AI) which may have a bearing on school practices and on the review of the Acceptable Use Policy. Local and national guidelines on acceptable user policies should be followed. DGAT staff should also:

- a. ensure that their own personal social networking sites are set as private and ensure that pupils are not approved contacts.

- b. understand that all communication via public platforms such as Twitter, Instagram, Facebook, TikTok, Snapchat etc are public platforms and that whilst acting privately, the staff member, remains a Trust employee and professional standards still apply.
- c. never use or access social networking sites of pupils and do not use internet or web-based communication channels to send personal messages to pupils
- d. do not use their own equipment (e.g. mobile telephones) to communicate with pupils, unless in exceptional circumstances - use equipment provided by the school and ensure that parents have given permission
- e. only contact pupils for professional reasons
- f. recognise that text messaging should only be used as part of an agreed protocol and only when other forms of communication are not possible.

#### **Personal details**

52. DGAT staff should not give their personal contact details to pupils, including e-mail addresses, home or mobile telephone numbers, unless the need to do so is agreed with senior colleagues and parents / carers.

#### **Communicating outside the agreed protocols**

53. E-mail or text communications between DGAT staff and pupils outside agreed protocols may lead to disciplinary and / or criminal investigations. This also includes communications through internet-based websites.

## **L. Photographs and videos**

#### **Permissions required**

54. DGAT staff should seek permission from the headteacher before taking photographs or video / digital camera footage of any pupils in class, at any school events or on a trip. The school should also seek permission before displaying these photographs. DGAT staff must not take images of pupils using personal mobile telephones except in exceptional circumstances with the express permission from the headteacher, with the clear understanding that the images are deleted after being downloaded onto the school server. Appropriate consents for taking and displaying photographs should be obtained from parents where appropriate.

55. Where permission has been obtained, the following should be considered:

- a. the purpose of the activity should be clear as well as will happen to the photographs or videos. DGAT staff must be able to justify images in their possession
- b. all images should be made available to determine acceptability
- c. images should not be made during one-to-one situations
- d. ensure that the pupil is appropriately dressed



- e. ensure that the pupil understands why the images are being taken and has agreed to the activity
- f. only use equipment provided or authorised by the school
- g. if an image is to be displayed in a place to which the public have access it should not display the pupil's name. Similarly where a pupil is named (in a school prospectus, for example) the name should not be accompanied by a photograph or video
- h. all images of pupils should be stored securely and only accessed by those authorised to do so
- i. images must not be taken secretly.

### **Inappropriate material**

56. DGAT staff must ensure pupils are not exposed to inappropriate or indecent images. Inappropriate material should not be brought to work and DGAT staff must not use school property to access such material. DGAT staff should not allow unauthorised access to school equipment and should keep their computer passwords safe. If staff should discover material that is potentially illegal, they must isolate the equipment and alert the headteacher using the Trust's safeguarding procedures immediately. Pupils must not be exposed to unsuitable material on the internet and DGAT staff should ensure that any film or material shown is age appropriate.

## **M. Gifts and rewards**

### **Gifts, Hospitality and Anti-bribery policy**

57. Before accepting or giving any gifts or rewards, DGAT staff must familiarise themselves with the Gifts, Hospitality and Anti-bribery Policy.

### **What to do if a gift is received**

58. If a member of DGAT staff receives a gift from a pupil or parent or groups of pupils or parents, they should:
- a. declare a gift from a pupil or parent where there is a possibility it could be misconstrued, or in any event where the gift is of a value of more than £20. The headteacher may in their absolute discretion require the member of staff to decline the gift
  - b. declare a gift from a group of pupils or parents where there is a possibility it could be misconstrued, or in any event where the gift is of a value of more than £50. The headteacher may in their absolute discretion require the member of staff to decline the gift
  - c. decline outright gifts that could be perceived as a bribe or that have created an expectation of preferential treatment. Although it is accepted for parents or pupils to make small gifts to show appreciation, DGAT staff must not receive gifts on a regular basis or receive anything of significant value.

### **Giving gifts and rewards**

59. Where DGAT staff are thinking of giving a gift or reward:

- a. it should only be provided as part of an agreed reward system
- b. in all cases except the above, the gift or reward should be of little monetary value and should be discussed and agreed with the headteacher, senior management and the parent or carer
- c. selection processes should be fair and where possible should be agreed by more than one member of staff
- d. gifts should be given openly and not based on favouritism.

### **Allocation of gifts and rewards**

60. Decisions regarding entitlement to benefits or privileges such as admission to school trips, activities or classroom tasks must avoid perceptions of bias or favouritism. The selection process must be based on transparent criteria.

## **N. Disclosure and use of information**

61. Many employees obtain information which has not been made public and/or is confidential. DGAT staff may also have access to personal information about other individuals. This information must only be disclosed to a third party where there is a legal responsibility to provide it, or where the individual provides a written authority for the information to be provided.

62. No employee, unless specifically authorised to do so, may communicate to the public or press any information about the discussions or decisions of the school/Trust or any of its committees, except for information which is required to be published by law.

63. As a rule DGAT staff must not enter any public correspondence or debate on a matter related to their official duties, or in respect of which they hold official information, unless this is done with the consent of their headteacher. Similar considerations exist covering the position of DGAT staff invited to participate in press interviews, radio or television programmes, etc., where the subject relates directly or indirectly to their work for the Trust. DGAT staff invited to take part in such programmes should discuss the position with their headteacher before replying to the invitation.

64. DGAT staff must adhere to the Trust's published rules and requirements relating to personal and/or sensitive information, as covered by current Data Protection legislation. Information must not be disclosed to unauthorised people or organisations.

65. DGAT staff must not use any information obtained in the course of their employment for personal gain or benefit, nor should they pass it on to others who might use it in such a way.

66. DGAT staff must make themselves aware of and comply with the school's Information Management and Security policies, procedures and standards relating to the protection of information and secure use of ICT systems, including use of the Internet and E-mail and the acquisition and use of software. A serious breach of the rules is likely to lead to disciplinary action.

## **O. Relationships**

### **Contractors**

67. All relationships of a business or private nature with external contractors, or potential contractors, must be made known to the employee's immediate line manager. Orders and contracts must be awarded on merit, through fair competition, and no special favour should be shown to businesses run by, for example, friends, partners or relatives. No part of the local community should be discriminated against.
68. No employee shall purchase for private purposes goods or services from a firm which has dealings with the school where the firm is offering preferential terms to the individual employee (directly or indirectly) because of a contractual, business or other relationship with the school. It also precludes DGAT staff from using, for private purposes, any special trading cards which the Trust may hold. It does not, however, preclude DGAT staff benefiting from general discounts offered by suppliers to all DGAT staff or made available by the school, Trust or trade unions on behalf of staff.

### **Personal relationships with staff member or parent**

69. Should a member of staff become involved in a personal relationship with another member of staff or a parent in the same school community, the headteacher should be informed. Professional behaviours should be adhered to and there should be no public display of affection during working hours.

## **P. Undertaking additional work outside school hours**

### **Other employment**

70. Full-time employees shall devote their whole-time service to the work of the school, and shall not engage in any other business, including self-employment, or accept any other additional appointment without the express written prior consent of their headteacher or in the case of the headteacher the chair of governors. The headteacher or chair of governors reserves the right to withdraw such consent at any time.
71. All prospective DGAT staff shall, prior to appointment, provide details on the school's standard application form of any other employment(s) in which they are engaged, giving full details of the employer, job title and the hours worked per week in each job. (This information will be examined to see whether any other existing employment(s) conflicts with the employment being sought with the school and whether, in overall terms, the total hours of all the employments exceed 48 per week - as per the Working Time Regulations 1998.)
72. Existing part-time DGAT staff must declare any other employment to the school in order that the latter can ensure that there is no conflict of interest between such employment and that there is adherence to the Working Time Regulations.
73. DGAT staff should avoid situations where a conflict between work and personal interests may arise.
74. Undertaking unpaid activities outside school employment may, on occasions, be detrimental to the school's interests. DGAT staff should be mindful of any potential conflict of interests in such situations.
75. No personal business activity or outside work of any sort may be undertaken by an employee during their normal working hours for the school.

### **Consultancy, inspection and fee-paying work**

76. Where a request is received for any employee to make a presentation, speak at a seminar or lecture on a course, within their normal field of work and during their normal working hours, the work will be undertaken on behalf of the school and any fee will be treated as income for the school/Trust.
77. Where an employee undertakes inspection work the fee should be paid to the school/Trust. Employees should claim travel and any other associated costs such as hotel costs. All fees paid must be processed through the payroll. The CEO should approve all inspection work.

### **Q. Intellectual property**

78. Intellectual property is a generic term that includes inventions, creative writings and drawings. This also includes work schemes, lesson plans etc. If these items are created as part of an employee's normal course of employment, then, as a rule, they belong to the Trust and should be used to benefit others within the Trust.
79. On leaving the Trust staff should not access or use intellectual property belonging to the trust without the express permission of the headteacher or CEO.

### **R. Membership of clubs and societies**

80. The intention of this Code and procedures is to ensure transparency and openness and that no reasonable person can question the integrity and motives in connection with an employee's employment with the school.
81. All DGAT staff must declare membership of any organisation which is not open to the public, where there is a commitment of allegiance, and /or which has secrecy about rules, membership or conduct. This declaration needs to be made through completing a form held by each headteacher or the DCEO.

### **S. Arrest or conviction on civil or criminal charges**

82. An individual must, as soon as practicable inform their line manager, at each stage, if they are arrested, charged, refused bail, required to attend court, convicted or sentenced for any criminal offence. This does not apply to traffic offences unless the possible penalty includes imprisonment or disqualification from driving or involves an official vehicle. Failure to inform will be considered an act of gross misconduct.

### **T. Whistleblowing**

83. Please refer to the Trust's Whistleblowing Policy and the Trust's Safeguarding and Child Protection Policy which sets out the procedure for Trust staff who wish to report, in strict confidence, their serious concerns about any aspect of the Trust's work or the behaviour or standard of conduct of other Trust staff or anyone associated with the work and services provided by the school.

### **U. Political neutrality**

84. DGAT staff of the school must not allow their own personal or political opinions to interfere with their work.

## **V. Consequences of breaching this policy**

85. It is in the best interest of all staff to follow this policy to maintain high standards of behaviour and to protect their professional reputation. A breach of this policy may be treated as misconduct and will render a member of staff liable to disciplinary action including in serious cases, dismissal.

## **W. Other related documents**

Safeguarding and Child Protection Policy

Gifts, Hospitality and Anti-bribery Policy

Disciplinary Policy

Conduct Policy

Staff Acceptable User Policy

Equal Opportunities policy

Data Protection Policy

Intimate Care Policy

Health and Safety Policy

First Aid Policy

Anti-bullying Policy

Whistleblowing Policy