

# 2018 -2019

Potential in Everyone Academy Trust  
CEO – David Whitehead



## Code of Conduct (Staff Behaviour Policy)

Schools and Academies

Rev September 2018

<b>Committee</b>	Board of Directors
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<b>Associated Documentation</b>	
Data Protection Policy	
Health and Safety Policy	
Child Protection Policy	
Acceptable Use Policy	
E-Safety Policy	
Discipline and Conduct Policy	
Grievance Policy	
Whistleblowing Policy	

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# Part A Policy

## 1. Policy Statement

This Code of Conduct Policy is based on seven key principles arising from the work of the Nolan Committee on standards in public life; it outlines the minimum standards that all Trust employees, casual workers, agency staff and volunteers must adhere to:

- **Selflessness** – Holders of public office should act solely in terms of the public interest
- **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 to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships
- **Objectivity** – Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias
- **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.
- **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.
- **Honesty** – Holders of public office should be truthful.
- **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

Potential in Everyone Academy Trust is a primary only mixed Church of England Trust with both Church of England and community schools. In Potential in Everyone Trust we are committed to continually improving the quality of teaching and learning for all our pupils. We believe everyone in our Trust has a role to play in the success, well-being and personal/spiritual development of all pupils. Children, their families and members of the public expect the highest standards of personal and professional conduct from Potential in Everyone Academy Trust employees. In our church schools, staff are required to develop and maintain the Christian character of the School; to have regard to the Christian ethos of the school and not do anything in any way detrimental or prejudicial to the interests of the same at any time, at work or at home

Each Employee has individual responsibility to act in a manner which upholds the Trust's interests and protects its reputation. The purpose of this Code of Conduct Policy is to promote consistency and make all employees aware of their responsibilities whilst engaged in work for the Trust or its constituent schools, by specifying standards of behaviour and by clearly defining rules concerning official conduct.

Employees are required to act in a manner which reflects the value and ethos of both the Trust and its constituent schools. Employees must ensure that their behaviour and actions are consistent with their position as a role model to pupils and are compatible with working with young people and in a school setting.

Employees must not put themselves in a position where their honesty or integrity could be called into question. Employees must act with integrity, honesty and demonstrate ethical and respectful working practices towards pupils, colleagues, parents/carers and other members of the schools' communities. Employees should always be aware about the potential for public perception to be different to their own and avoid placing themselves at risk of allegation of wrongdoing.

Employees must comply with this Code of Conduct Policy which forms part of their terms and conditions of employment. Employees are accountable for their actions and conduct. It is the responsibility of employees to read and understand this policy. If any of the provisions contained within this Code of Conduct Policy and related policies are not fully understood employees must seek clarification from their Headteacher or his/her delegated manager if they are unsure of the appropriate action to take. In consultation with the CEO, individual Trust schools may issue a supplementary Code of Conduct Policy. All Trust policies and any individual school's Code of Conduct Policy and/or policies must also always be complied with.

Employees should be aware that a failure to comply with this Code of Conduct Policy could result in disciplinary action including dismissal.

All Employees have a responsibility to observe appropriate professional boundaries and act at all time in a manner which safeguards and promotes the welfare of pupils. Employees must disclose any relevant

information which may impact on their job role or suitability to work with children/young people or in a school setting.

Trust staff are role models and are in a significant position of influence and must adhere to behaviour that sets a good example to all the children within its schools. As a member of the school community, each member of staff has an individual responsibility to maintain both their own and the Trust's reputation, whether inside or outside working hours. This applies equally to both the school day and occasions where staff are representing the Trust for example on the following (this list is not exhaustive):

- School trips
- Residential activities
- Parent/Teacher events

The Trust requires Employees to adhere to all Trust and/or individual school policies and observe the highest possible standards of business/financial practice.

This policy explains the Trust's expectations with regards to the conduct of Employees in the following areas:

- Professional conduct
- Safeguarding pupils
- Use of ICT & social media
- Business conduct

Employees need to recognise that failure to meet the standards of behaviour and conduct laid out in this policy may result in disciplinary action.

## **2. Scope of the Policy**

This Policy and Procedure applies to all Employees, Governors and Board of Directors of Potential in Everyone Academy Trust.

This Policy should also be adhered to by all casual workers, agency staff and volunteers engaged by the Trust.

An individual Trust school, in agreement with the Chief Executive Officer (CEO), may publish a supplementary policy guidance document or procedure in line with this policy, to ensure that any conduct specifically associated with that school are covered in their local policy library. EG Church schools

Reference to the management role of the Headteacher in this policy may include his/her delegated manager. In the case of the Headteacher this management function is undertaken by the CEO.

### *Note on terminology*

Reference to 'Employees' in this document also applies all casual workers, agency staff, contractors and volunteers engaged by the Trust. In this Trust, the principles and expectations set out in this policy also apply to governors. This does not supersede any requirements of the current Governors Handbook or other statutory guidance and legal obligations.

This Code of Conduct Policy applies to:

- all staff who are employed by the Trust, including the CEO
- all staff in units or bases that are attached to the Trust.

The Code of Conduct Policy does not apply to:

- peripatetic staff who are centrally employed by the LA
- Trust meals staff employed by an external contractor
- staff of external contractors and providers of services (e.g. contract cleaners). (Such staff are covered by the relevant Code of Conduct Policy of their employing body)

## **3. Adoption Arrangements and Date**

This policy procedure was adopted by the Board of Directors of Potential in Everyone Academy Trust on 1 February 2019 and supersedes any previous Code of Conduct Policy in use prior to academy conversion.

This policy/procedure will be reviewed by the Board of Directors every two years or earlier if there is a need. This will involve consultation with the recognised unions.

#### 4. Responsibilities of the Trust

- Explain the provisions of the Code of Conduct Policy to Employees and signpost Employees to other relevant policies, document and guidelines
- Where requested provide additional written advice and guidance to Employees in relation to queries they may have regarding the application of the Code of Conduct Policy
- Provide coaching, support and feedback to Employees on their performance in relation to the required standards of conduct
- Take appropriate action at the earliest opportunity to address breaches of the expected standards of conduct

#### 5. Responsibilities of the Employee

The role of every member to staff is to make a commitment to provide a wide range of educational and life enhancing opportunities to the children in the Trust

- To read, understand and always comply with the Code of Conduct Policy
- To sign the declaration at Appendix 1 to confirm they have read, understand and will comply with the Code of Conduct Policy
- To use this policy, alongside other relevant Trust and/or school policies and professional codes, to guide them in their role
- To seek guidance from the Headteacher or delegated manager if they are unclear about the conduct or actions expected of them
- To alert the Headteacher or delegated manager at the earliest opportunity if they are aware that they have conducted themselves in a way which may have breached the expected standards of conduct. In the case of the Headteacher or Trust Business Manager to alert the CEO, and the CEO to alert the Chair of the Board of Directors
- To ensure the Trust is always updated with personal contact information, including current address, telephone number and contact information for next of kin. All information will be used in accordance with the Trust's Data Protection policy.
- To comply with all Trust policies and procedures.
- To co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils.
- To follow all reasonable instructions
- To contribute to ensuring that all areas of the schools' environment meet the highest standards of health and safety, and cleanliness whilst providing stimulating learning environments that meet the needs of all pupils

#### 6. Reference to Other Sources of Information

This Code of Conduct Policy is not exhaustive and does not replace the requirements or general expectations of the law, common sense, and good conduct.

The Code of Conduct Policy should be read in conjunction with a number of associated policies relating to conduct which are set out in Appendix 2 to this document.

In addition to this policy, all staff employed under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the provisions of the STPCD, the latest 'Teachers' Standards 2012' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct. Whilst this is a contractual requirement of teaching posts only, the Trust expects all Employees to conduct themselves in accordance with Part 2 and the Preamble and with the standards in Part 1 where these are relevant to their work in the Trust.

Part 2 of the Teachers' Standards is available at Appendix 3 and can also be access on line via: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/665520/Teachers\\_Standards.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/665520/Teachers_Standards.pdf)

All employees must also ensure they have read understood and comply with Part 1 of Keeping Children Safe in Education (September 2018). Further guidance regarding Safeguarding is in Part C of this document.

Staff must also have due regard to other professional codes, policies and guidance which may be relevant to their specific role.

## Part B – Professional Conduct

### 7. General

Employees are expected to demonstrate consistently high standards of personal and professional conduct.

Employees are required to work in a diligent and conscientious manner.

Employees are expected to work to the requirements of their job description and follow reasonable instructions.

Employees must conduct themselves in a manner which reflects the ethos and values (Christian values if a church school) of the Trust and adhere to Trust and/or individual school policies and procedures

Employees should ensure they work their contracted hours and levels of attendance and punctuality are commensurate with a highly dependable member of the team.

### 8. Honesty and Integrity

Employees must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of academy property and facilities. All staff must comply with the Bribery Act 2010 <https://www.legislation.gov.uk/ukpga/2010/23/contents>. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept, or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you have a duty to disclose this to the most appropriate manager available at the time. This will usually be a member of the Trust Leadership Team (CEO, Headteacher or Trust Business Manager). Where you have concerns about doing so, refer to the Whistleblowing procedure.

Employees should not behave in a manner which would call into question their motivation or intentions.

During the course of their work Employees should ensure they do not:

- Provide false/misleading information
- Destroy or alter information/records without proper authorisation
- Withhold information or conceal matters which they could reasonably be expected to have disclosed
- Misrepresent the Trust or their position
- Accept or offer any form of bribe/inducement or engage in any other corrupt working practice

Should an Employee become aware of any conduct on the part of a colleague which raises concerns regarding health and safety, safeguarding or criminal activity – they have a duty to disclose this to the most appropriate manager available at the time. This will usually be a member of the Trust Leadership Team (CEO, Headteacher or Trust Business Manager). Where they have any concerns about doing so, they should refer to the Whistleblowign procedure.

Allegations concerning fraudulent, dishonest or corrupt practices or the falsification or withholding of information may be addressed as a disciplinary matter.

### 9. Setting an Example

The reputation of the Trust and of its constituent schools is very precious. It takes a long time to build and can be knocked down in a moment. Public confidence in employees' integrity is a key tenant of this Trust. School staff are role models and must adhere to behaviour and conduct that sets a good example to all the pupils within the Trust and is appropriate in a school setting as it can be copied by pupils.

This includes:

- All staff must demonstrate high standards of conduct in order to encourage the children to do the same, including adhering to the Trust's dress code.
- Refrain from abusive or potentially offensive/discriminatory language or actions
- Demonstrate tolerance and respects towards others
- Observe boundaries appropriate to a school setting
- Ensure any topics of conversation with pupils are suitable to the school setting/curriculum
- Refrain from allowing personal opinions to impact on the discharge of duties and/or unduly influence pupils



- Maintain high standards of personal presentation (see section 16) and attendance
- All staff should arrive for work in good time to begin their contracted hours.
- All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

This policy helps all staff to understand what behaviour is and is not acceptable. Should Employees be in doubt about the appropriateness of their behaviour they should seek guidance from the Headteacher or their delegated manager. Breaches of expected behaviour may be considered under the disciplinary procedure.

## 10. Confidentiality

Employees may have access to confidential or sensitive information about pupils, colleagues or the business and operation of the Trust and/or its constituent schools as part of their job role. Employees must not reveal such information except to those colleagues who have a professional role towards a pupil or legitimately need it for work purposes.

Specifically, all Employees must:

- Work in accordance with the requirements of the General Data Protection Regulation, (Data Protection Act 2018) and associated legislation
- Work in accordance with the Trusts Data Protection and Freedom on Information policies
- Observe the Trust's procedures for the release of information to other agencies and members of the public
- Not use or share confidential information inappropriately or for personal gain
- Not speak inappropriately about the Trust, its schools' communities, pupils, parents, staff or governors including discussing incidents, operational or employment matters with parents/ members of the public
- Ensure all confidential data is kept secure and password protected

Should Employees be in doubt about the appropriateness of sharing information they should seek guidance from the Headteacher or their delegated manager.

## 11. Working Relationships & Relationships with other Stakeholders/Community

The Trust expects all employees to maintain positive and professional working relationships. Colleagues, pupils, parents/carers and other stakeholders should be treated with dignity and respect.

Employees should be polite and courteous in their interactions with parents and pupils and other stakeholders/members of the schools' communities

Behaviour which constitutes bullying and harassment, intimidation, victimisation or discrimination will not be tolerated and may be addressed via the Trust's Discipline and Conduct policy. This includes physical and verbal abuse and use of inappropriate language or unprofessional behaviour with colleagues, children and parents.

Where an individual is employed in a school in which their child is a pupil they should ensure that appropriate professional boundaries are maintained.

Employees must treat everybody in a fair and equitable way and not behave in a manner which may demean, distress, offend or discriminate against others.

Employees must ensure compliance with policies relating to equality issues.

Employees should be aware of the Trust's Complaints policy and address any concerns from parents/pupils or other stakeholders in accordance with this document.

## 12. Conduct Outside of the Workplace

Employees must not engage in conduct outside of work which has the potential to:

- Affect or is likely to affect the suitability of the employee to undertake their job role or work with children/young people or in a school setting
- Impact on the operation or reputation or standing of the Trust and/or its constituent schools
- Impact on the operation or reputation of the Trust and/or school's relationship with its staff, parents, pupils, or other stakeholders
- Seriously undermine the trust and confidence that the Trust has in the employee to undertake their job role or work with children/young people or in a school setting

- undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.

The above actions may be the subject of disciplinary action which could lead to dismissal.

Staff must not engage in inappropriate use of social network sites or in any other print or online media or do anything online which may bring themselves, the Trust or its constituent schools into disrepute.

### 13. Duty to Disclose

All Employees have a duty to disclose immediately to the headteacher (or CEO in the case of a headteacher) prior to the start of their employment, at the start of their employment or during the course of their employment, any change in their circumstances or any information which may affect or is likely to affect the suitability of the Employee to undertake their job role or work with children/young people or in a school setting.

This includes, but is not restricted to:

- the Employee being subject to any police investigation/enquiry, arrest, ban, charge, caution, reprimand, warning, fine or pending prosecution or criminal conviction. This includes any actions committed overseas which would be subject to a police investigation or formal action if such actions had been committed in any part of the United Kingdom
- the Employee being subject to any referral, made to, or any investigation, proceedings, or prohibition order being undertaken by the Teaching Regulation Agency, General Teaching Council for Scotland, or the Education Workforce Council in Wales
- the Employee being subject to the inclusion on the DBS Children's Barred List and any change in DBS status during employment, or any referral, made to, or any, investigation or proceedings being undertaken by the DBS
- the Employee being subject to any referral, made to, or any investigation, proceedings, or prohibition order being undertaken by any other regulatory or professional authorities or actions of other agencies relating to child protection and/or safeguarding concerns
- the Employee being subject to any orders made in relation to the care of children, the refusal or cancellation of registration relating to childcare, or children's homes, or being prohibited from private fostering
- the Employee being subject to any 'live' disciplinary process, formal sanction or any other relevant information arising from a previous or current secondary employment/voluntary work which may impact on the Employee's suitability to undertake their role or work with children/young people or in a School setting. This includes substantiated safeguarding allegations
- the Employee's close personal relationships outside of the workplace presenting a 'risk by association' to the safeguarding of children/young people

This list is not exhaustive. Should an employee be unclear about whether it is appropriate to disclose a matter they are encouraged to seek guidance from the headteacher (or CEO in the case of a headteacher) at the earliest opportunity.

Employees must also report any current or historical information in the public domain or which is likely to come into the public domain which may be of relevance to their job role or their suitability to work with children/young people or in a school setting or matters which may be subject to adverse media attention or have a detrimental impact on the reputation of the Trust or its constituent schools.

Employees whose work involves driving a Trust vehicle – or a vehicle leased by the Trust or used for Trust business - must declare any motoring offences to their Headteacher or delegated manager, including civil parking fines (penalty charge notices, fixed penalty notices) issued by or on behalf of a local authority in a civil enforcement area, DVLA or the police.

### **Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018**

In addition in the case of individuals who work with, or manage the education of, early years pupils (under the age of five) during school hours, and children up to the age of eight in relation to activities outside of the school day (for example breakfast or after school club employees), the following legislative provisions also apply.



In accordance with the Childcare (Disqualification) Regulations 2009 (Section 75 of the Childcare Act 2006) an Employee should immediately disclose to the Headteacher (or Chair of Governors in the case of the Headteacher) if, at any point during their employment, they:

- Are disqualified from providing childcare provision or being involved in the management of such provision, including where any application for an Ofsted waiver from disqualification has been made, regardless of whether such an application was successful

Such employees also have a duty to ensure that they are fully aware of their obligations and will be asked by the school to confirm that they understand and comply with these provisions.

Further guidance relating to Employee's obligations under the Childcare (Disqualification) Regulations 2009 including details of the relevant offences which may result in disqualification by association and which must be disclosed to the school is available at:

<https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006>

Employees should seek clarification from the headteacher (or CEO in the case of a headteacher) if they are unclear whether they are required to disclose certain information under this provision.

### ***How the Trust will respond to Employee disclosures***

Disclosures will be handled sensitively and discretely, and with regard to data protection considerations.

The headteacher (or CEO in the case of a headteacher) will consider carefully any disclosure which is made and the appropriate response.

This may result in a suspension from duties while an investigation/risk assessment takes place or Ofsted waiver application made (where applicable).

In instances where the information disclosed constitutes a risk to the safeguarding of children/young people or is incompatible with an employee's job role or their suitability to work with children/young people in a school setting, termination of employment may be considered.

Any failure to disclose any information required in the course of employment or any other information that may have a bearing on an individual's suitability to carry out their job role or work with children/young people or in a school setting may be the subject of disciplinary action which could lead to dismissal.

## **14. Secondary Employment**

All employees should be clear about their contractual obligations and should not take outside employment which conflicts with the Trust's interests. This will include any activities which might be approved, monitored or regulated as part of their employment. This does not apply to governors of Non-executive Directors

Employees must discuss with their Headteacher and obtain their consent before taking up additional paid/unpaid employment or engaging in any other business and ensure that their activities outside of work do not conflict with their duty to the Trust and/or school. Non-executive directors and governors do not require consent but must make a full declaration of interest and ensure no conflict arises.

Requests from employees will not be unreasonably refused providing that:

- It does not affect or is unlikely to affect the suitability of the employee to undertake their job role or work with children/young people or in a school setting
- It does not conflict with the interests of the Trust or have the potential to bring the Trust or its constituent schools into disrepute
- There is no detrimental impact on an employee's work performance or their own or others health and safety
- Privileged or confidential information is not shared
- Work is undertaken outside of the Trust and/or school and of contracted hours of work
- The activity is not in direct competition with those of the Trust and/or its constituent schools

It is an Employee's responsibility to monitor the hours they work and ensure they are rested and refreshed to be able to carry out their role. An average working week of 48 hours across all employments should not normally be exceeded unless the Employee has elected to opt out of the Working Time Regulations.

An employee's declaration of secondary employment, does not remove the right of the Trust to take disciplinary action against any employee whose secondary employment is deemed to be, or has been, detrimental to the interests or reputation of the Trust.

Employee appointments as School Governors, Councillors to Local Authorities, membership of the Territorial Army or British Reserve Forces, appointment as a Justice of the Peace or as a Member of the Employment Tribunal or any of the activities within section 50 Employment Rights Act 1996 do not constitute secondary employment as described in this policy. Nonetheless the principles of employees making Trust senior leaders aware of these duties and seeking appropriate time off in a reasonable and timely manner apply.

Employees of the Trust will not be permitted to hold voting rights or trusteeships of external bodies who have contracts with or otherwise grant funded by, the Trust, without the express consent of the CEO. There is a potential conflict of interest between an employee's responsibilities to protect the interests of the Trust and the legal duties of a Trustee/Director or voting member of an independent organisation. It is also extremely doubtful whether employees will be covered by the Trust's indemnity in such circumstances.

The copyright in all records and documents made by employees during and linked to their employment shall belong to the Trust.

Employees may be asked on occasions to give lectures or undertake work using their professional skills and expertise. If the work forms part of the duties of a post and the employee is carrying out an official duty, they must forward all fees to their employing school or the central Trust. Any expenses incurred will be reimbursed through the normal procedures.

Employees in receipt of 'fees' in respect of undertaking work and/or lecturing to an outside organisation/persons) may retain the 'fees' providing:

- Prior approval of their Headteacher (or Trust Business Manager for centrally based non-educational staff) is obtained, via e-mail or in writing with confirmation this is unrelated to Trust work; and
- preparation and delivery of the work is undertaken outside working hours
- equipment and/or materials are not being provided by the Trust
- the employee is not acting as a representative of the Trust

Where the work or lecture is undertaken during working hours the equivalent working hours must be re-arranged, in agreement with the Headteacher or delegated manager to accommodate the employee's request or time off in lieu must be used. The employee concerned may also be granted unpaid leave, subject to the agreement of the Headteacher.

## 15. Staff Dress Code

Staff act as ambassadors for the Trust and/or the schools in which they work. All employees must ensure their dress, personal appearance and personal hygiene is appropriate to the professional nature of their role and promotes a professional image. Dress should be appropriate to the activities in which an Employee is engaged and meet any related health and safety requirements. Respect in the school community begins with appearance and staff should strive to set a good example for each pupil, who model the behaviour and appearance they see in the classroom.

Clothing provided for health, safety and hygiene must be worn where provided and appropriate. Uniforms should always be worn where provided. Employees should always wear their identity badges. Managers and employees in school offices are expected to dress smartly and portray a business-like and professional image.

Employees should not dress in a manner that is potentially offensive, revealing or sexually provocative.

### **Clothing**

Footwear should be of sufficient strength and stability to allow staff to carry out tasks related to their duties safely.

The Trust's expectations are for the school environment include the following (the list is not exhaustive)

- No light/faded/ripped/frayed denim
- No revealing clothing e.g. low cut /strappy /tight fitting tops or short skirts/dresses
- Shoulders should not be completely bare (minimum 2cm strap on each shoulder)
- No leisure shoes e.g. flip flops
- No shorts

- No inappropriate slogan tops
- No cropped tops
- Smart cropped trousers/culottes are acceptable
- Trainers or sports shoes may be worn where is appropriate to the year group being supported EG Early years

During the summer months' staff should be mindful that pupils still wear the same formal uniform. When staff teach PE should dress in accordance with this role (\*sportswear including trainers) and formal wear at school events.

All staff must wear their ID badges.

#### Appearance

- Make up should be subtle
- No extreme hairstyles/artificial colour
- No visible extreme body piercings
- Jewellery discrete
- Any tattoos to be covered where possible
- Staff should look clean, tidy and well-groomed
- Any member of staff considering acquiring a new tattoo or piercing that may contravene this policy should seek advice from the CEO before having the procedure.
- Reasonable adjustments to the dress policy for employees with disabilities will be made as required by law. Requests for adjustments should be made to a member of the Trust Leadership Team.

#### **INSET /Trips /School events /Parents' Evenings**

All staff should dress appropriately for school events.

During INSET days, any arranged meetings with parents or carers outside agencies should be done so in formal attire unless otherwise told by a member of TLT.

#### **Site Staff**

The Trust will provide caretaking staff with uniform and cleaning staff with tabards that should be worn at all times when on site. Personal Protective Equipment (PPE) must be used as instructed

- **The Trust seeks to promote diversity within its workforce and recognises the importance of cultural dress to its employees. Cultural dress is a visible sign of this commitment and will take a sensitive approach where this affects dress and uniform requirements.** [For example, you may wear appropriate religious and cultural dress (including clerical collars, head scarves, skullcaps and turbans) unless it creates a health and safety risk to you or any other person or otherwise breaches this policy].

## **16. Security and Identification Badges**

Staff must only use their ID for official purposes and they must not give it to anyone else. They must ensure it is visibly displayed at all times whilst on schools' premises.

Staff are encouraged to question anyone in school premises who isn't displaying either an ID or a visitor's badge. If a member of staff loses their ID, they must report it to the Headteacher or Trust Business Manager and may be asked to pay for a replacement.

Staff who leave the employment of the Trust are required to return their ID badge to their line manager.

## **17. Smoking and the use of drugs and alcohol**

Trust employees act as ambassadors for the Trust and its constituent schools and must attend work in a fit condition to undertake their duties in a safe manner. Employees must not consume/use alcohol, illicit drugs or other illegal substances in the workplace or be under the influence of such substances whilst at work.

The Trust believes that the consumption of alcohol impairs performance and may constitute a health and safety risk. Employees should therefore not drink before work or at lunch times. Employees should be aware of the impact consuming alcohol can have on their image and performance and the way that subsequent actions/behaviour may be perceived by the public and other employees. Drinking during working hours is a

disciplinary offence and employees adjudged to be under the influence of alcohol while at work may be suspended from duty. Employees must ensure that any use of alcohol/other substances outside of work does not adversely affect their work performance, attendance, conduct, working relationships, health and safety of themselves and others or damage the Trust's image and reputation.

Managers have responsibility to ensure staff who may experience such problems are provided with copies of the Trust's Substance Misuse Policy. Support and advice will be given to employees willing to accept help and follow a programme of rehabilitation. A failure to follow any such programme and continuing problems in the workplace will result in issues of conduct being dealt with under the Trust's Disciplinary procedure.

The use of illegal substances at work or which impact adversely on performance at work will not be tolerated and may result in the Trust reporting the matter to the police and potential disciplinary action.

The Trust and its constituent schools are all non-smoking environments. Smoking and the use of e-cigarettes or "vaping" is not allowed on Trust and/or school premises or during working time. Staff should also refrain from smoking immediately outside of the school entrances.

## **18. Health and Safety at Work**

All Employees must, by law, take reasonable care for their own health and safety and that of others who may be affected by what you do in the workplace both on Trust property or whilst offsite but involved in Trust activities.

All staff have a responsibility to understand pupil's medical conditions and should familiarise themselves with school's Pupils with Medical Conditions Policy. They should be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency.

Employees are required to always comply with the Trust's Health and Safety policy and agreed procedures. This includes:

- Always consider own, and others, safety in their work
- Avoid risk of injury or danger to self or others
- Equipment, tools and protective devices, including PPE and protective clothing is always used as directed for the role
- Complete own work in accordance with training and instructions
- Comply with hygiene requirements
- Report at the earliest opportunity, any hazards, defects, accidents or incidents to the Headteacher or other delegated manager
- Report at the earliest opportunity any near miss or minor slip incident as this is an important way of identifying hazards and preventing accidents
- Not interfering with, or misusing, anything provided for health, safety or welfare
- Informing the Headteacher or other delegated manager of any medical condition or medication which has been prescribed which may have an impact on health and safety in the workplace
- Co-operating fully with school leaders on health and safety matters
- Work is always completed in accordance health and safety procedures put in place by senior leaders
- Always work within the Trust's Health and Safety policy

For more details on employee's health and safety responsibilities in law can be found at <http://www.hse.gov.uk/workers/responsibilities.htm>

All staff in schools have a common law duty to act as any prudent parent would do when in charge of pupils

Managers should also be aware of and comply with any additional health and safety obligations associated with their role.

## **19. Contact with the Media**

All enquiries from the media and all media liaison relating to Trust activities should be directed to a member of the Trust Leadership Team. Employees should not make contact with or comment to the media including online comments, about matters relating to the School without the prior written approval of the member of the Trust Leadership Team.

Employees should speak to the Headteacher in the first instance about any concerns they have regarding their own employment or operation of the Trust and/or school and/or may refer to the Trust's Whistleblowing or Grievance policies if they wish to raise a formal complaint

If an employee has ideas for positive stories about the Trust's policies or activities or is asked to comment to the media about matters relating to the Trust and/or its constituent schools, the prior approval of their Headteacher (or Trust Business Manager for centrally based non-educational staff) must be obtained before any information is given verbally, via e-mail or in writing. Where the issue relates to the wider business of the Trust, prior approval from the CEO must be sought.

Where an employee is writing material for publication which does not refer specifically to the Trust but does relate to his/her profession/occupation e.g. articles in professional journals, the employee should notify the CEO prior to publication.

Employees are expected to raise any concerns, including concerns of a critical nature within the Trust and/or its constituent schools, directly with their Headteacher or delegated manager. Public comments of a critical nature which undermine the Trust or bring the Trust into disrepute, other than those disclosed under the protection of the Confidential Reporting Code or statute, could be construed as a fundamental breach of confidence and trust, which may have implications for continued employment. This may include comments made by employees when participating in an outside group if such comments bring them into conflict with the Trust.

Should an employee speak directly to the media about non-school matters care should be taken to ensure that any opinions expressed are personal and that the individual is not acting on behalf of/representing the Trust and/or school. Any contact with the media in a personal capacity should be compatible with the employee's role and their position working with children/young people or in a school setting and must not negatively impact on the reputation of the Trust or its constituent schools.

## **20. Whistleblowing**

Employees may raise concerns about any aspect of the operation of the Trust and/or school which is not directly related to their own employment through the Trust's Whistleblowing Policy.

Employees raising a concern with reasonable grounds for doing so will not be subject to discrimination, harassment or victimisation.

## **21. Misconduct**

Failure to follow the Code of Conduct Policy may result in disciplinary action, including dismissal. Employees should ensure they are familiar with type of conduct which may be regarded as a breach of Trust/school rules.

Examples of behaviours which are likely to be regarded to constitute misconduct are set out in the Appendices to the Trust's Discipline and Conduct Policy and Procedure. Allegations of misconduct will be managed in accordance with this procedure.

# Part C – Safeguarding Pupils

## 22. General Obligations

All Employees have a responsibility to:

- Safeguard pupils from physical abuse, sexual abuse, emotional abuse and neglect
- Promote the welfare of pupils and provide a safe environment in which children can learn
- Identify children who may need extra help or who are suffering, or are likely to suffer, significant harm
- Report as soon as possible and without delay any concerns regarding child protection/safeguarding to headteacher or another of the Trust's Designated Safeguarding Leads or the CEO in the case of a headteacher

All Employees must ensure they have read, understood and will comply with:

- Part 1 of Keeping Children Safe in Education, (September 2018). Please see Appendix 4 <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
- Trust's Safeguarding Policy
- The Trust's Behaviour Management Policy
- Additionally, employees with managerial responsibilities must ensure they comply with the School's procedure for Managing Allegations Against Staff and Parts 2-4 of Keeping Children Safe in Education and Safeguarding Procedures for Managing Allegations Against Staff

Employees must attend and comply with any training (during working time) as required by the school associated with the safeguarding of pupils.

## 23. Appropriate relationships with pupils

Employees must maintain appropriate professional boundaries with pupils.

Employees are expected to act in an open and transparent way that would not lead any reasonable person to suspect their actions or intent. To protect both children and themselves, employees must also avoid behaviour that might reasonably be misinterpreted by others.

## 24. Allegations Against Members of Staff and Volunteers

All Employees have a duty to report to the Headteacher or another of the Trust's Designated Safeguarding Leads at the earliest opportunity the conduct of a colleague which may place a child at risk.

Where the concerns relate to the Headteacher or Trust Business Manager these should be reported to the CEO. Where the concerns relate to the CEO, these should be reported to the Chair of the Board of Directors

Failure to report such concerns may be regarded as a disciplinary matter.

## 25. Guidance for Safer Working Practice

Employees are required to read, understand and comply with the Guidance for Safer Working Practice for those working with Children and Young People in Education Settings.

This guidance is attached at Appendix 5 or can be accessed on line via:

[http://www.kelsi.org.uk/\\_data/assets/pdf\\_file/0016/46510/Guidance-for-safer-working-practice-working-in-education.pdf](http://www.kelsi.org.uk/_data/assets/pdf_file/0016/46510/Guidance-for-safer-working-practice-working-in-education.pdf);

This document explains the Trust's specific expectations regarding safeguarding pupils and contains practical guidance on behaviours which constitute safe working practice.

Employees should seek immediate guidance from their Headteacher or delegated manager if they are unclear about the conduct or actions expected of them.

## 26. Other Safeguarding Considerations



### **Prevent Duty**

Schools have a duty to protect children/young people from radicalisation and extremism.

All staff have a responsibility to report any concerns about pupils who may be 'at risk' to the Headteacher or another Trust Designated Safeguarding Lead.

### **Female Genital Mutilation**

Teachers have a legal duty to report to the police where they discover an act of Female Genital Mutilation appears to have been carried out on a pupil. It will be rare for teachers to see visual evidence, and they should not be examining pupils, but the same definition of what is meant by "to discover that an act of FGM appears to have been carried out" is used for all professionals to whom this mandatory reporting duty applies. Information on when and how to make a report can be found in Keeping Children Safe in Education

All Staff have a responsibility to discuss any concerns with the Headteacher or another Trust Designated Safeguarding Lead.

Please refer to Part 1 and Annex A of Keeping Children Safe in Education (September 2018) for further guidance.

## **Part D – ICT and Social Media**

### **27. General Obligations**

Employees should ensure that they have read, understand and always comply with the Trust's Parent, Staff, Volunteer and Visitor Acceptable Use Policy (appendix 6).

Employees must ensure that they follow the Trust's security procedures in relation to the use of computers and the proper management of electronically held information. Care must be taken to observe established procedures when using passwords and when logging on and off. Employees must never share passwords, which may lead to unauthorised access to Trust systems. Where this practice is found, employees should be aware it may lead to disciplinary action.

In respect of internet access, employees must comply with Trust policies such as acceptable use, e-safety, social media and relevant legislation such as the Regulation of Investigatory Powers Act, Data Protection Act 2018 and GDPR, Obscene Publications Act, Computer Misuse Act and the Theft Act.

Whilst at work or using a work device all Employees must:

- Ensure all electronic communication with pupils, parents/carers, colleagues and other stakeholders is compatible with their professional role, appropriate boundaries and in line with Trust and/or school policies.
- Always use Trust/school email accounts and not personal accounts for any electronic communication as part of their work with pupils, parents/carers, colleagues and other stakeholders. Where this is not possible and electronic communication is necessary then the provisions in paragraph 30 below must be adhered to
- Not to use work IT equipment to browse, create, transmit, display, publish or forward any material/images which is illegal, sexually explicit, obscene or could offend, harass or upset others or anything which could bring an Employee's professional role or the Trust and/or its constituent schools into disrepute.
- Not to use personal IT equipment to browse, create, transmit, display, publish or forward any materials/images which are illegal or could offend or harass others or anything which could bring an Employee's professional role or the Trust and/or its constituent schools into disrepute.
- Ensure that ICT system security is respected, and password protocols are observed – including the use of strong passwords and encryption.
- Not install personal software on Trust equipment or make unauthorised copies of Trust licenced software.
- Never take images of pupils unless on work equipment and then ensure storage of such images meets GDPR requirements
- When sending personal information via email outside of the Trust, always use KLZ SECURE in the title of the email to ensure it is encrypted

Limited use of school internet, email and ICT equipment for personal purposes is permitted, provided this is within the scope of the Trust's ICT Acceptable Use Policy and does not impact on an individual's job role.

Access to gaming, gambling, social networking sites or internet chatrooms from Trust devices is not permitted

Employees should seek guidance from their Headteacher or delegated manager if they are unclear about the conduct or actions expected of them.

Breaches of expected use of ICT may be considered under the disciplinary procedure.

## **28. Use of Social Media**

Social media and social networking sites play an important role in the lives of many people. The Trust recognises that sites bring risks, but equally there are many benefits to be reaped. This gives clarity to the way in which social media/mobile phones are to be used by helpers and staff employed by the Trust.

It is possible that a high proportion of staff will have their own social networking site accounts. It is important for them to protect their professional reputation by ensuring that they use their personal accounts in an appropriate manner. Employees must ensure that their online presence/profile is compatible with their professional role.

All Employees should:

- Ensure appropriate privacy settings are applied when using social media sites
- Never add pupils as 'friends' into their personal accounts (including past pupils under the age of 16).
- Not to add parents as 'friends' into their personal accounts.
- Not post comments about the Trust, its constituent schools, pupils, parents/cares, or colleagues including members of the Trust Board and/or Local Governing Bodies.
- Not use social networking sites within work hours (for personal use).
- Not use mobile phones during working hours (except in emergencies)
- NEVER take any pictures of pupils on a personal device.
- Never share/post images of pupils
- Not take pictures of employees on a personal device.
- Never share/post images of colleagues without prior permission from everyone
- Teaching staff should only use social networking in a way that does not conflict with the current National Teacher's Standards.
- Review and adjust privacy settings to gain an appropriate level of privacy and confidentiality.
- Refrain from sharing confidential/privileged information, discussing incidents, operational or employment matters or making critical/negative comments about the Trust and/or its constituent schools, pupils, parents/carers or colleagues on such forums
- Not browse, create, transmit, display, publish or forward any material/images which is illegal, could offend or harass or anything which could bring an employee's professional role or the Trust and/or its constituent schools into disrepute
- Not access or update social media sites using school devices/during working time

Inappropriate use by employees should be referred to the Headteacher in the first instance and may lead to disciplinary action.

It is also recommended that employees do not have ex-pupils or their families as social media 'friends'.

Employees should seek guidance from their Headteacher or delegated manager if they are unclear about the conduct or actions expected of them.

## **29. Use of Personal Mobile Phones/Devices**

Employees are not permitted to make/receive personal calls/texts, send/receive personal emails or access internet/social media during work time where children are present.

Employees should ensure that mobile devices and wrist worn devices such as iWatch and Fitbit have calls and all notifications silent at all times whilst in the classroom or where children are present. Mobile devices should not be left on display.

Employees should not use their personal equipment (mobile phones/cameras/tablets) to take photos or make recordings of pupils and/or staff.

Under GDPR staff must do everything in their power to prevent a breach of personal data. This means staff MUST use school mobile phones when on a school visit or recording assessment information about a pupil except in an emergency).

### **30. Monitoring of Usage**

Emails, documents or browsing history on Trust and/or school systems should not be considered to be private and may be monitored and recorded to ensure the safety of pupils and ensure compliance with this policy. This monitoring will be proportionate and will take place in accordance with data protection/privacy legislation.

The Trust may address concerns regarding unauthorised, unacceptable or inappropriate use of ICT systems/devices or social media as a disciplinary matter.

## **Part E – Business Conduct**

### **31. Use of Financial Resources**

The Trust requires employees to observe the highest standards of business/financial practice.

Employees should ensure that Trust monies, which are public funds with which they are entrusted, are used in a responsible and lawful manner.

Employees must comply with the Trust's current Financial Regulations policy and the current Academies Financial Handbook.

Appropriate authorisation should be sought for any expenditure and audit trail/suitable records kept.

Trust monies, purchase cards and trade accounts should not be used for personal purposes.

The use of personal credit cards/accounts to purchase goods and services on behalf of the Trust and/or school is prohibited.

All expense claims for travel and subsistence should be appropriately authorised and accompanied by receipts/proof of purchase.

Personal loyalty cards must not be used when making purchases on behalf of the Trust and or its constituent schools.

### **32. Use of Trust Property, Facilities and Equipment**

Employees may not make personal use of the Trust and/or schools' property, materials or facilities unless authorised to do so by a member of the Trust Leadership Team.

The Trust's property such as telephones, mobile phones, the internet, e-mail, stationery, photocopiers, word processors and other machines or tools, materials, offices, car parks and facilities, may only be used for Trust business unless permission for private use is given by a member of the Trust Leadership Team. This also applies to all automatic processing equipment such as laptops, PC's, software including computer games and data, none of which may be used for private purposes or removed from the premises without the express permission of the appropriate manager.

Employees may be required to pay for telephone calls using land lines or mobile phones, or the use of facsimile equipment, for private purposes. Employees will be expected to keep calls to a minimum level and managers will have the discretion to determine what is or is not excessive.

Telephone call and e-mail/internet logging systems are in operation in the Trust and may be used to identify usage for private purposes. Any communications using Trust systems can be monitored.

Employees must adhere to all the Trust's specific system security measures that are currently in place or introduced in the future.

Care in the use of language contained in e-mails is essential as misuse could leave employees and the Trust liable to legal action. In the case of employees' internal proceedings under bullying and harassment procedures or the disciplinary procedure may also result.

School mini buses must only be used for school/Trust business. They can only be driven with an appropriate driving licence and hold a KCC minibus driver permit. All drivers must be over 21 years old. Drivers have a responsibility for the safety and security of the Mini Bus, which includes not leaving the keys in an unattended vehicle. Drivers of the Mini Bus must behave in a considerate way to other road users, including not parking, speeding, committing any motoring offences or giving vent to road rage.

When staff leave the Trust's employment, they must return any property belonging to the Trust. This may include, but is not limited to, security and identity cards, door fobs, vehicle and fuel keys, lap-top, mobile phones or items of uniform.

The Trust has the right to monitor Trust e-mails, phone calls, internet activity or documents production, principally in order to avoid offensive or nuisance material and to protect systems from viruses.

### **33. Declaration of Interests**

The Trust recognises that employees may wish to take an active role in the local community and undertake additional personal/business activities outside of work.

Usually such activities will have no impact on their role in the Trust. However, on occasion there may be a potential conflict of interest.

Employees should therefore declare annually to the Headteacher or delegated manager any financial or non-financial interests which may conflict with the interests and/or values of the Trust. Employees should also declare membership of any professional bodies/organisations which may conflict with their professional role.

Should employees be in doubt about whether a conflict of interest may exist they should seek guidance from the Headteacher or delegated manager.

### **34. Contracting out of Services**

Employees should follow agreed School protocols for the award of contracts to external providers

Employees should adhere to Trust rules regarding the separation of roles in procurement/tendering process.

Employees who engage or supervise contractors or have any other official relationship with contractors and have previously had or currently have a relationship in a private or domestic capacity with contractors, should declare that relationship in writing to the CEO. The CEO should declare such a relationship to the Chair of the Board of Directors.

Employees who are privy to confidential information on contracts out to tender, or costs for either internal or external contractors, must not disclose that information to any unauthorised party or organisation.

Employees must ensure that no special favour is shown to current or former employees or their partners, close relatives, friends or business associates in awarding contracts to businesses run by them or employing them. All such approaches should be reported to the CEO

Employees must not accept any form of financial or other inducement which may be offered by a potential contractor. All such approaches should be reported to the CEO.

Where the competitive tendering of Trust Services is being carried out employees involved directly in the process must declare their membership of or affiliation to, any organisation which may have an interest in tendering for the service to the CEO.

Care should be taken to ensure competition between prospective contractors is fair and open and that all competing parties are treated equally.

Confidential information relating to the tendering process, must not be disclosed to any unauthorised party or organisation.

### **35. Gifts, Hospitality and Sponsorship**

Employees must be careful in the exercise of their duties not to show by their behaviour that they may be influenced by any gifts whilst acting in an official capacity. Employees should not accept significant gifts from

parents/carers, pupils, actual or potential contractors or outside suppliers which could compromise the individual or the Trust and/or its constituent schools.

Generally, therefore, all gifts and other benefits must be refused. If gifts are delivered or sent by post to the place of work, they should be returned if the sender can be identified with a polite refusal letter. Offers should be declined tactfully, with an explanation that this is Trust policy. Where it is not possible to return a gift, or if it is considered that refusal would cause unnecessary offence, then the gift may be appropriated for the benefit of the Trust or other suitable similar purpose.

Employees should record the gift and notify the Headteacher (or Trust Business Manager for centrally based non-educational staff) should they receive any unsolicited gifts. The record should include the following information:

- the date and time of offer/receipt;
- the person making the offer;
- persons present;
- the nature of the gift;
- the approximate value;
- whether accepted or declined;
- reasons for acceptance (if applicable).

Small tokens of appreciation which have no substantial financial value (less than £25) such as presents from pupils at the end of term or items received for publicity purposes such as pens, diaries and calendars may be accepted and do not have to be declared.

Where the Trust receives sponsorship of a school activity/event, care should be taken to ensure that this does not infer that the sponsor will receive preferential treatment in any future contracting/tendering process. An employee or their partner, family member or friend may not benefit from the sponsorship.

### **Hospitality**

Employees may only accept an offer of hospitality if there is a genuine need to do so to represent the Trust and/or its constituent schools in the community. Employees should discuss any invitations with a member of the Trust Leadership Team and exercise discretion in offering and accepting hospitality.

Acceptance of meals and refreshments for example may be a necessary part of Trust business, i.e. provided to enable the parties to continue discussion. The meals or refreshments must be of a modest kind and if possible, the employee should pay for their own meal and claim for reimbursement.

In deciding whether to accept hospitality, regard should be given to the following:

- whether the person or firm offering the hospitality is likely to benefit from the hospitality
- whether that person or firm is seeking a contract or admission of a child to roll, or one has already been awarded
- the timing of the hospitality in relation to decisions which the Trust may take which will affect those offering it
- whether it is preferable in the circumstances to entertain the person or persons concerned at the Trust's premises or at the Trust's expense
- the scale and location of the hospitality and whether it falls within working hours
- whether a proposed visit is genuinely instructive or constitutes more of a social function
- the frequency of the hospitality

In all cases employees should be able to justify the arrangements they have made in the interests of the Trust.

If an employee has any doubt about the acceptance of an invitation, this should be discussed with their Headteacher or delegated manager. Employees must discuss any offers of hospitality over and above meals and refreshments prior to accepting or declining them.

Acceptance by employees of hospitality through attendance at relevant conferences and courses is acceptable where it is clear the hospitality is corporate rather than personal, where the Trust gives consent in advance and where the Trust is satisfied that any purchasing decisions are not compromised. Where visits to inspect equipment, etc. are required, employees should ensure that the Trust meets the cost of such visits to avoid jeopardising the integrity of subsequent purchasing decisions

Employees should record any hospitality and notify the Headteacher (or Trust Business Manager for centrally based non-educational staff). The record should include the following information:

- the date and time of offer/receipt
- the person making the offer
- persons present
- the nature of the hospitality
- the approximate value
- whether accepted or declined
- reasons for acceptance (if applicable).

The only hospitality not required to be recorded in accordance with the above paragraph, is hospitality of a modest kind received during normal working hours during conducting the Trust's business. This would include light refreshments such as tea, coffee, biscuits and sandwich lunch or similar.

### **Sponsorship**

Where an outside organisation wishes to sponsor or is seeking to sponsor Trust activity, whether by invitation, tender, negotiation or voluntarily, the basic conventions concerning acceptance of gifts or hospitality apply. Care must be taken when dealing with contractors or potential contractors.

Any instances of sponsorship must be brought to the attention of the Trust Finance and Staffing Committee, so that a full assessment of the financial, reputational and legal implications can be scoped.

Where the Trust wishes to sponsor an event or service neither an employee nor any partner, spouse or relative must benefit from such sponsorship in a direct way without there being full disclosure to the employee's Headteacher or delegated of any such interest. Similarly, where the Trust through sponsorship, grant aid, financial or other means, gives support in the community, employees should ensure that impartial advice is given and that there is no conflict of interest involved.

## **36. Corruption**

Trust employees must not use their position to confer on or secure for themselves, or any other person, an advantage or disadvantage.

Employees must be aware that it is a serious criminal offence for them corruptly to receive or give any gift, loan, fee, reward or advantage for doing or not doing anything or showing favour or disfavour to any person in their official capacity.

Potential in Everyone Academy Trust acknowledges the responsibility it has for the administration of public funds and emphasises to the public and its employees the importance it places on probity, financial control and honest administration. The Trust is also committed to the fight against fraud, whether perpetrated by employees, contractors or the public.

Employees must use public funds responsibly and lawfully. They must work to ensure the Trust uses its resources prudently and within the law and that the public are assured of value for money. The Trust's Financial Regulations must be observed.

Defrauding and stealing (or attempting to do so) from the Trust or any person or organisation in any way will not be tolerated. This includes falsification of claims, e.g. mileage and travel/subsistence allowances with the intention of obtaining payment. Employees should be aware that the Trust shares data with other Government agencies such as Department for Work and Pensions and HM Revenue and Customs.

## **37. Appointments**

Employees must take care that they are not open to any charge of discrimination in recruitment or employment practices. To avoid any possible accusation of bias, an employee must not be involved in a recruitment process or promotion decision where they have a personal or business relationship with them. They should declare an interest where there is a potential conflict of interest in such cases.

Similarly, employees should not be involved in decisions relating to discipline, promotion or pay adjustments for any other employee who is a relative, partner, etc.

## **38. Political Activity**



Employees may engage in political activity outside of work – however they should not allow personal/political views to interfere with their duties. Any activity should be compatible with the Employee's responsibility as a role model to pupils.

Whilst engaged in Trust business employees must not wear or display on their person, vehicle or items such as tools and equipment, objects indicating affiliation with or opposition to any political party or related pressure group (not including trade unions).

Where an Employee is involved in political activity outside of work – care must be taken to ensure that any opinions expressed are personal and that the individual is not acting on behalf of/representing the Trust and/or its constituent schools.

### **39. Intellectual Property**

Any intellectual property created by an employee during their employment will be considered the property of the Trust, unless specific permission is granted to the Employee to have ownership of such materials.

### **40. Investigations and Monitoring**

The Trust will record, monitor and review employee's activities in accordance with the provisions/declarations of this Code of Conduct Policy and related policies. Any such monitoring will comply with relevant legislation such as the Data Protection Act and the Human Rights Act

## Appendix 1: Code of Conduct Policy – Confirmation of Compliance

Please sign the declaration below and return this to XXXX (School to specify)

I hereby confirm that I have read, understood and agree to comply with the provisions of the Trust's Code of Conduct Policy.

Should I have any queries about any aspect of the policy or am unclear of the Trust and/or school's expectations I will discuss these with the Headteacher at the earliest opportunity.

Name:

Job Title:

Signed:

Date:

*Employees should re-read this policy on an annual basis to ensure they are familiar with any changes which have been made*

## Appendix 2: List of Relevant Policies

*School to specify other relevant documents to be read in conjunction with the Code of Conduct Policy*

Data Protection Policy including GDPR

Parents, Staff, Volunteers and Visitors Wi-Fi Acceptable Use Policy (appendix 6)

E-Safety Policy (individual school policies)

Child Protection Policy

Electronic Communication Policy

Health and Safety Policy

Whistleblowing Policy

Absence and Ill Health Policy

Bullying & Harassment Policy

Discipline and Conduct Policy

Grievance Policy

Induction Policy

Probationary Period Policy

Special Leave Policy

## Appendix 3: Teachers' Standards – Part 2

### Part Two: Personal and professional conduct

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

- Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:
  - treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
  - having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
  - showing tolerance of and respect for the rights of others
  - actively promote British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
  - ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.
- Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/665520/Teachers\\_Standards.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/665520/Teachers_Standards.pdf)

## Appendix 4: Keeping Children Safe in Education – Part 1

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/737606/Keeping\\_children\\_safe\\_in\\_education\\_part\\_1\\_Sept\\_2018.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/737606/Keeping_children_safe_in_education_part_1_Sept_2018.pdf)

## Appendix 5: Guidance for Safer Working Practice

[http://www.kelsi.org.uk/\\_data/assets/pdf\\_file/0016/46510/Guidance-for-safer-working-practice-working-in-education.pdf](http://www.kelsi.org.uk/_data/assets/pdf_file/0016/46510/Guidance-for-safer-working-practice-working-in-education.pdf);



## Appendix 6: Staff Privacy Notice

### Privacy Notice for Potential in Everyone Academy Trust Workforce

This notice explains what personal data (information) we hold about you, how we collect, how we use and may share information about you. We are required to give you this information under data protection law.

#### **Who are we?**

Potential in Everyone Academy Trust collects, uses and is responsible for certain personal information about you. When we do so we are regulated under the General Data Protection Regulation which applies across the European Union (including in the United Kingdom) and we are responsible as 'controller' of that personal information for the purposes of those laws. Our Data Protection Officer is Mrs Helen Stewart.

#### **The personal information we collect and use**

##### ***Information collected by us***

In the course of employing staff in our school we collect the following personal information when you provide it to us:

- Personal information (such as name, address, contact details, employee or teacher number, national insurance number)
- Characteristics (such as gender, age, ethnic group)
- Contract information (such as start dates, hours worked, post, roles and salary information)
- Work absence information (such as number of absences and reasons)
- Qualifications (and, where relevant, subjects taught)
- Relevant medical information

##### ***How we use your personal information***

We use your personal information to:

- Enable individuals to be paid
- Support pension payments and calculations
- Enable sickness monitoring
- Enable leave payments (such as sick pay and maternity leave)
- Develop a comprehensive picture of the workforce and how it is deployed
- Inform the development of recruitment and retention policies
- Inform financial audits of the school
- Fulfil our duty of care towards our staff
- Inform national workforce policy monitoring and development

##### ***How long your personal data will be kept***

We will hold your personal information for 6 years in line with KCC's personnel retention record keeping guidelines.

##### ***Reasons we can collect and use your personal information***

We rely on having a legitimate reason as your employer to collect and use your personal information, and to comply with our statutory obligations, and to carry out tasks in the public interest. If we need to collect special category (sensitive) personal information, we rely upon reasons of substantial public interest (equality of opportunity or treatment).

We are required to share information about our workforce members under section 5 of the Education (Supply of Information about the School Workforce) (No. 2) (England) Regulations 2007 and amendments.

##### ***Who we share your personal information with***

- Department for Education (DfE)
- Kent County Council Schools Financial Services
- Commissioned providers of personnel and payroll services (IntePay)
- Potential In Everyone Academy Trust Business Support Team.

We will share personal information with law enforcement or other authorities if required by applicable law.

The DfE collects and processes personal data relating to those employed by schools (including Multi Academy Trusts) and local authorities that work in state funded schools (including all academies and free schools). All state funded schools are required to make a census submission because it is a statutory return under sections 113 and 114 of the Education Act 2005.

The DfE may share information about school employees with third parties who promote the education or well-being of children or the effective deployment of school staff in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The DfE has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to school workforce information, organisations must comply with its strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

## **Your Rights**

Under the GDPR you have rights which you can exercise free of charge which allow you to:

- Know what we are doing with your information and why we are doing it
- Ask to see what information we hold about you (Subject Access Requests)
- Ask us to correct any mistakes in the information we hold about you
- Object to direct marketing
- Make a complaint to the Information Commissioners Office
- Withdraw consent (if applicable)

Depending on our reason for using your information you may also be entitled to:

- Ask us to delete information we hold about you
- Have your information transferred electronically to yourself or to another organisation
- Object to decisions being made that significantly affect you
- Object to how we are using your information
- Stop us using your information in certain ways

We will always seek to comply with your request however we may be required to hold or use your information to comply with legal duties. Please note: your request may delay or prevent us delivering a service to you.

For further information about your rights, including the circumstances in which they apply, see the guidance from the UK Information Commissioners Office (ICO) on individuals' rights under the General Data Protection Regulation.

If you would like to exercise a right, please contact:

Mrs H Stewart  
Potential in Everyone Academy Trust  
Bexon Lane, Bredgar, Sittingbourne, Kent, ME9 8HB.  
Phone:01622 884359  
[Helen.stewart@peat.org.uk](mailto:Helen.stewart@peat.org.uk)

## **Keeping your personal information secure**

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

### **Who to Contact and Where to go for Further Information**

Please contact Mrs Helen Stewart to exercise any of your rights, or if you have a complaint about why your information has been collected, how it has been used or how long we have kept it for.

If you would like to get a copy of the information about you that is shared with the DfE or how they use your information, please contact the Information Resilience and Transparency Team at [data.protection@kent.gov.uk](mailto:data.protection@kent.gov.uk).

The General Data Protection Regulation also gives you right to lodge a complaint with a supervisory authority. The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns> or telephone 03031 231113.

For further information visit <https://www.kent.gov.uk/about-the-council/about-the-website/privacy-statement>

For further information about how the Department for Education uses your information:

To find out more about the staff information we share with the DfE, for the purpose of data collections, go to <https://www.gov.uk/education/school-workforce-censuses>

For more information about the DfE's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

## Appendix 7: Parents, Staff, Volunteers and Visitors Wi-Fi Acceptable Use Policy

### Acceptable Use Policy for Parent/Carers

- I have read and discussed the Acceptable Use Policy for Children (attached) with my child.
- I know that my child will receive online safety (e-Safety) education to help them understand the importance of safe use of technology and the internet, both in and out of school.
- I am aware that any internet and computer use using school equipment may be monitored for safety and security reasons and to safeguard both my child and the school's systems. This monitoring will take place in accordance with data protection and human rights legislation.
- I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate that this is a difficult task. I understand that the school cannot be held responsible for the content of materials accessed through the Internet and the school is not liable for any damages arising from use of the Internet facilities.
- I understand that if the school has any concerns about my child's safety online, either at school or at home, then I will be contacted.
- I understand that if my child does not abide by the school Acceptable Use Policy for Children then sanctions will be applied in line with the school's behaviour and anti-bullying policy. If the school believes that my child has committed a criminal offence, then the Police will be contacted
- I, together with my child, will support the school's approach to online safety (e-Safety) and will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community
- I know that I can speak to the school Online Safety (e-Safety) Coordinator, my child's teacher or the Head Teacher if I have any concerns about online safety (e-Safety).
- I will visit the school website <Insert School Website Address> for more information about the school's approach to online safety as well as to access useful links to support both myself and my child in keeping safe online at home.
- I will visit [www.thinkuknow.co.uk/parents](http://www.thinkuknow.co.uk/parents), [www.nspcc.org.uk/onlinesafety](http://www.nspcc.org.uk/onlinesafety), [www.internetmatters.org](http://www.internetmatters.org) [www.saferinternet.org.uk](http://www.saferinternet.org.uk) and [www.childnet.com](http://www.childnet.com) for more information about keeping my child(ren) safe online.
- I will support the school and my child by role modelling safe and positive online behaviour (such as sharing images, text and video responsibly) and by discussing online safety with them when they access technology at home.

#### I have read the Parent Acceptable Use Policy.

Child's Name..... Class.....

Parent's Name..... Parent's Signature.....

Date.....

## Acceptable Use Policy for Staff

**As a professional organisation with responsibility for children's safeguarding it is important that all staff take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft. All members of staff have a responsibility to use the school's computer system in a professional, lawful, and ethical manner. To ensure that members of staff are fully aware of their professional responsibilities when using Information Communication Technology and the school systems, they are asked to read and sign this Acceptable Use Policy**

1. This is not an exhaustive list and all members of staff are reminded that ICT use should be consistent with the school ethos, other appropriate school policies, relevant national and local guidance and expectations, and the Law.
2. I understand that Information Systems and ICT include networks, data and data storage, online and offline communication technologies and access devices. Examples include laptops, mobile phones, tablets, digital cameras, email and social media sites.
3. School owned information systems must be used appropriately. I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.
4. I understand that any hardware and software provided by my workplace for staff use can only be used by members of staff and only for educational use. To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or locking my login as appropriate.
5. I will respect system security and I will not disclose any password or security information. I will use a 'strong' password (A strong password has numbers, letters and symbols, with 8 or more characters, does not contain a dictionary word and is only used on one system and is changed regularly. More information on using strong passwords is found on the school KLZ site.
6. I will not attempt to install any purchased or downloaded software, including browser toolbars, or hardware without permission from the system manager.
7. I will ensure that any personal data of pupils, staff or parents/carers is kept in accordance with the Data Protection Act 2018 and the General Data Protection Regulation 2018. This means that all personal data will be obtained and processed fairly and lawfully, only kept for specific purposes, held no longer than necessary and will be kept private and secure with appropriate security measures in place, whether used in the workplace, hosted online (only within countries or sites with suitable data protection controls that meet the EU and UK regulations) or accessed remotely (e.g. via VPN). Any data which is being removed from the school site (such as via email or on memory sticks or CDs) will be encrypted by a method approved by the school. Any images or videos of pupils will only be used as stated in the school image use policy and will always take into account parental consent.
8. I will not keep or access professional documents which contain school-related sensitive or personal information (including images, files, videos, emails etc.) on any personal devices (such as laptops, digital cameras, mobile phones), unless they are suitably secured and encrypted. Where possible I will use the school learning platform KLZ to upload any work documents and files in a password protected environment or via VPN. I will protect the devices in my care from unapproved access or theft.
9. I will not store any personal information on the school computer system including any school laptop or similar device issued to members of staff that is unrelated to school activities, such as personal photographs, files or financial information.
10. I will respect copyright and intellectual property rights.
11. I have read and understood the school Online Safety (e-Safety) Policy which covers the requirements for safe ICT use, including using appropriate devices, safe use of social media websites and the supervision of pupils within the classroom and other working spaces.
12. I will report all incidents of concern regarding children's online safety to the Designated Safeguarding Lead and/or the Online Safety Coordinator as soon as possible. I will report any accidental access,

receipt of inappropriate materials, filtering breaches or unsuitable websites Designated Safeguarding Lead and/or the Online Safety Coordinator and/or the designated lead for filtering as soon as possible.

13. I will not attempt to bypass any filtering and/or security systems put in place by the school. If I suspect a computer or system has been damaged or affected by a virus or other malware, or if I have lost any school related documents or files, then I will report this to the ICT Technician as soon as possible.
14. My electronic communications with pupils, parents/carers and other professionals will only take place within clear and explicit professional boundaries and will be transparent and open to scrutiny at all times. All communication will take place via school approved communication channels e.g. via a school provided email address or telephone number and not via personal devices or communication channels e.g. personal email, social networking or mobile phones. Any pre-existing relationships or situations that may compromise this will be discussed with the Senior Leadership team and/or Headteacher.
15. I will ensure that my online reputation and use of ICT and information systems are compatible with my professional role, whether using school or personal systems. This includes the use of email, text, social media/networking, gaming and any other devices or websites. I will take appropriate steps to protect myself online and will ensure that my use of ICT and internet will not undermine my professional role, interfere with my work duties and will be in accordance with the school AUP and the Law.
16. I will not create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring my professional role, the school, Potential in Everyone Academy Trust or the County Council, into disrepute.
17. I will promote online safety with the pupils in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create.
18. If I have any queries or questions regarding safe and professional practise online either in school or off site, then I will raise them with the Designated Safeguarding Lead and/or the Online Safety Coordinator or the Headteacher.
19. I will familiarise myself with the Online Safety Policy Appendices as they are published to staff. Notification of any changes to policy will be made in the announcement section of KLZ. Policies and Appendices are available in the Policies folder in the staffroom as well as on KLZ.
20. I understand that my use of the information systems, Internet and email may be monitored and recorded to ensure policy compliance.

*The School may exercise its right to monitor the use of information systems, including Internet access and the interception of e-mails in order to monitor compliance with this Acceptable Use Policy and the School's Data Security Policy. Where it believes unauthorised and/or inappropriate use of the service's information system or unacceptable or inappropriate behaviour may be taking place, the School will invoke its disciplinary procedure. If the School suspects that the system may be being used for criminal purposes or for storing unlawful text, imagery or sound, the matter will be brought to the attention of the relevant law enforcement organisation.*

**I have read and understood and agree to comply with the Staff Acceptable Use Policy.**

Signed: ..... Print Name: ..... Date: .....

Accepted by: ..... Print Name: ..... Date: .....



## Acceptable Use Policy for Visitors/Volunteers

1. I will ensure that any personal data of pupils, staff or parents/carers is kept in accordance with the Data Protection Act 1998 and the General Data Protection Regulation 2018. Any data which is being removed from the school site (such as via email or on memory sticks or CDs) will be encrypted by a method approved by the school. If I am permitted access to any images or videos of pupils, I will only use them as stated in the school image use policy and will always take into account parental consent
2. I have read and understood the school online safety (e-Safety) policy which covers the requirements for safe ICT use, including using appropriate devices, safe use of social media websites and the supervision of pupils within the classroom and other working spaces.
3. I will follow the school's policy regarding confidentiality, data protection and the use of images and will abide with copyright and intellectual property rights, child protection legislation, privacy and data protection law, GDPR and other relevant civil and criminal legislation.
4. My electronic communications with pupils, parents/carers and other professionals will only take place within clear and explicit professional boundaries and will be transparent and open to scrutiny at all times. All communication will take place via school approved communication channels e.g. via a school provided email address or telephone number and not via personal devices or communication channels e.g. personal email, social networking or mobile phones. Any pre-existing relationships or situations that may compromise this will be discussed with the Senior Leadership team and/or Head Teacher.
5. My use of ICT and information systems will be compatible with my role within school. This includes the use of email, text, social media, social networking, gaming, web publications and any other devices or websites. I will take appropriate steps to protect myself online and my use of ICT will not interfere with my work duties and will always be in accordance with the school AUP and the Law
6. I will not create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring my professional role, the school, the Potential in Everyone Academy Trust or the County Council, into disrepute.
7. I will promote online safety with the children in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create.
8. If I have any queries or questions regarding safe and professional practise online either in school or off site, then I will raise them with the Designated Safeguarding Lead/ Head Teacher.
9. I will report any incidents of concern regarding children's online safety to the Designated Safeguarding Lead as soon as possible.

**I have read and understood and agree to comply with the Visitor/Volunteer Acceptable Use Policy.**

Signed: ..... Print Name: ..... Date: .....

Accepted by: ..... Print Name: ..... Date: .....

## **Wi-Fi Acceptable Use Policy**

### **For those using school Wi-Fi**

**As a professional organisation with responsibility for children’s safeguarding it is important that all members of the school community are fully aware of the school’s boundaries and requirements when using the school Wi-Fi systems, and take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft. This is not an exhaustive list and all members of the school community are reminded that ICT use should be consistent with the school ethos, other appropriate policies and the Law.**

Please be aware that the school will not be liable for any damages or claims of any kind arising from the use of the wireless service. The School takes no responsibility for the security, safety, theft, insurance and ownership of any device used within the School premises that is not the property of the School.

1. The use of ICT devices falls under Potential in Everyone Academy Trust’s Acceptable Use Policy, online safety (e-Safety), policy and behaviour and child protection policies which all pupils, staff, visitors and volunteers must agree to and comply with.
2. The school reserves the right to limit the bandwidth of the wireless service, as necessary, to ensure network reliability and fair sharing of network resources for all users.
3. School owned information systems, including Wi-Fi, must be used lawfully and I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.
4. I will take all practical steps necessary to make sure that any equipment connected to the school’s service is adequately secure (such as up-to-date anti-virus software, systems updates).
5. The school’s wireless service is not secure, and the school cannot guarantee the safety of traffic across it. Use of the school’s wireless service is done at my own risk. By using this service, I acknowledge that security errors and hacking are an inherent risk associated with any wireless network. For that reason, I expressly agree that I knowingly assume such risk, and further agree to hold the school harmless from any claim or loss arising out of, or related to, any such instance of hacking or other unauthorised use or access into my computer or device.
6. The school accepts no responsibility for any software downloaded and/or installed, e-mail opened, or sites accessed via the school’s wireless service’s connection to the Internet. Any damage done to equipment for any reason including, but not limited to, viruses, identity theft, spyware, plug-ins or other Internet-borne programs is my sole responsibility; and I indemnify and hold harmless the school from any such damage.
7. The school accepts no responsibility regarding the ability of equipment, owned by myself, to connect to the school’s wireless service.
8. I will respect system security and I will not disclose any password or security information that is given to me. To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or locking my login as appropriate.
9. I will not attempt to bypass any of the school security and filtering systems or download any unauthorised software or applications.
10. The school provides Wi-Fi for the school community and authorised visitors. My use of the school Wi-Fi will be safe and responsible and will always be in accordance with the school AUP and the Law including copyright and intellectual property rights. This includes the use of email, text, social media, social networking, gaming, web publications and any other devices or websites.
11. I will not upload, download, access or forward any material which is illegal or inappropriate or may cause harm, distress or offence to any other person, or anything which could bring the school into disrepute.
12. I will report any online safety (e-Safety) concerns, filtering breaches or receipt of inappropriate materials to the Designated Safeguarding Lead, the Online Safety (e-Safety) Coordinator and/or the designated lead for filtering as soon as possible.

- 13. If I have any queries or questions regarding safe behaviour online, then I will discuss them with the Online safety (e-Safety) Coordinator or the Headteacher.
- 14. I understand that my use of the school's internet will be monitored and recorded to ensure policy compliance in accordance with privacy and data protection and GDPR legislation. If the school suspects that unauthorised and/or inappropriate use or unacceptable or inappropriate behaviour may be taking place, then the school will terminate or restrict usage. If the school suspects that the system may be being used for criminal purposes, then the matter will be brought to the attention of the relevant law enforcement organisation.

**I have read and understood and agree to comply with the school's Wi-Fi Acceptable Use Policy.**

Signed: ..... Print Name: ..... Date: .....

Accepted by: ..... Print Name: ..... Date: .....