



**WILLIAM GILBERT PRIMARY SCHOOL
& NURSERY**

**Code of Conduct for Staff,
Agency Workers, and Visitors**

September 2023

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1 Purpose

- 1.1 The aim of this Code of Conduct, referred to as the 'Code' is to set out the standards of conduct expected of all staff and other parties detailed in section 2.1 and to provide further information. This should be read in conjunction with the DDAT Disciplinary Procedure, Teachers' Standards and other relevant professional Standards, and the statutory guidance Keeping Children Safe in Education.
- 1.2 This Code should make it clear to you the expectations the school and DDAT has of you. You should note that this Code is not exhaustive in defining acceptable and unacceptable standards of conduct and you must use common sense in adhering to the underpinning principles. If you are ever unsure what the expectations are in any given circumstance, you should speak to your Headteacher or within secondary settings and the DDAT central team your Line Manager.
- 1.3 It does not form part of any employee's contract of employment and DDAT may amend it at any time following consultation with recognised Trade Unions. It has been implemented following consultation with all recognised Trade Unions.
- 1.4 All employees are expected to respect and uphold the following Seven Principles of Public Life (Originally published by the Nolan Committee: The Committee on Standards in Public Life was established by the then Prime Minister in October 1994, under the Chairmanship of Lord Nolan, to consider standards of conduct in various areas of public life, and to make recommendations).

Selflessness - Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity - Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity - In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability - Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness- Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty - Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership - Holders of public office should promote and support these principles by leadership and example.

2 Scope

- 2.1 This Code of Conduct applies to all employees regardless of length of service including those in their probationary period. It also applies to those roles that are working directly with students, including agency workers, student/work experience placements working on behalf of the school, consultants, agency workers and volunteers, and, unlike employees, breaches of the Code will not be managed through the disciplinary procedure. Legal action may be taken where this is warranted. The sections that apply to contractors and visitors that are not directly working with students is outlined in Appendix A. For Trustees and Governors please refer to the separate Code of Conduct for Trustees and Governors.
- 2.2 As recognisable figures in the local community the behaviour and conduct of staff outside of work can impact on their employment. Therefore, staff conduct outside work may be treated as a disciplinary matter if it is considered that it is relevant to the employee's employment. Please refer to the DDAT Disciplinary Procedure.
- 2.3 You should inform your line manager/ Headteacher if you identify any deficiency in the service provided by the school/Trust, resulting from breaches of this code. If you have concerns about raising the deficiency with your line manager, and/or wish to maintain confidentiality, you can follow DDAT's Whistleblowing Policy. Under this code you should make disclosures about possible malpractice to:
 - a) Your line manager
 - b) Where (a) is inappropriate, the Headteacher or a senior leader
 - c) Where (a) and (b) are inappropriate, you should approach the Chair of Governors or Chair of the Board for centrally employed staff.
 - d) Where the disclosure relates to potential harm/abuse of a child, you should inform the Headteacher who will contact the Local Authority Designated Officer (LADO), contact details can be found in the Child Protection procedures and on the City/County Council website. If the allegation is against the Headteacher then you should inform the Chair of Governors or CEO. If the allegation is against the CEO, then you should inform the Chair of the Trust Board.

e) If the concern is regarding financial irregularities or fraud then you should report to the Headteacher/CEO or Chair of Governors. Where this is not appropriate you should contact the Chief Financial Officer at DDAT. If the allegation is against the CFO, then you should inform the CEO.

3 Safeguarding and promoting the welfare of children and recognising low level concerns

- 3.1 You are responsible for safeguarding children and promoting their welfare. This means that you are required to take action to protect children from maltreatment, prevent impairment of children's health or development and ensure that children grow up in circumstances consistent with the provision of safe and effective care. Whilst carrying out your safeguarding responsibilities you will ensure fair and consistent practice. This will enable all children to have the best outcomes.
- 3.2 You should be prepared to identify children who may benefit from early help. Early help means providing support as soon as a problem emerges at any point in a child's life, from the foundation years through to the teenage years.
- 3.3 You must be aware of the signs of abuse and neglect and know what action to take if these are identified.
- 3.4 You must be aware of low-level concerns, no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' - that an adult working in or on behalf of the school or college may have acted in a way that:
- is inconsistent with this code of conduct, including inappropriate conduct outside of work; and
 - does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the Local Authority Designated Officer (LADO).

Examples of such behaviour could include, but is not limited to:

- being over friendly with children
 - having favourites;
 - taking photographs of children on their mobile phone;
 - engaging with a child on a one-to-one basis in a secluded area or behind a closed door; or,
 - using inappropriate sexualised, intimidating or offensive language.
- 3.5 To do this, you must have fully read and understood the DDAT child protection/safeguarding/low level concerns/whistleblowing policies, and the national Keeping Children Safe in Education Document. You must be aware of our systems for keeping children safe and must always follow the guidance in these policies.

- 3.6 You must cooperate with colleagues and with external agencies where necessary.
- 3.7 We seek to develop a culture in which all concerns are shared responsibly with the right person and are recorded and dealt with appropriately; key to this culture is the understanding that there may be times when you will need to self-refer. Therefore, if you have a concern about your own conduct, due to a temporary lapse in judgement for example, or are concerned how an action may have been perceived by another party, you should be aware of your obligation to self-refer in a timely manner to the Headteacher/CEO or DSL in line with your low-level concerns policy.

4 Duty of care

- 4.1 You must:
- Understand the responsibilities, which are part of your role, and be aware that sanctions will be applied if these provisions are breached.
 - Always act, and be seen to act, in our students' best interests.
 - Avoid any conduct which would lead any reasonable person to question your motivation and/or intentions.
 - Take responsibility for your own actions and behaviour.

5 Honesty and personal integrity

- 5.1 You must demonstrate and maintain consistently high standards of honesty and integrity in your work. You should treat all pupils, students, colleagues, parents/carers and visitors with respect and professional courtesy. You should maintain professional boundaries and avoid behaviour which may lead any reasonable adult to question your behaviour, motivations, or intentions.
- 5.2 You must comply with any lawful or reasonable instructions issued by managers.
- 5.3 You uphold public trust in DDAT and maintain high standards of ethics and behaviour, within and outside school, by:
- Treating pupils, students and adults with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to your professional position.
 - Having regard for the need to safeguard students' well-being, in accordance with statutory provisions.
 - Showing tolerance of and respect for the rights of others.
 - Not undermining fundamental 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 students' vulnerability or might lead them to break the law.
 - Not expressing own political beliefs to students.
- 5.4 You must have proper and professional regard for the ethos, policies and practices of our Trust and maintain high standards in your own attendance and punctuality. You must treat all colleagues, pupils and students with respect, dignity, fairness and courtesy at all times.
- 5.5 You must maintain high standards of honesty and integrity in your work. This includes the handling and claiming of money and the use of the Trust's property and facilities.

6 Health & Safety

- 6.1 You must ensure that you:
- Familiarise yourself with the Health and Safety statements produced by the Trust
 - Read and understand the Trust's Health and Safety Policy
 - Comply with Health and Safety Regulations or instructions and use any safety equipment and protective clothing which is supplied to you by the Trust
 - Comply with any hygiene requirements
 - Comply with any accident reporting requirements
 - Never act in a way which might cause risk or damage to any other members of the Trust community or visitors
 - Must inform your line manager of any paid work undertaken elsewhere to request authorisation, in line with your contract of employment. This is to comply with the Working Time Regulations, which are a Health and Safety initiative.

7 Smoking, Vaping, alcohol and other illegal substances

- 7.1 Smoking, vaping, alcohol and illegal substances are prohibited at all Trust sites and during individuals contracted hours and/or whilst undertaking their service/assignment.
- 7.2 You will not smoke or vape or consume alcohol or any illegal substances whilst representing the school or Trust in any capacity, such as at a school fair, or when on educational visits and trips even if the venue has a licence.
- 7.3 The taking of illegal drugs or alcohol during working hours is unacceptable and will not be tolerated. You must never attend work under the influence of alcohol or illegal drugs.

- 7.4 If alcohol or drug usage impacts on your performance, the school has the right to discuss the matter with you and take appropriate action. For employees such action will be in accordance with the school's disciplinary procedures, including referral to the police. Please also refer to the DDAT Substance Misuse Policy.

8 Attendance (applicable to employees only)

- 8.1 This section refers to employees only and sets out the school expectations that staff members will:

- Attend work in accordance with their contract of employment and associated terms and conditions in relation to hours, days of work and holidays.
- Make every effort to arrange routine medical and dental appointments outside of their working hours or during holidays where possible. Where this is not possible appointments should be made at a time which will provide the least impact on you fulfilling your job requirements/service.
- Refer to the school's Staff Leave of Absence Policy if they need time off for any reason other than personal illness.
- Follow the school's absence reporting procedure, as set out in the DDAT Sickness Absence Procedure when they are absent from work due to illness or injury.

9 Tackling discrimination

- 9.1 You are required to understand the types of discrimination and bullying that students and colleagues may be subject to. You are required to have read and understood the DDAT Equal Opportunities and the DDAT Anti-Harassment and Bullying Policy.
- 9.2 You must not ignore any form of discrimination. This includes inappropriate jokes and banter. You must positively promote equality and diversity and inclusion at all times.

10 Professional boundaries and relationships

- 10.1 When working for/with DDAT you are in a position of trust in relation to our pupils and students which means that the relationship between you and a pupil / student is not one of equals. It is a specific offence for a person aged 18 or over (e.g. teacher, support staff) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual.
- 10.2 You must ensure that you avoid behaviour which might be misinterpreted by others (adults, pupils or students). This includes any type of communication that they may have. Please refer to the DDAT Anti- Harassment and Bullying Policy.

- 10.3 You must not make sexual remarks to any pupil, student or adult or discuss your own or their own sexual relationships and sexual orientation with pupils, students or adults, or in the presence of pupils, students or adults. You must not discuss a pupils / students or adults sexual relationships in inappropriate settings or contexts.
- 10.4 Any sexual behaviour towards any student is unacceptable and illegal.
- 10.5 You must ensure that professional boundaries are maintained at all times. This means that you should not show favouritism to any pupil / student and should not allow pupils / students to engage in any type of behaviour that could be seen to be inappropriate. Pupils / students are not your friends and should not be treated as such.
- 10.6 You should be aware that it is not uncommon for pupils / students to become strongly attracted to professionals working in their school or to develop an infatuation. If you become aware of an infatuation, you should discuss it with the Headteacher or a member of the Senior Leadership Team immediately so that they can receive support on the most appropriate way to manage the situation.
- 10.7 For employees or agency workers who are in a relationship with a colleague, parent or carer, or any other person associated with the Trust we expect that they identify this to their Line Manager or the Headteacher and ensure that this does not create a conflict of interest or affect their professional judgement or responsibilities in any way. Where an employee or agency worker has managerial authority over another employee with whom they are in a close personal relationship, the Trust reserves the right to transfer one or both employees to another role in the Trust following appropriate consultation with both parties.
- 10.8 You will only contact pupils, students, parents or external providers (excluding family members) via the school's established mechanisms, and should not use your own email addresses, personal phone numbers or social media platforms.
- 10.9 You should always remember your responsibilities to the community you serve and ensure courteous, efficient, and impartial service delivery to all users, groups and individuals within that community. These responsibilities apply equally to your conduct with fellow professions and colleagues.
- 10.10 You are expected to work effectively as part of a whole school/Trust team.
- 10.11 You should take positive steps to understand the roles of other colleagues in the children's workforce. You are expected to cooperate with other professional colleagues who have a role in enabling children/young people to thrive and succeed.
- 10.12 You should follow the school's ethos and approach in any communication with parents and carers. Please refer to the schools Communication with Parents and Carers policy where applicable.

11 Contacts

- 11.1 You will not use school business contacts for acquiring materials or services at trade/discount prices for non-school activities, unless participating in concessionary schemes arranged by trade unions or other such groups.

12 Confidentiality and data protection

- 12.1 You may have access to confidential information about pupils, students, colleagues or other matters relating to the Trust. This could include personal and sensitive data, for example information about a pupil's / student's home life. You should never use this information to your own personal advantage, or to humiliate, intimidate or embarrass others. You should never disclose this information unless this is in the proper circumstances and with the proper authority.
- 12.2 If you are ever in doubt about what information can or can't be disclosed, you should speak to a member of the Senior Leadership Team or Headteacher.
- 12.3 We will comply with the requirements of Data Protection Legislation (being the UK General Data Protection Regulation and Data Protection Act 2018) and any implementing laws, regulations and secondary legislation, as amended or updated from time to time. You are expected to comply with the Trust's systems as set out in the DDAT Data Protection Policy. If you become aware that data is at risk of compromise or loss or has been compromised or lost, you must report it immediately to the Data Protection Officer, in order (where applicable) for relevant breaches to be reported to the Information Commissioners Office within 72 hours.
- 12.4 You must read and understand the DDAT Data Protection Policy and other relevant policies including in relation to criminal records information, recruitment and safer recruitment, internet, email and communications, information security, copies of which are via the School's/Trust's websites.

13 Physical contact with students

- 13.1 There are some occasions when it is entirely appropriate and proper for you to have physical contact with pupils / students. You must ensure that you only do so in ways that are appropriate to your professional role and in response to the pupil or student's needs at the time. This should be of limited duration and appropriate to the age, stage of development, gender and background of the pupil or student. You will never touch a pupil / student in a way which is indecent and will always be able to explain why you have made physical contact with a pupil / student. You should ensure that you have read and understood the school's **[Physical Contact Policy/[Insert if referred to by another name]]**.
- 13.2 There may also be occasions where a pupil / student is in distress and needs comfort and reassurance which may include age-appropriate physical contact. If

you are in this position, then you should consider the way in which you offer comfort, ensuring that it is not open to misinterpretation and is always reported to the Headteacher or Designated Safeguarding Lead.

- 13.3 You may legally physically intervene with pupils / students to prevent them from committing a crime, injuring themselves or others, causing damage to property, engaging in behaviour which is prejudicial to good order and to maintain good order and discipline. Physical force should never be used as a form of punishment.
- 13.4 You will not engage in rough play, tickling or play fights with pupils / students.
- 13.5 Sexual contact, including grooming patterns of behaviour, with pupils /students is unlawful and unacceptable in all circumstances.

14 Behaviour management

- 14.1 You should not use any form of degrading or humiliating treatment to punish a pupil /student. The use of sarcasm, demeaning or insensitive comments towards pupils / students is completely unacceptable.
- 14.2 Where pupils / students display difficult or challenging behaviour, you should follow the School's Behaviour Policy using strategies appropriate to the circumstance and situation.

15 Social contact with students

- 15.1 You should not establish or seek to establish social contact, via any channels (including social media), with pupils / students for the purposes of securing a friendship or to pursue or strengthen a relationship. You should use your work provided equipment only for communicating electronically with pupils / students, and you should copy in your Line Manger or another member of the Senior Leadership Team. If there are any circumstances in which you have to provide your personal contact details, including phone numbers, email address etc, to any pupil / student then you should gain prior consent from the Headteacher or Line Manager.
- 15.2 You should not connect with pupils / students via personal social media or other private communication channels.
- 15.3 Our Trust is part of our community, and we recognise that, as members of the community, you will come into contact with pupils / students outside of work. We expect you to use your professional judgement in such situations and to report to your Line Manager / Headteacher / Designated Safeguarding Lead any contact that you have had with a pupil / student, outside of school, that you are concerned about or that could be misinterpreted by others.

- 15.4 You should confirm that you have and read and understand to abide by the DDAT Social Media Policy.

16 Photography, videos and other images/media

- 16.1 Many educational activities involve recording images. These may be undertaken for displays, publicity, to celebrate achievement and to provide records of evidence of the activity. Under no circumstances should you use your personal equipment to take images of pupils / students at or on behalf of the Trust.
- 16.2 Consent for taking photographs and the use of those photos will be obtained from parents/carers or the pupils / students themselves, if they are legally deemed old enough and able to make the decision for themselves.
- 16.3 All photographs and videos will be available for scrutiny internally and by appropriate external bodies such as the police, and you will be prepared to justify the images or footage taken.
- 16.4 Careful consideration will always be given to the activities which are being filmed or photographed, to ensure that images or videos are not indecent and cannot be misused.
- 16.5 Please also refer to the DDAT GDPR and CCTV policies and procedures.

17 Personal Telephone Calls

- 17.1 Personal mobile phones should be used for any outgoing personal telephone calls, other than in exceptional circumstances (e.g. no signal available). In these circumstances the school telephone may be used, following the school's procedure for such use, recording and payment. Personal calls should be paid for via the School Office where applicable.
- 17.2 Such outgoing calls/texts and personal incoming calls should occur infrequently and be kept as short as possible. For those working in a classroom with children, calls/texts should not be made/taken during lessons from either a mobile phone, smartwatch or any other device, except in emergencies and with prior agreement with the Senior Leadership Team. You should not engage in 'recreational' chatting during working time, on email or through instant messaging, that results in lost productivity or distracts other colleagues from their work.
- 17.3 School mobile phones should not be used for personal use, except in emergency.
- 17.4 Intellectual Property is property which enjoys legal protection and is a result of intellectual effort, including patents, copyright, trademarks, designs and software. Where developed in the course of your duties, such intellectual property is the property of the school.

You should not make use of the school's intellectual property to conduct private work unless you have gained prior approval from the Trust.

- 17.5 Any copies of material taken for use within the school must only be as allowed under the Copyright Act and under the appropriate licensing agreement.

18 Working one to one with pupils / students

- 18.1 There will be times where you are working one to one with a pupil / student and this is acceptable. You need to understand that this means that you may be more vulnerable to allegations being made against you. Therefore, it is important that you:

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

19 Changing

- 19.1 Pupils / students are entitled to respect and privacy whilst they are changing before/after PE; however, a level of supervision is required to ensure that pupils / students are safe, and that they are not subjected to bullying.
- 19.2 The supervision will be appropriate to the needs and ages of the pupils / students, and sensitive to the potential for embarrassment.
- 19.3 You will announce their intention of entering the changing room to allow pupils / students to maintain their privacy.

20 Transporting pupils / students

- 20.1 Avoid at all if possible however, when it is agreed you will transport pupils / students off-site, you will ensure that another appropriate adult is travelling with you and ensure the transport arrangements of the vehicle meet all legal requirements, you have an appropriate licence and the vehicle is roadworthy, has a valid MOT certificate and is insured for business use as appropriate.
- 20.2 You will gain consent from parents before transporting pupils / students and will be aware that the welfare of all pupils / students in the vehicle is your responsibility.

21 Curriculum

- 21.1 Many areas of the curriculum can include or raise subject matter which is sexually explicit or of a political or sensitive nature. Care should be taken to ensure that resource materials cannot be misinterpreted and clearly relate to the learning outcomes identified by the lesson plan. This can be supported by developing ground rules with pupils / students to ensure sensitive topics can be discussed in a safe learning environment. This plan should highlight particular areas of risk and sensitivity and care should especially be taken in those areas of the curriculum where usual boundaries or rules are less rigorously applied e.g. Health and Social Care, PSHE, Drama. Colleagues are encouraged to seek support from their line manager as appropriate.
- 21.2 The curriculum can sometimes include or lead to unplanned discussion about subject matter of a sexually explicit, political or otherwise sensitive nature. Responding to children's questions requires careful judgement and you should take guidance in these circumstances from the Designated Safeguarding Lead.

22 Dress and appearance

- 22.1 Whilst working in our Trust you are a role model to our pupils / students and how you present yourself is important. Our expectation is that all adults on site are decently, appropriately and professionally dressed at all times. This policy cannot cover every eventuality and therefore the Headteacher/Trust may apply discretion within their setting. We do not permit the wearing of clothes that are revealing or inappropriate, have offensive logos or writing, or are ripped or torn at any times. If you are unsure whether any item of clothing is inappropriate, then you should not wear it to work and seek further advice from a member of the Senior Leadership Team or Headteacher/Trust. Where we identify that you are wearing clothing that we do not find appropriate, you will be informed.

The school/trust expects that you will:

- Ensure that your appearance is clean and neat when at work or representing the school/Trust.
- Wear smart clothes that would be appropriate to your role and the work you are undertaking. Jeans are not permitted, unless permission is sought. Shoes should be suitable for the environment you work in and non-slip where appropriate and in line with health and safety requirements e.g. no flip flops. The school / Trust will make reasonable adjustments to uniform expectations to suit disabilities, medical conditions, and religious and cultural beliefs.
- Remember that you are a role model for pupils / students, and that your dress and appearance should reflect this.

- Not dress in a way that would cause embarrassment to pupils, students, parents, colleagues or other stakeholders.
- Only wear small discrete ear and facial stud piercings providing they are not a health and safety risk, but all other visible body piercings must be removed.
- Cover any tattoos or body art that are disrespectful to or discriminates against one of the Equality Act protected characteristic or has the potential to offend or scare a child or staff member whilst you are in school working at the Trust.
- Make every attempt to keep all other tattoos or body art covered/discreet whilst at work.
- Ensure hair styles should remain professional and appropriate for an office/school environment.

23 Conduct outside of work and at work related functions

- 23.1 Unlike some other forms of employment, working at our Trust means that your conduct outside of work could have an impact on your role.
- 23.2 You must not engage in conduct outside work which could seriously damage the reputation and standing of the Trust or your own reputation or the reputation of other members of the Trust community. You should be aware that any conduct that we become aware of that could impact on your role within the Trust or affect the Trust's reputation will be addressed appropriately and if applicable under our disciplinary procedure. We therefore expect you to make us aware immediately of any such situations that have happened outside of work.
- 23.3 You are required to demonstrate responsible behaviour at work-related functions and work-related social events that take place outside normal work hours and to act in a way that will not have a detrimental effect on our reputation.
- 23.4 You must not behave in a way outside work that may impact on your suitability to work with children. This includes behaviour which does not directly involve a child/children. Should we become aware of any such incident or behaviour, we may treat the issue as a safeguarding matter and manage it in accordance with the Keeping Children Safe in Education statutory guidance document. You should be aware that any behaviour that we consider may impact on your suitability to work with children will be addressed under our Disciplinary Procedure and may lead to a referral to the Disclosure and Barring Service (DBS) and the Teaching Regulation Agency (TRA) (where appropriate). We therefore expect employees to make us aware immediately of any such situations that have happened outside of work.
- 23.5 You will not engage in inappropriate use of social network sites which may bring themselves, the school, school community or Trust into disrepute.

24 Gifts, Hospitality and Bribery

- 24.1 The Trust has a Gifts, Hospitality and Anti Bribery Policy, and you should read and adhere to this.
- 24.2 You should not give gifts to pupils / students unless this is part of a recognised practice in line with our behaviour policy.
- 24.3 You should not accept gifts that are outside of the Gifts, Hospitality and Anti Bribery Policy.

25 Premises, equipment and communication

- 25.1 School / Trust equipment and systems are available only for work-related activities and will not be used for the fulfilment of another job or for personal use, unless specifically authorised by the Headteacher / Trust.
- 25.2 Illegal, inappropriate or unacceptable use of school / Trust equipment or communication systems may result in disciplinary action and, in serious cases, could lead to an employee's dismissal.
- 25.3 Should you receive inappropriate communication or material, or you are unsure about whether something you propose to do might breach this policy, you should seek advice from the Headteacher / Trust.
- 25.4 The Trust reserves the right to monitor work emails, phone calls, internet activity or document production, principally in order to avoid offensive or nuisance material and to protect systems from viruses, but also to ensure proper and effective use of systems.
- 25.5 Communication systems may be accessed when the school / Trust suspects that the employee has been misusing systems or facilities, or for the investigation of suspected fraud or other irregularity.
- 25.6 Passwords should not be shared and access to computer systems must be kept confidential except on the express request of the Headteacher / CEO. Breaches of this confidentiality may be subject to disciplinary action.
- 25.7 School / Trust equipment that is used outside the premises, e.g. laptops, will be returned to the school / Trust when you leave employment/assignment with the Trust or if requested to do so by the Headteacher / CEO.
- 25.8 You must sign the Acceptable Use Agreement to confirm that you have read and understood the Acceptable Use of IT Policy.

26 Probity of records

- 26.1 The deliberate falsification of documents, such as references, academic qualifications or legal documents, is unacceptable. Where a staff member falsifies records or other documents, including those held electronically, this will be regarded as a serious disciplinary matter and potentially a criminal offence.

27 Keeping within the law

- 27.1 You are expected to operate within the law. Unlawful or criminal behaviour, at work or outside work, may lead to the School / Trust taking appropriate action, which may include disciplinary action, including dismissal, being taken. However, being investigated by the police, receiving a caution or being charged will not automatically mean that an employee's employment is at risk.

You must ensure that you:

- Uphold the law at work.
- Never commit a crime away from work which could damage public confidence in you or the Trust, or which makes them unsuitable for the work they do. This includes, for example:
 - (a) submitting false or fraudulent claims to public bodies (for example, income support, housing or other benefit claims)
 - (b) breaching copyright on computer software or published documents
 - (c) sexual offences which will render them unfit to work with children or vulnerable adults
 - (d) crimes of dishonesty which render them unfit to hold a position of trust.
- Write and tell the Headteacher / CEO (Chair of Governors if they are the Headteacher and Chair of the Trust Board if they are the CEO) immediately if you are questioned by the police, charged with, or convicted of, any crime whilst you are employed at the Trust (this includes outside of your working hours). The Headteacher/Chair of Governors / Chair of Trust Board will then need to consider whether this charge or conviction damages public confidence in the Trust or makes you unsuitable to carry out your duties.

28 Agency workers

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

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

29 Sponsorship

- 29.1 Where an outside organisation is seeking to sponsor a school or Trust activity, whether by invitation, tender, negotiation or voluntarily, the code's provisions concerning acceptance of hospitality or gifts and working with contractors apply. No sponsorship deal should be made without the prior agreement of the Governing Body/ Trust Leadership.
- 29.2 Where the school or Trust wishes to sponsor an event or service, you must declare in writing to your Headteacher /CEO any possible conflict of interest or any benefit which you or a member of your family, or anybody with whom you have a close association, is likely to receive. Similarly, where the school or Trust is providing sponsorship in the community, you should ensure that impartial advice is given and that there is no conflict of interest involved.

30 Contact with the media

- 30.1 Any enquiries from the media on work-related matters should be referred to the Headteacher / CEO. You should seek formal authorisation from the Headteacher, who should consult DDAT (if appropriate), before you speak, write or give interviews to the media in relation to direct matters at the school or Trust.
- 30.2 If you wish to publish books, articles or letters you have written in connection with your duties, you must first consult your Headteacher / CEO who will consult with the Trust and take legal advice where applicable.

31 Financial Spend

- 31.1 You must ensure that the use of financial resources is in accordance with the Academy Trust Handbook. Any irregularities must be reported to the Headteacher or CFO. Any new services sought must follow the DDAT Tendering and Procurement policy.

Appendix A Contractors and Visitors Code of Conduct

This appendix sets out the code of conduct expectations for all non-pupil / student facing roles such as trade contractors in relation to safeguarding and promoting the welfare of children and recognising low level concerns.

Safeguarding: Everyone has responsibility for safeguarding children and promoting their welfare. This means that you are required to take action to protect children from maltreatment, prevent impairment of children's health or development and ensure that children grow up in circumstances consistent with the provision of safe and effective care. Whilst carrying out your safeguarding responsibilities you will ensure fair and consistent practice. This will enable all children to have the best outcomes.

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

You must be aware of low-level concerns, no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' - that an adult working in or on behalf of the school may have acted in a way that:

- is inconsistent with this code of conduct, including inappropriate conduct outside of work; and
- does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the Local Authority Designated Officer (LADO).

Examples of such behaviour could include, but is not limited to:

- being over friendly with children
- having favourites;
- taking photographs of children on personal devices or mobile phone;
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door; or,
- using inappropriate sexualised, intimidating or offensive language.

You must cooperate with colleagues and other stakeholders where necessary.

We seek to develop a culture in which all concerns are shared responsibly with the right person and are recorded and dealt with appropriately; key to this culture is the understanding that there may be times when you will need to self-refer. Therefore, if you have a concern about your own conduct, due to a temporary lapse in judgement for example, you should be aware of your obligation to self-refer to the Headteacher or Senior Leader. Alternatively, if you are concerned how an action may have been perceived by another party, you should be aware of their obligation to refer in a timely manner to Headteacher / Senior Leader or DSL in line with our low-level concerns policy.

Honesty and personal integrity

You must demonstrate and maintain consistently high standards of honesty and integrity in your work. You should treat all pupils / students, colleagues, parents/carers and other stakeholders with respect and professional courtesy. You should maintain professional boundaries and avoid behaviour which may lead any reasonable adult to question your behaviour, motivations or intentions.

Health & Safety

If applicable you must ensure that you:

- Familiarise yourselves with the Health and Safety statements produced by the Trust.
- Read and understand the Trust's Health and Safety Policy.
- Comply with Health and Safety Regulations or instructions and use any safety equipment and protective clothing which is supplied to you by the Trust.
- Comply with any hygiene requirements.
- Comply with any accident reporting requirements.
- Never act in a way which might cause risk or damage to any other members of the Trust community or visitors.

Smoking, Vaping, alcohol and other illegal substances

Smoking, vaping, alcohol and illegal substances are prohibited at all Trust sites and whilst undertaking their service/assignment.

You will not smoke, vape or consume alcohol or any illegal substances whilst undertaking your work for the school or Trust.

If alcohol or drug usage impacts on your performance, the school / Trust has the right to discuss the matter with you and any relevant organisation where applicable to take appropriate action.

Professional boundaries and relationships

Whilst working with DDAT you are in a position of trust in relation to our pupils / students which means that the relationship between you and a pupil / student is not one of equals. It is a specific offence for a person aged 18 or over to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual.

You must ensure that you avoid behaviour which might be misinterpreted by others (adults, pupils or students). This includes any type of communication that they may have.

You must not make sexual remarks to any pupil / student or adult or discuss your own or their sexual relationships and sexual orientation with pupils / students or adults, or in the presence of pupils, students or adults. You must not discuss a pupils / students or adults sexual relationships in inappropriate settings or contexts.

Any sexual behaviour towards any pupil / student is unacceptable and illegal.

You must ensure that professional boundaries are maintained at all times. This means that you should not show favouritism to any pupil / student and should not allow students to engage in any type of behaviour that could be seen to be inappropriate. Pupils / students are not your friends and should not be treated as such.

Social contact with students

You should not establish or seek to establish social contact, via any channels (including social media), with pupils / students for the purposes of securing a friendship or to pursue or strengthen a relationship. If there are any circumstances in which you have to provide your personal contact details, including phone numbers, email address etc, to any pupil / student then you should gain prior consent from the Headteacher / CEO.

You should not connect with pupils / students via personal social media or other private communication channels.

Photography, videos and other images/media

Consent for taking photographs or videos and the use of those photos will be obtained from the Headteacher / Trust. Photographs and videos must not capture students unless authorised to do so by the Headteacher / Trust.

All photographs and videos should be made available for scrutiny by the School/Trust or appropriate external bodies such as the police, and you will be prepared to justify the images or footage taken.

Personal Telephone Calls

Personal telephone calls or the use of a mobile phone should not be used in the presence of pupils / students or communal area unless authorised to do so by the Headteacher / or Senior Leader / CEO.

An Equality Impact Assessment has been completed for this policy.