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MULTI-ACADEMY TRUST

Staff Code of Conduct Policy

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Statement of Intent

Omega Multi Academy Trust expects all employees to understand that their professional behaviour—both within and outside the workplace—sets an example and directly contributes to the success of our students.

We are committed to ensuring that every pupil within our schools receives high-quality teaching and learning in a positive, respectful environment. By clearly defining the standards expected of all staff, the Trust aims to foster a culture that supports excellence and creates the conditions for every student to thrive.

While we acknowledge that most staff consistently act professionally and treat others with dignity and respect, it is essential to reinforce and clarify these expectations. Doing so ensures consistency across the Trust and helps maintain the exacting standards that underpin our shared success.

1. Aim

By implementing this policy, Omega Multi Academy Trust and its schools aim to create and maintain an environment where everyone feels safe, valued, and treated with respect. This policy sets out the standards of conduct expected of all individuals working within the Trust to ensure consistency and uphold our shared values.

2. Scope

This policy applies to:

- **All Trust Employees**

This includes Teachers, Support staff, Central trust staff, Trustees and Governors.

It is expected that all teachers will act in accordance with the personal and professional behaviours set out in this policy along with those set out in the Teachers' Standards.

All support staff and central trust staff are also expected to act in accordance with the personal and professional behaviours set out in this policy.

Trustees and governors are also expected to act in accordance with the personal and professional behaviours set out in this policy, as well as in accordance with the Trust's Trustee and Governor Code of Conduct.

All staff are expected to follow any reasonable instruction given to them by, a senior leader within their establishment. Failure to do so or to comply with this policy by anyone it applies too may result in disciplinary action, up to and including legal proceedings where appropriate.

This policy also applies to:

- **All adults working / visiting the Trust on a third-party contractual basis or as volunteers or visitors.**

Where there has been failure to comply with this policy, although the Trust cannot directly hold these individuals accountable under its own disciplinary procedures, it reserves the right to remove any person from its premises, either temporarily or permanently, pending investigation and resolution with their employer.

For volunteers or visitors, the Trust similarly reserves the right to remove the individual from the premises and terminate any voluntary arrangements if the policy is breached.

For the purposes of this policy, the term 'staff' refers to all adults working / visiting within the Trust, regardless of their employment status, including employees, contractors, volunteers and visitors.

Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, staff must use their professional judgement, taking advice from the HR Professional Services Team where necessary, and act in the best interests of the trust, the school and its pupils.

3. Legislation and guidance

This policy has been developed and written with due regard to all relevant legislation and guidance in place at the time, and will be reviewed and updated, annually, and in line with any changes in the law.

4. The Seven Principles of Public Life

As employees working in a public office (education) it is a requirement that all staff should adopt and maintain the Seven Principles of Public Life within their role.

The Seven Principles of Public Life are as follows:

1. **Selflessness** – staff should always act in selfless manner with the best interest of others in mind when conducting their role
2. **Integrity** – staff should avoid placing themselves in a position where they could be inappropriately influenced and should not act or take decisions in order to gain financial or other material benefits for themselves, their family or their friends.
3. **Objectivity** – staff must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
4. **Accountability** – staff are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
5. **Openness** - staff should act and take decisions in an open and transparent manner.
6. **Honesty** – staff should behave in a truthful and honest manner at all times.
7. **Leadership** – staff should exhibit all of these seven principles in their own behaviour and treat others with respect. They should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs.

5. Safeguarding

All staff have a duty to safeguard pupils from harm, and to report any concerns they have.

Staff must familiarise themselves with the Trusts Child Protection and Safeguarding policy and procedures, and the Prevent initiative, and ensure they are aware of the processes to follow if they have concerns about a child.

All staff will partake in the appropriate safeguarding and child protection training appropriate to their role; and should receive regular safeguarding and child protection updates.

To effectively safeguard pupils, staff members are required to ensure that they do not act in a way that may put pupils at risk of harm, or lead others to question their actions.

To do this all staff are expected to:

- Maintain high standards in their attendance and punctuality
- Never use inappropriate or offensive language in school
- Treat pupils and others with dignity and respect
- Show tolerance and respect for the rights of others
- Not undermine fundamental British values, including democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs, and those covered by the protected characteristics included in the Equality Act 2010.
- Not express personal beliefs in a way that exploits pupils' vulnerability or might lead them to break the law
- Understand the statutory frameworks they must act within

5.1 Allegations against Staff

Where an allegation arises, it will be dealt with quickly and in a fair and consistent way that provides effective child protection while also supporting the individual who is the subject of the allegation.

Where allegations arise directly against staff members employed directly by the Trust, the Managing allegations against staff and Disciplinary Policies will be followed.

Where there is an allegation against a third party or volunteer, advice must be sought from the HR Professional Services Team to determine the best course of action.

Where an employee feels they are unable to raise their concerns via the procedures set out in the Child Protection and Safeguarding Policy, they can refer to the Trust's Whistleblowing Policy for guidance on how they can raise their concerns.

5.2 Low-level concerns about members of staff

A low-level concern is behaviour towards a child by a member of staff that does not meet the harm threshold, but is inconsistent with the staff code of conduct, and may be as simple as causing a sense of unease or a 'nagging doubt'.

This may include, but is not limited to:

- Being overly friendly with children
- Having favourites
- Taking photographs of children on a personal device
- Engaging in 1-to-1 activities where they can't easily be seen
- Humiliating pupils

Low-level concerns can include inappropriate conduct inside and outside of work.

All staff should be aware of and share any low-level concerns they have using the reporting procedures set out in the Trusts Child Protection and Safeguarding Policy. Staff are

strongly advised to self-refer if they find themselves in a situation that could be misinterpreted.

If staff are not sure whether their behaviour, or the behaviour of others, is deemed a low-level concern, they are advised to report it. It is better to report something and be wrong, than to not report it at all. All reports will be handled in a responsive, sensitive and proportionate way.

Where the behaviour is deemed to be unprofessional and not in compliance with the Trusts policies, it will be addressed accordingly dependent on the circumstances. Where applicable, guidance and support will be provided to the employee, to correct their behaviour as early as possible.

This creates and embeds a culture of openness, trust and transparency in which our values and expected behaviour are constantly lived, monitored and reinforced by all staff, while minimising the risk of abuse.

Reporting and responding to low-level concerns is covered in more detail in our Child Protection and Safeguarding policy.

6. Sexual harassment

Sexual harassment is any unwanted physical, verbal or non-verbal conduct of a sexual nature that has a purpose or effect of violating a person's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. It also includes treating someone less favourably because they've submitted or refused to submit to unwanted conduct of a sexual nature in the past, or harassment related to sex or gender reassignment. When this behaviour is unwanted, it includes (but isn't limited to):

- Unwanted physical conduct or "horseplay" including touching, pinching, pushing and grabbing
- Continued suggestions for sexual activity after it has been made clear that such suggestions are unwelcome
- Sending or displaying material that is pornographic or that some people might find offensive
- Unwelcome sexual advances or suggestive behaviour (which the harasser may perceive as harmless)
- Offensive emails, text messages or social media content
- Comments and jokes of a sexual nature
- Sexually suggestive looks and staring
- Sexual propositions and advances
- Promising things in return for sexual favours
- Physical contact such as massaging, hugging or kissing
- Sexual contact on social media

At Omega Multi Academy trust, all staff are expected to help promote a positive environment that works to prevent sexual harassment. This includes calling out sexual harassment that they witness.

If a staff member is concerned at any point about incidents of sexual harassment (either directed at them or someone else), they should report their concern to their line manager or senior leader as soon as possible. If the concern is about their line manager or senior leader, or it is believed they may be involved in the wrongdoing in some way, the staff member should report their concern to a member of the Central Trust Executive Team, a Governor or Trustee, or the HR professional Services Team. Employees are also encouraged to contact their Trade Union if they are a member for further guidance and support.

All concerns raised will be investigated and dealt with appropriately in a timely, respectful, and confidential manner. All witnesses will be provided with appropriate support and will be protected from victimisation.

7. Staff-pupil relationships

All staff are expected to observe proper boundaries with pupils that are appropriate to their professional position. If a staff member is concerned at any point that interaction between themselves and a pupil may be misinterpreted, or if a staff member is concerned at any point about a fellow staff member and a pupil, this should be reported in line with the procedures set out in our Child Protection and Safeguarding Policy.

The Trust expects that all staff will:

- Always maintain professional boundaries and relationships with pupils, and will consider whether their actions are warranted, proportionate, safe, and necessary.
- Act in an open and transparent way that would not lead to others questioning their actions.
- Ensure that they do not establish social contact with pupils for the purpose of securing a friendship, or to pursue or strengthen a relationship.
- Avoid all contact with pupils outside of school hours, where possible. It is recognised that in some circumstances, for example, a pupil is a relative, or their family are close family friends, this isn't always possible, however all staff are expected to understand and maintain their professional boundaries when conducting themselves around those pupils outside of school hours. Staff are expected to declare any such relationship with students.
- Ensure that they do not develop personal or sexual relationships with pupils: this includes sexual remarks and discussing their own sexual relationships with, or in the presence of, pupils. Under the Sexual Offences Act 2003, it is an 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 to that child, even if the relationship is consensual.
- Only contact pupils via the individual school's established mechanisms; personal phone numbers, email addresses or social media platforms must not be used to contact pupils. Personal contact details should not be exchanged between staff and

pupils. This includes social media profiles. Refer to Section 6.2 for more information on this.

- To protect themselves and the students, if staff members and pupils must spend time on a 1-to-1 basis, staff must make sure that:
 - This takes place in a public place that others can access
 - Others can see into the room
 - A colleague or line manager knows this is taking place
- Report any indications (verbal, written or physical) that suggest a pupil may be infatuated with a member of staff
- Not use their position to gain access to information for their own advantage and/or a child's or family's detriment, or use their power to intimidate, threaten, coerce or undermine pupils.

7.1 Gifts

It is recognized that many pupils and their parents/carers may wish to give gifts to staff, e.g. at the end of the school year, however it must be made clear that gifts from staff to pupils are not acceptable unless it is part of an agreed reward system within school.

Where giving gifts other than as above, staff must ensure that these are of insignificant value and given to all children equally and a senior colleague is informed. Staff must ensure that all gifts received or given in situations which may be misconstrued are declared as per the Trusts Gifts, Hospitality and Anti Bribery Policy.

7.2 Communication and Social Media

Staff's social media profiles should not be available to pupils. If they have a personal profile on social media sites, they should not use their full name, as pupils may be able to find them. Staff should consider using a first and middle name instead and set public profiles to private.

Staff should not attempt to contact pupils or their parents/carers via social media, or any other means outside of the trust, to develop any sort of relationship. They will not make any efforts to find pupils' or parents'/carers' social media profiles.

Staff will ensure that they do not post any images online that identify children who are pupils within the trust without their consent. All staff should remain aware of and adhere to the school's Social Media Policy.

8. Contact with Parents

Staff are expected to maintain professional, respectful, and appropriate communication with parents and carers at all times. This ensures positive relationships and supports the best interests of pupils.

All communication should be courteous, clear, and focused on the pupil's welfare and educational progress. Staff must avoid personal or informal conversations that could

compromise professional boundaries. Discussions about pupils should be factual, objective, and free from personal opinions or judgments.

Contact with parents should take place through individually approved school communication channels (e.g., official email, school phone systems, or agreed platforms). Staff must not use personal phones, social media, or private messaging apps to communicate with parents unless explicitly authorised by a senior leader.

Staff must ensure that any information shared with parents complies with data protection and safeguarding policies. Sensitive information should only be discussed in a secure and appropriate setting.

Meetings with parents should be scheduled during school hours where possible and, if appropriate, in the presence of another staff member. Home visits must follow the school's safeguarding procedures, including prior approval and completion of a risk assessment.

Any concerns raised by parents that fall outside a staff member's remit should be referred promptly to the appropriate senior leader. Staff must not make promises or commitments beyond their authority.

It is recognised that in some circumstances staff may know parents outside of the school context, for example, a parent is a relative, or their family are close family friends. In these situations, staff are expected to understand and maintain their professional boundaries when conducting themselves around those parents outside of school hours and are expected to declare any such relationship via the declaration of interest's process.

Physical contact with pupils

The Trust understands that there are circumstances in which it is entirely necessary for staff to have physical contact with pupils, e.g. when applying first aid and assisting with intimate care, but staff must only do so in a professional and appropriate manner in line with relevant school policies and training.

When physical contact is made with pupils, it is imperative that it is conducted in a way which is responsive to the pupil's needs, is of limited duration and is appropriate to their age, stage of development, gender, ethnicity, and background. Extra caution will need to be taken where it is known that a pupil has previously suffered from abuse or neglect.

Staff must seek the pupil's permission, where possible, before initiating contact. Staff will always use their professional judgement when determining what physical contact is appropriate, as this may differ between pupils. As such, the pupil's feelings and wishes will always be considered.

Staff must never touch a pupil in a way which is indecent and will always be prepared to explain their actions.

Staff must not invite pupils to touch them (e.g. tie their shoelace) unless for emergency first aid purposes when another adult is not present (e.g. to put pressure on a wound.) Staff must not engage in rough play, tickling or play fights with pupils.

Staff need to be aware that even well-intentioned physical contact may be misconstrued by a pupil, an observer or by anyone to whom this action is described and, therefore, will need to be prepared to justify their actions. Physical contact must never be secretive; if a member of staff believes an action could be misinterpreted, this must be reported.

If a child is in distress and in need of comfort as reassurance, staff may use age-appropriate physical contact, such as placing their hand on the pupil's shoulder. Staff will always remain self-aware of their actions and ensure that their contact is not threatening, intrusive or subject to misinterpretation.

Staff may also use reasonable force as a means of physical contact with pupils for restraint purposes, such instances will always be in accordance with the Trust's Positive Handling Policy.

8.1 Toilets, PE, Showers and Changing

Pupils are entitled to respect and privacy whilst they are changing before/after PE or swimming; however, a level of supervision is required to ensure that pupils are safe, and that they are not subjected to bullying.

The supervision will need to be appropriate to the needs and ages of the pupils, and sensitive to the potential for embarrassment.

Staff in must announce their intention of entering the room to allow pupils to maintain their privacy. Staff must never change or shower in the same area as pupils.

If a child has a toileting accident, the adult will guide them to clean themselves from a distance or a parent will be contacted to provide a change of clothes. The child must be allowed into a private area to reduce the potential for embarrassment. Staff should avoid entering toilet cubicles when accompanying children to the toilet.

Where it is necessary in PE classes for teachers to demonstrate use of equipment, this will be conducted with another member of staff if possible. If a pupil is required to participate, their consent will be given before doing so.

8.2 Intimate Care

All children have a right to safety, privacy and dignity when contact with an intimate nature is required (for example assisting with toileting or removing wet/soiled clothing).

When providing intimate care staff are expected to:

- Make other staff aware of the task being undertaken
- Explain to the child what is happening
- Consult with colleagues where any variation from agreed procedure/care plan is necessary
- Record the justification for any variations to the agreed procedure/care plan and share this information with parents

Individual schools are responsible for ensuring staff provided intimate care are provided with the appropriate training and personal protective equipment to do so safely.

8.3 Care, Behaviour Management and Physical Intervention

Staff may legitimately intervene to prevent a pupil from committing a criminal offence, injuring themselves or others, causing damage to property, engaging in behaviour prejudicial to good order and to maintain good order and discipline. Staff should have regard for the health and safety of themselves and others in accordance with Trust's Positive Handling Policy.

Staff should never use force as a form of punishment and must strive to defuse situations before they escalate, avoiding sarcasm, demeaning, or insensitive comments towards pupils. Where force is required always staff should use the minimum force necessary for the shortest period possible. Parents should be kept informed of any sanctions applied, and all actions must adhere strictly to the school's Behaviour Management Policy.

8.4 First Aid and Administration of Medication

The administration of first aid must be completed sensitively due to the potential for embarrassment. First aid must only be administered by staff who are first aid trained.

When providing first aid staff are expected to:

- Adhere to the school's first aid policy
- Make other staff aware of the task being undertaken
- Explain to the child what is happening
- Only administer prescribed medication according to the Trust's Medicine Policy.

When a pupil has an accident that requires a visual check below their trousers/skirt or under their t-shirt, another adult must be present to witness the first aid / support.

9. Transporting pupils

Staff should avoid transporting children in their own vehicle, but gain parental permission, in writing to do so when necessary. It is the responsibility of the staff member to ensure that their vehicle meets all legal requirements, they have an appropriate licence, and the vehicle is roadworthy, has a valid MOT certificate and is insured for business or work purposes.

Staff must gain consent from parents before transporting pupils and will be aware that the welfare of all pupils in the vehicle is their responsibility. Consent should be in writing rather than verbal, so that it cannot be brought into question.

At least two staff members should be present in a vehicle when transporting a child to ensure transparency and mitigate safeguarding concerns. Staff must avoid being alone with a child whenever possible.

It is acknowledged that there may be exceptional circumstances where this is not practical. In such cases:

- Staff must not undertake any journey alone with a child without prior knowledge and approval from a senior leader.
- A risk assessment must also be completed in advance, outlining the safeguarding measures that will be implemented during the journey.

Staff must be aware that the safety and welfare of the child is their responsibility until the child is safely passed over to a parent/carer. They must ensure the nature of the journey, the route and expected time of arrival in accordance are recorded and agreed and must consider any specific needs that the child may have.

Where transportation is taking place as part of an educational visit or after school sporting event, staff must ensure they follow the relevant policy regarding these types of visits and ensure the necessary risk assessment, consent and other documentation is completed appropriately and accessible at all times by the relevant staff before leaving the school premises.

10. Acceptable use of technology

Staff will not use technology on site or belonging to the school/trust to view material that is illegal, inappropriate or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails, gambling and viewing pornography or other inappropriate content.

Staff will not use personal mobile phones and laptops, or school/trust equipment for personal use, in school hours or in front of pupils. Any personal use must be in the employee's own time (before or after working hours or during unpaid lunch breaks). All personal use must comply with the standards and restrictions set out in this Code. They will also not use personal mobile phones or cameras to take pictures of pupils.

The Trust reserves the right to monitor emails and internet use on the trust's IT system. All staff must adhere to the Trusts Staff, Governor and Trustee ICT Acceptable Use Policy.

10.1 Photography, Video and Audio recordings, and other Creative Arts

All staff must be clear about the purpose of any photography, video, audio, or creative arts activity and what will happen to the images or recordings once the activity concludes. A senior member of staff should be informed whenever photography, image or recording equipment is to be used, and all images, video or audio must be available for scrutiny to ensure appropriateness. Staff should be able to justify any images, video or audio of children in their possession, avoid taking any of these in one-to-one situations, and must not take, display, or distribute images, video or audio of children without proper consent.

11. Confidentiality

During their role, members of staff are often privy to sensitive and confidential information about the trust, its schools, staff, pupils and their parents/carers.

This information should never be:

- Disclosed to anyone unless required by law or with consent from the relevant party or parties
- Used to humiliate, embarrass or blackmail others
- Used for a purpose other than the reason it was collected and intended for

This does not overrule staff's duty to report child protection concerns to the appropriate channel where staff believe a child has been harmed or is at risk of harm, as detailed further in our child protection and safeguarding policy.

12. Dress code

All staff are expected to always maintain a professional and appropriate standard of dress and personal appearance. Staff must also maintain high standards of personal hygiene and overall appearance whilst at work. This reflects the values of the Trust and ensures a safe, respectful, and inclusive environment for pupils, colleagues, and visitors. The Trust respects cultural and religious dress requirement, and staff should inform their line manager of any specific needs so that reasonable adjustments to the expectations can be made.

12.1 General Expectations

Clothing must:

- be professional, modest, and suitable for the role.
- be appropriate for the setting within which the employee is working and not overly revealing.
- not display offensive, discriminatory, or political slogans, images, or messages.
- adhere to the health and safety requirements of the role. For example, staff working in practical or physical environments must wear appropriate footwear and attire to prevent injury.

Jewellery and accessories must be appropriate and should not pose a health and safety risk (e.g., dangling earrings or loose items in environments where they could be caught or cause harm). Piercings must be discreet and appropriate for a professional setting. Excessive or unsafe piercings will not be permitted. Tattoos should be covered where possible, particularly if they could be considered offensive or inappropriate.

Theme days or special events may allow for exceptions to the usual dress code, provided these are agreed in advance and remain appropriate for the school environment.

Ultimately, the Headteacher or CEO retains the right to determine what constitutes appropriate dress and appearance. Their decision is final in cases of uncertainty or dispute.

13. Attendance

The Trust expects that all 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 routine medical and dental appointments outside of their working hours or during holidays where possible, as per the Trust's Authorised Leave Policy.
- Refer to the Trust's Authorised Leave Policy if they need time off for any reason other than personal illness.
- Follow the school's absence reporting procedure when they are absent from work due to illness or injury.

14. Curriculum

Staff must teach and support the curriculum agreed by the Trust and individual schools, following all schemes of learning, planning frameworks and assessment policies, and must not deviate from the agreed curriculum without approval from the Headteacher.

When delivering subjects involving sensitive content (e.g: relationships and sex education, online safety, mental health, extremism) staff must follow Trust policy. Staff must present information in a factual, balanced, non-personal manner and avoid shaping views that could influence pupils inappropriately. Staff must also not enter into or encourage any inappropriate or offensive discussions about sexual activity during lessons or at any other time with students.

Staff must maintain political neutrality at all times in line with DFE requirements. When discussing political or controversial topics, all staff must present views in a balanced, objective manner and encourage critical thinking without promoting personal opinions.

15. Conduct outside of work

Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school. The nature of the work cannot be seen to bring the school into disrepute, nor be at a level which may contravene the working time regulations or affect an individual's work performance. Staff who do this must declare it via the normal declaration process.

15.1. Educational Visits, Sporting Fixtures, Proms etc.

Staff are expected to uphold the same high standards of professionalism and safeguarding when representing the school outside of the usual work environment. This includes educational visits, sporting fixtures, school trips, proms, and any other school-related events.

During these events it is expected that:

- Staff maintain professional boundaries with pupils, parents, and colleagues at all times, regardless of the setting.
- Language, behaviour, and interactions should reflect the school's values and safeguarding principles.
- Staff must avoid any conduct that could bring the school into disrepute or compromise pupil safety.

- All safeguarding policies and procedures remain in effect during off-site activities.
- Staff must ensure appropriate supervision ratios are maintained and follow risk assessments for the event.
- Under no circumstances should staff consume alcohol or engage in any behaviour that could impair their ability to supervise pupils.
- Staff should dress appropriately for the activity, balancing practicality, professionalism, and health and safety requirements.
- Staff must follow the instructions of the designated trip leader or senior staff member and escalate any concerns promptly.

15.2 Criminal Proceedings/Criminal Offences

Staff will not act in a way that would bring the Trust, school, or the teaching profession into disrepute. This covers conduct including but not limited to relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the trust or school on social media, any conduct of this nature could lead to disciplinary action.

You must inform your manager (or a senior manager), without delay, if you are the subject of criminal proceedings, are charged with a criminal offence or are convicted of a criminal offence whether in direct connection with your employment or otherwise.

If your employment is subject to a Disclosure and Barring Service (DBS) check, you must inform your manager (or a senior manager), without delay, if you have come into contact with the criminal justice service either as a suspect or an offender, or if there have been changes to your personal circumstances that may call into question your suitability to work in that role.

16. Smoking, alcohol and other substances

Staff must not smoke or vape on or around the immediate vicinity of the school premises. Staff must not smoke or vape whilst working with or supervising pupils off-site, such as when on educational visits and trips.

The taking of illegal drugs or alcohol during working hours is unacceptable and will not be tolerated. Staff members must never attend work under the influence of alcohol or illegal drugs.

If alcohol or drug usage impacts on a staff member's performance, the school has the right to discuss the matter with the employee and take appropriate action in accordance with the school's disciplinary procedures, including referral to the police, if appropriate.

17. Health and safety

Staff members must ensure they are familiar with and adhere to the school's Health and Safety Policy and ensure that they take every action to keep themselves and everyone in the school environment safe and well.

Staff must comply with health and safety regulations and use any safety equipment and protective clothing which is supplied to them, during the course of their work. Staff must also comply with accident reporting requirements.

18. Declaration of interests

Staff members are required to declare their interests, both personal and financial, where the group or organisation they are affiliated with would be considered to be in conflict with the ethos of the school.

For the purposes of this policy, a financial conflict of interest is one where there is, or appears to be, opportunity for personal financial gain, financial gain for close relatives or friends, or where it may be reasonable for a third party to take the view that financial benefits may affect an individual's actions.

The term 'financial interest' means anything of monetary value, including the following:

- Payments for services
- Equity interests
- Intellectual property rights
- Hospitality or gifts

Examples of monetary interests that must be declared include, but are not limited to, equity interests in services considered for use by the school.

Staff must not accept bribes, and they must declare gifts in line with the Trusts Gifts, Hospitality and Anti Bribery Policy. Staff must also not use school business contacts for acquiring materials or services at trade/discount prices for non-trust/school activities or personal use.

Non-financial conflicts of interest can also come into conflict, or be perceived to come into conflict, with an individual's obligations or commitments to the school. These interests may include any benefit or advantage including, but not limited to, direct or indirect enhancement of an individual's career or gain for immediate family or someone with whom the individual has a close relationship.

Examples of situations that could give rise to non-financial conflicts of interest include the following:

- Pressure or temptation to accept gifts, inducements, or hospitality.
- Participating in the appointment, hiring, promotion, supervision, or evaluation of a person with whom the individual has a close personal relationship.
- Where a member of staff has or develops a close personal relationship with a colleague

Membership to a trade union or staff representative group does not need to be declared.

Staff members will also carefully consider whether they need to declare their relationship with any individual where this might cause a conflict with school activities.

Failure to make a relevant declaration of interests is a serious breach of trust and, therefore, if employees are in doubt about a declaration, they are advised to contact the school or trade union.

Staff will ensure that all information given by them to the trust is correct, and if there are any updates to the information provided to the trust, the member of staff will advise the trust as soon as reasonably practicable. Consideration will then be given to the nature and circumstances of the matter and whether this may have an impact on the member of staff's employment.

Staff will be asked to declare any interest during the recruitment process and will be asked on an annual basis to ensure details are kept up to date. All declarations, including nil returns, will be submitted in writing to the HR Professional Services Team for inclusion on the Register of Business Interests.

19. Emergency Contact Details

Trust employees are asked to provide emergency contacts details (e.g. home address, telephone numbers) for the purposes of emergency planning and business continuity. Employees must ensure that these details are kept up to date.

20. Monitoring arrangements

This policy will be reviewed annually and any changes made to this policy will be in joint negotiation with a trade union consultation committee and be communicated to all employees.