



---

## **Spa Education Trust**

### **CODE OF CONDUCT**

#### **Introduction and scope**

This code of conduct sets out the minimum standards that should apply to all staff whether teacher or support staff (including volunteers), visitors or other staff working with pupils on and off site. This code is designed to be supportive and aims to help employees to maintain professional standards of behaviour and protect themselves from misunderstanding or criticism.

The purpose of this code of conduct is to provide a framework for safe professional practice and effective partnerships between staff, managers and parents/carers.

The code does not supersede local operating guidelines nor the need for employees to fulfil their obligations laid down in their job description and contract of employment. It does not attempt to identify every school policy or procedure that exists but highlights some key rules, which broadly apply to all employees.

Failure to follow the code of conduct may result in disciplinary action being taken, as set out in our staff disciplinary procedures.

Please note that this code is not exhaustive. If situations arise that are not covered by this code, staff will use their professional judgement and act in the best interests of the school and its pupils.

In line with the statutory safeguarding guidance Keeping Children Safe in Education, we should have a staff code of conduct, which covers acceptable use of technologies (including the use of mobile devices), staff/pupil relationships and communications, including the use of social media.

This policy also complies with our funding agreement and articles of association.

#### **1) Behaviour and standards**

‘Each employee shares a responsibility for recognising the sensitivities and feelings of others, which may be different from their own but no less valid. All employees should be committed to high standards in delivering work and dealing with colleagues, this will not only be about the tasks people do but the effect of their words, how they interact/engage with others and tackling discriminatory or inappropriate behaviour’ (Respect at Work Policy –

Sept 09). Employees also have a responsibility to not behave in such a way that may 'bring the reputation of the school into disrepute' outside of working hours particularly if they live and work in the local community. Employees have a responsibility to work with colleagues and treat them with respect.

Spa staff are expected to give the highest possible standard of service to the public and, where it is part of their duties, to provide appropriate and impartial advice. All staff are expected to bring to the attention of the appropriate manager any deficiency in the provision of services to the public.

Staff set an example to pupils. They will:

- 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
- 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

Teachers are also subject to the standards of personal and professional conduct in the Teachers' Standards.

All employees are expected, without fear of recrimination, to report to the appropriate manager any impropriety or breach of procedure. The school has a procedure for "whistle blowing" (raising a concern) to facilitate this.

## **2) Appropriate dress**

The school expects all employees to dress appropriately whilst at work so that confidence of service users is maintained. Whilst the school values diversity and is not seeking to achieve a complete uniformity of dress style, the school does expect all employees' clothing at work to be neat, clean, modest and appropriate.

## **3) Confidentiality and Disclosure of information**

The law and Academy Trust encourages open government and has its own standards for disclosing certain types of information. All employees must be aware of which information is and is not open about and act accordingly.

Staff should not communicate to the public, press, television or any outside agency the contents of any documents relating to the school or the proceedings of any meetings that is confidential information unless required by law or authorised by an appropriate manager to do so. The only exception is in the case of elected Trade Union officials acting in their official capacity. However, Trade Union representatives would be expected to raise any issues through the normal channels through the school and the Trust in the first instance.

Employees should not use any information obtained in the course of their employment for personal gain or benefit, nor should they pass it on to others who might use it in such a way for example passing dates for review of contracts for services before they are public knowledge.

Staff or Volunteers in schools must not use confidential or sensitive information about a child or their family for their own benefit or to humiliate or embarrass a child. Confidential

information about pupils or the School should not be shared casually however; information that might suggest that a child is in need or at risk of significant harm must be shared with the Designated Person, in accordance with the safeguarding / child protection procedures.

#### **4) Social contact**

Staff should not establish or seek to establish any social contact with a pupil or their parents/carers. Unplanned or other social contact that happens outside of the school setting should be reported to the Head Teacher. Staff should not give their personal telephone numbers or email addresses to pupils or their parents. No member of staff will enter into extra or private tuition or childcare arrangements with parents without the permission of the Head Teacher. Staff should notify their line manager of any existing or previous family or social relationship with a pupil or their parents/carers.

Please see section 35 for the use of internet and section 36 for the use of social media.

#### **5) Physical contact**

When physical contact is made with pupils, it should be in response to their needs at that time, of limited duration and appropriate to their age, stage of development, gender, ethnicity and background. Physical contact should never be secretive, for the gratuity of the adult or represent a misuse of authority. Extra caution should be exercised where a child is known to have suffered previous abuse or neglect. Such experiences may sometimes make a child exceptionally needy and demanding of physical contact and staff should respond sensitively by deterring the child through helping them to understand the importance of personal boundaries. Any extreme attention-seeking or behaviour by pupils that makes staff feel uncomfortable should be reported to a line manager. Staff supervising PE and games or providing music tuition may be required to initiate physical contact with pupils, the principle of “limited touch” should be applied, with understanding of pupils’ sensitivities and with the pupil’s agreement. Staff should follow school policies to maintain respect and privacy at all times.

All adults should clearly understand the need to maintain appropriate boundaries in their contacts with pupils. Intimate relationships between children/young people and the adults who work with them will be regarded as a grave breach of trust. Allowing or encouraging a relationship to develop in a way which might lead to an inappropriate relationship is also unacceptable. Staff must understand that any breaches in the law or professional expectations will lead to criminal or disciplinary action and barring. Employees should make themselves aware of the safeguarding and behaviour management policies adopted by the school.

#### **6) Infatuations**

It is not unusual for pupils or, sometimes, their parents to develop infatuations or “crushes” towards trusted staff. All such situations must be responded to sensitively to maintain the dignity of those concerned and any indications that this might be happening reported to the Head. In addition the object of the pupil or parent’s affections may not even be aware of this, in this case colleagues must bring this to the colleague’s attention and report this to the Head.

#### **7) Pupils in distress**

On those occasions when a pupil may be in distress and in need of comfort and reassurance, staff should ensure that they remain self-aware at all times and that their contact with the pupil is not open to misunderstanding. Such incidents must always be recorded and shared with a line manager.

## **8) Care, control and physical intervention**

The school is committed to the use of positive behaviour management and staff will not use any form of physical punishment, threats, sarcasm or demeaning comments to deal with unacceptable behaviour. When children need to be restrained for their own protection or the protection of others, this must only be undertaken in accordance with the training and policy sanctioned by the Leadership Team and Trust. Any such incidents and physical interventions will be recorded and reported to parents / carers.

## **9) One to one situations**

Staff working individually with children should recognise the potential vulnerability of pupils and adults in such situations and ensure that they manage these situations with regard for the safety of both the child and themselves. Individual work with pupils should not be undertaken in isolated areas or rooms where there is no external visual access. Where it is necessary to close doors for reasons of confidentiality, a colleague should be made aware of this and asked to remain vigilant.

## **10) Home Visits**

All work with pupils and parents should, wherever possible, be undertaken in the school or other recognised workplace, there are however occasions, in response to urgent or specific situations where it is necessary to make one-off or regular home visits.

A risk assessment should include an evaluation of any known factors regarding the child/young person, parents and others living in the household. Following an assessment, appropriate risk management measures should be put in place before visits are agreed. *Where little or no information is available, visits should not be made alone.*

No child or young person should be in or invited into, the home of an adult who works with them, unless the reason for this has been firmly established and agreed with parents/ carers and a senior manager or Head Teacher.

## **11) Educational Visits and After-School Activities**

Adults remain in a position of trust and need to ensure that their behaviour remains professional at all times and stays within clearly defined professional boundaries.

*Where out of school activities include overnight stays, careful consideration needs to be given to sleeping arrangements. Children, young people, adults and parents should be informed of these prior to the start of the trip. In all circumstances, those organising trips and outings must pay careful attention to ensuring safe staff/child ratios and to the gender mix of staff especially on overnight stays.*

## **12) Transporting or accompanying pupils off-site**

In general, staff will not be expected to transport or accompany pupils off-site on their own. *However, in the event of an emergency situation (accompanying to a hospital), this may be appropriate.* If staff use their own cars for transporting pupils, they will ensure appropriate escort arrangements and that they have business use motor insurance in place.

## **13) First Aid**

All first aid will be administered only by suitably trained and accredited staff except in an emergency where the illness or injury is such that to delay assistance might cause harm to the child. Children who require any form of intimate care are entitled to privacy, dignity and safety. Pupils with ongoing health problems will be treated in accordance with any Medical Plan that has been agreed with the parent and the Health Authority and only by those who have been authorised to do so by the Head Teacher. Lone members of staff should not be

placed in a position where they are expected to provide any form of intimate care without the safeguard of having another colleague in the same room or area.

#### **14) Curriculum**

Care should be taken to abide by the School's policy on relationships and sex education and the wishes of parents. The curriculum can include or raise a subject matter, which is sexually explicit or otherwise of a sensitive nature. Care should be exercised to ensure that resource materials cannot be misinterpreted and clearly relate to the lesson plan. The curriculum can sometimes lead to unplanned discussion of sensitive subject matters. Responding to pupils' questions requires careful judgments and guidance should be sought from members of the Leadership Team, as appropriate.

#### **15) Photography, videos and other creative arts**

Written permission from pupils and their parents/carers must be obtained before taking photographs or films. This should be done on the standard school form. All images and films must be stored appropriately and securely only used by those authorised to do so Staff should be able to give account of the rationale behind any images of pupils that are in their possession.

Photographs and films taken for official school use may be covered by the Data Protection Act, e.g. if the images are going to be stored with other personal data. If the photograph is taken of groups of pupils during lessons and will be used in the school prospectus then the Data Protection Act does not apply. Names of children must not be published with photographs or films.

Whilst photographic and video images can play a valuable role within the curriculum, after-school activities and to celebrate achievement, there is potential for such images and opportunities to be misused by adults with ulterior motives. Staff should be sensitive to the needs of pupils who may have been abused in this way or who appear uncomfortable when asked to participate in photography or filming.

Permission from pupils and their parents/carers must be obtained for the use of images of pupils for publicity purposes and, in general, names of pupils will not be published.

#### **16) Safeguarding**

Staff have a duty to safeguard pupils from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, and neglect.

Staff will familiarise themselves with our 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.

Staff must be aware of the name of the designated person with responsibility for safeguarding pupils (and their deputy) and understand their responsibilities under the safeguarding policy. All staff have a responsibility to raise concerns about the inappropriate or worrying behaviour of a colleague: in good faith and without fear of repercussions. Staff must accept responsibility for their own actions and behaviour and avoid any conduct that might lead any reasonable person to question their motivation and intentions. They must make a record of any incident and promptly consult their line manager. All staff are obliged to support the Trust's statutory duty to safeguard and promote the welfare and well-being of all pupils.

Where allegations are made about the mistreatment of a pupil by a member of staff or volunteer, the Head Teacher will follow the procedures adopted by the London Safeguarding Children Board, in consultation with relevant designated LA officers. In the

case where an allegation is made against the Head Teacher, the Chair of the Local Governing Body, will follow the above procedures.

Staff and volunteers working in schools must understand that any breaches in the law or professional expectations might lead to criminal or disciplinary action and barring,

Under the Southwark Safeguarding Board requirements, staff are asked to complete a new DBS application every 3 years. Staff should in the interim period declare to the Head Teacher / Chair of Trustees any caution, conviction or if bound over as soon as possible.

### **17) Whistleblowing**

If employees have concerns about something that is happening at work which they believe could be unlawful conduct, financial malpractice, a concern for the welfare or safeguarding of a child or be dangerous to the public or the environment, it is important that you bring it to the school's attention. Further details can be found in the Whistleblowing policy found on SharePoint.

### **18) Appointment and other employment matters**

All employees involved in appointments should ensure that these are made on the basis of merit. It would be unlawful for an employee to make an appointment that was based on anything other than the ability of the candidate to undertake the duties of the post. The school's recruitment and selection procedure must be strictly observed. In order to avoid any possible accusation of bias, employees should not be involved in an appointment where they are related to an applicant or have a close personal relationship outside work with him or her.

Staff should make the Head Teacher/Chair of Trustees aware of any personal relations with other staff members or Trustees that might lead to a conflict of interests or cast doubt on the integrity of the school/service; especially where one or other of the parties holds a management or leadership role

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

### **19) Relationships with the local community and service users**

Employees should always remember their responsibilities to the community they serve and ensure courteous, efficient and impartial service delivery to all groups and individuals within that community as defined by the policies of the Academy trust. (See below for replying to correspondence and answering telephone calls).

### **20) Relationships with contractors**

All relationships of a business or private nature with external contractors, or potential contractors, must be made known to the Head Teacher and/or Trustees and properly recorded. All employees who engage or supervise contractors or who have any other official relationship with contractors and have previously had or currently have a relationship in a private or domestic capacity with contractors, must also declare that relationship. A Declaration of Interest pro-forma is available for such notification.

Orders and contracts must be awarded on merit, by fair competition against other tenderers and no special favour should be shown to businesses or consultancies run by, for example, friends, partners or relatives, in the tendering process.

## **21) Outside commitments**

Employees' off-duty hours are their own personal concern. However, employees should not take up any outside activities or employment, whether paid or unpaid, which conflicts with or reacts detrimentally to, or has such potential, to the school's/Trust's and Council's interests, or which exposes themselves to a significant health risk. All employees should be clear about their contractual obligations and should not take up outside employment that conflicts with the school's/Trust's and Council's interests or exposes themselves to a significant health risk.

Employees should follow the Trust and Council's rules on the ownership of intellectual property or copyright created during their employment. All patents, trademarks and other rights in inventions or concepts that are created or developed by employees during and arising from or related to their employment belongs to the Trust, subject to any rights acquired by employees under the Patents Act 1977. The Trust also owns the copyright in all work produced by employees during their employment.

## **22) Personal interests**

Employees must declare to an appropriate manager any financial or non-financial interests they consider could bring about a conflict with the school's interests.

Head Teachers, Members, Trustees, Teachers and senior managers are required to declare membership of any organisation not open to the public without formal membership and commitment of allegiance and which has secrecy about rules or membership or conduct. A Declaration of Interests pro-forma is available for such notification. All other staff are encouraged to declare such membership to an appropriate manager.

## **23) Gifts and Corruption**

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, including members of the public, in their official capacity. If an allegation is made, under the Prevention of Corruption Act 1916 an employee is deemed to have received the reward, etc, corruptly it is for the employee to demonstrate that any such rewards have not been corruptly obtained.

However, it is acknowledged that a teacher may, owing to a long-standing tradition, often be given small tokens by pupils, parents and or carers at certain times of the year. The Teacher must inform his/her Head Teacher, if the value of the token is likely to exceed £30.00. However, it is unacceptable to receive gifts on a regular basis.

Personal gifts should not be given by staff to pupils and any reward to a child should be consistent with the school's behaviour policy, recorded and not based upon favouritism.

Employees should not accept significant personal gifts from contractors and external suppliers, although the Trust does allow employees to keep items of token value such as pens, diaries, etc. In all cases, advice should be sought from the Head Teacher or Trustees.

## **24) Use of financial resources**

Employees must ensure that they use public funds entrusted to them in a responsible and lawful manner. They should strive to ensure value for money to the local community and to avoid legal challenge to the Trust. All employees should ensure that they have an appropriate awareness of the Trust's financial regulations and that their actions fully comply with those regulations.

## **25) Equality issues**

The Trust has a duty to promote community cohesion and members of that local community, customers and other employees have a right to be treated with fairness. All employees should ensure that they are aware of the Trust's policies relating to equality issues and managing diversity and that all such policies are complied with fully, both in letter and spirit.

It is a personal responsibility of all employees to take all necessary steps to ensure that they do not discriminate against members of the local community, service users or other employees on the grounds of race, colour, ethnic and national origins, sex, marital status, domestic circumstances, sexual orientation, disability, age, class, ethical beliefs, basic skills or trade union activity. All employees must also do whatever is reasonable and appropriate to promote equality of opportunity in whatever way and whenever they can.

## **26) Use of Trust property and facilities for personal use**

Employees are not normally permitted to use office equipment, e.g. personal computers, facsimile machines, photocopiers and the like, for personal use. Employees must not allow the school address to be used for personal mail deliveries without prior authorisation from the Head.

## **27) Answering telephones**

All employees should ensure that telephones are answered quickly, efficiently, helpfully and politely usually within five rings.

## **28) Answering correspondence**

In general, correspondence should be acknowledged within three working days of receipt and a full reply sent within two weeks.

## **29) Use of Telephones, E-mail & Internet**

Employees can make personal use of telephones, e-mail and internet facilities during work time, at the Head Teacher's discretion, or when there is an urgent need to contact someone in an emergency. The time spent should be kept to a minimum. Employees should also inform their family and friends only to contact them at work when it is necessary.

Staff may not use their personal mobile phones during work time and should not take personal phones or other personal electronic equipment into the classroom.

Employees must not view their computer or anything stored on it as personal. They must not download, store, display, view, retrieve or send electronic material that uses unauthorised encryption, contains programme files, is obscene, indecent, sexist, racist, defamatory, abusive, in breach of copyright, confidential, may constitute harassment, violate an individual's dignity, or create an intimidating, hostile, degrading, humiliating or otherwise inappropriate environment. Head Teachers may access to an employee mailbox or gain access to Internet usage reports for the following reasons at any time with no notice to:

- ensure compliance with this policy,
- monitor standards of service or
- to prevent, investigate or detect unauthorised use of the IT system or criminal activities.

If pupils are found to have accessed such images, this should be reported to the Head Teacher.

It is also strictly forbidden to download any software from or to load software onto the school's IT system except with the prior written authorisation of the Head Teacher.



Employees should use the Internet and electronic mail in exactly the same way as they would correspond to anyone on school headed notepaper and must remember that all electronic mail falls within the framework of the Data Protection legislation. Employees must not correspond on any aspect of School business, unless it falls within the employee's job description and should not be treated as a confidential means of communication.

### **30) Use of Social Media**

All staff should follow the Spa Online Safety Policy and agree to the Acceptable Use Policy.

School 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 via social media, or any other means outside school, in order to develop any sort of relationship. They will not make any efforts to find pupils' or parents' social media profiles.

Staff will ensure that they do not post any images online that identify children who are pupils at the school without their consent.

The basic premise is to exercise common sense. What you write on social networking sites is essentially in the public domain, even if you have privacy settings or material is posted on a closed profile or group

1. You should only use social media in your capacity as an employee of the school where this is an appropriate communication tool which must be specifically endorsed by your Headteacher.
2. If you are not using social media to support you directly in your employed position, you should always access this in your personal time.
3. In any circumstance:
  - Be accurate, fair, thorough and transparent
  - Be mindful that what you publish may be public for a long time
  - Respect copyright and data protection laws as well as maintaining confidential information.
  - Do not publish or report information or conversations that are accessed through your employment at the school without explicit permission. "Conversations" may be oral or e-mail exchanges
  - Do not use swear words or use derogatory language.
  - It is unacceptable to use social media in a manner that would generally be accepted as a hostile attempt to hurt, upset or embarrass another person, or groups of people, associated with the school.
  - Never refer to stakeholders, suppliers or staff in a way that they can identify individuals
  - Never represent or reproduce the Southwark logo or the school logo without authorisation

- Do not publish images relating to users of the school's services unless consent has been given in writing
- Be aware of safeguarding issues and materials which may adversely impact on children and vulnerable adults. Challenge and report inappropriate use of media.

4. In addition, in your personal use of social media:

- Ensure that your online activities or expressed opinions do not interfere with or conflict with your job or your colleagues (for example many roles within schools are viewed as role models, views expressed should not conflict with this).
- If you are identifiable as a school employee on social networks, ensure your profile and related content is consistent with how you should present yourself with colleagues and users of school services
- Do not download or copy school materials without permission
- If you publish content to a website not owned by the school, and it has something to do with work that you do as an employee of the school (e.g. evident from your profile), use a disclaimer such as: "The views expressed here are my own and do not necessarily represent the views of my employer."
- Maintain boundaries between your personal and professional lives, including customising your privacy settings and avoiding inappropriate personal information becoming visible to members of the group (please note that information can be passed on by individuals that have been allowed access to and any inappropriate views or content will be viewed as contravening the code of conduct)

### **31) Health and safety issues**

All employees should ensure that they are fully aware of their own duties and responsibilities under the health and safety at work legislation. A copy of Trust's Health and Safety Policy is available for each employee.

## Spa School Code of Conduct

	<b>Conduct</b>	<b>Expectations</b>
1)	<b>Behaviour and Standards</b>	High standards of conduct both within and outside work.
2)	<b>Appropriate Dress</b>	Neat, clean and modest at all times.
3)	<b>Confidentiality</b>	Only share if part of safeguarding procedures or under some other law.
4)	<b>Social contact</b>	Not with pupils and parents/carers, existing relationships or unplanned contact should be reported to the Headteacher.
5)	<b>Physical contact</b>	Limited and proportionate, in line with safeguarding and behaviour management policies.
6)	<b>Infatuations</b>	Respond to individual sensitively and immediately report to Head Teacher.
7)	<b>Pupils in distress</b>	Staff to remain self-aware at all times and ensure contact with the pupil is not open to misunderstanding
8)	<b>Care, control and physical intervention</b>	Only as appropriate and within school policy; must be reported
9)	<b>One to One situations</b>	Not in isolated places, colleague to be informed and to be vigilant.
10)	<b>Home visits</b>	Only after risk assessment, with permission of Head Teacher and never one-to-one.
11)	<b>Education visits and After-School Activities</b>	Within clear professional boundaries.
12)	<b>Transport or accompany pupils off-site</b>	Only in an emergency and have business use motor insurance in place.
13)	<b>First Aid</b>	Only by suitably trained and accredited staff except in an emergency. Intimate care to respect dignity and privacy and not to be conducted by Lone individuals.
14)	<b>Curriculum</b>	To abide by the School's policy on sex and relationships education and the wishes of parents
15)	<b>Photography, videos and other creative arts</b>	Get permission first and ensure images or films are stored appropriately.
16)	<b>Safeguarding</b>	Record any concerns and promptly consult the designated safeguarding officer. To undergo new DBS check every three years.
17)	<b>Whistleblowing</b>	Report unprofessional conduct of other adults following the whistleblowing policy.
18)	<b>Appointment and other employment matters</b>	Employees involved in making recruitment decisions should do so on the basis of merit. Any relationships should be disclosed.
19)	<b>Relationships with the local community and service users.</b>	Remain courteous, efficient and impartial in service delivery.
20)	<b>Relationships with contractors</b>	Relationships must be declared.
21)	<b>Outside commitments</b>	Employees should not take up any outside activities, paid or unpaid, that conflicts, reacts detrimentally to or has the potential to conflict with the Trust's interests. Employees should not take up an external activity that exposes them to a significant health risk without written consent.

<b>22)</b>	<b>Personal interests</b>	Employees must declare any conflicts of interests and memberships of any organisation not open to the public.
<b>23)</b>	<b>Gifts and corruption</b>	Small gifts up to the value of £10 may be accepted. Any above this value must be reported to the Head Teacher.
<b>24)</b>	<b>Use of financial resources</b>	Ensure value for money in line with the Trust's financial regulations.
<b>25)</b>	<b>Equality issues</b>	Employees have a duty to promote community cohesion and equality of opportunity whenever they can
<b>26)</b>	<b>Use of school property and facilities for personal use</b>	Not without prior authorisation from the Head.
<b>27)</b>	<b>Answering telephones</b>	Usually within 5 rings
<b>28)</b>	<b>Answering correspondence</b>	Acknowledgement within 3 working days of receipt and reply within 2 weeks.
<b>29)</b>	<b>Use of telephones, email and internet</b>	At Head's discretion, not in work hours unless it is an emergency. Heads may monitor calls and gain access to emails at any time.
<b>30)</b>	<b>Use of Social Media</b>	Employees should have regard to and follow the protocol
<b>31)</b>	<b>Health and Safety issues</b>	Employees should ensure they are fully aware of their responsibilities.