



# 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 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. We aim to ensure our school is an environment where everyone is safe, happy and treated with respect.

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.

Many of the principles in this code are based on Teacher Standards. School staff have an influential position in the school and will act as role models for pupils by consistently demonstrating high standards of behaviour.

We expect all staff, governors and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others.

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) General obligations

Staff set an example to pupils. They will:

- o Maintain high standards in their attendance and punctuality
- o Never use inappropriate or offensive language in school
- o Treat pupils and others with dignity and respect
- o Show tolerance and respect for the rights of others
- o 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
- o Not express personal beliefs in a way that exploits pupils' vulnerability or might lead them to break the law
- o Understand the statutory frameworks they must act within

## 2) 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.

Our child protection and safeguarding policy and procedures are available on SharePoint and printed copies are given to staff as part of their induction.

### **Allegations that may meet the harm threshold**

This section applies to all cases in which it is alleged that anyone working in the school, including a supply teacher, volunteer or contractor, has:

Behaved in a way that has harmed a child, or may have harmed a child, and/or

Possibly committed a criminal offence against or related to a child, and/or

Behaved towards a child or children in a way that indicates they may pose a risk of harm to children, and/or

Behaved or may have behaved in a way that indicates they may not be suitable to work with children – this includes behaviour taking place inside or outside of school

We will deal with any such allegation 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.

A 'case manager' will lead any investigation. This will be the head of school, or the chair of governors where the head of school is the subject of the allegation

### **Low-level concerns about members of staff**

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

Being over-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 share any low-level concerns they have using the reporting procedures set out in our child protection and safeguarding policy. We also encourage staff to self-refer if

they find themselves in a situation that could be misinterpreted. If staff are not sure whether behaviour would be deemed a low-level concern, we encourage staff to report it.

All reports will be handled in a responsive, sensitive and proportionate way.

Unprofessional behaviour will be addressed, and the staff member supported to correct it, at an early stage.

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. This is available on SharePoint and printed copies are given to staff as part of their induction.

### **Conduct towards each other**

All staff are expected to treat each other with respect at all times. Staff should maintain this in all forms of communication. Any concerns should be raised with a line manager in the first instance and with the Head of School.

### **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.

## **Staff-pupil relationships**

Staff will observe proper boundaries with pupils that are appropriate to their professional position. They will act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so.

If staff members and pupils must spend time on a one-to-one basis, staff will ensure that:

- o This takes place in a public place that others can access
- o Others can see in to the room
- o A colleague or line manager knows this is taking place

Staff should avoid contact with pupils outside of school hours if possible.

Personal contact details should not be exchanged between staff and pupils. This includes social media profiles.

While we are aware many pupils and their parents may wish to give gifts to staff, for example, at the end of the school year, gifts from staff to pupils are not acceptable.

If a staff member is concerned at any point that an 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.

## **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. Further details are found in our Staff handbook.

## **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.

In the course of their role, members of staff are often privy to sensitive and confidential information about the school, staff, pupils and their parents.

This information should never be:

- o Disclosed to anyone unless required by law or with consent from the relevant party or parties
- o Used to humiliate, embarrass or blackmail others
- o Used for a purpose other than what 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.

## **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.

## **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.

## **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.

## **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. Our behaviour policy has further details

## **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. Our Physical Intervention policy has further details

### **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.

### **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 of School.

### **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.*

### **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.

### **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.

## **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. Our RSE policy has further information

## **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.

Whistle-blowing reports wrongdoing that it is "in the public interest" to report. Examples linked to safeguarding include:

- o Pupils' or staff's health and safety being put in danger
- o Failure to comply with a legal obligation or statutory requirement
- o Attempts to cover up the above, or any other wrongdoing in the public interest

Staff are encouraged to report suspected wrongdoing as soon as possible. Their concerns will be taken seriously and investigated, and their confidentiality will be respected.

Staff should consider the examples above when deciding whether their concern is of a whistle-blowing nature. Consider whether the incident(s) was illegal, breached statutory or school procedures, put people in danger or was an attempt to cover any such activity up. Staff should report their concern to the head of school If the concern is about the head of school or it is believed they may be involved in the wrongdoing in some way, the staff member should report their concern to the Chair of Trustees

Concerns should be made in writing wherever possible. They should include names of those committing wrongdoing, dates, places and as much evidence and context as possible. Staff raising a concern should also include details of any personal interest in the matter. For our school's detailed whistle-blowing process, please refer to our whistle-blowing policy.

## **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.

### **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).

### **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.

### **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.

### **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.

### **Conduct outside of work**

Staff will not act in a way that would bring the 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 school on social media.

### **Honesty and integrity**

Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with pupils, handling money, claiming expenses and using school property and facilities.

Staff will not accept bribes. Gifts that are worth more than £30 must be declared and recorded on the gifts and hospitality register.

Staff will ensure that all information given to the school is correct. This should include:

- o Background information (including any past or current investigations/cautions related to conduct outside of school)
- o Qualifications
- o Professional experience

Where there are any updates to the information provided to the school, the member of staff will advise the school as such 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.

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.

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.

### **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.

### **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.

### **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.

### **Answering telephones**

All employees should ensure that telephones are answered quickly, efficiently, helpfully and politely usually within five rings. Staff should answer external calls giving their name as part of the greeting.

### **Answering correspondence**

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

### **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 un-authorized 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.

Staff will not use technology in school 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 equipment for personal use, in school hours or in front of pupils. They will also not use personal mobile phones or cameras to take pictures of pupils.

We have the right to monitor emails and internet use on the school IT system.

Further information is available in our Acceptable Use Policy

### **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)

**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.

Code of Conduct Policy Approved by the Board of Trustees on 20<sup>th</sup> March 2023.

Signed by Chair of Trustees .....

Signed by Executive Headteacher .....