NYES | Human Resources



Code of Conduct

Insert name of School

This policy was adopted from NYES HR template dated:	**December 2025**
This policy was adopted by the school on:	**November 2026**

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1. Introduction

1.1 This Code of Conduct is designed to give clear guidance on the standards of behaviour of all school employees and others who work in the setting and as such:

- Makes a clear statement about the standards of conduct expected of employees of, and those working at Sutton on the Forest CE Primary School
- Ensures all employees and associated persons understand their obligations with regard to safeguarding and promoting the welfare of pupils
- Ensures the highest standards of conduct by identifying the school's standards which sit alongside professional codes and guidelines
- Helps all employees to behave in a way which upholds the school's standards and, at the same time, protects them from criticism, misunderstanding or complaint
- Supports staff to take reasonable actions when an active response to a situation is required
- Helps build trust between the school and the people who come into contact with those working for it.

1.2 All individuals working in school are expected to comply with the law as it applies to their work in school, particularly in matters such as health and safety, safeguarding of children and data protection. They are also expected to carry out their duties in accordance with the relevant policies, procedures, rules and guidance adopted by the Governing Body.

1.3 In addition to this Code of Conduct, all employees engaged to work under teachers' terms and conditions of employment have a statutory obligation to adhere to the Teachers' Standards (England) and in relation to this policy, Part 2 of the Teachers' Standards – Personal and Professional Conduct.

1.4 Where matters detailed in this Code relate to the actions and interests of the Headteacher they should be reported to or decided by the Chair of Governors. For ease of reading within this Code, the term Headteacher should be read as Chair of Governors when issues relate to the Headteacher.

2. Scope

2.1 This Code of Conduct applies to:

- **Employees -** all employees of the school, including apprentices and temporary and casual staff
- **Associated persons -** individuals providing services for the school but who are not employed, e.g. contractors and their sub-contractors, supply and agency staff, students, volunteers, secondees from other establishments, self-employed consultants and governors (who will also be subject to a governor code of conduct)

2.2 Disregarding any provisions within this Code will, depending on the circumstances, result in disciplinary action being taken in the case of employees. For associated persons failure to follow the Code may result in the cessation of contractual arrangements.

2.3 All employees will be supplied with a copy of this Code, against which their conduct will be measured. Associated persons will also be issued with information regarding this Code and will be expected to comply with it whilst engaged to work with the school.

2.4 Some provisions contained within this Code will continue after employment, or the contractual relationship has ended e.g. the requirement to maintain confidentiality. Where this is the case, it will be highlighted within the relevant section of the Code.

2.5 For ease of reading, and from this point onwards, the term 'employee' will be used for both directly employed staff and associated persons working within the school. Should the arrangements for each group differ then this will be highlighted accordingly.

3. Standards and Attitude

3.1 All employees of the school are expected to give the highest possible standard of service to pupils, parents and carers, fellow employees, governors and members of the public in line with the Seven Principles of Public Life. The following principles exemplify the standards that are required:

Safeguarding and promoting the welfare of children

3.2 Safeguarding is at the heart of the work of the school and all employees must undertake their work in support of the school's duty to safeguard children and young people. All employees must ensure that they conduct themselves in an appropriate manner which indicates their suitability to work with children at all times and should be aware that any concerns, whether these meet the threshold of harm or not, will be considered in line with statutory and local guidance. Further information is given in section 4 below.

Honesty and integrity

3.3 All employees must perform their duties with integrity and be open and honest in their dealings and communications with others. They should strive to deliver on the commitments they have made and observe high ethical standards. Employees must not allow their own personal or political opinions to interfere with their work and must at all times perform their duties in an objective manner following the policies adopted by the Governing Body. They must not disclose information given to them in confidence or share confidential information where it is inappropriate or unlawful to do so. Further information is given in section 6 below.

Responsibility

3.4 All employees must take responsibility for their own actions and be accountable for these. They should use any school funds or resources entrusted to, or handled by, them in a responsible and lawful manner. In addition, they should not make personal use of resources, property or facilities of the school unless properly authorised to do so. Employees must not put themselves in a situation where there is a conflict between their personal and professional interests. Sections 7 and 8 below provide further information regarding relationships, conflict of interest and outside commitments.

Respect for others

3.5 The school believes that every employee has the right to work in a safe environment without the fear of discrimination, harassment or abuse. All employees must treat others with dignity and respect and should value the contribution that others can make. They should not discriminate unlawfully or inappropriately against any person and must always act in a professional and courteous manner. Employees should strive to maintain positive relations with all parties and must not act in a way which could be perceived as bullying.

3.6 Employees should recognise and respect the work demands of, and contributions made by, others within the workplace. Employees are expected to take reasonable direction and leadership from senior staff within the school.

3.7 The school aims to ensure that everyone who comes into contact with it is treated in line with the provisions of the Equality Act 2010, and not in any way disadvantaged by factors which could prevent the implementation of fair policies and operations.

3.8 The school will take all appropriate and relevant actions to ensure that its employees are not subject to harassment, including sexual harassment, during the course of their employment. The school takes a zero-tolerance approach to aggressive and violent behaviour towards its staff and, in serious cases, the Headteacher may ban an individual or individuals from the school site.

3.9 Employees are responsible for ensuring that they behave in a manner which is professional at all times, that they have read and understood their obligations to treat everybody with respect, and that they understand what it means to harass another individual. This includes reading, understanding, and taking appropriate action in line with the school's Anti Sexual Harassment policy.

4. Safeguarding and Promoting the Welfare of Children

4.1 Safeguarding and promoting the welfare of children is defined as:

- providing help and support to meet the needs of children as soon as problems emerge
- protecting children from maltreatment, whether this is within or outside the home, including online
- preventing impairment of children's mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care, and
- taking action to enable all children to have the best outcomes

4.2 Everyone who comes into contact with pupils and their families has a role to play in safeguarding children. The role played by school employees is particularly important as they are in a position to identify concerns early and potentially prevent concerns from escalating.

4.3 All employees have a responsibility to provide a safe environment in which children can learn. In addition, employees have a responsibility to identify children who may be in need of extra help or who are suffering, or are likely to suffer, significant harm.

All employees then have a responsibility to take appropriate action, working with other services as needed. Failure to report issues of concern and/or failure to act in the best interests of a child will be considered a serious issue.

4.4 The school has a Safeguarding and Child Protection Policy which all employees must read and act in accordance with at all times. Induction training on safeguarding and the Safeguarding and Child Protection Policy will be made available to all new staff within the school. This training will be updated for all staff at least annually and failure to attend this training without good reason will be considered a serious issue. Associated persons may fulfil their safeguarding training requirements through alternative provision e.g. through their own employer, however, they must be able to provide evidence of such training to the school.

4.5 All employees within the school are required to remain vigilant around pupils, be mindful of the indicators of possible abuse or neglect and act on issues of concern immediately should they arise. They must maintain an attitude of 'it could happen here' where safeguarding is concerned. All such issues should be reported to the Designated Safeguarding Lead unless they relate to the actions of an adult working in the school.

Allegations against adults and low-level concerns

4.6 If employees have any safeguarding concerns relating to adults working with children these must be reported as soon as possible to the Headteacher, who is the Designated Senior Manager. If the Headteacher is not available, concerns must be reported to the Designated Safeguarding Lead.

4.7 Where the concern meets the harm threshold this will be classed as an allegation and will be reported to the Local Authority Designated Officer (LADO) and the formal policy for dealing with allegations will be invoked, in line with North Yorkshire Safeguarding Children Partnership (NYSCP) guidance.

4.8 Other concerns raised in relation to adults working with children, which do not meet the harm threshold, will be classed as low-level concerns. Low-level concerns are behaviours and actions that are inappropriate or inconsistent with professional standards and this Code, which are deemed relevant in relation to working with children. The term 'low-level' does not mean that it is insignificant, and employees must report all such concerns.

4.9 Employees may occasionally find themselves in a situation which could be misinterpreted, or they may have acted in a way which, on reflection, they feel falls below the standards defined in this Code. As a positive action, employees are encouraged to self-report to the Headteacher in these circumstances.

4.10 Allegations or low-level concerns relating to associated persons must still be reported to the Headteacher. An appropriate process will then be followed, involving that person's employer, if relevant.

4.11 Those working with children are considered to be in a position of trust in relation to the children within their school. It is a criminal offence for any adult to have a sexual relationship with a child under 18 for whom they are in a position of trust, even if the relationship is consensual.

4.12 Further information regarding the processes for raising and considering concerns and allegations is detailed in the school's policy on managing staff allegations and low-level concerns. In all relevant cases the school will make referrals to the DBS and relevant regulatory bodies in line with its statutory obligations.

Declaration of criminal convictions and relevant information

4.13 All employees of the school will undergo a range of pre-employment checks including an enhanced DBS certificate for work with children. Employees must inform their Headteacher immediately if anything changes in relation to their possible suitability to work in their role or for the school, including if:

- they are arrested or receive any criminal conviction, are cautioned or held on bail, or placed under bond, either within or outside normal working hours
- they receive any driving convictions that result in the loss of their driving licence or are subject to medical restrictions or changes to category entitlements in their driving licence that may impact on their ability to carry out the duties of their contracted role
- they have engaged in behaviour that has resulted in a loss of licence, affiliation, accreditation or qualification that may impact on their ability to carry out the duties of their contracted role
- there are any events in their private life or changes to their personal circumstances which may have, or be perceived to have, an impact on their suitability to work with children
- they are subject to a court order of any other conditions which could lead to disqualification under the Childcare Act 2006 for those employed in relevant childcare.

4.14 Where relevant information is declared, the Headteacher will notify the Local Authority, for consideration under the DBS decision-making process. If the harm threshold has potentially been met, the Headteacher will also notify the LADO. A risk assessment may be undertaken to determine if precautionary action is required in relation to the employee.

4.15 Employees are required to inform the Headteacher of any issues as soon as they are able, which will at the latest, be their first attendance at work following the relevant event. Employees are also required to keep their Headteacher informed of any developments as soon as they are available so that the situation can be kept under review.

4.16 Information given to the school will be treated as confidential and stored securely in the same way as other confidential personal information, having regard to the guidance from the Disclosure and Barring Service on the length of time for which particular kinds of information should be stored.

4.17 The school requires that the employer of any associated person informs the Headteacher if they become aware of any information which may impact the suitability of that individual to work with children in the school.

4.18 All employees will be required to make an annual declaration of any changes to their circumstances as detailed above.

5. Behaviour for learning & restrictive physical intervention

5.1 Staff must ensure they fully understand the school's policies on behaviour for learning, pupil discipline and restrictive physical intervention guidance and training and follow these at all times, using strategies appropriate to the circumstances and situation. Staff should not use any form of degrading or humiliating treatment to punish a pupil.

5.2 There are occasions when it is entirely appropriate and proper for staff to have physical contact with children; however, it is crucial that staff only do so in ways appropriate to their professional role and in relation to the pupil's individual needs and any agreed care plan.

5.3 Any physical contact should be in response to the child's needs at that time, of limited duration and appropriate to their age, stage of development, gender, ethnicity and background. Employees should, therefore, use their professional judgement at all times.

6. Confidentiality, Disclosure and Security of Information

6.1 The school recognises the importance of an open, transparent culture with clear communication and accountability. It is the school's aim to be as open as possible about its activities. The law requires that certain types of information must be available to auditors, inspectors, the Police, children's services, government departments, parents and the public. If an employee is in any doubt as to whether they can release any particular information, they should always check with the Headteacher first.

6.2 The confidentiality of information received in the course of an employee's duties should be respected and must never be used for personal or political gain or to cause damage to the interests and reputation of the school, its employees and its pupils. Employees must not knowingly pass information on to others who might use it is such a way. If they believe that information should be disclosed in the public interest, they should follow the school's whistleblowing policy before doing so.

6.3 Employees must not communicate confidential information or documents to others who do not have a legitimate right to know. Furthermore, information which is stored on computer or manual systems must only be disclosed in accordance with the requirements of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

6.4 When an employee leaves the employment of the school, or an associated person ceases to work with the school, then the requirement to maintain confidentiality regarding the information gained during their employment/ association will continue. In addition, on ending their employment/association with the school individuals must ensure all confidential documentation and records are returned and copies are not retained.

6.5 Employees must ensure that confidential information is stored securely, whether it be in documents and files, or held electronically and whether this information is held on the school premises or taken off site.

6.6 Further information is available in the school's policies relating to data protection and retention, which employees must ensure that they understand and follow at all times.

7. Outside Commitments

7.1 The school recognises that employees are entitled to their private lives. In general, the choices and actions of employees outside of their role are not the school's concern. However, in order to protect all parties and the school there are exceptions to this.

Conduct

7.2 Whether in or outside the school environment, employees must not conduct themselves in any way which creates doubt as to their suitability for their post or that results in demonstrable harm to the school's reputation or public image. This includes conduct which would bring into question their suitability to work with children.

7.3 All adults working with children and young people have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children and young people. It is, therefore, expected that they will adopt high standards of personal conduct in order to maintain the confidence and respect of the public in general and all those with whom they work.

7.4 There may be times, for example, when an adult's behaviour or actions in their personal life come under scrutiny from local communities, the media or public authorities. This could be because their behaviour is considered to compromise their position in a school setting or indicate unsuitability to work with children or young people. The behaviour or actions of an employee's partner, close family members or members of their household may raise similar concerns.

7.5 Adults working with children and young people should therefore understand and be aware that safe practice also involves using judgement and integrity about behaviours in places other than the work setting.

7.6 The school may take action if it believes that the behaviour of employees and/or those with whom they have close personal or familial relationships may be a potential risk to pupils or if it impacts on the suitability of an employee to work with the school.

Additional work

7.7 Employees are able to take on work in addition to their existing contract of employment, providing it does not conflict with the performance of their duties in the role for which they are employed.

7.8 An employee who wishes to take on addition work must ensure that:

a) the additional hours worked do not contravene the Working Time Regulations or otherwise give the school cause for concern about health and safety at work, and
b) the outside work does not place the employee in a position where their duties and private interests conflict, and
c) the outside work does not damage, or potentially damage, public confidence in the school's conduct or business.

7.9 All teaching staff, and support staff employed on spinal column point 23 and above, are required to obtain the consent of the Headteacher prior to accepting additional work. The school will not unreasonably refuse any requests, and each will be considered on a case-by-case basis taking into account the particular circumstances. If the additional work involves pupils of the school, for example babysitting, then the employee must inform the Headteacher regardless of their salary grade. Such notifications should be made to help protect the employee and to ensure that relevant safeguarding information can be shared if appropriate.

7.10 Associated persons are not required to obtain consent before accepting additional work. However, they should bring to the attention of the Headteacher, any other work or activities which they undertake which may constitute a conflict of interest with the work of the school.

7.11 Employees must not undertake private or personal work, paid or unpaid, of any description during working hours or on the school premises or using school equipment unless they have been given specific permission by the Headteacher. Approval may be granted where the work supports the professional development of the individual and/or it has benefits for the school. As part of the approval process, the Headteacher will decide how any income generated from additional work will be allocated between the individual and the school if applicable.

Intellectual Property and Copyright

7.12 All intellectual property rights, (that is copyright, design rights and the right to patent inventions) relating to anything created or invented by staff in the context of delivery of their work for the school, belong to the school, unless otherwise agreed; staff should not claim the rights to any such thing without the written permission of the Headteacher.

7.13 The Headteacher may agree to the school collaborating with other schools to create or invent intellectual property to be shared with other schools.

7.14 When an employee leaves the school, they must not retain physical or electronic copies of any documents, materials or resources which are the intellectual property of the school, without the express permission of the Headteacher.

Personal interests

7.15 Employees may have a variety of personal interests, which may, from time-to-time, impact on their role for the school. To protect the school and the employee from any accusations of wrongdoing the school has in place a number of safeguards which demonstrate that these interests are not allowed to influence the way the school operates.

7.16 Whatever an employee's role within the organisation, they must declare to their Headteacher in writing any financial or non-financial interests which could bring about conflict with the school's interests. Employees must not make, or become involved with, any official or professional decision about matters in which they have a personal interest.

Gifts and Hospitality

7.17 A potential source of conflict between public and private interests is the offer of gifts, hospitality or benefits in kind to employees in connection with their official duties. It is important to avoid any suggestion of improper influence and ensure that the school operates in accordance with the highest standards of integrity, probity and openness.

7.18 Employees must not accept gifts, hospitality or any benefits in kind from a third party which might be seen to compromise their personal judgement or integrity or be seen as an inducement.

7.19 Casual gifts offered by contractors, organisations, firms, parents and carers or individuals such as calendars, diaries, pens, food, drink, flowers and other small gifts need not be declared provided their value does not exceed £20.

7.20 Small gifts from pupils to their class teacher are acceptable and can be retained by employees provided that they do not exceed the £20 limit. Where parents contribute to buy a joint gift, the cumulative value of this should not exceed an equivalent contribution of £20 per pupil.

7.21 Hospitality is sometimes offered to representatives of the school in an official or formal capacity. Hospitality can take many forms and could include attending exhibitions, seminars, sporting events, shows or concerts. Training events with very low training content and free catering, drink or transport may also be hospitality.

7.22 The following are examples of gifts or hospitality which should be refused by staff:

- gifts of money or vouchers
- free membership or subscriptions
- free goods, services or equipment which are normally provided by a supplier to the school at a charge
- any gifts/hospitality which exceed £20 (or cumulative value as in 7.20 above)

7.23 These gifts and hospitality should be tactfully and courteously refused. If a gift is simply delivered to the school and cannot be returned, or cannot reasonably be refused without causing offence, then this gift must be declared to the Headteacher and a record of these retained by the school. These items should not be kept by the individual and, where suitable, they should be used for school purposes e.g. fundraising, raffles, etc.

Sponsorship

7.24 Where an outside organisation wishes to sponsor a school activity or project, whether by invitation, tender, negotiation or voluntarily, the basic conventions

concerning acceptance of gifts and hospitality apply. Particular care must be taken when dealing with contractors or potential contractors.

7.25 Where the school wishes to sponsor an event or services, neither an employee nor their partner, spouse or relative must benefit from such sponsorship in a direct way with there being full disclosure to the Headteacher of any such interest.

8. Relationships and Conflicts of Interest

8.1 It is unlawful for appointments to be made on the basis of anything other than the ability of the candidate to undertake the duties of the post. Employees and governors involved in making appointments should do everything possible to ensure that these are made on merit and in accordance with the school's policy on recruitment and selection and the prevailing regulations on safer recruitment.

8.2 In order to avoid any possible accusations of bias, employees and governors must not become involved in any appointment or any other decision relating to the discipline, promotion, pay or conditions of another employee, or prospective employee, if they are a relative of an applicant or have a close personal relationship with them, nor where they have the opportunity to benefit, directly or indirectly, from an appointment without the express prior approval of the Headteacher.

8.3 In this section 'relative' means a spouse, partner, parent, parent-in-law, son, daughter, stepson, stepdaughter, child of a partner, brother, sister, grandparent, grandchild, uncle, aunt, nephew, niece or the spouse or partner of any of the preceding persons.

8.4 'Partner' means a couple who live together or who are involved in a romantic relationship.

8.5 'Close personal relationship' would include a person not employed by the school with whom an employee has a close business connection.

8.6 Personal and familial relationships between colleagues who work together can give rise to conflicts of interest. Therefore, employees who are related to or have entered into a close personal or romantic relationship with a colleague or governor are required to disclose this fact to their Headteacher. Any information declared or disclosed should be recorded on the employee's personal files and treated in strict confidence.

8.7 This information should only be considered to ensure that the existence of the relationship does not cause a conflict of interest or impact on the smooth running of the school. All reasonable steps will be taken to ensure an employee is not line-managed by someone they are related to or have a close personal relationship with.

8.8 All relationships of a business or personal nature with external contractors or suppliers, or potential contractors or suppliers, must be declared to the Headteacher (or Chair of Governors in the case of the Headteacher) at the earliest opportunity.

9. Financial and Tendering Procedures

9.1 Employees should exercise fairness and impartiality when dealing with all customers, contractors and subcontractors. Tendering processes must always be carried out in line with the schools' financial policies and procedures, the Council's standing orders and financial regulations, including the Schools Financial Values Standard (SFVS).

9.2 Employees responsible for engaging or supervising contractors and who have previously had, or currently have, a relationship in a private or domestic capacity with a particular contractor, must declare that relationship to the Headteacher (or Chair of Governors in the case of the Headteacher).

9.3 If employees become privy to confidential information on tenders or costs relating to external contractors, they must not disclose that information to any unauthorised person or organisation.

9.4 All employees must ensure that special favour is not shown to current or recent former employees or their partners, close relatives or associates in awarding contracts to businesses run by them or employing them in any capacity.

9.5 All employees involved in financial activities and transactions on behalf of the school, including budgetary control, payments of accounts, payments of salaries and wages, petty cash and orders of works, goods or services must follow the financial regulations detailed in paragraph 9.1 above.

10. Dress and Appearance

10.1 The school recognises that dress and appearance are matters of personal choice, self-expression or religious and cultural custom. However, all employees must ensure they dress at work in ways that are appropriate to their role and are not likely to be viewed as offensive or revealing and which should not distract, cause embarrassment or give rise to misunderstanding.

10.2 All staff should dress safely and appropriately for the tasks they undertake and pay regard to any health and safety considerations. For safety reasons appropriate footwear should be worn.

10.3 If staff in certain roles are required to wear a uniform and/or protective clothing then this will be provided to them by the school.

10.4 Explicit, offensive or age-inappropriate tattoos and body art should be covered while employees are in school. Discreet earrings and body piercings are acceptable, however, those which could pose a health and safety risk whilst undertaking the tasks of the role should be removed while on school premises.

10.5 No caps or hats may be worn in school, except where necessary for hygiene reasons, on health and safety grounds, or have been permitted on religious or racial grounds. Head dress in line with beliefs and traditions of various religions and sects are allowed. Where this covers a substantial part of a person's face consideration

will be given to any adjustments which may be necessary, including ensuring identity can be confirmed.

10.6 All employees are required to observe a good standard of personal hygiene whilst at work to promote a healthy, respectful and professional working environment. The use of fragrances or other scented products should be moderate, and employees should be mindful of others who may be sensitive or allergic to strong scents.

11. Transporting pupils

11.1 In certain circumstances employees may be required or offer to transport pupils in their own vehicle e.g. sporting events, visits to other schools. As with any other activity undertaken at work this should not be undertaken without the knowledge and permission of the Headteacher. To help safeguard this action, it is also recommended that more than one staff member be present in such a scenario.

11.2 Employees should ensure that their vehicle meets all legal requirements, ensuring the vehicle is roadworthy, with appropriate business insurance and that the maximum carrying capacity is not exceeded.

11.3 Employees should never offer to transport pupils outside of their normal working duties, other than in an emergency or where not doing so would mean the child may be at risk. In these circumstances the matter should be recorded and reported both to the Headteacher and the child's parent(s) / carer.

12. Use of information systems

School systems

12.1 The school wants employees to use information systems to the full and to feel competent and comfortable about doing so. However, it is essential that such systems are used appropriately. Any reference to information systems should be taken to mean any computer equipment, mobile devices, associated technology and internet access.

12.2 Guidance documents are available within the school in relation to the use of computers and information technology. Employees must be familiar with, and abide by, the school's policies on the acceptable use of information systems, including ensuring they:

- do not disclose their passwords/login details to anyone
- do not use information or facilities provided for unauthorised personal use, improper or commercial gain, or for fraudulent or malicious activities
- do not compromise the security of school information, for example, by installing unauthorised software or interfering with standard security settings
- do not misuse artificial intelligence

12.3 Private use of school facilities, such as computers (including use of the internet), stationery and photocopiers is governed by the above school policy. Employees should not arrange to receive correspondence, telephones calls or emails in school related to outside work or private interests.

12.4 The school will monitor the use of information systems without notice. A record of any websites accessed by employees is recorded by the school's system and may be examined later if misuse is suspected

Personal devices

12.5 The school accepts that employees will bring their own devices into the workplace and may use them for work purposes e.g. sending and receiving work e-mails on a mobile phone or tablet. When employees are using personal devices for work purposes, including accessing Wi-Fi whilst on school premises, then the standards contained in this Code will apply to their use and usage will be monitored.

12.6 The personal use of mobile phones during working hours should be undertaken with discretion and be primarily restricted to dealing with emergencies. Employees should not make or receive calls or texts during work time where pupils are present. Mobile phones should be on silent at all times whilst in school and should not be left on display, with the exception of places determined by the school.

12.7 Employees are not permitted to use their personal devices for making voice or video recordings within school or taking photos of pupils. If there is a requirement in the individual's role to take photographs of children for school purposes, this should be carried out using school equipment which will be provided with the agreement of the Headteacher/senior manager and in line with the agreed school procedures and where appropriate permissions have been sought.

Use of social networking sites

12.8 Employees should ensure that they do not cause demonstrable harm to the school's reputation or public image or breach their obligations in relation to confidentiality and appropriate behaviour when using social media.

12.9 Employees should not access social networking/media sites during working hours. When accessing such sites outside working hours employees are advised not to write about their work or make reference to the school or employer on external web pages. Where an employee chooses to do so they should make it clear that the views expressed are their own and do not reflect the views of the school.

12.10 In addition, regardless of whether the school is referred to on the employee's social media page and/or privacy settings are in place, employees must not:

- Disclose any information that is confidential to the school to any third party or disclose personal data or information about any individual, colleague, pupil or parent/carer which could be in breach of data protection legislation
- Disclose any information which is not yet in the public arena
- Post illegal material, e.g. material which incites racial hatred
- Link their own personal web pages to the school's website
- Include any information, sourced from the school, which breaches copyright
- Make defamatory remarks about the school, colleagues, Governors, pupils and parents/carers

- Publish any material or comment that could undermine public confidence in the individual as a representative of the school or in their position of trust within the community
- Misrepresent the school, by posting false or inaccurate statements about the work of the school

12.11 In circumstances where an employee makes an inappropriate comment in relation to the school/their employment or an employee/pupil of the school but does not actually name them, then the school may still consider taking action if it believes that the comment is damaging to the school.

12.12 Where groups of employees set up social media networks, for example, to aid communication in the team around work issues and/or social events, then the standards of use detailed above must be observed.

Communicating with pupils

12.13 Employees work in a position of trust with pupils, and it is therefore vital that this position is not abused. Individuals also need to ensure that they do not put themselves in a position where they can be accused of abusing that trust.

12.14 In support of this, employees must not have any communication with pupils through personal information and communication systems including personal e-mail accounts, social media sites, mobile phones, text messaging, etc.

12.15 All electronic communication with pupils must be through school e-mail accounts, for both pupils and staff, and should be appropriate to the staff/pupil relationship.

12.16 Employees must not give out their personal mobile phone numbers or e-mail addresses to any pupils or request and/or retain the personal phone numbers or e-mail addresses of pupils.

12.17 The above guidance regarding communication with pupils continues to apply when the pupils have left school and/or the employee has left the school.

12.18 It is recognised that there may be circumstances where employees of the school are known to pupils outside of work e.g. family relationships, private tutoring, membership of clubs, etc.

12.19 When employees are related to pupils within the school, they are required to inform the Headteacher, and this will be recorded on school systems. Electronic communication with pupils to whom an employee is related should take place out of working hours.

12.20 When employees interact with pupils from the school as a result of any additional employment they hold or volunteering they undertake, they are required to inform the Headteacher of this (or Chair of Governors in the case of the Headteacher). A declaration form is attached at appendix 1. In these circumstances all electronic communications regarding these arrangements should take place out of working hours.

12.21 Exceptions to paragraphs 12.14 and 12.16 above may be agreed in writing by the Headteacher in certain circumstances, for example, for the duration of an educational visit to ensure effective communication between staff and pupils.

13. Whistleblowing

13.1 Employees are often the first to realise that there may be something seriously wrong within an organisation. However, they may not express their concerns because they feel that speaking up would be disloyal to their colleagues or to the school. They may also fear harassment or victimisation.

13.2 The school is committed to the highest possible standards of openness, probity and accountability. In line with that commitment, employees, and those associated with the school, who have serious concerns about any aspect of the school's work are expected to come forward and voice those concerns. It is recognised that most cases will have to proceed on a confidential basis.

13.3 In order to ensure that this can happen the school has adopted a whistleblowing policy which is available from the Headteacher. This policy is intended to encourage and enable employees to raise serious concerns within the school rather than overlooking a problem or 'blowing the whistle' outside.

14. Smoking and vaping

14.1 The school's policy is that there should be no smoking within school buildings and vehicles and on school sites. This is to ensure compliance with health and safety legislation and to protect the health of staff, pupils and other users of the site.

14.2 For the purpose of this Code, the term smoking includes all produces which produce smoke or vapour including, but not limited to, cigarettes, cigars and e-cigarettes or vapes.

14.3 Staff are not entitled to take smoking breaks during the working day. Should staff choose to smoke during their unpaid breaks they must exit the school premises completely. However, smoking should be avoided immediately outside any exits from the school site because of how this may look to pupils, parents, visitors and the general public.

14.4 Support is available through the school's employee assistance programme for any member of staff who wishes to stop smoking. The NHS also offers smoking cessation advice and support.

15. Substance and alcohol misuse

15.1 The school is committed to providing a safe and positive working environment for staff and to promote the health, safety and wellbeing of employees and pupils. This can be put at risk by members of staff who misuse alcohol and substances to such an extent that it affects their health, work performance, behaviour or relationships at work. Where appropriate, the school will adopt a supportive and constructive approach when dealing with staff who may be experiencing drug and/or alcohol dependencies.

15.2 Substance misuse includes drinking alcohol, taking drugs or a substance, either intermittently or continuously, such that it adversely interferes with an individual's health, conduct, judgement or affects the work performance and/or the safety of themselves and/or others. Substances include controlled drugs, prescription medication not prescribed to the individual or any other substances which alter perception or how the body works.

15.3 It is the school's expectation that no employee will report for work while under the influence of substances or alcohol and it is unacceptable for staff to be impaired by alcohol and/or substances during the conduct of their duties.

15.4 There is also an expectation that staff will not attend work smelling of alcohol and/or drugs, through recent use. This presents a poor impression to other staff, pupils and others within the school community which may cause them to question whether the employee is fit to be at work or generally work with children.

15.5 In the event that an employee attends work under the influence of alcohol or substances, they will be sent home. The Headteacher or another school leader, will then arrange to meet with the employee prior to their return to discuss the situation and confirm the next steps. Attendance at work under the influence of alcohol or substances will usually be dealt with under the school's disciplinary policy.

15.6 Employees who drive as part of their role have an additional responsibility to ensure they are fit to undertake those specific duties. The school's policy is that employees should have no alcohol or substances in their systems when driving and not just that they are below the legal limit.

15.7 The school will encourage employees who identify that they have a dependency issue to seek appropriate advice and support including from their GP. An appropriate workplace support plan may be considered to assist rehabilitation and aid recovery.

15.8 Employees participating in educational visits, including residential trips, should not drink alcohol at any time including when they are off duty. This is because they may be called to respond at any time in the event of an emergency and must be capable of undertaking any necessary actions.

Code of Conduct - Confirmation of Compliance

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

Name: _____

Position/Post held: _____

Signed: _____

Date: _____

Once completed, signed and dated, please return this form to the Headteacher.

Appendix 1

Declaration of relationships with pupils outside of school

It is recognised that there may be circumstances whereby employees of the school are known to pupils outside of work. Examples include membership of sports groups, uniformed clubs, private tutoring and babysitting

Where employees have a relationship on a one-to-one basis or with a single family they should give the details below:

Student Name	**Relationship**

Continue on reverse if required.

Where employees are, for example, a group leader for a club which multiple pupils attend they should give the details below:

Name of Group	
Meeting place of Group	
Age range of children attending	
Gender of children	Male/Female/Mixed
Governing body details for group if applicable e.g. Girlguiding	
Approximate number of children in group	

I can confirm that I am fully aware of the Code of Conduct relating to contact out of school with pupils.

If I am tutoring a student outside of school, I am aware that the following must be adhered to:

- I do not, at any point, teach the child in question as part of my daily timetable – this is a stipulation of such tutoring
- I emphasise to parents that tutoring is done completely independently of the school
- No monies come through the school at any point, informally (e.g. via the child) or formally
- No private tutoring is to take place on the school premises

I confirm if that if these circumstances change at any time, I will complete a new form to ensure that the school are aware of any relationships.

Name: _____

Signed: _____

Date: _____

Once completed, signed and dated, please return this form to the Headteacher.