

West Park School

Code of Conduct Policy



Date approved by Trustees:	
Policy Owner:	School Business Manager
Date of last Review:	August 2024
Date of next Review:	August 2025

Code of Conduct

1. What is it?

This code of conduct:

- sets out minimum standards of behaviour for employees;
- provides guidelines to help maintain and improve standards;
- aims to protect the reputation of both employees and the school;
- aims to protect the rights and interests of children and young people involved with the school

The Children Act 1989 and 2004, places a duty on organisations to safeguard and promote the well-being of children and young people. This includes the need to ensure that all adults who work with or on behalf of children and young people in these organisations are competent, confident and safe to do so.

Whilst every attempt has been made to cover a wide range of situations, it is recognised that this guidance cannot cover all eventualities. There may be times when professional judgments are made in situations not covered by this document, or which directly contravene the guidance given by their employer. It is expected that in these circumstances' adults will always advise their senior colleagues of the justification for any such action already taken or proposed.

It is also recognised that not all adults who work with children and young people work as paid or contracted employees. The principles and guidance outlined in this document still apply and should be followed by all adults whose work brings them into contact with children and young people, whether volunteers, trustees or others in contact with young people.

2. Who does it apply to?

This policy applies to all employees of West Park School.

3. What is my responsibility?

School employees need to:

- read this policy;
- ensure they understand it;
- ask if there are any points that are unclear;
- use this code of conduct, alongside other school policies, to guide them in their role.

Breach of this code of conduct may lead to disciplinary action which could result in dismissal. Please refer to the Disciplinary Procedure for more information.

3.1 Duty of Care

Teachers and other staff are accountable for the way in which they exercise authority, manage risk, use resources, and protect pupils from discrimination and avoidable harm.

All staff have a duty to keep young people safe and to protect them from physical and emotional harm. This duty is partly exercised through the development of respectful, caring and professional relationships between staff and pupils and behaviour by staff that demonstrates integrity, maturity and good judgement.

3.2 Teaching staff responsibilities

Teaching staff must adhere to:

- the terms and conditions outlined in the school teachers pay and conditions document (STPCD).
- the [Teachers Standards](#) as set out by the Department for Education.

3.3 All staff responsibilities

The public is entitled to expect the highest standards of behaviour from school employees.

Employees represent the school and are trusted to act in a way which promotes the school's interests and protects its reputation.

Employees are accountable for their actions and should ask the Head for advice if they are not sure of the appropriate action to take.

4. **What are the main points?**

4.1 Interests

Conflicts of interest may occur if a decision of the school could affect an employee, or close friends and relatives, either positively or negatively.

Employees should ask themselves the question "Would a member of the public think that they or their family would benefit from the connection between their personal interest and their employment with the school?"

If the answer is yes, then they must declare their interest to the Head in writing.

Employees may hold their own personal and political views but must act professionally at work and not allow these views to interfere with their work.

4.2 Outside Commitments

Employees should ensure that their activities outside work do not conflict with their duty to the school.

All teaching and support staff should consult the Head before engaging in any other business or accepting additional employment.

Any additional employment should not conflict with the school's interests or have the potential to bring the school into disrepute.

4.3 Confidentiality

Employees must take all reasonable steps to ensure that the loss, destruction, inaccuracy or improper disclosure of information does not occur as a result of their actions. This includes information relating to school business and pupil data. Employees must not disclose personal or financial information about any other member of staff without the express consent of that individual or authorisation from the Head.

Members of staff may have access to confidential information about pupils in order to undertake their everyday responsibilities. In some circumstances staff may be given additional highly sensitive or private information. They should never use confidential or personal information about a pupil or his family for their own, or others' advantage. Information must never be used to intimidate, humiliate, or embarrass the pupil.

4.4 Time, facilities and publications

Employees must spend all of their contracted hours working for the school.

Employees may not make personal use of the school's property or facilities (stationery, photocopiers, car parks etc.) unless authorised to do so by their line manager or a member of the senior leadership team.

Employees may only use the school telephones to make or receive private calls in exceptional circumstances, and with the permission of their line manager or a member of the senior leadership team.

Any public funds entrusted to an employee must be used in a responsible and lawful manner.

Employees who want to publish any material which they have written in connection with their duties or in which they describe themselves as holding a position within the school must first gain the consent of their line manager or a member of the senior leadership team.

If, in the course of their work, an employee creates a copyright work (for example a procedures manual or a software programme); patentable invention; design capable of registration; this would become the property of the school and, if appropriate, they would be required to cooperate in the

registration formalities.

Employees may retain fees for any lectures delivered with the agreement of the Head.

4.5 Equality

The school is firmly committed to the principles of equality and diversity and has a positive duty to promote these within the community it serves.

Employees must treat colleagues, pupils, parents, carers, trustees and members of the public and the local community with respect and must not discriminate unlawfully against any person.

Employees involved in making appointments should ensure that decisions are based only on the ability of the candidate to undertake the duties of the post. If any applicant is a close personal friend or relative they should not be involved in the appointment process.

Employees should not be involved in any decisions relating to discipline, pay or promotion of close personal friends or relatives.

4.6 Gifts, Hospitality and Sponsorship

Employees must not accept any fee or reward for work done other than their pay and allowances as set out in their contract of employment except as set out in paragraphs (*a) and (*b) below.

It is an offence under the Prevention of Corruption Acts for employees to accept gifts, loans, fees or rewards as an inducement to act in a certain way in their official capacity.

(*a) Employees may accept small items (e.g. inexpensive pens, diaries, flowers, chocolates). They should check the process for this with the Head.

(*b) Employees may only accept an offer of a more significant gift (as a guide worth more than £25) or hospitality (e.g. visits, meals, sporting events etc.) if there is a genuine need to do so in order to represent the school in the community.

Gifts, benefits and hospitality offered to employees or members of their family as a consequence of their employment must be declared to the Head in writing whether accepted or not, on the proforma at Appendix 1, within 14 days of being offered the gift.

Employees should never accept significant gifts or hospitality from pupils, parents, carers, actual or potential contractors or outside suppliers.

If an external organisation wishes, or is sought, to sponsor a school activity the rules concerning acceptance of gifts or hospitality apply. Particular care must be taken when dealing with contractors or potential contractors. The Head must be involved in any decision.

Where the school wishes to sponsor an event or service no employee or member of their family must benefit unless full disclosure of interest has been made to the Head. All sponsorship must be recorded.

4.7 Dress and personal protective equipment

Employees should ensure that their dress is appropriate to the professional nature of their role at the school, the activities they are involved in and any health and safety requirements related to these.

Suitable personal protective equipment will be issued and must be worn where a risk assessment indicates it is appropriate. Please see Dress Code for further information.

4.8 Speaking to the media

It is advisable for any approaches regarding school related issues, from all press, radio or TV stations or specialist press to be directed to the Head.

4.9 Misconduct

All employees should conduct themselves in a professional manner at work. Serious misconduct and/or criminal offences committed during or outside of working hours which bring them or the school into disrepute may be the subject of disciplinary action which could lead to dismissal.

It is essential that employees inform the Head of any police investigation, charge, caution, reprimand, fine or conviction immediately. All such disclosures will be handled in confidence but this may result in a suspension from duties while an investigation takes place.

4.10 Power and Positions of Trust

All adults working with pupils in education settings are in positions of trust in relation to the young people in their care. A relationship between a member of staff and a pupil cannot be a relationship between equals. There is potential for exploitation and harm of vulnerable young people; staff have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.

Staff should always maintain appropriate professionalism and wherever possible, they should avoid behaviour which might be misinterpreted by others, and report and record any incident with this potential.

Where a person aged 18 or over is in a position of trust with a child under 18, it is an offence for that person to engage in sexual activity with or in the presence of that child, or to cause or incite that child to engage in or watch sexual activity. Where a person aged 18 or over is in a position of trust established with a person who has only recently left the school, any attempt to engage in sexual activity with that person will be a cause for concern and will be treated as a breach of trust established in that prior relationship.

This means that staff should not:

- *use their position to gain access to information for their own advantage and/or a pupils' or family's detriment;*
- *use their power to intimidate, threaten, coerce or undermine pupils;*
- *use their status and standing to form or promote a relationship with a pupil which is of a sexual nature;*
- *attempt to initiate a relationship with a recent ex-pupil, which is of a sexual nature.*

4.11 Confidentiality

Members of staff may have access to confidential information about pupils in order to undertake their everyday responsibilities. In some circumstances staff may be given additional highly sensitive or private information. They should never use confidential or personal information about a pupil or his family for their own, or others' advantage. Information must never be used to intimidate, humiliate, or embarrass the pupil.

There are some circumstances in which a member of staff may be expected to share information about a pupil, for example when abuse is alleged or suspected. In such cases, individuals have a duty to pass information on without delay, but only to those with designated child protection responsibilities.

If a member of staff is in any doubt about whether to share information or keep it confidential he or she should seek guidance from a senior member of staff. Any media or legal enquiries should be passed to the Head.

Adults need to be aware that although it is important to listen to and support pupils, they must not promise confidentiality or request pupils to do the same under any circumstances.

Additionally concerns and allegations about adults should be treated as confidential and passed to the Head without delay.

This means that staff:

- *are expected to treat information they receive about pupils in a discreet and confidential manner;*
- *in any doubt about sharing information they hold or which has been requested of them should seek advice from a senior member of staff;*
- *need to be cautious when passing information to others about a pupil;*
- *need to know to whom any concerns or allegations should be reported.*

4.12 Propriety and Behaviour

All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of pupils. They should adopt high

standards of personal conduct in order to maintain the confidence and respect of their peers, pupils and the public in general.

This means that staff should not:

- *behave in a manner which would lead any reasonable person to question their suitability to work with pupils or act as a role model.*

4.13 Personal Living Space

No pupil 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 and senior leaders or the home has been designated by the organisation or regulatory body as a work place e.g. childminders, foster carers.

This means that staff should:

- *be vigilant in maintaining their privacy and mindful of the need to avoid placing themselves in vulnerable situations*
- *be mindful of the need to maintain professional boundaries.*

4.14 Communication with pupils (including the use of technology)

Communication between pupils and adults, by whatever method, should take place within clear and explicit professional boundaries. This includes the wider use of technology such as mobile phones, text messaging, e-mails, digital cameras, videos, web-cams, websites, social networking sites, online gaming and blogs.

This means that staff should:

- *communicate with pupils in an appropriate and professional manner, making sure that parents are aware that this form of communication is to be used;*
- *only make contact with pupils for professional reasons;*
- *not use internet or web-based communication channels to send personal messages to a pupil;*
- *not have images of pupils stored on personal cameras, devices or home computers;*
- *not make images of pupils available via the internet, without permission from parents;*

4.15 Social Contact

Staff should not establish or seek to establish social contact with pupils, or their families, for the purpose of securing a friendship or to pursue or strengthen a relationship. Even if a young person seeks to establish social contact, or if this occurs coincidentally, the member of staff should exercise her/his professional judgement in making a response but should always

discuss this with a senior leader. Staff must be aware that social contact, in certain situations, could be misconstrued as grooming. Staff should not give their personal details such as their home or personal e-mail address; social network profiles, gamer tags or web pages to pupils unless the need to do so is agreed with senior leadership.

This means that staff should:

- *have no secret social contact with pupils;*
- *consider the appropriateness of the social contact according to their role and nature of their work;*
- *always approve any planned social contact with senior colleagues, for example when it is part of a reward scheme or pastoral care programme*
- *advise senior leadership of any regular social contact they have with a pupil or parent which may give rise to concern;*
- *report and record any situation, which they feel, might compromise the school or their own professional standing.*

4.16 Physical Contact

There are occasions when it is entirely appropriate and proper for staff to have physical contact with pupils, but it is crucial that they only do so in ways appropriate to their professional role.

A 'no touch' approach is impractical for most staff and may in some circumstances be inappropriate. When physical contact is made with pupils this should be in response to their needs at the time, of limited duration and appropriate.

Staff should use their professional judgement at all times about the appropriateness of any physical contact.

Staff may legitimately intervene to prevent a pupil from committing a criminal offence, injuring themselves or others, causing damage to property, engaging in behaviour prejudicial to good order and to maintain good order and discipline. Staff should have regard to the health and safety of themselves and others. Under no circumstances should physical force be used as a form of punishment. The use of unwarranted physical force is likely to constitute a criminal offence. In all cases where physical intervention is deemed necessary, the incident and subsequent actions should be documented and reported.

This means that staff should:

- *be aware that even well-intentioned physical contact may be misconstrued by the pupil, an observer or by anyone to whom this action is described;*
- *always be prepared to explain actions and accept that all physical contact be open to scrutiny;*

4.17 Physical Education and other activities which require physical contact

Some staff, for example, those who teach PE and games, or who offer music tuition, will on occasions have to initiate physical contact with pupils in order to support a pupil so they can perform a task safely, to demonstrate the use of a particular piece of equipment/instrument or assist them with an exercise. This should be done with the pupil's agreement.

Contact under these circumstances should be for the minimum time necessary to complete the activity and take place in an open environment. Staff should remain sensitive to any discomfort expressed verbally or non-verbally by the pupil.

This means that staff should:

- *consider alternatives, where it is anticipated that a pupil might misinterpret any such contact, perhaps involving another member of staff, or a less vulnerable pupil in the demonstration;*
- *always explain to a pupil the reason why contact is necessary and what form that contact will take unless their safety is at immediate risk.*

4.18 Showers and Changing

Young people are entitled to respect and privacy when changing clothes or taking a shower. However, there needs to be an appropriate level of supervision in order to safeguard pupils, satisfy health and safety considerations and ensure that bullying or teasing does not occur. This supervision should be appropriate to the needs and age of the pupils concerned and sensitive to the potential for embarrassment. There should not be an assumption that adults need to remain in the room in order to maintain good behaviour. This can be achieved by being in close proximity and pupils being aware of it.

Staff therefore need to be vigilant about their own behaviour, ensure they follow agreed guidelines and be mindful of the needs of the pupils

This means that staff should:

- *avoid any physical contact when pupils are in a state of undress;*
- *avoid any visually intrusive behaviour.*

This means that staff should not:

- *just stand in the changing room watching pupils, or repeatedly go in and out without good reason;*
- *change in the same place as pupils;*
- *shower with pupils.*

4.19 Pupils in Distress

There may be occasions when a distressed pupil needs comfort and reassurance. This may include age - appropriate physical contact. Staff should remain self-aware at all times in order that their contact is not threatening, intrusive or subject to misinterpretation.

4.20 One to One Situations

Staff working in one to one situations with children and young people are more vulnerable to allegations. Teachers and others should recognise this possibility and plan and conduct such meetings accordingly. Every attempt should be made to ensure the safety and security needs of both staff and pupils are met.

This means that staff should:

- *avoid meetings with pupils in remote, secluded areas of the school or out of school*
- *ensure there is visual access and/or an open door in one to one situations*
- *inform other staff of the meeting beforehand, assessing the need to have them present or close by*
- *avoid use of 'engaged' or equivalent signs wherever possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy*
- *always report any situation where a child becomes distressed or angry to a senior colleague*
- *consider the needs and circumstances of the child/children involved.*

4.21 Use of technology/ virtual teaching

When selecting a platform for online / virtual teaching, settings should satisfy themselves that the provider has an appropriate level of security. Wherever possible, staff should use school devices and contact pupils only via the pupil school email address / log in. This ensures that the setting's filtering and monitoring software is enabled. In deciding whether to provide virtual or online learning for pupils, senior leaders should take into account issues such as accessibility within the family home, the mental health and wellbeing of children, including screen time, the potential for inappropriate behaviour by staff or pupils, staff access to the technology required, etc. Virtual lessons should be timetabled and senior staff, DSL and / or heads of department should be able to drop into any virtual lesson at any time – the online version of entering a classroom.

Staff should not:

- contact pupils outside the operating times defined by senior leaders
- take or record images of pupils for their personal use
- record virtual lessons or meetings using personal equipment (unless agreed and risk assessed by senior staff)
- engage online while children are in a state of undress or semi-undress

4.22 Infatuations and 'crushes'

All staff need to recognise that it is not uncommon for pupils to be strongly attracted to a member of staff and/or develop a 'crush' or infatuation. They should make every effort to ensure that their own behaviour cannot be brought into question, does not appear to encourage this and be aware that such infatuations may carry a risk of their words or actions being misinterpreted.

Any member of staff who receives a report, overhears something, or otherwise notices any sign, however small or seemingly insignificant, that a young person has become or may be becoming infatuated with either themselves or a colleague, should immediately report this to the Head.

4.23 Sexual conduct

Any sexual behaviour by a member of staff with or towards a pupil is unacceptable. It is an offence for a member of staff in a position of trust to engage in sexual activity with a pupil under 18 years of age and sexual activity with a child could be a matter for criminal and/or disciplinary procedures.

This means that staff should:

- *not have any form of sexual contact with a pupil from the school;*
- *avoid any form of touch or comment which is, or may be considered to be, indecent.*

4.24 Home visits

All work with pupils and parents should usually be undertaken in the school. There are however occasions, in response to an urgent, planned or specific situation or job role, where it is necessary to make one-off or regular home visits.

It is essential that appropriate policies and related risk assessments are in place to safeguard both staff and pupils, who can be more vulnerable in these situations.

This means that staff should:

- *agree the purpose for any home visit with their manager*
- *adhere to agreed risk management*
- *ensure that they have home visit and lone-working policies which all adults are made aware of. These should include arrangements for risk assessment and management*
- *ensure that all visits are justified and recorded*
- *ensure that staff are not exposed to unacceptable risk*
- *make clear to staff that, other than in an emergency, they should not enter a home if the parent/carer is absent*
- *ensure that staff have access to a mobile telephone and an emergency contact*

4.25 Transporting pupils

In certain situations staff or volunteers may be required or offer to transport pupils as part of their work.

Staff should not offer lifts to pupils unless the need for this has been agreed by the Head. A designated member of staff should be appointed to plan and provide oversight of all transport arrangements and respond to any concerns that may arise.

This means that staff should:

- *plan and agree arrangements with all parties in advance*
- *respond sensitively and flexibly where any concerns arise*
- *take into account any specific or additional needs of the pupil*
- *have an appropriate licence/permit for the vehicle*
- *ensure that any impromptu or emergency arrangements of lifts are recorded and can be justified*

4.26 Mobile phone use for staff, supply teachers and visitors

- Mobile phones should be switched to silent when entering the school and should never be used in front of pupils unless agreed prior for work purposes. If staff, supply teachers or volunteers wish to make or take an emergency call they may use the school main telephone (or their own mobile phone in the staff room.)
- Mobile phones are not to be used or taken into changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to pupils, staff or visitors to the school.
- The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.

4.27 Educational visits

Staff responsible for organising educational visits should be familiar with the Department for Education's advice on Health and Safety available at <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>

The duties in the Health and Safety at Work etc. Act 1974 and the supporting regulations apply to activities taking place on or off the school premises (including school visits) in Great Britain. The school's Health and Safety policy contains procedures for off-site visits, including residential visits and any school-led adventure activities.

The Management of Health and Safety at Work Regulations (1999) impose a duty on employers to produce suitable and sufficient risk assessments. This includes assessment of any risks to employees, children or others during an educational visit, and the measures that should be taken to minimise these risks.

This means that staff should:

- *adhere to West Park's educational visits policy*
- *refer to local and national guidance for Educational visits, including exchange visits (both to the UK and abroad)*

4.28 First Aid and medication

West Park has an adequate number of qualified first-aiders. Parents are informed when first aid has been administered.

After discussion with parents, children who are competent are encouraged to take responsibility for managing their own medicines and procedures.

This means that we:

- *ensure there are trained and named individuals to undertake first aid responsibilities*
- *ensure training is regularly monitored and updated*
- *refer to local and national First Aid guidance and guidance on meeting the needs of children with medical conditions.*
- *adhere to the school health and safety and supporting pupils with medical conditions policies*
- *have regard to pupils' individual healthcare plans*
- *explain to the pupil what is happening.*
- *always act and be seen to act in the pupil's best interest*
- *make a record of all medications administered*

4.26 Photography, videos and other images

Many educational activities involve recording images. These may be undertaken for displays, publicity, to celebrate achievement and to provide records of evidence of the activity. Under no circumstances are staff expected or allowed to use their personal equipment to take images of pupils at or on behalf of the school.

4.27 Exposure to inappropriate images

Staff should take extreme care to ensure that children and young people are not exposed, through any medium, to inappropriate or indecent images.

This means that staff should:

- *abide by West Park's acceptable use and e-safety policies*
- *ensure that children cannot be exposed to indecent or inappropriate images*
- *ensure that any films or material shown to children are age appropriate*

4.28 Curriculum

Many areas of the curriculum can include or raise subject matter which is sexually explicit or of a political or sensitive nature. Care should be taken to ensure that resource materials cannot be misinterpreted and clearly relate to the learning outcomes identified by the lesson plan. This can be supported by developing ground rules with pupils to ensure sensitive topics can be discussed in a safe learning environment.

The curriculum can sometimes include or lead to unplanned discussion about subject matter of a sexually explicit, political or otherwise sensitive nature. Responding to children's questions requires careful judgement.

Care should be taken to comply with the school's policy on spiritual, moral, social, cultural (SMSC).

This means that staff should:

- *take care when encouraging pupils to use self-expression, not to overstep personal and professional boundaries*
- *be able to justify all curriculum materials and relate these to clearly to the lesson*

This means that adults should not:

- *enter into or encourage inappropriate discussions which may offend or harm others*
- *undermine fundamental British values*
- *express any prejudicial views*

4.29 Sharing concerns and recording incidents

All staff should be aware of West Park's safeguarding procedures, including the procedures for dealing with allegations against staff and volunteers.

In order to safeguard and protect pupils and colleagues, where staff have any concerns about someone who works with children they should immediately report this to the Head.

This means that staff should:

- *be familiar with arrangements for reporting and recording concerns and allegations*
- *know how to contact the LADO / DO and Ofsted/regulatory body directly if required*
- *take responsibility for recording any incident, and passing on that information where they have concerns about any matter pertaining to the welfare of an individual in the school*
- *have an effective, confidential system for recording and managing concerns raised by any individual regarding adults' conduct and any allegations against staff and volunteers*

This means that we should:

- *have an effective, confidential system for recording and managing concerns raised by any individual regarding adults' conduct and any allegations against staff and volunteers*

4.30 Remote Working

- remote workers must follow a work schedule, where start and end times and breaks are closely monitored.
- where an employee works from home on an occasional basis when it is appropriate or beneficial to do so. Managers usually have the discretion to approve/deny any work from home requests.
- The line manager will discuss and agree with the employee prior to commencing remote working, what equipment and IT requirements will be needed to enable the individual to work effectively from home.

5. **Head's responsibilities:**

- provide additional advice and guidance on any points within the code of conduct.
- signpost employees to relevant policies, documents and guidelines.

6. **Further advice and information**

The school also operates a number of policies and schemes relating to conduct at work which employees are required to follow these include:

Behaviour and Discipline for pupils, Whistleblowing, Disciplinary Procedure, Diversity and Equality, Safeguarding, Volunteers working in school, Photographic Images of children, E-Safety, Allegations of abuse against staff, Working alone, Data Protection, Confidentiality

For further information or clarification employees should speak to the Head.

7. **Frequently asked questions**

- What should an employee do if they know that someone is breaching this code of conduct?

Often it is those closest to an organisation who realise that there is something wrong. Sometimes people are reluctant to act upon their concerns because they think that they are being disloyal, or because they are afraid that they might be victimised if they speak up.

The school has in place a whistleblowing policy to enable employees to raise concerns in an appropriate manner and to ensure that they do not suffer any detriment as a result of doing so.

- **Can an employee's partner's business tender for a contract?**

The code of conduct does not preclude anyone from having the opportunity to tender for business. However, the process must be, and be seen to be, fair open and transparent. To this end employees would need to make the Head aware of their interest, take no part in the tendering process and ensure that they do not pass on any information which would give that business any advantage in the process.

- **Can an employee's relative apply for a job in the school?**

Yes. They can apply and would be considered on the basis of their suitability for the role. They should declare their relationship on the appropriate section of the application form.

If the employee is involved in recruiting for the role they should not be involved in any stage of the appointment and should disclose the relationship as soon as they are aware that their relative or close personal friend is applying for the role so that someone else can be assigned to the appointments process.

- **Can an employee take an evening job?**

All teachers and support staff should consult the Head prior to taking on any additional work.

In all circumstances employees must remember:

- They should not do work which is in direct competition with the school;
- The work they are doing should not bring the school into disrepute;
- They may not act as a "go-between" between the school and the other business;
- They must not undertake other work when they are on duty for the school, including during standby or call out duties unless the work can be undertaken from home;
- That they are responsible for ensuring they get enough rest and do not exceed working time regulations.

- **What if a pupil buys an employee a box of chocolates – should they accept them?**

Generally, gifts which are of low value (under £25) can be accepted. Employees should be guided by school procedures and by common sense.

- **Can employees accept discounts because they work for the school?**

Any other discount offered should be treated in the same way as gifts and hospitality and generally should not be accepted.

- **Can employees campaign for a political party outside of work?**

Employees may campaign on behalf of a political party however when engaged on school business they must remain politically neutral and not allow their personal or political views to interfere with their duties.

- **What types of interests should be declared?**

An interest is anything which could cause a reasonable member of the public, knowing all facts, to think that an employee might be influenced when making a decision in the course of their work.

Interests could include:

- Land or property ownership
- Relationships with people involved
- Acting as a school trustee for another school
- Involvement with an organisation or pressure group which may oppose a school policy

Individuals are free to take part in activities organised and authorised by the Trade Unions without declaring an interest.

- **Can an employee make a comment to the press if they are approached for example, as a union member on a picket line?**

In these circumstances the employee should direct the press to the correct contact. If an employee does make a comment to the press, whilst in their role as a member of a union, they will need to consider any potential conflict of interest or impact on their work role with the school and the school's reputation.

- **Can an employee use the school photocopier to make personal copies?**

Employees should get authorisation from the Head before using any work facilities for personal use.

- **What should an employee do if the code of conduct doesn't cover their specific situation?**

In the first instance seek advice from the Head.

All staff are required to be familiar with the full text of this document.

Declaration of Gifts and Hospitality – receipt

Name:

Place of work: Job Title:

Description of item	Offered by (name and/or organisation)	Date of receipt	Did you accept the item? Yes/No	Approximate Value (£)

I certify that I have listed above all gifts and hospitality which need to be declared under the School's Gifts and Hospitality Policy (with an estimated value in excess of £25.00).

Signed: Date: