

**TRINITY ACADEMY NEWCASTLE TRUST**

**Code of Conduct**

**Approved by the Committee – June 2018  
On behalf of the Board**

**Next Review – June 2019**

# Code of Conduct for Staff

## 1 Purpose

This code outlines the rules that apply to staff employed in the Trust and provides guidance to help keep to them. The code sets out the minimum standards that are expected of employees and provides a framework that will help to prevent misunderstandings or criticism.

## 2 Roles and Responsibilities

- **Board of Directors:** The Board of Directors has a general role in ensuring that appropriate standards of conduct are established and maintained. Members of the Board of Directors may also be involved in dealing with specific declarations made by employees under the code.
- **CEO:** The CEO is responsible for ensuring that staff are made aware of the Code of Conduct as part of their induction programme. They will also consider declarations made by the employees under the code and will ensure appropriate action is taken to deal with any alleged breaches.
- **Employees:** All staff employed at the Trust are required to keep to the standards of this code and carry out their duties honestly and fairly. Failure to do so is a serious matter and could result in disciplinary action including dismissal. Staff should therefore read the document carefully and if they have any queries contact their immediate line manager or head teacher.

## 3 Policy statement

The Trust endorses the Seven Principles of Public Life proposed by the Committee on Standards in Public Life chaired by Lord Nolan. These are:

### **Selflessness**

People who work for the public should take decisions by thinking only of the public interest. They should not do so in order to gain any benefits for themselves, their family or their friends.

### **Integrity**

People who work for the public should not put themselves under any financial or other obligation to any outside person or organisation that might influence them in carrying out their official duties.

### **Objectivity**

In carrying out public duties, including making public appointments, awarding contracts, or recommending individuals for rewards or benefits, choices should only be made on merit.

### **Accountability**

Those working for the public must answer for their decisions and actions to the public and be open to whatever questioning is appropriate to their job.

### **Openness**

People who work for the public are as open as possible about and give reasons for decisions and actions they take. They should restrict information only when the wider public interest clearly requires this.

### **Honesty**

Those working for the public have a duty to declare any private interests to do with their public duties. They must resolve any possible conflicts of interest in a way which protects the public interest.

### **Leadership**

People who work for the public should promote and support these principles by leadership and example.

The Board of Directors also expect employees to operate in accordance with the codes of conduct provided by their relevant professional body.

## **4 Induction**

Trinity Academy Newcastle Trust and the Board of Directors recognise that good induction, directly linked to appraisal, CPD and the probationary period, are essential components in the development of a successful workforce.

Good induction is recognition of the contribution all staff make to the success of the Trust/ Organisation and benefits both the new employee and the Trust/Organisation.

For more information on TANMAT induction process please refer to the induction policy [Induction Policy 17.18.docx](#)

## **5 Standards**

- All employees are expected to give the highest possible standard of service to the Trust and to carry out their duties honestly and fairly.
- All employees must report to their head of school, or in the case of an allegation against the head of school the CEO or chair of the board of directors, anything illegal, improper or a breach of procedure.
  - Employees will not be penalised for doing this as long as they act in good faith. The head of school, CEO or chair of the board must record, investigate and take appropriate action on such reports.
  - More information can be found in the Whistleblowing policy - [W:\Policies\Trust Policies 1718\Confidential Reporting of Concerns Policy 1718 \(Whistleblowing\).pdf](#)

- It is not enough for people working for the Trust to avoid doing wrong. All employees should avoid anything which could give the impression or appearance of doing wrong.
- All staff are expected to set an example to the young people and community in which we work, in terms of dress and appearance. The School definition of appropriate dress is 'professional business wear' and all staff must wear ID at all times [W:\Policies\Trust Policies 1718\Staff Dress Code\\_1718.pdf](W:\Policies\Trust Policies 1718\Staff Dress Code_1718.pdf)

## 6. Professionalism and maintaining trust in the profession

You must maintain appropriate professional boundaries, avoid improper contact or relationships with learners and respect your unique position of trust as a member of staff; you should avoid situations both within and out of the professional context, including alcohol and drug use; which could be in breach of the criminal law, or may call into question your fitness to work within an educational setting; You should maintain at all times an awareness that as a member of staff, you are a role model to learners.

### Professional Responsibilities towards Learners

Staff should establish professional boundaries, and recognise the negative impact that actual or perceived breaches of these would have upon learners and the confidence of the public. With regard to relationships with learners, you should:

- in managing behaviour:
  - be aware of and adhere to behaviour management protocols and strategies and not harm or use physical violence against a child or learner in or out with the educational establishment context;
  - take into account reasonable norms and best practice when conducting interviews with learners, in a disciplinary context, and have due regard to their age, stage and individual circumstances;
- appreciate fully that the onus is upon you as the member of staff and not the learner to distance yourself from any potentially inappropriate situation;
- avoid sexual contact with or remarks towards a learner of school age, regardless of the apparent consent of the individual concerned;
- be mindful that professional boundaries can be perceived to extend beyond a learner's educational establishment leaving date; therefore, in situations of this nature, you should exercise great care and professional judgement, taking into account all the factors involved;
- not attempt to establish an inappropriate relationship with any learner by means which might include (but are not limited to):

- communication of a personal nature;
- engaging in an inappropriate way through the internet or by other means with learners;
- sending e-mails or text messages to learners, of an inappropriate nature.

As a member of staff you must:

- Members of staff may have access to confidential information about learners 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 learner or her/his family for their own, or others' advantage (including that of partners, friends, relatives or other organisations). Information must never be used to intimidate, humiliate, or embarrass the learner. Confidential information about a child or young person should never be used casually in conversation or shared with any person other than on a need to know basis. In circumstances where the child's identity does not need to be disclosed the information should be used anonymously:  
This means that staff:
  - are expected to treat information they receive about children and young people 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 child/young person.
- take care to avoid becoming personally involved in a learner's personal affairs;
- be aware of the potential dangers of being alone with a learner (in particular under 18 years of age) in a private or isolated situation, using common sense and professional judgement to avoid circumstances which are, or could be, perceived to be of an inappropriate nature. This is also the case in connection with social networking websites, out with the setting of the educational establishment and in subject areas such as music, physical education and drama;
- be mindful that the internet and social networking can quickly blur the professional boundary between teacher and learner. Teachers need to be alert to the risk that actions which might, on the face of it, seem quite innocent, can be misunderstood and misconstrued by others;
- avoid inappropriate communication (including via social networking) with individuals under 18 or in relation to whom you may be in a position of trust or have a professional relationship;
- not by any means or in any circumstances, make, view or access illegal or inappropriate images of children or protected adults;

- be mindful of the negative impact of being under the influence of alcohol in the professional setting.

As a member of staff:

- you must treat sensitive, personal information about learners with respect and confidentiality and not disclose it unless required to do so by your employer or by law;
- you must be truthful, honest and fair in relation to information you provide about learners;
- you should aim to be a positive role model to learners and motivate and inspire them to realise their full potential;
- you should recognise your role as a professional in delivering better outcomes for children and young people;
- you must understand the principles of assessment, recording and reporting.
- You should display a sensitive and positive attitude towards differences among learners and identify and respond appropriately to those with difficulties in, or barriers to, learning. When necessary, you should seek advice in relation to their additional support needs.
- you should identify and respond appropriately to indicators of the wellbeing and welfare of learners, including bullying and discrimination, ensuring that their initiative and independent learning are encouraged and nurtured.
- No single professional can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.
- Any staff member who has a concern about a child's welfare must follow the referral and recording processes of the Trust (i.e. CPOMS).
- Staff need to be aware that it is not uncommon for learners to be strongly attracted to a member of staff and/or develop a heterosexual or homosexual infatuation. All situations should be responded to sensitively to maintain the dignity of all concerned.

*staff must:*

- *report any indications (verbal, written or physical) that suggest a learner may be infatuated with a member of staff.*
- Any staff member who discovers that an act of Female Genital Mutilation appears to have been carried out on a girl under the age of 18, the member of staff must report this to the designated safeguarding lead.

- Staff are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015 (the CTSA 2015), in the exercise of their functions, to have “due regard to the need to prevent people from being drawn into terrorism”. This duty is known as the Prevent duty.  
You should ensure that children are safe from terrorist and extremist material when accessing the internet in school. Any instances must be reported to the designated safeguarding lead.
- You must ensure that all speakers/visitors invited into the Trust are planned and have been appropriately risk assessed through the Trust procedures [Vetting/Visitor Policy](#), considering carefully whether the views being expressed, or likely to be expressed, constitute extremist views that risk drawing people into terrorism or are shared by terrorist groups. In these circumstances, the event will not be allowed to proceed.
- you must maintain an up-to-date knowledge and understanding of, implement, and comply with, child and protected adult procedures as they may currently apply in your workplace;
- the protection of children and protected adults is of the utmost importance. A member of staff cannot ignore behaviour of any colleague which he or she may genuinely feel falls short of norms and standards in this regard and such concerns should be raised through the procedures available.

### **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 learners in order to support a child 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 learner’s agreement, you should:

- o *consider alternatives, where it is anticipated that a learner might misinterpret any such contact, perhaps involving another member of staff, or a less vulnerable learner in the demonstration.*
- o *be familiar with and follow recommended DfES guidance*
- o *always explain to a learner the reason why contact is necessary and what form that contact will take.*
- Staff should undertake a risk assessment in relation to the specific nature and implications when **one to one** work is necessary, for each worker. In addition, each assessment should take into account the individual needs of each learner. Any arrangements should be reviewed on a regular basis.

*staff should:*

- o *avoid meetings with learners in remote, secluded areas 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.*
- There may be occasions when a distressed learner 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.

Where a member of staff has a particular concern about the need to provide this type of care and reassurance s/he should seek further advice from a senior manager.

- All children have a right to safety, privacy and dignity when contact of an intimate nature is required (for example assisting with toileting or removing wet/soiled clothing). A care plan should be drawn up and agreed with parents for all children who require intimate care on a regular basis.
- Children should be encouraged to act as independently as possible and to undertake as much of their own personal care as is practicable. When assistance is required, staff should ensure that another appropriate adult is in the vicinity and is aware of the task to be undertaken.

*Staff should:*

- *adhere to the school's intimate care guidelines*
- *make other staff aware of the task being undertaken*
- *explain to the child what is happening*
- *consult with colleagues where any variation from agreed procedure/care plan is necessary*
- *record the justification for any variations to the agreed procedure/care plan and share this information with parents.*

## Transporting learners in private vehicles

- Any driver using their own vehicle while carrying out their duties must have authorisation of the Chief Executive Officer. Authorisation must be obtained prior to use of the vehicle
- Wherever possible and practicable it is advisable that transport is undertaken other than in private vehicles, with at least one adult additional to the driver acting as an escort and:
  - *plan and agree arrangements with all parties in advance, responding sensitively and flexibly to disagreements*
  - *ensure that they are alone with a child for the minimum time possible*
  - *be aware that the safety and welfare of the child is their responsibility until this is safely passed over to a parent/carer*
  - *report the nature of the journey, the route and expected time of arrival in accordance with agreed procedures*
  - *ensure that their behaviour and all arrangements ensure vehicle, passenger and driver safety*
- All drivers who are driving their own vehicle must have undertaken as a minimum, theoretical training and a practical assessment course, followed by regular re-assessments over a 4 year period please refer to the following policy for further information <W:\Policies\Trust Policies 1718\Safe Use of Motor Vehicle Policy 1718.pdf>

## Educational Visits and After School Clubs etc.

Staff should take particular care when supervising learners in the less formal atmosphere of a residential setting or after-school activity.

- o *always have another adult present in out of school activities, unless otherwise agreed with senior staff in school*
- o *undertake a risk assessments*
- o *have parental consent to the activity*
- o *ensure that their behaviour remains professional at all times.*

## Home Visits

Trinity Academy follows a home-based model of service delivery which happens over a normal working week and does not include any out of hours working. Outreach working can occur within the home of the student or at an appropriate public building, such as a library. Therefore, it is a core expectation of the service that Outreach Workers will be required to work alone and make unaccompanied visits to public buildings, such as libraries and the homes of students. The safety of children, young people their families and Outreach Workers is paramount and Trinity Academy is committed to minimising the risks of lone working for its employees.

*Outreach Workers must ensure that their Line Manager, Reception Admin Staff and the HR department have up to date work mobile phone numbers and personal phone numbers.*

- **Guardian 24 App must be used as instructed for ALL outreach activities**

Please refer to Lone Working policy for further guidance <W:\Policies\Trust Policies 1718\Lone Working and Escalation Procedure 1718.pdf>

## **Positive Behaviour Management**

All learners have a right to be treated with respect and dignity. Corporal punishment is unlawful in all schools. Equally, staff should not use any form of degrading treatment to punish a learner. The use of humour can help to defuse a situation. The use of sarcasm, demeaning or insensitive comments towards learners is not acceptable in any situation.

We believe it is the duty of all staff, through everyday contact with students, to be cognizant of the ever-present opportunities to promote and teach positive behaviour. Positive behaviour can be promoted and directly taught by all adults in school throughout the school day by:

- All adults modelling appropriate and respectful behaviour toward students and each other in all their interactions;
  - Setting appropriate boundaries for student behaviour and applying these consistently;
  - Demonstrating empathy and understanding of student behaviour and needs;
  - Seeking the views of students and listening to what they have to say;
  - Proving students with feedback in constructive and informative ways;
  - Applying positive consequences to encourage the learning of appropriate behaviour;
  - Applying negative consequences to discourage the learning of inappropriate behaviour;
  - Showing respect and understanding to all members of the school community.
- The consistent application of high expectations by staff will help to create an atmosphere of self-discipline through a calm, confident and controlled approach to behaviour management. Our students should quickly become to expect fair and consistently applied expectations and consequences in response to transgressions.
- All physical interventions at this school are conducted within a framework of positive behaviour management. The school behaviour policy is intended to reward effort and application, and encourage students to take responsibility for improving their own behaviour. Part of our preventative approach to risk reduction involves looking for early warning signs, learning about and communicating any factors which may influence poor behaviour and taking steps to divert behaviours leading towards foreseeable risk.
- School does not endorse:

- **Seclusion:** Staff are **not** authorized to routinely force students to spend periods of time alone against their will other than in an emergency situation. School recognises that to do so would require statutory powers.

School acknowledges that:

- **Timeout:** The routine restricting of positive reinforcement via time out necessitates planning, documentation and written agreement. –

School advocates and promotes:

- **Withdrawal:** Students are routinely encouraged and supported to leave difficult situations by a dedicated team of pastoral staff. Pastoral staff closely supervises students hereafter and support recovery and re-integration.

<W:\Policies\Trust Policies 1718\Behaviour Policy 1718.pdf>

<W:\Policies\Trust Policies 1718\Pastoral Support System 1718.pdf>

## 7. Safeguarding welfare of children and young people

- All staff are required to work within the ‘Guidance for Safe Working for Adults who work with Children and Young People’ and ‘Keeping children Safe in Education Guidance’ provided by the local authority and any additional guidance provided by the Trust. <W:\Policies\Trust Policies 1718\Guidance for safer working practice for adults who work with children and young people 1718.pdf>  
<W:\Policies\National Guidance\Keeping children safe in education 1617.pdf>
- This aims to safeguard children and young people and reduce the risk of staff and other adults within the Trust being falsely accused of improper or unprofessional conduct.
- Staff receiving information about allegations of child abuse should report such information to the designated safeguarding lead, as set out in the Trust’s Child Protection Policy <W:\Policies\Trust Policies 1718\Safeguarding Children Policy 1718.pdf>. If the allegations are against the designated safeguarding lead, the information will be reported to the CEO or chair of the board of directors in accordance with the Trust’s Procedure for Dealing with Allegations of Abuse Made Against Staff, Volunteers and Agency Workers.

## 8. Disclosure of information

- The law requires that certain types of information must be open to councilors, governors, auditors, government departments, service users and the public. An employee should always check first with the head of school if they are in any doubt as to whether the particular information should be released.

- Employees must not use any information they get in the course of their employment for personal gain or benefit. They must not pass information on to others who might use it for their own gain.
- Employees must only give confidential information or documents to those who have a legitimate right to them. They can only give information stored on computer systems in accordance with the requirements of the Data Protection Act 1984, as described in Annex A.
- Employees other than the CEO or Head Teacher should not make statements directly to the press or other media without first obtaining the approval of the CEO, except in the case of trade union representatives who are communicating with the media in that role. CEO should consult with their chair of the board before making statements to the press or other media on major policy issues.

## **9. Staff E-Safety Code of Conduct**

All teaching and non-teaching staff (including volunteers, suppliers, contractors and temporary staff) are responsible for supporting safe behaviour throughout the Trust and following e-safety procedures. All Trust staff are familiar with the E-safety and Acceptable use of ICT policy (AUP) as well as their relevance to the Code of Conduct and Safeguarding policies. This is available on the Trinity Academy Newcastle Trust Network and in hardcopy in the Reception Safeguarding Policies Folder.

- All staff participate in all e-safety training and awareness raising sessions
- All staff should have read, understood and accepted the Staff Acceptable Use Agreement
- Act in accordance with the AUP, Social Media and E-Safety Policy
- Staff report any suspicion of misuse to the Designated Leads or line manager
- Staff should refrain from making negative comments about learners and Trinity Academy Newcastle Trust on any blogs or social networking sites. Negative comments such as these could be considered as gross misconduct as it potentially affects the reputation of the Trust and/or lowers morale.
- Staff should help educate learners in keeping safe especially with vulnerable groups. Whilst regulation and technical solutions (such as filtering systems) are important, they must be balanced with educating learners to take a responsible approach. The education of learners in e-safety is an essential part of using technology in classes. Staff should act as a good role model in their own use of ICT.
- Where Internet use is pre-planned in sessions or enrichment activities, learners are directed to sites which are appropriate for their use and procedures are followed for reporting any unsuitable material that is found on Internet searches. Where practicable staff should pre-check sites and any possible searches.
- Where learners are able to freely search the Internet staff are vigilant in monitoring the content of websites in case there is any unsuitable material.
- Staff are aware of the potential for cyber-bullying in their sessions where malicious messages e.g. through the use of forums on the VLE and social

networking sites, or via internal class emails or text messages on mobile phones etc, which can cause hurt or distress.

- Learners are taught to be critically aware of the materials/content they can access online and be guided to validate the accuracy of information.
- Learners are educated to of the need to acknowledge the sources of any information used and to respect copyright when using material accessed on the Internet.

### **Learners:**

The provision of ICT resources and facilities are a privilege, not a right. Learners are encouraged to access various technologies in sessions, private study and in the completion of assignments and independent research, and are therefore expected to follow the Trust's AUP. They fully participate in e-safety activities and report any suspected misuse to a member of staff. Learners are required to sign an agreement to state that they agree to the terms of our AUP and their e-safety responsibilities:

### **Staff are expected to:**

- Behave in a safe and responsible manner
- Treat equipment with respect
- Be polite and not use e-mail, social media or blogs etc to make negative comments, bully or insult others
- Use the resources only for educational purposes

### **Staff are expected not to:**

- Waste resources including Internet and printers
- Eat or drink in the ICT suites
- Use someone else's login details or share your own
- Have any inappropriate files (e.g. copyrighted or indecent material)
- Attempt to circumvent or "hack" any systems
- Use inappropriate or unacceptable language
- Reveal their personal details or passwords
- Visit websites that are offensive in any way
- Use chat rooms or newsgroups.
- Do anything that could damage the reputation of the Trust
- Download anything inappropriate or install any programs

### **Breaching these Rules may lead to:**

- Withdrawal from the Trust's ICT facilities
- Temporary or permanent prevention of access to the relevant pages on the Internet
- Limited or disabled rights where systems are relevant.
- Appropriate disciplinary action. In the case of students of this Trust, the Trust's Behaviour Policy may be invoked.

- Users should note that breaches of the provisions set out in these Rules may lead to criminal or civil prosecution.

### **Executive Leadership Team**

The Executive Leadership team at Trinity Academy Newcastle Trust takes e-safety very seriously and will ensure that policies and procedures are in line with best practice and the safeguarding agenda. In particular, they will ensure that all staff receives suitable training and development to carry out their e-safety roles and sufficient resources are allocated to the task. Senior managers will follow the correct procedure in the event of a serious e-safety allegation being made against a member of staff and ensure that there is a robust system in place for monitoring e-safety. This includes making sure that the Trust's Network infrastructure is safe and secure and those policies and procedures approved within this policy are implemented. Regular review of the issues will take place at the ICT Focus Group meetings with feedback sessions scheduled to the Executive Leadership Team meetings.

### **Responding to issues**

It is important that any incidents are dealt with as soon as possible in a proportionate manner and that members of the Trust community are aware those incidents have been dealt with.

Any concerns around the misuse of ICT must follow the referral process within the Safeguarding Policy and Procedure where there is a potential threat to another learner, vulnerable person or member of staff. Any suspected misuse must be reported to a member of senior staff and then an appropriate course of action will be agreed.

Where it is suspected that any misuse might have taken place by a member of staff will depend on the nature of the misuse and Trinity Academy Newcastle Trust's disciplinary procedure will be invoked.

Where an allegation has been made against a learner an investigation will take place by the designated persons of the ICT Focus Group. The outcome of the investigation will decide what will be the appropriate course of action and depending on the nature of the misuse the learner could be suspended from classes till the investigation is complete. Should the allegation be found to be true, the sanction will depend on the seriousness of the misuse and whether it was accidental or deliberate, a first time offence, thoughtless or malicious e.g. intended to cause harm to others. Sanctions could involve the learner having ICT access removed for a period of time or in very serious cases, exclusion. Where there is a potential legal issue the CEO of the Trust will decide on the need for involvement of outside agencies including the police, together with the designated persons and Executive Leadership Team in line with our Safeguarding and other policies and the chair of the board of directors will be informed.

**Trinity Academy Newcastle Trust**  
**Guest Wi-Fi Network**

Trinity Academy Newcastle provides a guest wireless network which is available to all teaching and non-teaching staff (including volunteers, suppliers, contractors and temporary staff). Use of this provision is governed by the Trust's E-safety and Acceptable Use Policy and by logging onto the network the user is deemed to have agreed to abide by Trinity Academy Newcastle Trust's Acceptable Use Policy.

All users utilising the guest wireless connection will be aware of and agree to conditions of use including but not limited to the following:

- Trinity Academy Newcastle Trust assumes no responsibility for the safety of equipment or device configurations, security, or data files resulting from connection to an Academy's guest wireless network or the Internet, nor liability for any damages to hardware, software or data, howsoever caused.
- Guest wireless access is provided as a free service on an "as is" basis with no guarantee of service.
- Users are responsible for setting up their own equipment to access the guest wireless network. A guide is available to help users connect to the guest wireless network.
- Staff cannot assume any responsibility for personal hardware configurations, security or changes to data files resulting from connection to the guest wireless network. It is recommended that users make a backup copy of any settings before configuring their equipment for use on the guest wireless network.
- Use of the guest wireless internet connection is undertaken at the user's own risk. The wireless network protects users against basic malware/botnet/phishing protection; however, it is the responsibility of the user to protect their wireless devices through use of up-to-date virus protection, personal firewall and any other suitable measures.
- The guest wireless network may be subject to periodic maintenance and unforeseen downtime.
- The Trust filters ALL Internet access.
- Printing access is not available via the guest wireless network. If the user desires to print, they will have to make their own suitable alternative arrangements.
- Any attempt to circumvent Trust procedures or any unauthorised attempt to access or manipulate an Academy equipment or networks, may result in permanent disconnection from the guest wireless network and further disciplinary action being taken.

### **Academy website**

- The contact details on the website are of the academy address, email and telephone number. Staff or learners' personal information must not be published
- Email addresses are published carefully, to avoid being harvested for spam (e.g. you could replace '@' with 'AT')
- The Chief Executive Officer will take overall editorial responsibility and ensure that content is accurate and appropriate
- The website should comply with the Trust's guidelines for publications including respect for intellectual property rights and copyright

## **Publishing Learner's work or images.**

- Images that include learners will be selected carefully and will not provide material that could be reused
- Learner's full names will not be used anywhere on the website, particularly in association with photographs
- Written permission from parents or carers must be obtained before images of Learners are electronically published
- Learner's work can only be published with their parent's permission, (see Appendix VI

## **Mobile Phones**

Mobile phones are now a feature of modern society and most of our learners own one. The technology of mobile phones has developed such that they now have the facility to record sound, take photographs and video images. Therefore the trust also recognises the advantages mobile phones have as a ubiquitous learning tool. However, this new technology is open to abuse leading to the invasion of privacy.

Increasing sophistication of mobile phone technology presents a number of issues for academy's:

- They are valuable items that may be stolen
- The integration of cameras into phones leading to potential child protection and data protection issues. Staff **MUST NOT** use their personal mobile phone to take photographs, videos or any recordings of learners in any circumstance
- The potential to use the phone e.g. for texting whilst on silent mode
- Inappropriate messages being sent via SMS, including Cyberbullying and sexual harassment
- Interruption to lessons and disrupting the learning of others
  
- Dependent upon academy/site, phones must always be switched off/put on silent and put away whilst in the classroom. If a learner needs to contact his/her parents/guardians they will use an academy phone in the main office
- If parents need to contact children urgently they should always phone the academy office
- The Trust accepts no responsibility whatsoever for theft, loss, damage or health effects, (potential or actual), relating to mobile phones
  
- It is the responsibility of staff, parents and learners to ensure mobile phones are adequately insured
  
- Dependent upon academy/site, if a learner breaches these rules they may be liable to a sanction, which could ultimately lead to the learner signing a 'mobile phone' contract. This involves the learner handing in the device at the start of the day and it being returned at the end of the day. If a member of staff breaches these rules then they may be subject to disciplinary proceedings

## Laptops/Tablets

- Staff provided with a laptop/tablet purchased by the academy can only use it for private purposes at the discretion of the CEO. Such laptops/tablets remain the property of the academy and are open to scrutiny by senior management, contracted technicians and the ICT Focus Group.
- Laptops/tablets belonging to the academy must have updated antivirus software installed and be password protected
- Staff intending to bring personal laptops/tablets/mobile devices on to the academy premises should consider whether this is appropriate. There are security risks associated with any private content on the laptop/tablet/mobile device.
- Staff should not attach personal laptops/tablets/mobile devices to the academy network.
- The security of academy laptops/tablets/mobile devices is of prime importance due to their portable nature and them being susceptible to theft
- See Academy Laptop/tablet/mobile device policy (Appendix IV)

## Personal Use of Social Media

All Trust staff are familiar with the Social Media policy as well as their relevance to the Code of Conduct and Safeguarding policies. This is available on the Trinity Academy Newcastle Trust Network and in hardcopy in the Reception Safeguarding Policies Folder.

- Staff members **must not identify themselves as employees of Trinity Academy Newcastle Trust** or service providers for the Trust in their personal webspace. This is to prevent information on these sites from being linked with the Trust and to safeguard the privacy of staff members, particularly those involved in providing sensitive frontline services.
- Staff members must not have contact through any personal social medium with any learner, whether from Trinity Academy Newcastle Trust or any other Trust, unless the learners are family members.
- Trinity Academy Newcastle Trust does not expect staff members to discontinue contact with their family members via personal social media once the Trust starts providing services for them. However, any information staff members obtain in the course of their employment must not be used for personal gain nor be passed on to others who may use it in such a way.
- Staff members must not have any contact with learners' family members through personal social media.
- If staff members wish to communicate with learners through social media sites or to enable learners to keep in touch with one another, they can only do so with the approval of the Trust and through official Trust sites created according to the requirements specified in section 7 and Appendix A.

- Staff members must decline ‘friend requests’ from learners they receive in their personal social media accounts. Instead, if they receive such requests from learners who are not family members, they must discuss these in general terms in class and signpost learners to become ‘friends’ of the official Trust site.
- On leaving Trinity Academy Newcastle Trust service, staff members must not contact the Trust’s learners by means of personal social media sites. Similarly, staff members must not contact learners from their former Trusts/School/Academy by means of personal social media.
- Information staff members have access to as part of their employment, including personal information about learners and their family members, colleagues and other parties and school’s or County Council corporate information must not be discussed on their personal webpage.
- Photographs, videos or any other types of image of learners and their families or images depicting staff members wearing Trust uniforms or clothing with Trust logos or images identifying sensitive Trust premises (e.g. care homes, secure units) must not be published on personal webpage.
- Trust email addresses and other official contact details must not be used for setting up personal social media accounts or to communicate through such media.
- Staff members must not edit open access online encyclopedias such as *Wikipedia* in a personal capacity at work. This is because the source of the correction will be recorded as the employer’s IP address and the intervention will, therefore, appear as if it comes from the employer itself.
- Trinity Academy Newcastle Trust corporate, service or Academy logos or brands must not be used or published on personal webpage.
- Trinity Academy Newcastle Trust only permits limited personal use of social media while at work.
- Caution is advised when inviting work colleagues to be ‘friends’ in personal social networking sites. Social networking sites blur the line between work and personal lives and it may be difficult to maintain professional relationships or it might be just too embarrassing if too much personal information is known in the work place.
- Staff members must ensure that they set the privacy levels of their personal sites as strictly as they can and to opt out of public listings on social networking sites to protect their own privacy. Staff members should keep their passwords confidential, change them often and be careful about what is posted online; it is not safe to

reveal home addresses, telephone numbers and other personal information. It is a good idea to use a separate email address just for social networking so that any other contact details are not given away.

## **USING SOCIAL MEDIA ON BEHALF OF Trinity Academy Newcastle Trust**

- Staff members can only use official Trust sites for communicating with learners or to enable learners to communicate with one another.
- There must be a strong pedagogical or business reason for creating official Trust sites to communicate with learners or others. Staff must not create sites for trivial reasons which could expose the Trust to unwelcome publicity or cause reputational damage.
- Official Trust sites must be created only according to the requirements specified in Appendix A of this Policy. Sites created must not breach the terms and conditions of social media service providers, particularly with regard to minimum age requirements.
- Staff members must at all times act in the best interests of children and young people when creating, participating in or contributing content to social media sites.



## **AUP for Staff**

ICT and the related technologies such as e-mail, the Internet and mobile devices form part of our daily life within the trust. To ensure that all adults within an academy setting are aware of their responsibilities when using any form of ICT all staff must sign this Acceptable Use Agreement and adhere to its content at all times. This is to ensure staff provides positive role models to learners for the safe and responsible use of online technologies and also safeguard themselves from any potential allegations or inadvertent misuse.

- I know that I should only use the academy equipment in an appropriate manner and for professional use in accordance with the e-Safety Policy
- I will not share my username, password or personal information with anyone else
- I will not leave my computer unlocked, if away from my desk
- I will not give out personal information (mobile phone number, personal e-mail address etc) to learners or parents
- I know I should not use my personal phone to make calls to parents
- I will only use the approved, secure e-mail system (name@trinity.newcastle.sch.uk) for any academy business
- I will make sure that ICT communication with other users is responsible, polite and sensible
- I know that memory sticks are not allowed to be used on academy computers. If I require work to be transferred via memory stick, I can ask the technician to do so.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory
- I will ensure academy data is stored securely and used appropriately in accordance with academy and other relevant policies
- I will report any accidental misuse of academy ICT, or accidental access to inappropriate material, to the ICT Subject Leader or Head of Trust Business
- I will not connect any personal device (laptop, digital camera etc), to the academy network without authorisation from the Head of Trust Business
- I will respect copyright and intellectual property laws
- I understand that all my use of the Internet and other related technologies can be monitored and logged and made available to the Head of Trust Business
- Academy equipment should not be used for any personal social networking use.
- Staff must not accept friendships from Learners on personal social network accounts
- Staff must not accept friendships from learner/ex-learner under the age of 26 on personal social networking accounts.
- Social Networking applications should not be used to publish any content, which may result in actions for defamation, discrimination, breaches of copyright, data protection or other claims for damages. This includes but is not limited to material of an illegal, sexual or offensive nature that may bring the academy into disrepute.
- Postings should not be critical or abusive towards the academy, staff, Learners or parents or used to place a learner, staff, or parent at harm.

- Ensure that that the appropriate security/privacy levels are set. Consider all the privacy/security settings available across all aspects of the service – including photos, postings, photographs, bio, etc. Failing to set appropriate privacy levels could result in messages, which are defamatory, libellous or obscene appearing on your profile before you have a chance to remove them.
- I will ensure that my online activity, both in and outside the academy, will not bring myself or the trust into disrepute (this includes postings on social networking sites e.g. Facebook)

I have read, understood and agree to this code of conduct. I will support the safe and secure use of ICT throughout the trust. I am aware I may face disciplinary action if I fail to adhere to it.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

## 7 Political neutrality

- Employees serve their Board of Directors as a whole and must treat all trustees equally and make sure that their individual rights are respected.
- Employees must not allow their own political opinions to interfere with their work.
- Employees may not display political posters, including election material, in areas of Trust premises or other buildings which the public has access to. Trade union representatives may display trade union/association views on current issues on the appropriate authorised notice boards within the Trust.
- Where political views are brought to the attention of learners within the Trust or during extracurricular activities they will be in the form of a balanced presentation of opposing views.

## 8 Relationships

- **With trustees:** Mutual respect between employees and trustees is essential to good Trust governance. An employee who believes that a trustee has acted improperly towards them may report the matter to their head of school who will take appropriate action.
- **With the local community and service users:** Employees are expected to be polite, efficient, fair and impartial when they provide services to all groups and individuals within the community they serve.
- **With contractors and suppliers:** All relationships of a business or personal nature outside work with external contractors or suppliers must be declared to the Head of school (Business) at the earliest opportunity on form TANMAT D1 Orders and contracts must be awarded on merit and no special favour will be shown to anyone.

## 9 Recruitment and other employment matters

- Employees involved in appointing people to posts should ensure that they follow the Trust's Recruitment and Selection Code of Practice.
- In order to avoid any possible accusation of bias, employees must not be involved in any appointment where they are related to or have a close personal relationship outside work with the person applying. Staff shall disclose to the CEO on form TAN MAT D2 any relationship with any person who they know is an applicant for a post at the Trust.
- Employees should not be involved in, or try to influence, decisions relating to discipline, promotion or pay for any employee who is a relative or with whom they have a close personal relationship outside work.

## 10 Commitments outside work

- Employees' off-duty hours are their private concern as long as they do not:
  - put their private interests before their duty to the Trust
  - put themselves in a position where their duty and private interests conflict or could appear to conflict; or
  - do anything which could adversely affect their suitability to carry out their duties or the reputation of the Trust
- Teaching staff or support staff graded above N6 (or its equivalent) may not carry out any other business or take up any additional employment without the permission of the Board of Directors. Employees should complete form TAN MAT D3 and submit it to the head of school. The Board of Directors will not unreasonably prevent you carrying out other employment. However this employment must not, in the view of the Board of Directors, conflict with its interests and specific conditions may be laid down. The following conditions apply to all commitments outside work:
  - employees must not carry out private work (whether paid or unpaid) relating to the Trust or local authority without permission from the CEO;
  - employees must not carry out any work related to a private interest (including taking or making telephone calls) during normal working hours;
  - an employee must not use the Trust's facilities or equipment or confidential information; and
  - all approvals will be reviewed and may be withdrawn if thought necessary.
- Some staff, particularly teachers, may wish to use their professional expertise to do other work, for example examination marking or private tuition. It is recognised that this can be of value to the Trust. The Board of Directors will not normally prevent employees from undertaking additional employment if it is satisfied that it does not conflict with the interests of or weaken public confidence in the Trust
- The provisions of this section are not intended to apply to trade union officers engaged in legitimate trade union duties and activities.

## 11 Personal interests

- Employees must declare to the CEO on form TANMAT D4 any financial or non-financial interests that could conflict with the Trust's interests.
- The Academy Financial Handbook requires employees to make a formal declaration about any contract with the Trust where they have a financial interest, as set out in Annex B. Employees should complete form TANMAT D5 and sent this to the CEO. Failure to comply with this is a criminal offence.
- Employees must not be involved in decisions about matters in which they have a personal interest.

- Employees must declare membership of any organisation that is not open to the public, does not have formal membership and has secrecy about rules, membership or conduct. A definition of such an organisation is provided in Annex C. Employees should complete form TAN MAT D6 and sent it to the head of school or, in the case of the head of school to the CEO or chair of the board.

## **12 Equality**

All members of the local community and employees have a right to be treated fairly and equally. Employees must follow the Board of Directors policies on equal opportunities.

## **13 Tendering procedures**

- Employees involved in the tendering process or dealing with contractors should make sure that they know the separate roles of client and contractor. A summary of key legal conditions is provided in annex D.
- Employees must deal fairly and impartially with all customers, suppliers and other contractors and sub-contactors.
- Employees who access to confidential information on tenders or costs relating to contractors must not give that information to any unauthorised person or organisation.

## **14 Corruption**

It is a serious criminal offence under the Prevention of Corruption Acts for employees to corruptly receive or give any gift, loan, fee, reward or advantage or to show favour or disfavour to any person. If an allegation is made it is for the employee to prove that any rewards have not been corruptly gained or given. A summary of the legal provisions appears in Annex E.

## **15 Use of financial resources**

- Employees involved in financial activities and transactions must follow the Trust's financial regulations and guidance.
- They must use public funds in a responsible and legal way, try to make sure that the Trust provides value for money to the local community and avoid legal challenges to the Trust.

## **16 Gifts and other benefits**

- The offer of gifts or benefits in kind to employees (or their partners or family members) arising from their official duties could cause conflict between their private and public interests.

- Unless the exceptions below apply, employees should refuse any personal gift offered to them, their partner or family member by any person or organisation who has dealings with the Trust. Employees must declare any offer on form TAN MAT.7 and say what action they have taken. This will be given to the head of school, CEO or the chair of the board. The exceptions are:
  - gifts made at the end of a courtesy visit to an organisation that are of a promotional nature and of a kind normally given by the organisation;
  - gifts of token value such as diaries, calendars and pens; or
  - gifts of token value given by learners or parents at Christmas or at the end of term.
  
- As offering gifts is a common practice in the business world particularly at Christmas time, they will be refused politely. If, for example, a gift is simply delivered to an employee's place of work, there may be a problem returning it, in which case, it will be immediately reported to the head of school (business) or chair of the board of directors who will decide on the appropriate action.
  
- Employees who have a caring role or who provide a direct personal service may come across special problems. For example, parents may wish to say thank you by offering gifts or money. This needs to be handled tactfully. Employees should refuse gifts politely and explain why they cannot accept them. Where it has not been possible to return a gift, this must be reported immediately to the head of school (business) who will give more guidance.

## 17 Hospitality

- A modest amount of entertainment is a normal part of public life but it is important not to risk undermining public confidence or allow it to appear that it may improperly influence the way employees carry out their duties.
  
- Employees must be particularly careful if they are offered hospitality by someone who wants to do business with or obtain a decision from the Trust. It is important to avoid any suggestion of improper influence. Employees should accept an offer of hospitality only if they genuinely need to go to an event to receive or give information, represent the Trust in the community or make prior visits to check arrangements, particularly in relation to health and safety (for commercially organised visits, journeys or activities involving learners). They should only accept offers to attend purely social or sporting occasions if these are part of the life of the community or the Trust should be seen to be represented.
  
- If hospitality has to be declined, this will done politely with an explanation of the rules on hospitality.
  
- Employees should use form TAN MAT D7to notify all offers of hospitality to the head of school (business) or to the chair of the board if the offer is made to the CEO. This is not required if the hospitality is of token value, for example a single drink.
  
-

## 18 Sponsorship

- The above rules relating to gifts and hospitality also apply where an outside organisation wishes to sponsor or is approached to sponsor a Trust activity. This may be by invitation, tender, negotiation or voluntarily. Employees will be particularly careful when dealing with current or potential contractors.
- Any employee who, or whose partner or family member, would directly benefit from sponsorship of an activity by the Trust, must declare this on form TAN MAT.5 and send it to the head of school (business) or the chair of the board in the case of the CEO.
- Employees must give impartial advice and avoid any conflict of interest where the Trust gives support in the community through sponsorship, grant aid or financial or other means.

## 19 Retention and access to declarations

- Declarations made on forms TAN MAT D 1 – 7 are subject to the retention periods set out below:

<b>Declaration</b>	<b>Retention</b>
TANMATD1 Relationship with external contractor or supplier	Kept for 3 years after end of employment
TANMATD2 Relationship with candidate for employment	Kept for 3 years
TANMATD3 Approval for outside interests	Kept for 3 years after end of employment
TANMATD4 Declaration of personal interests	Kept for 3 years after end of employment
TANMATD5 Financial interest in contract	Kept indefinitely
TANMATD6 Membership of secret societies or organisations	Kept for 3 years after end of employment
TANMATD7 Offers of gifts or hospitality	Kept for 3 years

## 20 Relationship with other policies and procedures

- **Disciplinary Procedure:** This procedure will be used to deal with an allegation against a member of staff that they have acted in breach of this Code of Conduct.
- **Guidance for Safe Working for Adults who work with Children and Young People:** This sets out the Trust's arrangements for safeguarding the welfare of children and young people.
- **Child Protection Policy:** This will always be followed if an allegation concerns abuse of a child.
- **Procedure for Dealing with Allegations of Abuse Made Against Staff, Volunteers and Agency Workers:** This will always be followed if the it is alleged that a member of staff, volunteer or agency worker has abused a child.
- **E-Safety & AUP Policy:** This E-safety and Acceptable Use of ICT Policy (AUP) relates to all members of the Trinity Academy Newcastle Trust community (including learners, staff, volunteers, visitors and contractors) who have access to, and are users of ICT systems and resources both in and out of learning venues where actions relate to an Academy set activities or use of an Academy online systems.
- **Social Media Policy:** The principles set out in this policy are designed to ensure that staff members use social media responsibly so that confidentiality of learners and other staff and the reputation of the Trust are safeguarded.

## **Annex A - Data Protection Act**

The Data Protection Act aims to protect the public from people not using information held on computer correctly. The Data Protection Registrar oversees the Act but it is up to the Trust and its employees to make sure that they keep to the conditions of the Act.

The basis conditions of the Act are that information held on computer is:

- accurate;
- relevant;
- not excessive for the purposes registered; and
- held for no longer than is needed.

If you are going to give information to someone else, you must make sure that you do this according to the conditions of the act and the conditions of registration. Staff who give out information frequently should make sure they are familiar with the relevant conditions.

## **Annex B – Academy Financial Handbook Sept 2017, Section 3.2 of the handbook sets out the principles academy trusts must adopt when trading with connected parties.**

- 1 If it an employee becomes aware that they have a direct or indirect financial interest in a contract which an academy has entered into or intends to enter into, they must declare this immediately.
- 2 Whilst these provisions do not apply to contracts of employment, the same principles of securing value for money and using public money properly, including managing conflicts of interest, will still apply. Salaries paid are appropriate to the individual's skills and experience and the salary rates paid in the wider market.
- 3 Academy trusts **must** ensure that any agreement with an individual or organisation referred to in section 3.2.2 to supply goods or services to the trust is properly procured through an open and fair process

## **Annex C - Organisations to which rules about personal interests apply**

Any lodge, chapter, society, trust or regular gathering or meeting, which:

- (a) is not open to members of the public who are not members of that group;
- (b) includes an obligation on the part of the member to make a commitment of allegiance to the lodge, chapter, society or gathering or meeting; and
- (c) includes a commitment of secrecy about the rules, membership or conduct of the lodge, chapter, society, trust, gathering or meeting.

Freemasons are considered to come within this definition.

A lodge, chapter, society, trust, gathering or meeting is not to be regarded as a secret society if it forms part of the activity of a generally recognised religion.

## **Annex D –Competition Regulations**

The following summarises some of the key principles to be observed:

All staff should:

- avoid acting in a way which restricts or prevents competition or is likely to have that effect;
- do nothing that would distort or inhibit competition; or
- treat outside bidders or contractors equally with the academy’s direct service organisation. For example, information given to the direct service organisation about the work which is subject to competition must be made available to all bidders.

## **Annex E - Prevention of Corruption Acts 1906 and 1916**

Under the Prevention and Corruption Acts 1906 and 1916 it is an offence for employees to accept any gifts or other benefits for:

- doing, or not doing, anything in their official capacity; or
- showing favour or disfavour to any person in their official capacity.

Under the Prevention of Corruption Act 1916 any money, gift or consideration received by an employee from a person or organisation holding or trying to get a contract will be treated as corrupt unless the employee proves differently.

Appendix – TANMAT D1



**Declaration of relationship with external contract or supplier**

“All relationships of a business or personal nature outside work with external contractors or suppliers must be declared to the head of school (business) at the earliest opportunity. Orders and contracts must be awarded on merit and no special favour will be shown to anyone.”

Section 8

Name:			
Job Title:			
Please give details of your relationship with an external contractor or supplier			
Name and Address of External Contractor/Supplier:			
Nature of Relationship:			
Signed:		Date:	
Received by Head Of School (Business) (or Chair of Board):		Date:	

Code of Conduct for Staff Employed in Schools

This form should be forwarded to the Head of School (Business) (or Chair of the Board if this form is being completed by the CEO).



**Declaration of a relationship with a candidate for appointment**

“Staff shall disclose to the CEO any relationship with any person who they know is an applicant for a post at the school”

Section 9

Code of Conduct for Staff Employed in Schools

Name:			
Job Title:			
Please give details of your relationship with a candidate for appointment with the academy.			
Name and Address of Candidate:			
Post Applied for:			
Nature of Relationship:			
Signed:		Date:	
Received by CEO (or Chair of Board):		Date:	

This form should be forwarded to the CEO (or Chair of the Board if this form is being completed by the CEO).

Appendix – TANMAT D3



**Application for approval of outside interests or employment**

“Teaching staff or support staff graded above N6 (or its equivalent) may not carry out any other business or take up any additional employment without the permission of the board of directors.”

Section 10

Code of Conduct for Staff Employed in Schools

Name:			
Job Title:			
Description of outside interest/employment/Directorships:			
Does it involve any remuneration, fee or reward? (if so, give details):			
Location of activities:			
Details of personal involvement:			
Do the activities involve any contact with this Trust (If so, give details):			
I wish to apply for approval of my involvement in the activities outlined above.			
Signed:		Date:	
Received by Chair of the Board of Directors:		Date:	

This form should be forwarded to the Chair of the Board of Directors.

Appendix – TANMAT D4



**Declaration of Personal Interests**

“Employees must declare to the CEO any financial or non-financial interests that could conflict with the trust’s interests.”

Section 11

Code of Conduct for Staff Employed in Schools

Name:			
Job Title:			
Please give details of your personal interests which may conflict with the Academy’s or local authority’s interests.			
Nature of Interests:			
The interests are:	Financial <input type="checkbox"/>	Non-financial <input type="checkbox"/>	
Signed:		Date:	
Received by Head of School (Business (or Chair of Board):		Date:	

This form should be forwarded to the Head of School (Business) (or Chair of the Board if this form is being completed by the CEO).

Appendix – TANMAT D5



**Declaration of Financial Interest**

“Section 117 of the Local Government Act 1972 requires employees to make a formal declaration about any contract with the school or local authority where they have a financial interest. Failure to comply with this is a criminal offence.”

Section 11

Code of Conduct for Staff Employed in Schools

Name:			
Job Title:			
Please give details of your pecuniary interests in a contract/sponsorship involving the school or local authority.			
Give details of financial interest:			
Give details of the contract involved:			
Signed:		Date:	
Received by Head Of School (Business) (or Chair of Board):		Date:	

This form should be forwarded to the Head of School (Business) (or Chair of the Board if this form is being completed by the CEO).

Appendix – TANMAT D6



**Membership of Secret Societies/Organisations**

“Employees must declare membership of any organisation that is not open to the public, does not have formal membership and has secrecy about rules, membership and conduct”

Section 11  
Code of Conduct for Staff Employed in Schools

This form should be forwarded to the Head of School, CEO (or Chair of the Board if

Name:			
Job Title:			
Please give details of your membership of a secret society/organisation			
Name and address of Society/Organisation:			
Date of becoming a member:			
Signed:		Date:	
Received by Head Of School, CEO (or Chair of Board):		Date:	

this form is being completed by the CEO).

Appendix – TANMAT D7



**Declaration of Offer of Gifts or Hospitality**

“Unless the exceptions below apply, employees should refuse any personal gifts offered to them, their partner or family member by any person or organisation who has dealings with the school or local authority. The exceptions are:

- gifts made at the end of a courtesy visit to an organisation that are of a promotional nature and of a kind normally given by the organisation;
- gifts of token value such as diaries, calendars and pens; or
- gifts of token value given by learners or parents at Christmas or at the end of term.”

Section 17  
Code of Conduct for Staff Employed in Schools

Name:			
Job Title:			
Please give details of an offer of a gift, other benefit or hospitality:			
Nature of gifts/hospitality offered:			
Date offer made:			
Have you accepted the offer:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Signed:		Date:	
Received by Head Of School, CEO (or Chair of Board):		Date:	

This form should be forwarded to the Head of School, CEO (or Chair of the Board if this form is being completed by the CEO).

**List of associated policies:**

[W:\Policies\Trust Policies 1718\Confidential Reporting of Concerns Policy 1718 \(Whistleblowing\).pdf](#)

[W:\Policies\Trust Policies 1718\Word Policies\Guidance for safer working practice for adults who work with children and young people 1718.docx](#)

[W:\Policies\National Guidance\Keeping children safe in education 1617.pdf](#)

[W:\Policies\Trust Policies 1718\Word Policies\Safeguarding Children Policy 1718.docx](#)

[W:\Policies\Trust Policies 1718\Word Policies\VETTING AND VISITORS POLICY.docx](#)

[W:\Policies\Trust Policies 1718\Social Media Policy 1718.pdf](#)

[W:\Policies\Trust Policies 1718\E-Safety Policy 1718.pdf](#)

[W:\Policies\Trust Policies 1718\Induction Policy 17.18.pdf](#)

[W:\Policies\Trust Policies 1718\Disciplinary Procedure 1718.pdf](#)

[W:\Policies\Trust Policies 1718\Allegations of Abuse against Staff Volunteers and Agency Workers 1718.pdf](#)

**Signed on behalf of the Board:**

A handwritten signature in black ink, appearing to read 'P. J. Carter', with a long horizontal stroke extending to the right.

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**Peter Carter (Chairperson of the Board)**

**Date: 30.06.2018**