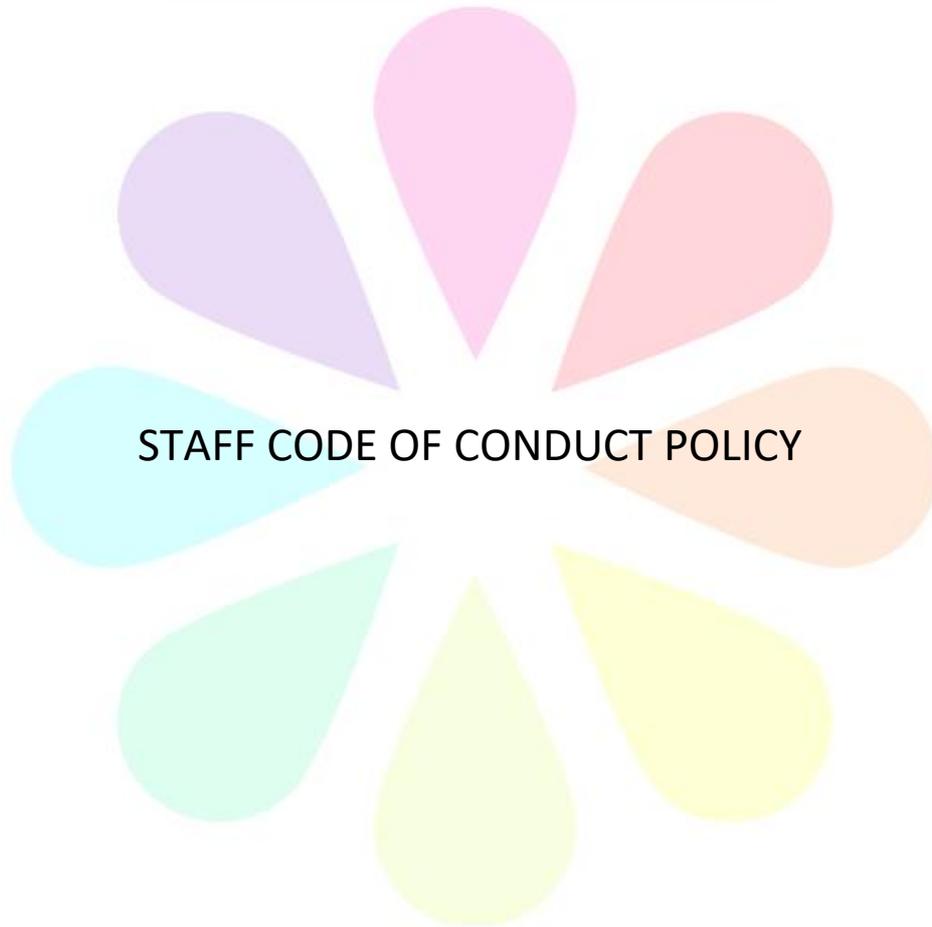




Special Partnership Trust



STAFF CODE OF CONDUCT POLICY

Date Last Reviewed: November 2019

Review Date: November 2022



Special Partnership Trust

This policy needs to be read in conjunction with the SPT disciplinary policy and the Whistleblowing policy and Child Protection policy.

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1. Introduction

The Special Partnership Trust expects conduct of the highest standard of all employees in accordance to National standards published (Head Teacher, Teacher and Teaching assistant standards) and in line with the Trust's values. As a Trust, we want to foster a mutually supportive and respectful working environment, where individuals and teams constantly strive to improve and develop through challenge, support and partnership.

It is the aim of our code of conduct to achieve consistency across the organisation and to ensure that stakeholders are not confused by mixed messages. It is important to remember that, if what we say is not supported by what we do, people will believe the actions and not the words.

This code of conduct applies to all employees of The Special Partnership Trust, both in shared offices and the Trust's schools/ARB's regardless of their position, length of service or contract type. Breaches of this code may result in disciplinary action being taken. Please

refer to the Trust's Disciplinary procedure for more information. Volunteers, agency workers and (self-employed) contractors should also be made aware of this code, although unlike employees, breaches of the code will not be managed in line with the Trust's Disciplinary procedure.

The guiding principles of The Special Partnership Trust are set out in the vision statement:

The Special Partnership Trust

A community which aspires together

Delivered by:

An ambitious, inspirational partnership of outstanding learning.

Achieved by:

An innovative, integrated Trust, with strong leadership at all levels, delivering outstanding educational outcomes and empowering pupils, parents and staff to strengthen our community even further.

It is self-evident that if we are to succeed in achieving our vision and expectations of pupils, we must ourselves strive to lead by example. As adults, employees must maintain a professional approach with the pupils in our care where all staff provide a positive role model to pupils, parents, colleagues, and visitors.

All employees of the Trust must be courteous to all people with whom their duties bring them into contact; if this practice is not observed/upheld staff have the right to report this accordingly. It is important that employees are mindful of the impact of their approach and in their working habits carefully considering the impact both will have on their colleagues. When setting or working to deadlines, staff should take account into the workload of colleagues' in line with their role.

The Trust will not be concerned with an employee's private activities. However, staff must not put themselves in a position where their activities outside of the workplace adversely impact on the Trust's reputation or where such activities could bring the Trust into disrepute and/or conflict with their employment contract and their obligations to the Trust as an employee. Such incidences may be considered a breach of trust and confidence and dealt with through the Trust's Disciplinary procedure as a matter of misconduct or gross misconduct. Line managers have a responsibility to direct, guide, support, challenge and advise their staff to ensure everyone is consistently complying with the code of conduct and the Trust's policies and procedures; this may also include line managers undertaking an investigation where such breach may have occurred.

This code of conduct does not form part of any employee's contract of employment and it may be amended at any time following consultation.



2. Attendance and punctuality

The target for staff should be 100% attendance. The Trust will support staff through periods of ill health in line with the relevant policies (Attendance Management).

If an employee cannot attend work for any reason, they must advise their place of work as soon as possible and follow the local protocol for their specific role and school.

All staff should aim for 100% punctuality to work and within work to lessons, meetings and duties; there is an expectation that, teachers and teaching assistants should be at their designated classrooms ready to greet pupils and to begin work.

In the exceptional circumstance that a member of staff is late, they must advise their place of work as soon as possible and follow the local protocol for their specific role and school. Please refer to the Absence Management policy and procedure for further information.

3. Commitment to equality and diversity

It is against the law to discriminate against anyone because of a 'protected characteristic' which are listed below:

- Age;
- Disability;
- Gender;
- Race including colour, nationality, ethnic or national origin;
- Religion, belief or lack of religion/belief;
- Being married or in a civil partnership;
- Being pregnant or having a child;
- Sexual orientation;
- Being or becoming a transsexual person.

The Trust will not tolerate any form of discrimination, direct or indirect, against employees on grounds of protected characteristics. Disciplinary action may be taken when discrimination against an employee/group of employees has been found on grounds of protected characteristics. Please refer to the Equality and Diversity policy for more information.

4. Relationships

With pupils

While children are in our care, it is important that employees constantly provide pupils with positive role models on how to behave and respond to others, by displaying positive behaviours, even under challenging circumstances.

It is therefore paramount for staff to treat pupils with dignity, to build relationships rooted in mutual respect, and at all times to observe proper boundaries appropriate for their professional position. Employees must have regard for the need to safeguard pupils' well-

being in accordance with statutory policy and provisions and fundamental British values, such as democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs. In addition, employees should ensure that their personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law. Staff should be mindful not to show favouritism to any student.

Staff must never allow themselves to be compromised by forming personal relationships with pupils or taking advantage of their relationship with pupils. Depending on the circumstances, relationships with former pupils will also be considered in this context. Pupils are not employees' friends and should not be treated as such, this includes friends identified on social media sites including Facebook.

Employees who have personal connections with pupils outside school (e.g., relatives, employment as personal assistants, neighbours, members of local community/sports/religious/political etc.), will need to be particularly mindful to maintain relationships/boundaries which do not compromise professional standards and responsibilities or breach confidentiality.

Activities which may lead to disciplinary action being taken include the following:

- Sexual relationships with a student;
- Sexual advances or sexual innuendo;
- Socialising with or engaging with pupils in your own, personal time, unless authorised by the Headteacher (or the CEO, Chair of Trustees);
- Failure to adhere to professional boundaries can include any aspect of the following: e.g. sending or storing images of pupils or engaging in private written or electronic communication with them, sharing personal contact details, sharing what is reasonably considered as too much personal information about you/your family/your personal life, engaging with pupils through social media, chat rooms, messenger devices, blogs, personal e-mail, text/multimedia message or video call;
- Providing personal loans, lending money or goods to pupils;
- Borrowing goods or money from pupils;
- Asking pupils to carry out paid or unpaid private work or services;
- Knowingly purchasing from or selling an item to a student directly or through an auction or selling website;
- Allowing unauthorised and/or unsupervised usage of Trust property or facilities.

Employees should be aware that it is not uncommon for pupils to become strongly attracted to a member of staff or to develop an infatuation. Employees should make every effort to ensure their own behaviour cannot be brought into question, does not appear to encourage this and be aware that such infatuations may carry the risk of their words or actions being misinterpreted. If any member of staff becomes aware of an infatuation, they should discuss it with the Designated Safeguarding/Child Protection Lead of their school immediately so that they can receive support on the most appropriate way to manage the situation. Please refer to the Safeguarding and Child Protection policy and the whistleblowing policy for further information.

There are occasions when it is entirely appropriate and proper for staff to have physical contact with pupils, e.g. where a pupil is in distress and needs comfort/reassurance. Staff must ensure that they only do so in ways that are appropriate to their professional role and in response to the pupil's needs at the time. This should be of limited duration and appropriate to the student's age, stage of development, gender and background of the student. Employees should always be able to explain why they have made physical contact with a student.

Staff may physically intervene (but are not expected to do so, if they believe they may be injured in the process; sending for help is an appropriate alternative) with pupils to prevent them from committing a crime, injuring themselves or others, causing damage to property, engaging in behaviour prejudicial to good order and maintain good order and discipline. Physical force must never be used as a form of punishment. Staff will always be guided by the principles of Team Teach; please refer to the SPT behaviour policy.

There will be times where an employee is working one-to-one with a pupil-and this can be viewed as acceptable although staff need to understand that this means that they may be more vulnerable to allegations being made against them. For this reason, it is important that employees:

- Avoid meeting on a one-to-one basis in secluded areas of the respective school;
- Ensure that the door of the room is open or that there is visual access into the room;
- Inform the line manager and/or colleague of the work/meeting, preferably beforehand;
- Report to their line manager, if the pupil becomes distressed or angry.

With colleagues

Inevitably within a large organisation disagreements and misunderstandings will occur. It is important to operate on the principle that all colleagues have the interests of the children and the Trust at heart, and that we have a common purpose even when we may disagree about methods; conflict can be constructive if handled professionally.

Staff should follow the accepted professional practice of raising concerns or criticism directly with the colleague concerned, with the objective of a positive resolution. Dealing with a concern person to person in order to resolve an issue is preferable and helps maintain positive working relationships. Until the colleague is informed of concerns, one cannot assume that from their perspective they are aware there has been an issue. Public discussions, or criticism of a colleague, exacerbate problems and can lead to formal disputes or grievances. Please refer to the Grievance policy for further information.

Staff should clearly not discuss matters relating to a colleague with pupils. This covers professional and private issues. Distress can be caused by well-intentioned, but misguided, information, e.g. telling pupils a member of staff is leaving or pregnant, or of their home circumstances, is not acceptable.

In order to maintain professional boundaries, line management arrangements between employees who are relatives, personal friends or significant others are discouraged. This also applies where employees form relationships before or after employment commences. In all

cases, staff should disclose this to the Headteacher (or the CEO, Chair of Trustees) so that the most appropriate alternative line management arrangements can be determined, and potential conflicts of interest addressed.

Some staff may be employed by parents as a Personal Assistant for their child; staff must always be mindful of breaches of confidentiality and not share personal information about the child/other children/staff with the parent. If a parent is seeking further information the staff member must direct all enquiries to the Head of the school, informing the head of such requests.

Staff are discouraged from contacting parents outside of the formal systems identified by the Trust; this includes the use of social media; if staff members are in contact with parents via social media, they are encouraged to provide such details to the Head of the school. Any communication with parents that brings the school/Trust into disrepute with parents will be investigated by the Trust which could result in disciplinary action taken.

Bullying and harassment.

The Trust wants to maintain an environment which allows pupils and staff to flourish and achieve their full potential and to work and participate in the Trust's life. Bullying, harassment, victimisation and intimidation will not be tolerated, and disciplinary action may be taken, if a member of staff engages in such practices. Please refer to the Grievance policy and whistleblowing policy for further information.

5. Dress code

All employees are required to adopt modest, smart dress and are expected to be a role model for all pupils in terms of their dress as well as hair styles/colours. Dress should be suitable for the role that employees carry out and where applicable, staff should ensure corporate uniform is adhered to e.g. PE; Catering and Reception staff.

It is essential in all areas that the manner of dress and appearance is not likely to be viewed as offensive, revealing or sexually provocative; does not distract, cause embarrassment or give rise to misunderstanding; is absent of any political or otherwise contentious slogans; is not considered to be discriminatory and compliant with professional standards- Examples of inappropriate dress are:

- Low cut tops or dresses (shoulders/midriff should be covered).
- Mid-thigh length skirts or dresses
- Shorts/beach wear (unless they are worn for structured teaching/learning sessions – e.g. – PE)
- Denim including Jeans, leggings/jeggings/treggings
- Casual footwear including flip flops, sling back shoes or trainers.

(This list is not exhaustive.)

Hair, when long should always be tied back; earrings need to be small and able to be removed from the ear easily to lessen any likelihood of injury if a pupil grabs/pulls the ring.

Finger nails should be of an acceptable length and not impact upon the safe working practice with our pupils and not impede any interactions with them – e.g. - moving and handling, Team teach. False nails should not be worn for cosmetic reasons.

Where an employee's post requires a different form of dress because of the practical nature of their work, this will be confirmed by their line manager, if unsure staff should seek the advice/guidance of their line manager. Line managers will support their staff by giving feedback, advice and guidance on any aspect of the dress code, where necessary.

6. Mobile phones *please refer to the SPT mobile device and personal call policy*

7. Image of the Trust

Communication

All written communication, e.g., letters, reports etc., must be of the highest standard. This also applies to e-mail communications with parents/carers and staff should be mindful to maintain a professional, formal dialogue when using this medium; any email sent to parents must be stored electronically or printed/stored in the pupil's school file. Staff are asked to take particular care when in the office/reception areas to remember that conversations may be overheard by visitors or telephone callers. Written communication to parents/carers, pupils and other external recipients must be approved by the Headteacher in its final version before it is sent.

Additionally, the Trust reserves the right to monitor, access and review communications sent and received in all formats, e.g. in writing and electronically, to safeguard against reputational risk and ensure appropriate communication is maintained.

Answering the telephone

How the telephone is answered and queries addressed sends messages out about the academy. Staff answering the telephone should ensure the query is answered appropriately and professionally. This may involve taking a message and recording the message appropriately and ensuring this is passed to the appropriate person.

To help a caller, staff should indicate who they are, and their role. If leaving a message on another phone, staff should provide this information. If a member of staff has left a message for a parent/carer, they must inform the main reception so that the return call can be put through to the correct member of staff.

If in an office where phones are being answered or at reception, staff should be aware of background noise and show consideration to other colleagues. It creates a poor impression to a member of the public if they can hear lots of background noise.

Texting, Social networking, electronic and online expectations

It is essential for all staff to consider their use of social networking, including the use of texts, electronic communications and their presence on the internet. Individuals should be mindful of the image of themselves within a professional organisation; this includes their



professional relationships with staff across the Trust in upholding the reputation/confidentiality of the Trust when engaged in communication verbally/online or electronically. Employees are responsible for checking carefully their online privacy settings in line with guidance issued on www.safeinternet.org.uk.

If pictures are taken of other adults whether on Trust premises or in social situations, employees should consider the image it projects and permission of any individuals featured must be secured before the images are shared in any form on- or offline.

In line with our Safeguarding and Child Protection policy, inappropriate, sexually explicit or compromising images have no place in a school environment. Staff should consider carefully against safeguarding expectations images and text on their own electronic devices. Whether in person, online, in writing, on the TV or radio or on the phone, staff should be sure that sensitive information is not inadvertently disclosed.

The Trust reserves the right to act on any information obtained from social media sources. If it indicates that an employee is using social media inappropriately, disciplinary action may be taken.

Private use of the internet

Private use of the internet should not be undertaken during work time. If employees wish to use the internet for private matters, they should do so in break times. Staff should be mindful of the images they publish online and the potential impact of such images on their professional reputation/reputation of the Trust/school; if any member of staff is in doubt of what is intended to be published/published they should seek the guidance of their line manager. Any internet use and content within the Trust and/or the Trust's equipment must be acceptable within the Trust's Safeguarding and Child Protection, ICT User and E-safety policies. Please also refer to www.safeinternet.org.uk.

Staff should not do anything to risk the integrity of the Trust's ICT systems. This includes the use of unauthorised hardware or unlicensed software on the Trust's system. Employees must not copy software products licensed to the Trust. Please refer to the ICT User policy for further information.

8. Relationships with the media

If an employee is approached by the media, they should take details about the enquiry and contact the Headteacher or the CEO. Staff should not engage in conversation with journalists and be pressurised with claims of a deadline needing to be met. If a member of staff notices someone filming, photographing and/or recording outside the academy, they should contact the Headteacher immediately.

Although not exhaustive, staff should not do the following on behalf of the Trust without written consent from the Headteacher of Academy (or the CEO, Chair of Trustees):

- Write to the media directly or in conjunction with others;
- Write or contribute toward media articles;
- Produce multimedia footage for any purposes about the Trust and its activities.

If an employee is invited to present at a conference or write an article by virtue of their connection with the Trust, prior written permission and editorial oversight must be sought from the Headteacher of School (or the CEO). Any payment received for such activities must be paid to the Trust.

Employees should be mindful when conducting any of the above activities that they do not represent the Trust as a spokes-person. If employees are unsure about dealing with the media, they should contact Headteacher for the School or the CEO.

9. Safeguarding

Every member of staff has been issued with the latest 'Keeping Children Safe in Education' document. Staff must ensure that they read and sign to indicate they understand the document and the Child Protection policy of their school and, must adhere to the guidance in these policies at all times. Regular training will be provided.

If an employee has any concerns regarding child protection, they must contact the Designated Safeguarding/Child Protection Lead of the respective school if the designated lead is not available staff must seek the guidance from the deputy designated lead identified in each of our schools.

If a child tells a member of staff or an employee gets to hear (even via other pupils) about a matter of abuse (sexual, emotional and/or physical) or sexual misdemeanour or any other matter of concern, they are obliged to pass it to the Designated Safeguarding Lead of the respective school academy without informing the parents/carers or asking for permission. The relevant Designated Safeguarding Lead will consult the LADO/Social Services and follow advice. All matters have to be referred. All child protection matters will be reported to the Governing body.

If an employee has any child protection concerns regarding a member of staff, the Headteacher of the school (or the CEO or Chair of Trustees) **must** be informed without delay.

All employees must cooperate with colleagues and with external agencies where necessary. The Safeguarding policy will guide all staff on how to act in the event of **any** safeguarding concern; a copy of this can be found on each schools/SPT web site.

10. Confidentiality and GDPR

Employees may in the course of their duty obtain information which is confidential. They must not pass on any information received or obtained through their employment to anyone who is not entitled to have that information. Staff must follow the data handling and management protocols and policy for their respective academy at all times.

Staff will be expected to work within the requirements of the Data Protection Act 1998 and the Freedom of Information Act 2000. Employees must not misuse their position by seeking information which they do not need to know to carry out their duties. When leaving the employment of the Trust, they must adhere to and sign the data declaration.



Finance and procurement

The Trust is independent from the Local Authority, state-funded schools which receive their funding directly from central government. Staff must ensure that they use public funds entrusted to them in a responsible and lawful manner. They should strive to achieve value for money.

Finance staff, budget holders and all employees involved in financial activities and transactions on behalf of the Trust are required to read, understand and follow the Finance Policy and Procedures. All employees will ensure compliance by e.g. raising purchase orders, submitting accurate expenses claims in a timely manner etc.

Employees involved in the awarding of contracts must avoid potential conflicts of interest and must not be involved in decisions where they have a connection to the organisation or individual bidding for work.

12. Criminal charges and convictions

There is a requirement for staff to inform the Headteacher of their school (or the CEO, Chair of Trustees) if they are subject to a Police investigation or are charged with or convicted of any criminal offence during their employment; this includes cautions.

Staff should notify the Headteacher of their school (or the CEO or the Chair of Trustees) of any cautions or convictions issued to them; failure to do so in either case may result in disciplinary action being taken and potentially dismissal.

13. Other employment

During the period of employment, employees are required to devote their full time, attention and abilities to their duties and to act in the best interests of the Trust.

Accordingly, they must not undertake any employment or engagement (also whilst off-duty), which might interfere with the performance of their duties, conflict with the interests of the Trust or have implications for their own health and safety or for that of their pupils and/or colleagues.

Staff are required to declare such employment or engagement and obtain written consent prior to engaging in any business or appointment from their Headteacher of their school (or the CEO, Chair of Trustees).

The member of staff must ensure that Trust time and equipment are not utilised in connection with any other employment.

Political activity

The Trust must remain politically neutral and not be linked, directly or indirectly, to any political organisation. Employees are free to join political groups, apart from discriminatory organisations, secret societies or illegal political organisations.



15. Planning career changes

It is a requirement that the Headteacher (or the CEO, Chair of Trustees) is one of the referees of any member of staff to provide employment information on the reference. Please be advised that if staff are asked to provide a reference for either a current or a previous employee, they must ensure that they forward the reference to the Headteacher of the school (or the CEO, Chair of Trustees) for checking and to be countersigned before the reference is sent. References will not be unreasonably delayed or withheld.

Occasionally, you may be approached to give a personal reference for a colleague. Personal references must not be sent from your Trust e-mail account and must not be on the Trusts/School letter head. The reference should state clearly that it is a personal reference.

16. Health, safety and security

All employees have a responsibility to secure a healthy and safe environment for all pupils and staff. Everyone is responsible for their own health, safety and welfare and should have due regard for the health, safety and welfare of others. Please refer to the Health & Safety policy for further information.

Staff are expected to wear their staff badge/lanyard at all times and, ensure the security of the Trust's premises with the appropriate use of and storage of key and fob. If an employee misplaces/loses their key, fob or badge, they must report this immediately to the Premises Lead and the Headteacher of the school. If keys/fobs/badges are found unattended, these must be immediately handed into the main reception of the respective school, who will seek to inform the member of staff, if identifiable and/or the Premises Lead as appropriate.

Any member of staff leaving the Trust's premises during the working day should inform the main reception of their respective school that they are going off site and confirm that they are back upon their return; they should also advise reception if they are not returning after their appointment. Employees should also sign in/out at reception so that they can be accounted for in case of emergency.

Where staff have visitors on site, it is their responsibility to ensure that the visitors are escorted at all times, if they have a red lanyard. The red lanyard symbolises that the visitor does not have DBS clearance and therefore must be supervised at all times. If a visitor with a red lanyard is found unescorted on the Trust's premises, they should be escorted back to the main reception of the respective academy.

Where a member of staff is taking pupils off site, they must follow the educational visits policy in advance. Prior to departure, they must ensure they have the required verification from the head of school/educational visits lead with all supporting documentation in place. All staff must adhere to the protocols outlined in the educational visits policy to minimise any risk to staff/pupils undertaking the educational visit taking with them the relevant consent forms and documents. It is the responsibility of the employees escorting the pupils on the visit/day to check that the appropriate documents and consents are lodged as outlined. If any staff is in any doubt, they are responsible for seeking additional advice and guidance from the school.

Every employee in the building is responsible for reinforcing the safe movement and behaviour of pupils around the school at all times; the SPT moving and handling and behaviour policy outlines the guidance/protocols required.

Any issue of concern, malfunctioning equipment or danger must be reported to the Premises Lead of the school immediately. Under no circumstances should pupils be put at risk by expecting them to work outside safe parameters – e.g. - carry too much, stand on chairs or tables, paint walls or ceilings etc. Staff must ensure that there are no trip hazards or sharp objects, dangerous chemicals or equipment that may cause injury.

Health and safety checks are conducted regularly by approved contractors on all equipment where there is a need. Electrical PAT tests are conducted to ensure electrical equipment is safe to use. Staff must ensure that electrical equipment is visually checked prior to use to ensure that it has no damage and it has a valid 'passed' label.

If an employee has any concerns, they should not use the equipment and put a label on it so that others do not use it. The Premises Lead should be notified accordingly.

Employees must fulfil any additional health and safety duties in line with their role and responsibilities as outlined in the Health & Safety policy and job descriptions.

17. Smoking

All premises of the Trust are non-smoking and 'non-vaporising' sites. Therefore, staff and pupils are expected not to smoke/use a vaporiser on site.

18. Alcohol and substance misuse

It is not permitted to consume alcohol or any (illegal) substances on Trust premises and to be under their influence during work hours. Therefore, it is a disciplinary offence to be under the influence of alcohol and/or substances whilst at work or when representing the Trust, or if it is believed to have affected an employee's ability to conduct their duties.

The Trust expressly prohibits the use of any illegal drugs (including psychoactive substances, formerly known as 'legal highs'), or any prescription drugs that have not been prescribed for the user, if they impair the judgement or are abused.

It is a criminal offence to be in possession of, use or distribute an illegal drug, or to produce, supply or possess these with the intent to supply illegal drugs. If any such incidents take place on Trust premises, vehicles or at a Trust function, they will be investigated and may lead to disciplinary action being taken and reporting to the police.

Staff must inform their line manager in confidence regarding any prescribed medication that may have an effect on their ability to carry out their work safely and/or to care for or supervise pupils in their care. They should seek medical advice before continuing to take such medication and discuss the advice received from their GP or Occupational Health with their line manager or another appropriate manager. Managers must ensure that affected employees only work directly with pupils, if medical advice confirms that the medication is unlikely to impair the employee's ability to look after pupils properly.

Staff medication, personal belongings i.e. handbags, etc must be kept out of reach of pupils at all times in lockers / locked storage. The Trust takes no liability for personal belongings that go missing on Trust property if it is not stored correctly.

Staff suffering from drug and/or alcohol dependency are encouraged to declare these to the Headteacher of school (or the CEO, Chair of Trustees) or HR. The Trust will aim to signpost them to appropriate support services.

19. Gifts and hospitality

Staff should not receive or give any gift, loan, fee, reward or other advantage in return for doing (or not doing) anything or showing favour or disfavour to any person or organisation. If an employee becomes aware of potentially dishonest or fraudulent activities by others, they have a duty to report this to the relevant Headteacher (or the CEO, Chair of Trustees). Please refer to the Whistleblowing policy for further information.

If a member of staff is offered or receives gifts and/or hospitality, they should not put themselves under an obligation that might influence future decisions or conduct. Please see below for general guidelines:

- Employees should be careful that the receipt of hospitality could not be construed as a way of exerting improper influence over them or the Trust.
- As a general rule, you should not accept hospitality that would not be reciprocated by the Trust in similar circumstances. Employees should be cautious when accepting hospitality and ensure it is appropriated and not too lavish.
- Personal gifts or vouchers from pupils should be recorded in the 'Trust Gift Register' and should not be excessive/significant in value.
- It is not permitted to accept cash under any circumstances.
- Offers of hospitality and gifts, which an employee considers accepting, must be recorded in the appropriate register.
- When declining hospitality or gifts, staff should be courteous and refer the person making the offer to this code.
- If you have any doubt about gifts/hospitality offered, you must seek advice from your line manager at the earliest opportunity and in reasonable time.

20. Trust and personal property

Employees are reminded that they have a duty of care with regards to Trust property in their possession inside or outside of work. Every action must be taken to safeguard the security and integrity of this property by the member of staff. Negligence on the part of the employee may lead to disciplinary action being taken.

Where due diligence in relation to security or safety of Trust property has not been taken or Trust property has not been treated with care, employees are advised that the Trust's insurance may not cover the item concerned and staff would be expected to claim on their own insurance or cover the costs in order to replace/repair the item. It is essential that any loss or theft is reported to a member of the Finance team.



The Trust assumes no responsibility for any personal items or possessions lost or damaged on any of its premises. Staff should ensure that they do not bring unnecessary or unsuitable items into the workplace and are recommended to make sure that any risk to personal property is covered by private insurance.

21. Intellectual property and copyright

All intellectual property rights, such as copyright, design rights and the right to patent inventions, relating to anything created or invented by employees in the course of their duties automatically belong to the Trust. Staff cannot exploit rights to these without written permission from the CEO.

The Trust may agree to their individual schools' collaborating with other academies/schools to create or invent intellectual property; this is subject to CEO approval.

Staff may use and print copies of items which are the Trust's intellectual property for their personal and non-commercial use only provided that all copyright notices remain intact. However, they should not share these items with individuals/organisations outside of the Trust without the permission of the Headteacher of the school (or the CEO, Chair of Trustees).

Employees are required to return all intellectual property of the Trust prior to leaving the organisations for any reason. Please refer to the Data Declaration for further information.

Review of this policy

This code of conduct is reviewed at least every three years by the Trust. The Trust will monitor the application and outcomes of this policy to ensure it is working effectively.

Declaration

The declaration must be signed by all employees.

By signing this declaration, I declare and confirm that I have read and understood the contents of the code of conduct and will always abide by these contents whilst discharging my duties and responsibilities or when representing the Trust in an official capacity. I understand that if I am unsure of any aspect of this code of conduct or how it may apply in a particular situation, I will seek clarification from my line manager or the Head of School (or the CEO for Heads of School and central office staff or the Board of Directors for the CEO).

Signature: _____

Print Name: _____

Date: _____

