

## Code of Conduct

This policy is prescribed by The Good Shepherd Trust and all reference to 'the Trust' includes all Trust schools, the central team and subsidiary organisations.

Date adopted: April 2024	Last reviewed: 08/04/2024
Review cycle: Every 12 months or earlier	Is this policy statutory? No
Approval: CEO and CFOO	Author: Head of HR
Next Review Date 04/2025	

### Revision record

Minor revisions should be recorded here when the policy is amended in light of changes to legislation or to correct errors. Significant changes or at the point of review should be recorded below and approved at the level indicated above.

Revision No.	Date	Revised by	Approved date	Comments
1	September 2023	David Bird		Updated policy with additional sections replacing 5 previous policies on "Dress & Appearance", "No Smoking", "Punctuality (Staff)", "Social Media (Staff)", "Substance Misuse". New policy introduction and updated using The Key guidance.

### 1. Policy Statement and Background

This policy aims to set and maintain standards of conduct that we expect all staff to follow with the aim to ensure our Trust and our schools are an environment where everyone is safe, happy and treated with respect.

School staff have an influential position in the school and will act as role models for pupils by consistently demonstrating high standards of behaviour.

We expect that all teachers will act in accordance with the personal and professional behaviours set out in the Teachers' Standards.

We expect all support staff, local committee members, Trustees and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others.

Failure to follow the code of conduct may result in disciplinary action being taken, as set out in our staff disciplinary procedures.

Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, staff will use their professional judgement and act in the best interests of the school and its pupils.

The code applies to all individuals operating on behalf of the Trust whether as an employee or working for the Trust in any other capacity.

The Trust aims to be an employer of choice and expects all employees to conduct themselves in a way that reflects its vision and values.

The Trust is committed to raising standards. By abiding by the Code of Conduct and following the Trust vision and values and behaving in a manner that reflects these values, the Trust aims to create a better place for all to work and study.

In line with the statutory safeguarding guidance [Keeping Children Safe in Education](#), we have a staff code of conduct, which covers low-level concerns, allegations against staff and whistle-blowing, as well as acceptable use of technologies (including the use of mobile devices), staff/pupil relationships and communications, including the use of social media.

This policy also complies with our funding agreement and articles of association.

## **2. The Good Shepherds Trust's Values and Expected Standards of Conduct**

The Good Shepherd Trust expects their staff to embody the values which guide our work and relationships, including:

- Trust
- Love
- Courage
- Respect
- Integrity

Our values will be lived out by all our people in every aspect of our work, including our behaviours, policies and decision-making.

These values guide the way we behave whilst at work, they guide the way we work together, how we do our jobs and how we recruit, select and develop our employees.

The Trust expects employees to behave in a manner that is consistent with these values and this is encouraged and reinforced through the Trust's performance management process.

While the code sets out the standards of behaviour expected of employees, the following questions may help employees to decide whether what they are doing (or intend to do) is acceptable:

- Is anyone's life, health or safety endangered by their action?
- Does their action "feel" right? Could they successfully justify their action to their manager, student, colleague or friend?
- Is their action legal, honest and does it comply with Trust policy, statutory requirements and approved practice?
- Does their action appear reasonable? Would they be able to justify it to the local media?
- Would they be compromised if their manager, fellow workers, or friends knew their action?
- Does their conduct undermine the reputation of the Trust and/or their profession?

This code is intended to bring employees' attention to key areas of conduct. However, the code is underpinned by more detailed policies on Health and Safety, Single Equalities, Electronic Information and Communications Systems, and Safeguarding. It should also be read in conjunction with the Trust's Disciplinary, Grievance, Capability, Allegations Against Adults Policies and Safer Working Practices Statement.

Many of the rules set out below may seem obvious and would apply in any type of employment; for example, the requirement to follow reasonable instructions. Others, however, are related specifically to the nature of our organisation and may only be relevant to particular groups of employees.

By their nature, these rules are not exhaustive, but they set out the principles to be observed which, if breached, may lead to disciplinary action. From time-to-time issues may arise which are not specifically covered within this code, but which may lead to disciplinary action if they are felt to represent unacceptable conduct.

Even though not mentioned in the rules, criminal or statutory offences committed while at work may result in disciplinary action, including summary dismissal.

The Trust may also be obliged to involve the police or other outside agencies, such as the LADO. Such offences committed away from work may be dealt with under the disciplinary procedure if they are considered relevant to the suitability for the work the person is employed to do. Employees must notify the Trust of any conviction by a court as soon as practicable. Failure to do this may be taken into account in disciplinary proceedings.

If an employee colludes with anyone else in the breaking of any of these rules they may also be liable to disciplinary action.

The rules that follow set out examples of standards of behaviour expected of employees. It should be noted that this list is not exhaustive.

- Staff will not act in a way that would bring the school, or the teaching profession, into disrepute. This covers conduct including but not limited to relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school on social media.
- Breaches of the Employee Code of Conduct may be dealt with in accordance with the Trust's Disciplinary procedure and/or Allegations Against Adults Policy, including low-level concerns.
- The disciplinary action to be taken in any individual case will always depend on the particular facts. However, breach of any rule shown in bold may lead to dismissal or summary dismissal (dismissal without notice for gross misconduct) dependent on the seriousness of the misconduct.

### **3. Safeguarding**

Staff have a duty to safeguard pupils from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, and neglect.

Staff will familiarise themselves with our child protection and safeguarding policy and procedures including the Prevent initiative, and Female Genital Mutilation (FGM) and ensure they are aware of the processes to follow if they have concerns about a child.

Our child protection and safeguarding policy and procedures are available on the Trust and School's websites. New staff will also be given copies on arrival.

All employees, workers, learners and volunteers and anyone operating on behalf of the Trust or visiting the Trust have the right to feel safe at Trust or while carrying out activities in relation to the Trust. No one should be hurt or abuse anyone in anyway.

Employees must always:

- Respect other people's right to safety

- Not hurt or abuse others; and not threaten to hurt or abuse them
- Comply with the Trust's pre and post-employment vetting procedures
- Advise their manager if they are under investigation by the Police or other authority in connection with allegations of abuse in line with Part 4 of Keeping Children Safe in Education 2023
- Advise the nominated person if you are aware or have any suspicions that anyone is abusing another person
- Share low-level concerns with the Headteacher at the earliest point possible. Note – a definition of low-level concerns and the Trust's approach to the management of these can be found within the Allegations of Abuse Against Adults Policy
- Help identify any weakness in the school or Trust's safeguarding systems
- Comply with Trust policies on Child Protection and Safeguarding Children and Allegations of Abuse Against Adults

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

This section is based on 'Section 1: Allegations that may meet the harm threshold' in part 4 of Keeping Children Safe in Education 2023.

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

- Behaved in a way that has harmed a child, or may have harmed a child, and/or
- Possibly committed a criminal offence against or related to a child, and/or
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children, and/or
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children – this includes behaviour taking place inside or outside of school

We will deal with any such allegation quickly and in a fair and consistent way that provides effective child protection while also supporting the individual who is the subject of the allegation.

An appropriate 'case manager' will lead any investigation.

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

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

- Being over-friendly with children
- Having favourites
- Taking photographs of children on a personal device
- Engaging in 1-to-1 activities where they can't easily be seen
- Humiliating pupils

Low-level concerns can include inappropriate conduct inside and outside of work.

All staff should share any low-level concerns they have using the reporting procedures set out in our child protection and safeguarding policy. We also encourage staff to self-refer if they find themselves in a situation that could be misinterpreted. If staff are not sure whether behaviour would be deemed a low-level concern, we encourage staff to report it.

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

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

This creates and embeds a culture of openness, trust and transparency in which our values and expected behaviour are constantly lived, monitored and reinforced by all staff, while minimising the risk of abuse.

Reporting and responding to low-level concerns is covered in more detail in our child protection and safeguarding policy. This is available on the Trust's website.

Our procedures for dealing with allegations will be applied with common sense and judgement.

#### **4. Health and Safety**

Employees should always observe any Trust health and safety rules and guidance. Employees should never:

- Breach the Trust health and safety policies
- Act in a manner likely to endanger themselves, fellow workers, members of the public, the Trust's property, or that of a third party.
- Ignore anything that has the potential to cause harm. It should be immediately brought to the attention of the line manager
- Misuse any item provided for health and safety purposes
- Smoke in enclosed and substantially enclosed premises in the workplace. This includes vehicles and the student areas

#### **5. Drug, alcohol and substance misuse**

The Trust prohibits the drinking of alcohol by employees, workers, (and contractors) in the workplace or on Trust business other than reasonable drinking of alcohol in connection with approved social functions. The Trust regards drinking to an 'unreasonable level' as any of the following situations:

- In the opinion of management, the individual's performance is impaired.
- In the opinion of management, the individual's behaviour may cause embarrassment, distress or offence to others.
- The individual continues to drink when instructed to stop by a manager.

The Trust will take all reasonable steps to prevent employees (and contractors) carrying out work-related activities if they are considered to be unfit/unsafe to undertake the work as a result of alcohol consumption or substance abuse.

The Trust expressly prohibits the use of any illegal drugs or any prescription drugs that have not been prescribed for the user. It is a criminal offence to be in possession of, use or distribute an illicit substance. If any such incidents take place on Trust premises, in Trust vehicles or at a Trust related function, they will be regarded as serious, will be investigated by the Trust, and may lead to disciplinary action and potential dismissal and possible reporting to the Police.

No employee or other person under the Trust's control shall, in connection with any work-related activity:

- Be under the influence of alcohol or drugs (except prescribed medication) whilst at work.
- Misuse and be under the adverse influence of substances whilst at work
- Attempt to sell or give drugs or alcohol to any other employee, student or other person on the Trust premises, or whilst conducting Trust business.
- Be in possession of controlled drugs contrary to the Misuse of Drugs Act 1971 (as amended)
- Operate machinery under the influence of drugs or alcohol. (There may be an exception for prescription drugs, provided they do not have an impact on performance whilst operating machinery).
- Fail to inform line manager if taking prescription drugs or over the counter medication which may affect the ability to perform duties normally
- Drive vehicles whilst on Trust business whilst under the influence of drugs and/or alcohol.
- Fail to follow instructions in relation to health and safety procedures for use and storage of solvents.

For further information, please see the Substance Misuse Policy section (Appendix 5).

## **6. Attendance at work**

Employees should attend for work at all agreed times and should obtain prior authorisation for any absence. Employees should:

- Observe any designated hours of work.
- Always observe the Trust's requirements on the notification of absence by reason of sickness. Outlined in the Trust's Sickness Absence and Sick Pay Policy
- Never work elsewhere when absent from the Trust without line manager's authorisation. Examples of absence include sickness, suspension and leave related to work and families.
- Comply with the Trust's leave policies
- Never leave work during designated/ agreed working hours without permission.

## **7. Professional Conduct**

The Trust expects employees to behave in a professional manner at all times; to be honest, act with integrity and give respect and consideration to others and to comply with professional codes of practice e.g. Teacher's Standards.

Employees should always:

- Be honest
- Follow all reasonable and lawful instructions.
- Conduct themselves in a manner that does not bring the Trust's name into disrepute.
- Act in a manner that is not abusive towards another person, this includes indirect abuse for example where abusive comments are made to others out of the hearing of the target.
- Be considerate in their language and tone when speaking to others.
- Treat everyone with respect and not undermine them, bully or harass them or act towards them in a manner which is discriminatory
- Adhere to professional requirements to attend relevant training and submit monitoring information in relation to employees and students where relevant
- Advise their line manager if their professional status has been removed by the professional body or they are subject to any disciplinary investigation and/or disciplinary action by the professional body.
- Take reasonable care of students under their supervision and follow the required Trust guidelines
- Comply with all relevant statutory provisions.
- Cooperate with management in complying with the Trust's policies and procedures
- Comply with the requirements of statutory bodies relating to the examination, assessment and evaluation of student achievement and attainment.

- Comply with the Codes of Conduct of professional bodies to which they may belong
- Not bring members of family, dependants or other visitors onto Trust premises whilst conducting normal working duties without prior permission

And must not:

- Post, distribute or display inappropriate literature at any of the Trust's premises or other premises whilst on Trust business.
- Behave in a violent manner or threaten violence towards another person
- Use social media in such a manner that may bring the reputation of the Trust or the employee themselves into disrepute.
- Make false allegations against another person or the Trust
- Behave in an insubordinate or inappropriate manner
- Behave in a persistent careless and/or negligent manner.
- Behave in a manner that is likely to disrupt working relationships.

### **8. Relationships with Pupils/Students**

Employees must:

- Maintain professional boundaries with students appropriate to their position and must always consider whether their actions are warranted, proportionate, safe and applied equitably
- Act in an open and transparent way that would not lead any reasonable person to question their actions or intent
- Think carefully about their conduct so that misinterpretations are minimised
- Be mindful of section 16 of The Sexual Offences Act 2003

Employees must not:

- Establish or seek to establish social contact with students for the purpose of securing a friendship or to pursue or strengthen a relationship. If a young person seeks to establish social contact you should exercise your professional judgement in making a response and be aware that such social contact could be misconstrued
- Develop personal or sexual relationships with students and should not engage in any sexual activity with a student
- Make sexual remarks to a student, discuss their own sexual relationships with, or in the presence of, students or discuss a pupil's sexual relationships in an inappropriate setting or context

Contact with students should be through the Trust's authorised mechanisms. Personal phone numbers, email addresses or communication routes via all social media platforms should not be used and staff should not share their home address with students. If contacted via an inappropriate route the member of staff must inform the Headteacher or Trust Senior Leader immediately.

Employees must not accept friend invitations or become friends with any student of the Trust on any social media platform. Employees should also refrain from following the student on Twitter/X or other similar social media accounts of students or their parents.

### **9. Communication and Confidentiality**

Confidentiality should be maintained in accordance with statutory and Trust regulations and procedures in all forms of communication.

Employees should:

- Always comply with the Trust's Data Protection and Freedom of Information policies and procedures with regard to the retention, disposal security and disclosure of personal data.
- Never disclose confidential information to any other person or party without consent (unless specifically required to do so by law).
- Never search confidential files to which access has not been granted.

### **Regulatory issues and Use and Security of Resources**

Employees are expected to act with honesty and integrity to safeguard the stewardship of resources for which the Trust is responsible. Employees should always comply with regulations that are applicable to the Trust and its business

Employees should always:

- Ensure that they comply with the rules and principles of any regulatory bodies and/or relevant statute applicable to the duties they perform.
- Comply with the Trust's financial regulations
- Comply with the Trust's insurance Policy
- Ensure that they account promptly and accurately for all monies handled in the performance of their duties. If an employee discovers any discrepancy or loss they must declare it to their line manager without delay.

Note: Any attempt to conceal any discrepancy will only heighten the suspicion of dishonesty later. The Trust may report any such losses and thefts to the Police.

- Declare any conviction for a criminal offence or caution in relation to an offence (except those which are "protected" as defined in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013).

Employees should:

- Never wilfully damage or abuse the property of students, fellow workers or the Trust, or the property of outside agencies whilst conducting Trust business.
- Never access, view or distribute material of a pornographic nature
- Never make a financial claim in connection with work or services that have not been undertaken in connection with authorised Trust business
- Never remove any Trust property from the Trust's premises unless approved by your manager.
- Never remove, or be in unauthorised possession of, any property or facilities belonging to the Trust or to any employee, student or visitor to the Trust.
- Always use Trust systems (e.g. computers, internet) in accordance with the Trust's Information and Communications Systems and the Social Media guidance in this policy.
- Take all reasonable measures to ensure, so far as it is practical, the safety and security of Trust property, including premises, vehicles, equipment and cash.

### **10. Equality and Diversity**

The Trust seeks to achieve an environment in which all are included and in which discrimination is not tolerated. The Trust is committed to promoting equality of opportunity regardless of gender, gender reassignment, race, disability, sexual orientation, religion or belief or age. Everyone should be treated with respect and dignity and establish a culture where diversity is valued.



Employees should always:

- Observe the Trust's Equal Opportunities and Diversity Policy (Single Equalities)

### **Gaining Employment/Promotion/Transfer**

- Employees or potential employees must comply with the Trust's recruitment and selection procedures

When applying for a job / transfer / promotion employees should not:

- Make false statements to the Trust or withhold relevant information. Any breach could result in disciplinary which may be taken against an employee at any time and also the removal of the offer of employment.
- Fail to comply with Trust's recruitment and selection policies and procedures

### **11. Employment of family members or friends**

Any potential conflict of interest in employing any family member or friend should be discussed fully with the Trust's Head of HR before action and should only be in cases where there will be no direct working relationship between the individuals. Senior staff must complete a Declarations of Interest Form and their interests will be published on the school/Trust website as appropriate.

Employees should not:

- Be involved in the selection process where they are related in any way to an applicant or have a personal relationship outside work with them.
- Be involved in decisions relating to discipline, promotion, pay or adjustments for any employee who is a relative, partner or close friend.

### **12. Conflicts of interest**

Conflicts of interest should be avoided at all times. Any issues of conflict or potential conflict should be raised with the line manager at the first possible opportunity.

Employees should:

- Act in the best interests of the Trust at all times.
- Not work for other employers while employed by the Trust if there is any possibility of a conflict of interest.

Examples of a personal interest that should be declared are:

- A directorship, a large shareholding, promise of future employment or the employment of a close relative or friend in a position of influence in an organisation which may compete or do business with the Trust. See Declarations of Interest Form for further details.
- Receipt of compensation (except remuneration from the Trust) for services provided to any person or organisation on behalf of the Trust.
- Outside activities that adversely affect job performance, either through excessive demands on working time or through conflicting commitments.
- Activities that involve the unauthorised use of the Trust's time, equipment or information which could adversely affect the Trust's reputation or relations with others or could otherwise conflict with the interests of the Trust.

### **13. Gifts, entertainment and hospitality**

Employees should always act with integrity and not allow themselves to be put into a situation which does not allow them to act with honesty and integrity and/ or in the best interest of the Trust.

Employees should not:

- Allow themselves to be influenced in making a business decision as a consequence of accepting gifts or hospitality as detailed in the Financial Regulations.

For further information, please see the Trust's Gifts and Hospitality Policy.

### **14. Reporting misconduct**

Employees are expected to:

- Report violations or suspected violations of law or the standards set out in this Code of Conduct. In these situations you should contact your line manager.
- Report all/any suspicions of fraud or theft to their line manager.
- Comply with the Trust's Whistleblowing Policy in the event of concerns or evidence of malpractice in connection with the Trust.

Note: Any information provided by employees will be kept confidential in accordance with the Whistleblowing Policy, unless otherwise required by law and may be made without concern of retribution.

### **15. Monitoring and review of this policy**

The HR team will report to the people, appointment and remuneration committee (PARC) annually data on the number of disciplinary cases supported (including via informal or formal procedures) and the demographics of those staff including age, ethnicity, sex, length of service and roles.

The Trust HR team are responsible for monitoring of the operation of the code of conduct, including feedback from line managers, employees and their representatives which will contribute to future policy improvements.

### **16. Links with other policies**

This policy links with our policies on:

- Staff disciplinary procedures, which will be used if staff breach this code of conduct. It also sets out examples of what we will deem as misconduct and gross misconduct
- Staff grievance procedures
- Child protection and safeguarding
- Gifts and hospitality
- Online safety
- Whistle-blowing

### **17. Additional Policy Guidance**

Additional guidance to this policy is provided in the following appendixes to this policy;

- Appendix 1 - Dress and Appearance Guidelines
- Appendix 2 - No Smoking Guidelines
- Appendix 3 - Punctuality Guidelines
- Appendix 4 - Social Media Guidelines
- Appendix 5 - Substance Misuse Guidelines

Employees requiring further clarification on this document should contact their Headteacher or the Trust's Head of HR.

## **Appendix 1 – Dress and Appearance Guidelines**

The image that is presented to the Trust's students, parents, visitors and members of the public is very important. The Trust requires all staff to maintain an appropriate professional standard of dress and personal appearance at work and to conduct themselves in a professional manner.

This guidance applies to employees of the Trust. The purpose of our dress code is to establish basic guidelines on appropriate clothing and appearance at our workplace, so that we:

- promote a positive image and staff look professional;
- respect religious, racial and gender-specific clothing requirements and those of staff with disabilities where possible;
- take account of health and safety requirements; and
- help staff decide what clothing it is appropriate to wear to work.

Different departments within the Trust may have specific requirements that result in particular clothing demands, for example, because their work raises health and safety risks. It is important that all staff dress in a manner appropriate to their working environment and the type of work they do.

The Trust expects all staff to take a common-sense approach to the dress code. Any enquiries regarding the operation of our dress code (including whether an article of clothing is suitable to wear to work) should be made to your Line Manager/Head of Department.

### **Appearance**

While working for the Trust you represent the Trust to students, parents and members of the public. Your appearance contributes to our reputation and the development of our standards in educational services.

Staff are required to appear clean and smart at all times when at work, and staff should not wear casual clothes wear to work. This includes tracksuits, sweatshirts, and casual or sports t-shirts or shorts, combat trousers, jogging bottoms, denim or leggings.

Clothing should not be dirty, frayed or torn. Tops should not carry wording or pictures that might be offensive or cause damage to the Trust's reputation. It is inappropriate to wear clothing such as cut-off shorts, crop tops, see through material or clothes that expose areas of the body normally covered at work.

Footwear must be safe and clean and take account of health and safety considerations. Sports trainers, stilettos and plastic flip-flops are not acceptable.

Where the Trust provides safety clothing and equipment, including protective footwear, it should be worn or used as appropriate and directed.

Staff should not wear clothing or jewellery that could present a health and safety risk.

### **Religious and cultural dress**

Staff may wear religious and cultural dress (including clerical collars, head scarves, skullcaps and turbans) unless it breaches this policy or compromises the health and safety of the wearer, their colleagues or any other person.

Where necessary Line Managers/Heads of Department or the Headteacher can disseminate appropriate information explaining cultural dress and customs.

Priority is at all times given to health and safety requirements. Where necessary, advice will be taken from the Trust's School Health and Safety Officer.

### **Implementing and reviewing our dress code**

Line Managers/Heads of Department and the Headteacher or Trust Senior Leader are responsible for ensuring that all staff observe the standards set by this dress code.

Failure to comply with the dress code may result in action under the Trust's Disciplinary Policy and Procedure.

The Trust will review the dress code periodically to ensure that it meets our demands, in particular with regard to the health and safety of our staff and all those they deal with.

## **Appendix 2 – No Smoking Guidelines**

The Trust is committed to protecting the health, safety and welfare of all those who work for us by providing a safe place of work and protecting all workers, service users and visitors from exposure to smoke.

All of our workplaces (including vehicles owned or used by the Trust) are smoke-free and all staff, students and visitors have a right to a smoke-free environment.

This no-smoking policy complies with the Health Act 2006 and associated regulations.

This guidance covers all individuals working at all levels and grades, including casual and agency staff (collectively referred to as “Staff” in this policy).

Third parties who have access to our premises (such as consultants, contractors, and visitors) are also required to comply with this policy.

Smoking is strictly prohibited anywhere on or in Trust premises and during Staff’s normal hours of work for the Trust. The ban applies to anything that can be smoked and includes, but is not limited to, cigarettes, electronic cigarettes, pipes (including water pipes such as shisha and hookah pipes), cigars and herbal cigarettes.

No-smoking signs are displayed at the entrances to the School and Trust grounds.

The same rules apply to e-cigarettes.

Breaches of this policy will be dealt with under the Trust’s Disciplinary Policy and Procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

Smoking in smoke-free premises or vehicles is also a criminal offence and may result in a fixed penalty fine and/or prosecution.

### **Appendix 3 – Punctuality Guidelines**

All employees are expected to be at their place of work and ready to work at their specified start time.

If you are going to be late for any reason, you must inform your Line Manager/Head of Department or the Headteacher or Trust Senior Leader by telephone without delay and in any event not later than your expected start time, giving the reasons for your delay and the likely time of your arrival. You must immediately report to your Line Manager/Head of Department or the Headteacher or Trust Senior Leader upon your arrival giving full details of the reason(s) for your lateness.

Persistent lateness and deliberate falsification of any records or forms (for example, sickness self-certification) will render the employee liable to disciplinary action up to and including summary dismissal in accordance with the Trust's Disciplinary Policy and Procedure.

The Trust reserves the right to recover (whether by deduction or otherwise) any pay or salary paid to you for times that you have not worked.

## **Appendix 4 - Social Media Guidance**

School staff's social media profiles should not be available to pupils. If they have a personal profile on social media sites, they should not use their full name, as pupils may be able to find them. Staff should consider using a first and middle name instead and set public profiles to private.

Staff should not attempt to contact pupils or their parents via social media, or any other means outside school, in order to develop any sort of relationship. They will not make any efforts to find pupils' or parents' social media profiles.

Staff will ensure that they do not post any images online that identify children who are pupils at the school without their consent.

Staff should be aware of the school's online safety policy.

Breach of the provisions of this policy will be treated as a disciplinary offence which may result in disciplinary action up to and including summary dismissal in accordance with the Trust's Disciplinary Policy and Procedure.

### **Purpose of these Guidelines**

The Trust recognises that the internet provides unique opportunities to participate in interactive discussions and share information on particular topics using a wide variety of social media and social networking sites and other internet postings, including blogs. However, staff use of social media can pose risks to the Trust's confidential and proprietary information, its reputation and it can jeopardise our compliance with our legal obligations.

To minimise these risks, avoid loss of productivity and to ensure that our IT resources and communications systems are used only for appropriate work-related purposes, all Trust staff are required to comply with the provisions in this policy.

### **Who is covered by this guidance?**

This guidance covers all individuals working at all levels and grades within the Trust, including senior managers, officers, governors, employees, consultants, contractors, trainees, homeworkers, part-time and fixed-term employees, casual and agency staff and volunteers (collectively referred to as **Staff** in this policy).

Third parties who have access to our electronic communication systems and equipment are also required to comply with this policy.

It applies to the use of social media for both work and personal purposes, whether during work hours or otherwise. The policy applies regardless of whether the social media is accessed using our IT facilities and equipment or equipment belonging to members of staff.

Breach of this policy may result in disciplinary action up to and including dismissal.

Disciplinary action may be taken regardless of whether the breach is committed during working hours, and regardless of whether the Trust's equipment or facilities are used for the purpose of committing the breach. Any member of staff suspected of committing a breach of this policy will be required to co-operate with our investigation, which may involve handing over relevant passwords and login details.

Staff may be required to remove internet postings which are deemed to constitute a breach of this policy. Failure to comply with such a request may in itself result in disciplinary action.



All senior Trust Staff have a specific responsibility for operating within the boundaries of this policy, ensuring that all staff understand the standards of behaviour expected of them and taking action when behaviour falls below its requirements.

All Trust Staff are responsible for the success of this policy and should ensure that they take the time to read and understand it. Any misuse of social media should be reported to the Headteacher or Trust Senior Leader in the first instance. Questions regarding the content or application of this policy should be directed by email to the Headteacher or Trust Senior Leader.

### **Compliance with related policies and agreements**

Social media should never be used in a way that breaches any of our other policies. If an internet post would breach any of our policies in another forum, it will also breach them in an online forum. For example, employees are prohibited from using social media to:

- breach our Electronic Information and Communications Systems policy
- breach our obligations with respect to the rules of relevant regulatory bodies;
- breach any obligations they may have relating to confidentiality;
- breach our Disciplinary Rules;
- defame or disparage the Trust, its Staff, its pupils or parents, its affiliates, partners, suppliers, vendors or other stakeholders;
- harass or bully other Staff in any way or breach our Anti-harassment and Bullying policy;
- unlawfully discriminate against other Staff or third parties or breach our Equal Opportunities policy;
- breach our Data Protection policy (for example, never disclose personal information about a colleague online);
- breach any other laws or ethical standards (for example, never use social media in a false or misleading way, such as by claiming to be someone other than yourself or by making misleading statements).

Staff who breach any of the above policies will be subject to disciplinary action up to and including termination of employment.

### **Personal use of social media**

Personal use of social media is never permitted during working time or by means of our computers, networks and other IT resources and communications systems.

You should not use a work email address to sign up to any social media and any personal social media page should not make reference to your employment with the Trust, excluding LinkedIn.

Staff must not take photos or posts from social media that belongs to the Trust for their own personal use.

### **Monitoring**

The contents of our IT resources and communications systems are the Trust's property. Therefore, staff should have no expectation of privacy in any message, files, data, document, facsimile, telephone conversation, social media post conversation or message, or any other kind of information or communications transmitted to, received or printed from, or stored or recorded on our electronic information and communications systems.

The Trust reserves the right to monitor, intercept and review, without further notice, staff activities using our IT resources and communications systems, including but not limited to social media postings and activities, to ensure that our rules are being complied with and for legitimate business purposes and you consent to such monitoring by your acknowledgement of this policy and your use of such resources and systems. This might include, without limitation, the monitoring, interception, accessing, recording, disclosing, inspecting, reviewing, retrieving and printing of transactions, messages, communications, postings, logins, recordings and other uses of the systems as well as keystroke capturing and other network monitoring technologies.

The Trust may store copies of such data or communications for a period of time after they are created and may delete such copies from time to time without notice.

All Staff are advised not to use our IT resources and communications systems for any matter that he or she wishes to be kept private or confidential from the Trust.

### **Educational or Extra Curricular Use of Social Media**

If your duties require you to speak on behalf of the Trust in a social media environment, you must follow the protocol outlined below.

The Headteacher or Trust Senior Leader may require you to undergo training before you use social media on behalf of the Trust and impose certain requirements and restrictions with regard to your activities.

Likewise, if you are contacted for comments about the Trust for publication anywhere, including in any social media outlet, you must direct the inquiry to the Headteacher or Trust Senior Leader and must not respond without advanced written approval.

### **Recruitment**

The Trust may use internet searches to perform pre-employment checks on candidates in the course of recruitment. Where the Trust does this, it will act in accordance with its data protection and equal opportunities obligations.

### **Responsible use of Social Media**

The following sections of the policy provide staff with common-sense guidelines and recommendations for using social media responsibly and safely.

### **Photographs for use of Social Media**

Any photos for social media posts may only be taken using Trust cameras/devices or devices that have been approved in advance by the Senior Team. Where any device is used that does not belong to the Trust all photos must be deleted immediately from the device, once the photos have been uploaded to a device belonging to the Trust.

### **Staff Protocol for use of Social Media**

Where any post is going to be made on the Trust's own social media the following steps must be taken:

1. Ensure that permission from the child's parent has been sought before information is used on social media (via Parent/Social Media Agreement).
2. Ensure that there is no identifying information relating to a child/children in the post - for example any certificates in photos are blank/without names or the child's name cannot be seen on the piece of work.

3. The post must be a positive and relevant post relating to the children, the good work of staff, the Trust or any achievements.
4. Social Media can also be used to issue updates or reminders to parents/guardians and the Administrator will have overall responsibility for this. Should you wish for any reminders to be issued you should contact them by email to ensure that any post can be issued.
5. The proposed post must be presented to the line manager or a member of the senior team for confirmation that the post can 'go live' before it is posted on any social media site.
6. The Administrator will post the information, but all staff have responsibility to ensure that the Social Media guidance has been adhered to.

### **Protecting our business reputation**

Staff must not post disparaging or defamatory statements about:

- the Trust;
- current, past or prospective Staff as defined in this policy
- current, past or prospective pupils
- parents, carers or families of (iii)
- the Trust's suppliers and services providers; and
- other affiliates and stakeholders.

Staff should also avoid social media communications that might be misconstrued in a way that could damage the Trust's reputation, even indirectly.

If Staff are using social media they should make it clear in any social media postings that they are speaking on their own behalf. Staff should write in the first person and use a personal rather than Trust e-mail address when communicating via social media.

Staff are personally responsible for what they communicate in social media. Staff should remember that what they publish might be available to be read by the masses (including the Trust itself, future employers and social acquaintances) for a long time. Staff should keep this in mind before they post content.

If Staff disclose whether directly or indirectly their affiliation to the Trust as a member of Staff whether past, current or prospective, they must also state that their views do not represent those of the Trust. Staff must ensure that their profile and any content posted are consistent with the professional image they are required to present to colleagues, pupils and parents.

Staff must avoid posting comments about confidential or sensitive Trust related topics. Even if Staff make it clear that their views on such topics do not represent those of the Trust, such comments could still damage the Trust's reputation and incur potential liability.

If a member of Staff is uncertain or concerned about the appropriateness of any statement or posting, he or she should refrain from making the communication until he or she has discussed it with his or her Line Manager or Head of Department.

If a member of Staff sees content in social media that disparages or reflects poorly on the Trust, Trust Staff, pupils, parents, service providers or stakeholders, he or she is required to report this in the first instance to the Headteacher or Trust Senior Leader without unreasonable delay. All staff are responsible for protecting the Trust's reputation.

## **Respecting intellectual property and confidential information**

Staff should not do anything to jeopardise Trust confidential information and intellectual property through the use of social media.

In addition, Staff should avoid misappropriating or infringing the intellectual property of other Trusts, organisations, companies and individuals, which can create liability for the Trust, as well as the individual author.

Staff must not use the Trust's logos, brand names, slogans or other trademarks, or post any of our confidential or proprietary information without express prior written permission from the Headteacher or Trust Senior Leader.

To protect yourself and the Trust against liability for copyright infringement, where appropriate, reference sources of particular information you post or upload and cite them accurately. If you have any questions about whether a particular post or upload might violate anyone's copyright or trademark, ask the Headteacher or Trust Senior Leader in the first instance before making the communication.

## **Respecting colleagues, pupils, parents, clients, service providers and stakeholders**

Staff must not post anything that their colleagues, the Trust's past, current or prospective pupils, parents, service providers or stakeholders may find offensive, including discriminatory comments, insults or obscenity.

Staff must not post anything related to colleagues, the Trust's past, current or prospective pupils, parents, service providers or stakeholders without their advanced written permission.

## **Appendix 5 – Substance Misuse**

The Trust is committed to providing a safe, healthy and productive working environment for all our staff, students and visitors. This includes ensuring that all staff are fit to carry out their jobs safely and effectively in a working environment which is free from alcohol and drug misuse.

All employees expected to arrive at work fit to carry out your job and to be able to perform your duties safely without any limitations due to the use or after effects of alcohol or drugs (whether prescribed, over the counter or illegal).

The Trust will not accept employees arriving at work under the influence of alcohol or drugs, and/or whose ability to work is impaired in any way by reason of the consumption of alcohol or drugs, or who consume alcohol or take drugs (other than prescription or over the counter medication, as directed) on our premises.

This guidance is principally intended to deal with alcohol and drug problems which, in the context of this policy are any drinking or taking of drugs, whether intermittent or continual, which interferes with work performance in relation to attendance, efficiency, productivity or safety.

This policy is not intended to apply to "one-off" incidents or offences caused by alcohol or drug misuse at or outside work where there is no evidence of an ongoing problem, which may damage our reputation, and which are likely to be dealt with under the Trust's Disciplinary Policy and Procedure.

You must not drink alcohol during the normal working day, at lunchtime or at other official breaks. Drinking alcohol while at work without authorisation or working under the influence of alcohol may be considered serious misconduct.

The Trust expects you to demonstrate responsible behaviour at work, work-related functions and work-related social events and to act in a way that will not have a detrimental effect on the Trust's reputation. If you represent the Trust at external events where alcohol is served, you are considered to be "at work" regardless of whether you do so outside normal working hours. Consequently, the Trust will expect you to remain professional and fit for work at all times.

Line Managers and Heads of Department should act to prevent excessive consumption of alcohol by any employee and should take steps to deal with any unacceptable conduct that occurs at such functions. Any such behaviour may lead to disciplinary action.

The Trust expects all of its employees to comply with the drink-driving and drug-driving legislation at all times. The Trust's reputation will be damaged if you are convicted of a drink-driving or drug-driving offence and, if your job requires driving any Trust vehicle and you lose your licence, you may be unable to continue to do your job. Committing a drink-driving or drug-driving offence outside or during working hours or while working for the Trust may lead to disciplinary action and could result in dismissal in accordance with the Trust's Disciplinary Procedure.

If you are prescribed medication you must seek advice from your GP or pharmacist about the possible effect on your ability to carry out your job and whether your duties should be modified or you should be temporarily reassigned to a different role. If so, you must tell your Line Manager, Head of Department or Principle School Leader without delay.

## **Searches**

The Trust reserves the right to conduct searches for alcohol or drugs, including, but not limited to, searches of lockers, filing cabinets and desks which are on its premises. Any alcohol or drugs found as a result of a search will be confiscated and disciplinary action may result.

## **Drug and alcohol screening**

The Trust reserves the right to conduct drug and alcohol screening in cases where there is reasonable cause to suspect that an individual's performance is impaired as the result of drug or alcohol misuse.

Drug and alcohol screening will be conducted by an external provider. Arrangements will be discussed with affected employees.

## **Confidentiality**

The Trust aims to ensure that the confidentiality of any employee experiencing alcohol or drug-related problems is maintained appropriately by Line Managers, Heads of Department and members of the Senior Leadership Group and, where it is necessary to inform them, colleagues. However, it needs to be recognised that, in supporting staff, some degree of information sharing is likely to be necessary.