



Staff code of conduct

Approved by:

Full Governing
Body

Date:

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by:**

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At Upper Nidderdale Primary Federation, we will all approach everything we do in the CHAMPS way, helping every child flourish into a caring, confident and resilient young person who has a **love of learning** and:

Chooses the right way and takes **responsibility** for their own actions

Honest in everything they do and shows **compassion** for others

Achieves the best they can with the talents they have and develop their **wisdom**

Manners shown to everyone and treats everyone with **respect**

Perseveres when situations are difficult and shows **courage** when they are challenged

Safety and knowing how to keep safe on and offline to ensure that everyone is kept physically and emotionally safe.

This shows the special relationship we have with each other, where as a **community**, we look after each other, keeping each other safe – **Koinonia**.

As Rights Respecting schools, our intents are based around the following articles;

Article 23

You have the right to special education if you have a disability.

Article 28

All children have the right to a good quality education.

Article 29

All children have the right to an education that helps to develop their talents and abilities.

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1. Aims, scope and principles

This policy aims to set and maintain standards of conduct that we expect all staff to follow.

By creating this policy, we aim to ensure our school is an environment where everyone is safe, happy and treated with respect.

Many of the principles in this code of conduct are based on the [Teachers' Standards](#) and Teaching Assistant Standards [TA Standards](#).

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 staff will act in accordance with the personal and professional behaviours set out in the Teachers' Standards and [TA Standards](#).

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

The Upper Nidderdale Primary Federation's Values and Vision of 'CHAMPS' is required to be upheld by all staff, visitors, governors and volunteers. As a Federation where the Unicef Rights of a Child are embedded within the ethos, all adults in school: Teachers, TAs, governors, volunteers and friends and visitors have the responsibility to ensure children enjoy all their rights in school, respect the rights of others and build positive relationships with adults and peers across the school.

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.**

2. Legislation and guidance

We are required to establish procedures for the regulation of staff conduct under regulation 7 of [The School Staffing \(England\) Regulations 2009](#).

In line with the statutory safeguarding guidance [Keeping Children Safe in Education](#), we should have a staff code of conduct, which should cover 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.

3. General obligations

Staff set an example to pupils. They will:

- › Maintain high standards in their attendance and punctuality
- › Never use inappropriate or offensive language in school
- › Treat pupils and others with dignity and respect in line with RRSA articles and ethos
- › Show tolerance and respect for the rights of others
- › Not undermine fundamental British values, including democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs
- › Not express personal beliefs in a way that exploits pupils' vulnerability or might lead them to break the law
- › Understand the statutory frameworks they must act within
- › Adhere to the [Teachers' Standards](#) and [Teaching Assistant Standards](#).
- › Adhere to the school's behaviour policies
- › Adhere to the SEN code of practice and adaptations made for pupils

4. Respect for others

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

Employees should recognise and respect the work demands of, and contributions made by, others within the workplace. This respect can be demonstrated by completing tasks to agreed deadlines, arranging meetings – communicating agendas 7 days before the meeting and communicating minutes within 2 days of the meeting, attending calendared meetings promptly and communicating effectively with others in agreed expectations. Failure to do so adds pressure to colleagues and increases the risk of negative impact on staff and pupils. Employees are expected to take direction and leadership from senior staff within the school.

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

The school takes a zero tolerance approach to aggressive and violent behaviour towards its staff and, in serious cases, the Headteacher may ban an individual or individuals from the school site.

5. Safeguarding

Staff have a duty to safeguard pupils from harm, and to report using the school reporting mechanisms including CPOMS, 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, and the Prevent initiative, and ensure they are aware of the processes to follow if they have concerns about a child.

Safeguarding and Promoting the Welfare of Children

Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment
- Preventing impairment of children's mental and physical health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care, and
- Taking action to enable all children to have the best outcomes

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

All employees have a responsibility to provide a safe environment in which children can learn. In addition, employees have a responsibility to identify children who may be in need of extra help or who are suffering, or are likely to suffer, significant harm. All employees then have a responsibility to take appropriate action, working with other services as needed.

All employees within the school are required to remain vigilant around pupils, be mindful of the indicators of possible abuse or neglect and act on issues of concern immediately should they arise. Such issues should be reported to the Designated Senior Manager/Headteacher.

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

Employees of the school must maintain an attitude of 'it is probably happening here' where safeguarding is concerned. Should they have any concerns, regardless of how harmful they think they may be, regarding the welfare of a pupil or pupils, or concerns regarding adults working with children, employees should always follow the school's procedures and act in the interests of the child.

When allegations are made against a member of staff regarding a safeguarding issue, then the formal policy for dealing with allegations will be invoked, in line with local Safeguarding Partnership guidance. For associated persons an appropriate process will be followed, involving that person's employer, if relevant. In all relevant cases the school will make referrals to the DBS in line with its statutory obligations.

Concerns raised in relation to adults working with children, which do not meet the harm threshold for being considered as an allegation in line with the local safeguarding Partnership guidance, but which are deemed to be 'low-level concerns' in line with Keeping Children Safe in Education 2023, will be considered against the NYES HR further Low Level Concern guidance provided for in the Addendum and found at the end of this policy. Concerns which are deemed to be 'low-level', may be considered as examples of poor performance/capability and or misconduct and disciplinary action may be necessary.

Failure to report issues of concern and/or failure to act in the best interests of a child will be considered as a serious issue which may, if proven, constitute gross misconduct. For associated persons an alternative process will be followed which may result in cessation of their contractual arrangements.

6. Behaviour Management and Restrictive Physical Intervention

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

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

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

All instances of behaviour, concerns for children MUST be reported onto CPOMS immediately. See CPOMS policy.

Our Child Protection and Safeguarding policy and procedures are available in TEAMS/STAFF/POLICIES/FEDERATION POLICIES, in the main office, as well as in the Policies section of our school website. New staff will also be given copies as part of the induction process.

6.1 Allegations that may meet the harm threshold

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

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.

A 'case manager' will lead any investigation and fact finding. This will be the headteacher, or the chair of governors where the headteacher is the subject of the allegation.

6.2 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
- › Not treating children that reflects the behaviour policy and the RRSA ethos of respecting children.

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 and Low Level Concerns 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 Policy and Low Level Concerns Policy. (These are available on Teams: Staff General/POLICES/FEDERATION POLICIES, in the main office, as well as on the Policies section of our federation website).

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

6.3 Whistle-blowing

Whistle-blowing reports wrongdoing that it is "in the public interest" to report.

Examples linked to safeguarding include:

- › Pupils' or staff members' health and safety being put in danger
- › Failure to comply with a legal obligation or statutory requirement
- › Attempts to cover up the above, or any other wrongdoing in the public interest

Staff are encouraged to report suspected wrongdoing as soon as possible. Their concerns will be taken seriously and investigated, and their confidentiality will be respected.

Staff should consider the examples above when deciding whether their concern is of a whistle-blowing nature. Consider whether the incident(s) was illegal, breached

statutory or school procedures, put people in danger, or was an attempt to cover any such activity up.

Staff should report their concern to the headteacher. If the concern is about the headteacher, or it is believed they may be involved in the wrongdoing in some way, the staff member should report their concern to the chair of the governing board. Concerns should be made in writing wherever possible. They should include names of those committing wrongdoing, dates, places and as much evidence and context as possible. Staff raising a concern should also include details of any personal interest in the matter.

For our school's detailed whistle-blowing process, please refer to our Whistle-blowing Policy.

7. Staff-pupil relationships

Staff will observe proper boundaries with pupils that are appropriate to their professional position. They will act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so.

If staff members and pupils must spend time on a one-to-one basis, staff will ensure that:

- This takes place in a public place that others can access
- Others can see into the room
- A colleague or line manager knows this is taking place

Staff should avoid contact with pupils outside of school hours if possible.

Personal contact details should not be exchanged between staff and pupils. This includes social media profiles.

While we are aware many pupils and their parents may wish to give gifts to staff, for example, at the end of the school year, gifts from staff to pupils are not acceptable.

If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, or if a staff member is concerned at any point about a fellow staff member and a pupil, this should be reported in line with the procedures set out in our child protection and safeguarding policy.

8. Communication and social media

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.

9. Acceptable use of technology

Staff will not use technology in school or belonging to the school to view material that is illegal, inappropriate or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails, gambling and viewing pornography or other inappropriate content.

We have the right to monitor emails and internet use on the school IT system as outlined in the ICT and internet acceptable use policy and ICT agreement.

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

The school's DSL ensures that the filtering and monitoring systems are in line with the Cyber security standards and will analyse reports monthly (KCSIE 2023).

All staff must report any misuse or inappropriate material accessed by pupils or adults. This may be the case if similar spelt words or input/keyed.

The personal use of mobile phones during working hours should be undertaken with discretion and be primarily restricted to dealing with emergencies. Employees should not make or receive calls or texts during work time where pupils are present; **this includes the use of smart devices such as watches**. Mobile phones should be on silent at all times whilst in school and should not be left on display, with the exception of places determined by the school. **These should be locked in the staffroom or locked drawer.**

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

Personal devices

The school accepts that employees will bring their own devices into the workplace and may use them for work purposes e.g. sending and receiving work e-mails on a mobile phone or tablet. When employees are using personal devices for work purposes, including accessing WiFi whilst on school premises, then the standards contained in this code will apply to their use. Anybody accessing the WIFI Must record this in the log book kept in EACH school office.

The personal use of mobile phones during working hours should be undertaken with discretion and be primarily restricted to dealing with emergencies. Employees should not make or receive calls or texts during work time where pupils are present, this

includes the use of smart devices such as watches. Mobile phones should be on silent at all times whilst in school and should not be left on display, with the exception of places determined by the school. These should be locked in the staffroom or locked drawer.

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

Use of social networking sites

Employees should ensure that they do not bring the school into disrepute or breach their obligations in relation to confidentiality and appropriate behaviour when using social media.

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

In addition, employees must not:

- Disclose any information that is confidential to the school to any third party or disclose personal data or information about any individual, colleague, pupil or parent/carer, which could be in breach of data protection legislation
- Disclose any information which is not yet in the public arena
- Post illegal material, e.g. material which incites racial hatred
- Link their own personal web pages to the school's website
- Include any information, sourced from the school, which breaches copyright
- Make defamatory remarks about the school, colleagues, Governors, pupils and parents/carers
- Publish any material or comment that could undermine public confidence in the individual as a representative of the school or in their position of trust within the community
- Misrepresent the school, by posting false or inaccurate statements about the work of the school

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

Communicating with pupils

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

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

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

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

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

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

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

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

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

10. Confidentiality

In the course of their role, members of staff are often privy to sensitive and confidential information about the school, staff, pupils and their parents. This information should never be:

- Disclosed to anyone unless required by law or with consent from the relevant party or parties
- Used to humiliate, embarrass or blackmail others
- Used for a purpose other than what it was collected and intended for

This does not overrule staff's duty to report child protection concerns to the appropriate channel where staff believe a child has been harmed or is at risk of harm, as detailed further in our Child Protection and Safeguarding Policy.

11. Outside Commitments

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

Additional work

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

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

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

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

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

Employees must not undertake private or personal work, paid or unpaid, of any description during working hours, on the school premises, or using school equipment unless they have been given specific permission by the Headteacher. Even if approval is granted, any fees received, e.g. lecture fees or examination board payments, would be passed over to the school, or unpaid leave must be taken.

12. Honesty and integrity

Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with pupils, handling money, claiming expenses and using school property and facilities.

Staff will not accept bribes.

Staff will ensure that all information given to the school is correct. This should include:

- Background information (including any past or current investigations/cautions related to conduct outside of school)
- Qualifications
- Professional experience

Where there are any updates to the information provided to the school, the member of staff will advise the school as such as soon as reasonably practicable. Consideration will then be given to the nature and circumstances of the matter and whether this may have an impact on the member of staff's employment.

13. Dress code

Staff will dress in a professional, appropriate manner for the role.

Outfits will not be overly revealing, and we ask that tattoos are covered up. Clothes will not display any offensive or political slogans.

Offensive tattoos and body art should be covered while employees are in school.

Discreet earrings and body piercings are acceptable, however, those which could pose a health and safety risk whilst undertaking the tasks of the role should be removed while on school premises.

No caps or hats may be worn in school, except where necessary for hygiene reasons, on health and safety grounds, or have been permitted on religious or racial grounds. Head dress in line with beliefs and traditions of various religions and sects are allowed, with the exception of those that cover a substantial part of a person's face such that their identity cannot be confirmed. The reasons for this are: the school takes the view that in an institution where verbal communication and body language form an important and significant part of the work with children and young persons, it is not appropriate for any employee who comes into contact with pupils in teaching and learning situations, to have a substantial part of their face covered; and the school wishes to ensure that it remains vigilant about the safety and security of staff and pupils, and that no person employed by the school should have their faces covered, and therefore conceal their identity.

PE – for PE lessons staff should wear unbranded leggings, tracksuit bottoms or shorts that do not have logos on them. T shirts should be plain with no logos. Trainers of choice can be worn. The federation will supply a federation logo hoody that can be worn for PE and other outdoor events.

14. Transporting pupils during and outside of normal working duties

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

Employees should ensure that their vehicle meets all legal requirements, ensuring the vehicle is roadworthy and appropriately business insured and that the maximum carrying capacity is not exceeded.

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

15. Conduct outside of work

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.

Personal interests

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

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

16. Gifts and Hospitality

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

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

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

Small gifts from pupils to their class teacher are acceptable and can be retained by employees provided that they do not exceed the £20 limit.

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

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

- gifts of money or vouchers
- free membership or subscriptions
- free goods, services or equipment which are normally provided by a supplier to the school at a charge
- any gifts/hospitality which exceed £20

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

Sponsorship

Where an outside organisation wishes to sponsor a school activity or project, whether by invitation, tender, negotiation or voluntarily, the basic conventions concerning acceptance of gifts and hospitality apply. Particular care must be taken when dealing with contractors or potential contractors.

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

17. Relationships and Conflicts of Interest

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

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

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

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

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

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

This information should only be considered to ensure that the existence of the relationship does not impact on the smooth running of the school.

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

18. Financial and Tendering Procedures

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

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

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

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

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

19. Monitoring arrangements

This policy will be reviewed annually, but can be revised as needed. It will be approved by the headteacher and governing body who will ensure this code of conduct is implemented effectively, and will ensure appropriate action is taken in a timely manner to safeguard children and deal with any concerns.

20. 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

Code of Conduct - Confirmation of Compliance

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

Name:

Position/Post held:

Signed:

Date:

Once completed, signed and dated, please return this form to the Business Manager. This will be filed in the personnel files ANNUALLY.

Appendix 1

Declaration of relationships with pupils outside of school

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

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

Student Name	Relationship

Continue on reverse if required.

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

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

I can confirm that I am fully aware of the code of conduct relating to contact out of school with pupils in line with this policy.

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

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

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

Name: _____

Signed: _____

Date: _____

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

Low Level Concerns [Keeping Children Safe in Education]

'Low-level concerns', and the importance of addressing such concerns, is set out within KCSIE. The statutory guidance provides examples as to the type of behaviour which could be deemed to be a low-level concern, i.e. behaviour or conduct which does not meet the threshold to be considered as an allegation against staff in line with the local safeguarding children board procedures, but which may cause a sense of unease or a 'nagging doubt' that an adult working in or on behalf of the school may have acted in a way that;

- Is inconsistent with the code of conduct, including inappropriate conduct outside of work; and
- Does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO

Behaviour which may be considered as a low-level concern can exist on a wide spectrum, from the inadvertent or thoughtless, or behaviour that may look to be inappropriate, which however, might not be in specific circumstances, through to that which is ultimately intended to enable abuse. The advice from NYES HR, and from the LADO team within North Yorkshire, is that any concern about an individual working with children or on school site should be considered in discussion with LADO and NYES HR to ensure that the advice provided considers the full range of circumstances. Therefore, even when concerns about an adult do not, at first consideration, appear to meet the harm threshold, you are advised to seek advice from the LADO and NYES HR.

It is crucial that any such concerns, including those which do not meet the harm threshold, are shared responsibly and with the right person, and recorded and dealt with appropriately. It is expected that initially, concerns will be raised with the Designated Senior Manager/Headteacher (in line with the schools' child protection manual). Headteachers are advised to discuss any concerns with the LADO and NYES HR.

Following initial discussion with the LADO and / or NYES HR, on receipt of a low-level concern from a third party, the Designated Senior Manager/Headteacher should collect as much evidence as possible by speaking to the person who raised the concern and to the individual involved and any witnesses. This information will aid your consideration of any further action that may be necessary.

Where it has been confirmed that the concerns do not meet the threshold to be considered as an allegation under the local safeguarding children board procedures, schools are advised to consider whether the matter relates to poor performance or alleged misconduct, and therefore should consider their disciplinary and developing performance / capability policies in determining the most appropriate way of addressing their concerns. Each case will be considered on its merits, and action may range from monitoring and additional supervision, informal management advice through to a more formal disciplinary investigation and the possibility of a formal disciplinary sanction where the concerns are of a more serious nature, or demonstrate a pattern where informal action or support has not been successful in resolving the identified concerns.

All actions taken by the school in respect of the low-level concerns, all instances should be recorded clearly and comprehensively in writing, including the details of the concern, the context in which the concern arose, and the action taken. A template form has been provided to help in this process. The name of the individual sharing their concern should also be noted, if the individual wishes to remain anonymous then that should be respected as far as is reasonably possible. Schools can decide where these records are kept, but they must be kept confidential, held securely and comply with GDPR. It is recommended that records are held in one place and not as part of an individual's own personal file. Schools should consider how long to retain the information, but it is recommended that it is retained at least six years after the individual leaves their employment, in line with other HR file retention protocols.

Records should be reviewed regularly so that potential patterns of concerning, problematic or inappropriate behaviour can be identified. Where a pattern of such behaviour is identified, the school or college should decide on an appropriate course of action, and it is advised that advice is sought from NYES HR and the LADO. Any concerns which have the potential to meet the harm threshold must be referred to the LADO in line with the local safeguarding children board procedures.