



## **CODE OF CONDUCT FOR EMPLOYEES**

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## **CODE OF CONDUCT FOR EMPLOYEES**

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# CODE OF CONDUCT FOR EMPLOYEES

## 1.0 INTRODUCTION

- 1.1 This Code of Conduct is aimed at ensuring that employees are aware of the standards of behaviour expected of them by SEVAK Education Trust. It applies to all employees of the Trust.
- 1.2 This Code of Conduct is non-contractual and should be read in conjunction with the detailed policies and procedures referred to in this document. Guidance and advice on the Code of Conduct and other related policies and procedures is available from your Executive Principal and/or the Trust's School Business Manager
- 1.3 Students, parents, external partners and the general public are entitled to expect the highest standards of conduct from all employees who work for SEVAK Education Trust.
- 1.4 Individuals are responsible for ensuring that they are aware of the Code and that they comply with its requirements. Management is responsible for ensuring that all employees have been made aware of the provisions of this Code of Conduct.
- 1.5 Failure to observe the standards set out in this Code may render an employee liable to disciplinary action, which may include dismissal (See the Trust's Disciplinary Procedure).
- 1.6 All employees have a Common Law duty of loyalty to their employers and any failure to fulfil this duty will be treated as a breach of this Code of Conduct. This means that whilst the Code will not specifically cover every eventuality, employees should be aware that conduct which most people would consider as unreasonable or disloyal will be treated as a breach of the Code. Such actions that would normally be obviously disloyal to most people will be considered as breaches of the Code; e.g. an employee who is shown to have publicly made derogatory or defamatory remarks about other employees or Directors/Governors, would be in breach of the Code even though such activities are not specifically listed.
- 1.7 Employees may well have legitimate roles to carry out: as Local Councillors, community action group representatives; etc. These roles may involve such staff in taking part in public meetings, making statements to the press or acting on behalf of their particular group. Employees should make clear the capacity in which they are speaking or making statements etc. In this capacity, the employee should exercise great care in presenting the facts in order to avoid personal opinions which may be damaging to the Trust or derogatory or defamatory remarks about other employees or Directors/Governors. Paragraph 16 of this Code specifically refers to contact with the press and media.
- 1.8 **Impropriety/Breach of Conduct**  
It is the duty of each employee as laid down in the Trust's Financial Regulations to report to the Executive Principal / School Business Manager/ Chair of the Trust whenever a matter arises which involves, or is thought to involve, irregularities concerning cash, stores or other property of the Trust or any suspected irregularity, including the unofficial use of funds.

1.9 The Trust has a Whistleblowing Policy which seeks to encourage and enable employees to raise concerns so that the Trust can take prompt action. The policy makes it clear that employees who raise legitimate concerns can do so with no fear of reprisals. A copy of the Whistleblowing can be obtained from your Executive Principal / Business Manager or Head of Finance and Business Services.

## **2.0 STATUTORY PROVISIONS**

2.1 Employees must give notice to the Trust of any pecuniary interest he/she has in any contract whether it has been or is proposed to be entered into by the Trust. Such a declaration should be made to his/her Executive Principal or the Trust's Head of Finance and Business Services.

2.2 Such a declaration must be made as soon as an employee becomes aware of the possibility of any such conflict arising or indeed that may be perceived/construed as arising - see paragraph 9.1.

2.3 Trust Policies require that an employee must not accept any fee or reward whatsoever other than his/her proper remuneration.

2.4 Section 2 of the Prevention of Corruption Act 1916 provides that where it is proved that anyone holding or seeking a contract with a public body has made a payment to an employee of that body, the payment shall be deemed to be corrupt unless the contrary is proved.

2.5 The Bribery Act 2010 makes it an offence to offer, promise or give a bribe (Section 1 of the Act). It also makes it an offence to request, agree to receive, or accept a bribe (Section 2). Section 6 of the Act creates a separate offence of bribing a foreign public official with the intention of obtaining or retaining business or an advantage in the conduct of business. Section 7 relates to a corporate offence of failure by a commercial organisation to prevent bribery that is intended to obtain or retain business, or an advantage in the conduct of business, for the organisation.

2.6 An individual guilty of an offence under sections 1, 2 or 6 is liable:

- On conviction in a magistrates court, to imprisonment for a maximum term of 12 months (six months in Northern Ireland), or to a fine not exceeding £5,000, or to both
- On conviction in a crown court, to imprisonment for a maximum term of ten years, or to an unlimited fine, or both

Organisations are liable for these fines and, if guilty of an offence under Section 7, are liable to an unlimited fine.

## **3.0 GUIDING PRINCIPLES**

3.1 As a Trust employee, you should put the well-being, development and progress of children and young people first. You should recognise that you are in a position to influence children and young people through your slightest actions, comments of behaviour.

3.2 To the public you are a representative of the school. You are expected to maintain the highest standards of professional competence, knowledge, integrity,

confidentiality, financial propriety and personal conduct. Contact with all members of the school community, including parents and outside visitors should be courteous, efficient and impartial to all groups and individuals. You must also familiarise yourself with, and adhere to any rules or codes of conduct or policies relating to the school and your role and you should comply with all reasonable requirements or instructions from the Executive Principal or line manager.

- 3.3 It is not acceptable for you to publicly criticise or blame school management, colleagues or the Trust through any medium including “blogs”, web sites or social networking tools such as Facebook or Twitter and you must be aware that the laws governing defamation, breach of copyright, etc. apply equally to “blogging” as to other forms of communication. Offensive, defamatory, discriminatory or otherwise inappropriate comments will not be tolerated and may constitute a disciplinary and/or criminal offence, as could the disclosure/publication of any confidential or personal information about the school, its staff, pupils, or other members of the school community.
- 3.4 Teaching staff – Teachers are expected to conduct themselves in a professional manner, in accordance with the national Teachers’ Standards (2013) and in line with their job description, personnel specification and the information supplied in the staff handbook. Teachers are expected to adhere to all school policies including this Code of Conduct.
- 3.5 Support staff – Support staff are expected to conduct themselves in a professional manner and in accordance with their job description, personnel specification and the information supplied in the staff handbook. Support staff are expected to adhere to all school policies including this Code of Conduct.

#### 4.0 **SAFEGUARDING PUPILS/STUDENTS**

- 4.1 Following safeguarding policies and safeguarding children is every adult’s primary responsibility at SEVA School.
- 4.2 Staff have a duty to safeguard pupils/students from physical abuse, sexual abuse, emotional abuse and neglect.
- 4.3 The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student or colleague to the school’s Designated Safeguarding Person (DSP).
- 4.4 Seva school’s DSP is Claire McDougall
- 4.5 Staff are provided with personal copies of the school’s Child Protection Policy and Whistleblowing Procedure and staff must be familiar with these documents.
- 4.6 Staff should treat children/pupils with respect and dignity and must not seriously demean or undermine pupils, their parents/carers or colleagues.
- 4.7 Staff should not demonstrate behaviours that may be perceived as sarcasm, making jokes at the expense of children/pupils, embarrassing or humiliating children/pupils, discriminating against or favouring particular children/pupils.

- 4.8 Staff must take reasonable care of children/pupils under their supervision, with the aim of ensuring their safety and welfare.

## **5 CONFIDENTIALITY**

- 5.1 Where staff have access to confidential information about children/pupils or their parents/carers, staff must not reveal such information, except to those colleagues who have a professional role in relation to the child/pupil.
- 5.2 All staff are likely at some point to witness actions which need to be confidential. For example, where a child/pupil is bullied by another child/pupil (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the child/pupil's parent/carer, nor with colleagues in the school, except with a senior member of staff with the appropriate authority to deal with the matter.
- 5.3 However, staff have an obligation to share with their manager or the school's DSP any information which gives rise to concern about the safety or welfare of a child/pupil. Staff must **never** promise a child/pupil that they will not act on information that they are told by the child/pupil.

## **6.0 ENVIRONMENT**

- 6.1 All school buildings, workplaces and vehicles are smoke free areas. Since July 2007, it has been against the law to smoke in workplaces; failure to comply is now a criminal offence.
- 6.2 In addition, no alcohol, meat, fish, eggs or nuts are to be brought into any school building or workplace.

## **7.0 FAITH SCHOOL**

- 7.1 You are required to uphold the faith values of the school. All employees are expected to support and participate in collective worship. Female staff must wear a headscarf and all staff must remove shoes and wash their hands before entering the worship hall. Staff are also required to support prayers during class time. Suitable clothing must be worn to enable staff to sit comfortably and in a respectful way.

## **8.0 STANDARDS OF APPEARANCE**

- 8.1 All staff are expected to present a reasonable and professional appearance and dress appropriately to the circumstances within their working environment, bearing in mind that you are working with children and young people.
- 8.2 It is essential that staff maintain the required standard of dress at all times: Male teachers and learning support staff should wear a shirt and tie, smart trousers and jacket or jumper is necessary. No jeans should be worn. Female teachers and support staff should wear dresses, skirts, trousers, shirt, smart jumpers, cardigans or jacket if necessary. No leggings or jeans should be worn.

For all staff, suitable footwear, reflecting the nature of the role, must be worn. Flip-flops or casual sandals are not appropriate. Footwear in practical work areas such as science/design & technology, should comply with Health & Safety standards – e.g. no open toed shoes or sandals.

Staff should avoid extreme haircuts and, for health and safety reasons, jewellery should be kept to a minimum and be appropriate to the role.

8.3 There should be no visible tattoos, facial or body piercings.

## **9.0 GENERAL CONDUCT / BEHAVIOUR**

9.1 All staff must wear Identification Badges at all times.

9.2 Public confidence, and that of the Trust, would be damaged if the least suspicion, however ill-founded, that an employee could in any way be influenced by improper motives were to arise. It is therefore not enough to avoid actual impropriety but employees should at all times also avoid any occasion for suspicion of the appearance of improper conduct. Accordingly, employees must not accept gifts, entertainment, hospitality or any benefits of any kind from organisations or people connected with those organisations with whom the Trust may, whether directly or indirectly, be in actual or potential contractual or business relationships. This applies to those benefits which are for the employee(s) themselves and those connected with the employee(s) and whether received in connection with official duties or not.

9.3 All offers of such benefits must be refused. This includes accommodation, travel, food, drink, entertainment, hospitality, presents and all similar benefits. It also includes the acceptance of goods or services from a firm on preferential terms for private purposes if these terms were given either directly or indirectly because of the contractual or other official relationship either potential or actual between the firm and the Trust. The only possible exceptions are set out below, but it is emphasised that they should be accepted only where to refuse them would inhibit the normal business activities of the Trust. This applies to offers of gifts or hospitality to groups as well as individual employees.

9.4 Each employee is personally responsible for any decision to accept such offers and for any possible criticism that may follow. If in doubt he/she should refuse, or insist on paying for himself/herself, or refer to the Executive Principal or Head of Finance and Business Services.

### **9.4.1 Gifts May Only be accepted in the Following Circumstances**

Those gifts which are of a modest kind (i.e. under £10 retail value), such as a calendar, diary, pen or other inexpensive item of office equipment, and which can be regarded as in the nature of advertising matter, can be accepted. Such gifts should bear the name or insignia of the organisation concerned. All other gifts must be politely but firmly refused. If gifts are received through the post they should be returned immediately to the donor with a suitably worded covering letter.

### **9.4.2 Meals or Refreshments May Only be accepted in the Following Circumstances**

- Only such meals or refreshments as are a necessary part of the business in hand and which are immediately and directly connected with and wholly incidental to Trust business can be accepted. Even then, they must be of

a modest kind and wherever possible the employee should pay for himself/herself, or if practical, should be paid for by the Trust.

- Such meals or refreshments as are connected with a public or semi-public occasion, such as an opening ceremony associated with new premises in which the Trust have an interest such as owners or partners in the scheme and where the employee attends in an official capacity as representative of the Trust and obtains prior authorisation from the appropriate officer.

#### 9.4.3 **Offers of Accommodation or Travel Which May be Accepted**

Only where practically unavoidable, of a modest kind and wholly relevant to the business in hand, such as a lift for a short distance to a site where the employee concerned has no other means of transport.

- 9.4.4 Visits to inspect land, buildings, machinery, goods or services where the Trust bear the expense and the appropriate manager has given prior approval.

#### 9.4.5 **Conferences and Seminars etc.**

If the Trust pays the fee for a conference, seminar or the like, then there is no requirement to make an entry in the Register of Hospitality and Gifts. If no fee is paid, offers of seminars and the like that include some form of refreshment and/or another event, function or overnight stay approval must be received and must be recorded in the Register, whether it has been accepted or not. All offers of a significant nature must be recorded including those arising during the course of a conference or seminar – a degree of judgement is required in determining significance.

***In deciding the significance of an offer, the potential recipient should take into consideration various factors including; the financial value of the offer; the imminence of any relevant contractual matters/arrangements; any legal action/public enquiries; any Trust decisions (pending or otherwise). This list is not exhaustive.***

#### 9.5 **Disclosure of Gifts and Hospitality**

All offers of gifts and hospitality, including the minor items outlined in 7.3.1/7.3.2 above, must be recorded in the Register of Hospitality and Gifts.

### 10.0 **DISCLOSURE OF INFORMATION**

- 10.1 The law requires that certain types of information must be available to Auditors, Government departments, service users and the public. The Trust itself may decide to be open about other types of information. However, there are other categories of information that must be kept secure. Employees must be aware of which information they are authorised to release and to whom and that which they are not.
- 10.2 The Trust regards compliance with information security standards as a matter of the utmost importance and employees are required to familiarise themselves with and act in accordance with the requirements of Trust policies on Confidentiality, Freedom of Information, Data Protection and the supporting staff guidance and protocols.

- 10.3 **‘Insider Dealing’ - Employees should not use any information obtained in the course of their employment for personal gain or benefit, nor should they pass it on to others who might use it in such a way.** For example, where an employee of the Trust who in the course of their employment becomes aware of information (which is not in the public arena i.e. is confidential), which could impact upon the performance of a business or other corporate identity, such information must not be passed on to any third party who does not have a legitimate right of access to that information.  
Where an employee is in doubt as to the issue of a right of access to such information, then they should refer to the Executive Principal or Head of Finance and Business Services. The information must not be disclosed unless it has been agreed that it is ‘safe to do so’.

## 11.0 RELATIONSHIPS

### 11.1 Directors / Trustees / Governors

Employees are responsible to the Trust through its Senior Managers. For some employees, their role is to give advice to Directors/Governors and Senior Managers and all are there to carry out the Trust’s work. Mutual respect between employees and Senior Leaders/Directors/Governors is essential to effective management.

- 11.2 Employees serve the whole Trust. They should therefore avoid undue close, personal familiarity with individual Directors/Governors and it is important that all employees carefully consider how any relationships they have with Directors/Governors may be perceived by others. There will, however, be situations where such relationships arise between employees and Directors/Governors, for example through marriage, direct family connection or a close and long standing friendship. Such relationships must always be disclosed when relevant to Trust activities. Where such a personal relationship does exist, the employee should avoid any professional contact with the Director/Governor concerned on any matter where the personal relationship may be perceived by others to affect the conduct or judgement of the manager or Director/Governor concerned. This avoidance should be clear to other colleagues and the outside world. Furthermore, manager/employees should avoid discussing, within the context of a personal relationship, any information of a private or personal and confidential nature which they become aware of in the course of their Trust duties.

- 11.3 Such an approach will avoid any personal relationships between employees and individual Directors/Governors damaging the appropriate professional relationship, embarrassing other employees and Directors/Governors, or giving the wrong impression to third parties. Exceptionally the existence of such a relationship may impact fundamentally on the ability of an employee or a Director/Governor to do their job effectively. In such exceptional cases further consideration would need to be given as to the appropriate course of action to handle the situation. This would necessarily depend upon the particular circumstances and appropriate guidance would be provided at the time by Senior Management.

### 11.4 Relationships between employees

Where a personal relationship exists between employees, an employee should declare this to their line manager if the relationship could be deemed as a conflict of

interest, trust or breach of confidentiality. Also where a personal relationship exists between employees who are in a line management or supervisory relationship at work, then they must not be involved in Recruitment and Selection, improving performance, pay and grading, disciplinary, grievance or any other management activity involving the other employee.

#### **11.5 Relationships with students**

11.5.1 Staff must declare any relationships that they may have with pupils outside of school; this may include mutual membership of social groups, tutoring, or family connections. Staff should not assume that the school are aware of any such connections. A declaration form may be found in appendix 1 of this document.

11.5.2 Relationships with pupils must be professional at all times. Physical relationships with students are not permitted and may lead to a criminal conviction.

11.5.3 Contact with students must be via school-authorized mechanisms. At no time should personal telephone numbers, email addresses or communication routes via personal accounts on social media platforms be used to communicate with pupils.

11.5.6 If contacted by a pupil by an inappropriate route, staff should report the contact to the headteacher immediately.

#### **11.6 The Local Community and Service Users**

Employees should be aware of their responsibilities to the community they serve and ensure courteous, efficient and impartial service delivery to all groups and individuals within that community and as defined by the policies of the Trust.

#### **11.7 Contractors**

Employees must disclose to their Executive Principal / Head of Finance and Business Services, all relationships of a business or private nature with external contractors or potential contractors. Orders and contracts must be awarded on merit, by fair competition against other tenders, and no special favour should be shown to businesses run by, for example, friends, partners or relatives in the tendering process. This information should be given to the Executive Principal / Head of Finance and Business Services.

11.8 Employees who engage or supervise contractors or have any other official relationship with contractors and have previously had or currently have a relationship in a private or domestic capacity with contractors, should declare that relationship to their Executive Principal / School Business Manager.

11.9 In all cases, employees should declare any interests/relationships as soon as is practicable.

#### **12.0 APPOINTMENT AND OTHER EMPLOYMENT MATTERS**

12.1 Employees involved in appointments should ensure that these are made on the basis of merit, in accordance with the Trusts Recruitment & Selection Guidelines. An appointment which was based on anything other than the ability of the candidate to undertake the duties of the post may render the Trust open to a claim under Equalities Legislation. In order to avoid any possible accusation of bias, employees must not be involved in an appointment where they are related to an applicant, or have any personal relationship outside work with him or her.

- 12.2 Similarly, employees must not be involved in decisions relating to discipline, promotion or pay adjustments for any other employee who is a relative, partner or with whom they have a close personal relationship.

### **13.0 OUTSIDE COMMITMENTS**

- 13.1 All employees have contractual obligations with the Trust and should not take outside employment which conflicts with the Trust's interest.
- 13.2 All employees should seek advice before undertaking outside employment. Senior Managers are required to obtain consent of the Trust, by applying to their Executive Principal / School Business Manager to take outside employment.
- 13.3 No work, (i.e. other employment) other than for the Trust, whether paid or unpaid, should be undertaken in the workplace. ***This includes the use of workplace facilities.***
- 13.4 Employees should be aware that all literary, dramatic, musical or artistic work (including (as an example) but not limited to documents, computer programs, photographs, drawings, recordings or graphic work) which is produced by the employee in the course of their employment with the Trust is the copyright of the Trust in accordance with S11 (2) of the Copyright Design and Patents Act 1988. Accordingly, employees must not do anything which in any way would constitute an infringement of the Trust's copyright in any literary, dramatic musical or artistic work. Employees must ensure that they do not do anything which would constitute an infringement of the copyright of any third party whilst in the course of their employment with the Trust.

### **14.0 PERSONAL INTERESTS**

- 14.1 Employees must declare to their Executive Principal / School Business Manager any non-financial interests that they consider conflict with the Trust's interests; for example, if they are involved in an official capacity with an outside organisation which has dealings with the Trust, e.g. grant requests. Such a declaration must be made as soon as an employee becomes aware of the possibility of any such conflict arising or indeed that may be perceived/construed as arising. A good test is for the employee to ask himself/herself whether others would think that the interest is of a kind to make this possible. If the employee thinks this is so or is in doubt, then the information should be given to the Executive Principal / School Business Manager.
- 14.2 Employees must declare to the Executive Principal / School Business Manager any financial interests which could conflict with the Trust's interests, e.g. work for which a fee is received.

### **15.0 EQUALITY ISSUES**

- 15.1 The Trust is an equal opportunities employer and all employees are under an obligation to ensure that all policies relating to equality issues, are complied with and that they do not unlawfully discriminate on the grounds of age, disability, gender re-assignment, marriage & civil partnership, pregnancy & maternity, race, religion & belief, sex and sexual orientation. Employees have a duty to ensure that these policies are adhered to in all aspects of their employment and service delivery.

15.2 All members of the local community, customers and other employees have a right to be treated with fairness and equity.

## **16.0 SEPARATION OF ROLES DURING TENDERING**

16.1 Employees involved in a tendering process and dealing with contractors should be clear on the separation of client and contractor roles within the Trust. All such employees must ensure that their actions are in accordance with the Trust's policies with respect to contracts. Those employees who have both a client and contractor responsibility must be aware of the need for accountability and openness.

16.2 Employees who have access to confidential information regarding tenders or costs for external contractors must not disclose that information to any unauthorised party or organisation.

16.3 Employees should ensure that no special favour is 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 a senior or relevant managerial capacity.

## **17.0 CORRUPTION/FRAUD AND THEFT/WHISTLEBLOWING**

17.1 It is a serious criminal offence for employees corruptly to receive or give any gift, loan fee, reward or advantage for doing, or not doing, anything or showing favour, or disfavour, to any person as a result of their official capacity. If an allegation is made against an employee of corruption, it is for the employee to demonstrate that any such rewards have not been corruptly obtained.

17.2 Where an employee has suspicions that a Trust employee(s) or other individual(s) are involved in fraudulent or corrupt activities, or theft, then they must in the first instance report these suspicions to their Line Manager. If an employee feels unable to do this, then they should contact the appropriate Whistleblowing manager. (Refer to the Whistleblowing Policy for further guidance).

17.3 Notwithstanding the provisions of the Whistleblowing Policy, matters of fraud, theft or corruption must, where appropriate, be notified to the Executive Principal / Head of Finance and Business Services.

17.4 The Trust's Whistleblowing Policy provides employees with a mechanism through which they can raise concerns regarding any matter of wrongdoing within the Trust. Where an employee has a concern they should in the first instance raise the matter with the relevant Line Manager. Where this is not appropriate, the provisions and arrangements of the Whistleblowing Policy should be used.

17.5 It should be noted that all employees have a duty to inform their Manager of any legitimate concerns they have over actual or potential wrongdoing within the Trust.

17.6 The Public Interest Disclosure Act 1998 provides employment protection for employees who make disclosures to their Manager concerning actual or potential wrongdoing. Any disclosure or allegation made maliciously or for personal gain will not be protected and disciplinary action may be taken.

## **18.0 USE OF FINANCIAL/OTHER RESOURCES**

- 18.1 Employees must ensure that they use the Trust's resources, financial and non-financial, that are entrusted to them in a responsible and lawful manner. They should strive to ensure value for money to the local community and to avoid legal challenge to the Trust at all times.

## **19.0 USE OF ICT EQUIPMENT/E-MAIL AND THE INTERNET**

- 19.1 Staff are required to familiarise themselves with and adhere to the requirements of the Information Security and Computer Usage Policy and the associated policies, procedures and guidance which support the Policy. Staff must ensure that all equipment is used appropriately and school equipment should not be used for personal reason.

- 19.2 Users of ICT equipment shall not use the internet or e-mail for the following:

- To knowingly break the law
- To fail to comply with exiting Trust or local governing body policy
- To compromise the integrity of any network or system
- To access, display or transmit any kind of sexually explicit material or any offensive or discriminatory material of any kind
- To make unauthorised contact with outside bodies
- To bet or gamble
- To disclose private or confidential information

- 19.3 Failure to comply with the policies in force or any unauthorised use of such facilities will be dealt with in accordance with the disciplinary procedure

## **20.0 USE OF MOBILE PHONES, CAMERAS & SOCIAL MEDIA**

- 20.1 Specific guidance on the use of Social Media can be found in the Trust's E-Safety Policy and in Appendix 1 below.

- 20.2 It must be noted that the use of Mobile Phones and Cameras whilst at work is not allowed. Where photographs are required, Images of students/pupils or colleagues must not be taken without agreement. This is due to the fact that images can be modified and may then be used for other purposes that are inappropriate. Care must be taken at all times to ensure compliance with the Trust's Safeguarding Policy.

## **21.0 SPONSORSHIP - GIVING AND RECEIVING**

- 21.1 Where an outside organisation wishes to sponsor or is seeking to sponsor a Trust activity, whether by invitation, tender, negotiation or voluntarily, the basic conventions concerning acceptance of gifts or hospitality apply. Particular care must be taken when dealing with contractors or potential contractors and all donations will be recorded and held on file.

- 21.2 Where the Trust wishes to sponsor an event or service, neither an employee nor any partner, spouse or relative must benefit from such sponsorship in a direct way without there being full disclosure to the appropriate Executive Principal / School Business Manager of any such interest. Similarly, where the Trust through

sponsorship, grant aid, financial or other means, give support in the community, employees should ensure that impartial advice is given and that there is no conflict of interest involved.

## **22.0 CONDUCT OUTSIDE OF WORK**

- 22.1 staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school community.
- 22.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct will be regarded as unacceptable.
- 22.3 Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school, nor be to a level which may contravene the working time regulations or affect an individual's work performance in the school.

## **23.0 CONTACT WITH THE PRESS AND MEDIA**

- 23.1 Unless specifically nominated and authorised by the relevant Executive Principal / Chair of Trust / School Business Manager concerned, employees are not permitted to give reports or speak to the press (including the trade press) and media on matters relating to employment with the Trust, Trust business or decisions of the Trust. Enquiries from the media will require identifying as being Freedom of Information or Data Protection (and referred to Executive Principal / School Business Manager). Employees with a responsibility for dealing with the press and media should guard themselves against declaring a view 'whilst acting in their official capacity' which is contrary to a position taken by the Trust or which may be deemed to be critical of that position.
- 23.2 In all circumstances, employees are under a general duty of care to avoid a situation arising where they are shown to be acting in conflict with the best interests of the Trust and should not criticise, damage or act in any way against the best interests of the Trust. Should this occur, and the employee is found to have acted unreasonably then they may be subject to disciplinary sanctions following established procedures.

## **24.0 CRIMINAL CHARGES**

- 24.1 Any member of staff or volunteer who, during the course of their employment or duties with Seva School, faces criminal charges or who receives a new caution or conviction, must inform their line manager or, in the case of the Executive Principal or senior leader, the Chair of Governors in accordance with the provisions of their contract of employment.

Related Policies / Documents:

1. SEVA School Safeguarding Policy
2. SEVA School Discipline and Grievance Policy
3. SEVA School Competence and Capability Policy
4. SEVA School Complaints Procedure
5. SEVA School Whistleblowing Policy
6. The national Teachers' Standards 2013

## **APPENDIX 1**

### **When using any form of ICT, including the Internet, in school and outside school**

#### **For your own protection, we advise that you:**

- ensure all electronic communication with pupils, parents/carers, staff and others is compatible with your professional role and in line with school policies
- do not talk about your professional role in any capacity when using social media such as Facebook and You Tube
- do not put online any text, image, sound or video that could upset or offend any member of the whole school community or be incompatible with your professional role
- use school ICT systems and resources for all school business, to include your school email address, school mobile phone and school video camera.
- do not disclose any passwords and ensure that personal data (such as data held on MIS software) is kept secure and used appropriately
- take images of children/pupils and/or staff for professional purposes only, in accordance with school policy and with the knowledge of SLT
- do not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory
- ensure that your online activity, both in school and outside school, will not bring the school or professional role into disrepute
- check emails daily as a minimum on working days or every other day if one day is particularly busy
- report any eSafety incident which may impact on you, your professionalism or the school.

## APPENDIX 2

### **Relationships with students outside of work declaration**

It is recognised that there may be circumstances whereby employees of the school are known to students outside of work. Examples include membership of sports clubs, family connections, or private tutoring.

Staff must declare any relationship outside of school that they may have with students.

<b>Employee Name</b>	<b>Student Name</b>	<b>Relationship</b>

I can confirm that I am fully aware of the code of conduct relating to contact out of school with students 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 the school are aware of any relationships.

Signed .....

Date .....

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

**APPENDIX 3**

**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 Headteacher**