

Code of Conduct Policy

*This policy applies to all staff and children from EYFS to Year 6
(including the Nurture Provision)*



Chair of Governors:- Mrs Christine Bartley
Headteacher:- Mrs Elaine Preston
Policy Status:- Not Statutory
Policy Area Responsibility:- Headteacher

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The Societas Trust

Code of Conduct for Adults in Academies 2017

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1. Introduction

All adults have personal and legal responsibilities. These include, treating others with dignity and respect, acting honestly, using public funds and academy equipment appropriately, adhering to health and safety guidelines and practising equal opportunities at all times. These expectations are set out below and should be fully observed by all adults at all levels.

This document highlights the principal areas where adults need to be aware of their responsibilities when working or volunteering in the academy and it is a framework for behaviour. Adults should ensure they are familiar with the specific policies that underpin these behaviours through reference to the documents highlighted in the 'Required Reading' throughout the code or available in the Academy Handbook. If these documents are not supplied at induction, the employee should ask the academy for copies.

2. Compliance with the Code of Conduct

Failure to comply with the code of conduct and with the associated academy policies and required reading may result in disciplinary action being taken.

3. Professional Behaviour and Conduct

3.1 Treating Other People with Dignity and Respect

All adults are expected to be friendly to visitors and treat other colleagues, pupils and external contacts, such as parents, with dignity and respect; acting as good role models for all.

Unacceptable behaviour such as discrimination, bullying, harassment or intimidation will not be tolerated in academies. This includes physical and verbal abuse and use of inappropriate language or unprofessional behaviour with colleagues, pupils and parents.

If there is something to discuss of a sensitive nature then adults are requested to ensure that this takes place in private, respecting confidentiality at all times when dealing with both colleagues and parents. Requests for a third party to be present are encouraged if adults feel that they might have a problem during a discussion.

3.2 Responsibility for the Smooth Running of the Academy

It is important to take responsibility for the smooth running of the academy e.g. reading noticeboards and the academy diary; inform others of courses, visitors, meetings etc.; distributing letters and messages in a timely manner; writing dates and times in the academy. Adults are expected to use their initiative within the academy ethos, offer support and request help and to consult their line manager for clarification if needed.

Planning, assessment files and children's books etc. must be readily available in class at all times.

Registers must be completed promptly at the start of the day and the start of the afternoon session, ensuring all absences are recorded according to the guidelines attached in the front of the register.

3.3 Communicating with Parents

Letters, newsletters etc. must be sent home on the day that staff receive them from the office. Staff must ensure that absent pupils receive the letter on return. (Mark letters of absent children with the child's name.) Urgent letters must be returned to the office for posting. Letters are not to be sent home without first seeking the permission of the Headteacher or deputy Headteacher. Letters must be on the academy letter headed paper. Please organise with the academy office if you wish a letter to be sent home and provide a copy of your required letter by email to office@gladstoneprimary.org.uk. A copy letter must be left in the academy office to be put on file. This must be done prior to the letter being sent home.

Pro-formas, slips, questionnaires etc returned by parents must be sent directly to the office when registers are collected at the start of the academy day.

SLT must be alerted to any communication with parents that causes concern or is of a personal nature and could affect a child's emotional well-being. When communicating with parents remember that all adults must be professional; please listen carefully; reassure parents that you will deal with any issues arising and always report back to parents having dealt with a matter or query.

Class teachers must ensure that parents have an opportunity to speak to them at the end of the academy day.

Messages received from parents will be passed on to classroom staff. Contact details for parents are available from the academy office.

3.4 Meetings

All meetings/ INSET are held to ensure the smooth running of our academy with the ultimate aim to raise standards; therefore all adults should contribute in a professional manner. Adults will be informed of all meetings in advance unless in cases of emergency e.g. child protection. Adults at adults meetings have the following rights and must adhere to the following responsibilities.

Rights

- For meetings to have a clear agenda and to keep to time.

For adults:

- To be heard.
- To be valued and respected.
- To be supported.
- To have the opportunity to actively contribute to meetings.
- To have adequate time to read any materials.
- To have the opportunity to visit other classrooms to share ideas and resources.

Responsibilities

- To be on time, fully prepared.
- To turn off mobile phones.
- To listen to others.
- To respect the opinions of others.
- To disagree without being disagreeable.
- To support colleagues.
- To share views openly and honestly during the meeting, not after.
- To act professionally at all times.
- To keep confidentiality within the meeting.
- To keep on task.
- To abide by democratic decisions, without complaining.

3.5 Appropriate relationships with children

Academy adults are expected to act in an open and transparent way that would not lead any reasonable person to suspect their actions or intent. Adults in academies are in a position of trust and have a duty to protect young people from discrimination and harm and to maintain appropriate professional boundaries. It is equally important for adults to avoid behaviour that might be misinterpreted by others in order to protect both young people and themselves. Adults are required to read and understand academy policies on safeguarding and child protection.

Adults, Parent Helpers, Students and Visitors to academy should be introduced to children by their formal title, not by their first name, unless previously agreed otherwise with Headteacher. Adults should be addressed by their formal title whenever in earshot of children, parents or visitors to academy.

As a result of their knowledge, position and/or the authority invested in their role, all adults working with children and young people are in positions of trust in relation to the young people in their care. Broadly speaking, a relationship of trust can be described as one in which one party is in a position of power or influence over the other by virtue of their work or the nature of their activity. It is vital for all those in positions of trust to understand the

power this can give them over those they care for and the responsibility they must exercise as a consequence of this relationship.

A relationship between an adult and a child or young person cannot be a relationship between equals. There is potential for exploitation and harm of vulnerable young people. Adults have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification. In addition, adults, parent helpers, students and visitors to academy should not divulge inappropriate personal information about themselves or enter into inappropriate discussions of a personal nature with children or in front of children.

Adults should always maintain appropriate professional boundaries and avoid behaviour which might be misinterpreted by others. They should report and record any incident with this potential to their line manager.

Where a person aged 18 or over is in a specified position of trust with a child under 18, it is an offence for that person to engage in sexual activity with or in the presence of that child, or to cause or incite that child to engage in or watch sexual activity.

This means that adults should not:

- use their position to gain access to information for their own or others' advantage
- use their position to intimidate, bully, humiliate, threaten, coerce or undermine children or young people
- use their status and standing to form or promote relationships which are of a sexual nature, or which may become so

Particular care needs to be taken around the vulnerability of young adults working with older pupils

Occasionally, a child or young person may develop an infatuation with an adult who works with them. If an adult believes that a child or young person is making unrequested frequent attempts to see them, for example, then this situation should be sensitively handled so that the dignity and safety of all concerned is maintained. They should remain aware, however, that such infatuations carry a high risk of words or actions being misinterpreted and should therefore make every effort to ensure that their own behaviour is above reproach.

An adult, who becomes aware that a child or young person is developing an infatuation, should discuss this at the earliest opportunity with a senior leader or parent/carer so appropriate action can be taken to avoid any hurt, distress or embarrassment.

This means that adults should:

- report and record any incidents or indications (verbal, written or physical) that suggest a child or young person may have developed an infatuation with an adult in the workplace
- always acknowledge and maintain professional boundaries

3.6 Professional Behaviour

Adults must not misuse or misrepresent their position, qualifications or experience or bring the reputation of the academy into disrepute. Such behaviour may lead to disciplinary action.

All adults working with children and young people have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children and young people. It is therefore expected that they will adopt high standards of personal conduct in order to maintain the confidence and respect of the public in general and all those with whom they work.

There may be times, for example, when an adult's behaviour or actions in their personal life come under scrutiny from local communities, the media or public authorities. This could be because their behaviour is considered to compromise their position in their workplace or indicate an unsuitability to work with children or young people. Misuse of drugs, alcohol or acts of violence would be examples of such behaviour.

Adults in contact with children and young people should therefore understand and be aware, that safe practice also involves using judgment and integrity about behaviours in places other than the work setting.

The behaviour of an adult's partner or other family members may raise similar concerns and require careful consideration by an employer as to whether there may be a potential risk to children and young people in the workplace.

This means that adults should not:

- behave in a manner which would lead any reasonable person to question their suitability to work with children or act as a role model.
- make, or encourage others to make, unprofessional personal comments which scapegoat, demean or humiliate, or which might be interpreted as such

NB Staff will be asked to complete Disclosure by Association upon appointment and any changes thereafter should be reported to the Headteacher.

This means that adults should:

- be aware that behaviour in their personal lives may impact upon their work with children and young people
- follow any codes of conduct deemed appropriate by their organisation
- understand that the behaviour and actions of their partner (or other family members) may raise questions about their suitability to work with children and young people
- Act as role models and display academy values and behaviours, for example by never using bad language or homophobic language
- Promote the well-being and safety of all pupils including Lesbian Gay Bisexual and Transgender (LGBT) pupils.

A person's dress and appearance are matters of personal choice and self-expression. However adults should dress in ways which are appropriate to their role and as ambassadors for the academy, and this may need to be different to how they dress when not at work.

Adults who work with children and young people should ensure they take care to ensure they are dressed appropriately for the tasks and the work they undertake.

Those who dress in a manner which could be considered as inappropriate could render themselves vulnerable to criticism or disciplinary action.

This means that adults should wear clothing which:

- is appropriate to their role (being mindful of health and safety issues)
- is not likely to be viewed as offensive, revealing, or sexually provocative
- does not distract, cause embarrassment or give rise to misunderstanding
- is absent of any political or slogans
- is not considered to be discriminatory and is culturally sensitive

3.7 Absence

Adults must follow the following absence procedures to allow time for organising cover for the class/ group/ role.

- Teachers and support staff must personally contact the deputy headteacher on the first morning of absence, at her home telephone number between 6.45 am – 7.15am. If no reply, then contact the headteacher on her home number. (Ensure that you have their telephone numbers to hand).

It is not appropriate to notify of absence via text messaging or email and only in extreme circumstances should another person make the call on your behalf. State clearly what the reason for absence is and what you intend to do. If you are ill during a weekend then please give warning of your impending absence by contacting the deputy headteacher before 6pm on a Sunday evening. Contact the headteacher if the deputy headteacher is not available.

You must keep in contact with the Deputy Headteacher/ Headteacher on a daily basis unless you have a doctor's certificate stating a longer break from work. Contact must be made at the end of the academy day, between 2.30pm & 3.15pm, stating whether you will be available for work on the following day.

The academy requires a self-certification form on your return to be handed in at the academy office.

Doctor's certificates must also be forwarded to the academy office.

Please avoid making appointments during the academy day.

3.8 Criminal Actions

Academy adults must inform the Headteacher (Governing Body if the employee is the Headteacher) immediately if they, or anyone they cohabit with, are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution. The Headteacher or Governing Body will discuss this with the adult in the context of their role and responsibilities in order to help safeguard children and other adults at the academy.

3.9 Wider Responsibilities

Adults must inform the Headteacher immediately if they are involved with any child protection incidents or issues regarding their own children or those of others.

3.10 Required reading:

- Academy's safeguarding policy and procedure
- Guidance for Safer Working Practice for Adults who Work with Children and Young People (available in the academy Handbook and upon induction)
- Behaviour Management
- Anti Bullying Policy
- Restrictive Physical Intervention
- Health and Safety
- Medical Conditions
- Whistle Blowing
- Online-Safety
- Mobile Phone and Camera Code of Practice
- Prevent Agenda
- Keeping Children Safe in Education

4. Declaration of Interests

An employee is required to declare this where the group or organisation would be considered to be in conflict with the ethos of the academy. Membership of a trade union or staff representative group would not need to be declared.

Adults should also consider carefully whether they need to declare to the academy their relationship with any individual(s) where this might cause a conflict with academy activities. For example, a relationship with a Governor, another adults member or a contractor who provides services to the academy.

Failure to make a relevant declaration of interests is a very serious breach of trust and therefore if adults are in doubt about a declaration, they are advised to take advice from their academy or union.

All declarations, including nil returns, should be submitted in writing on a academy Register of Business Interests (see appendix1).

5. Probity of Records and Other Documents

The deliberate falsification of documents is not acceptable. Where an employee falsifies records or other documents, including those held electronically, this will be regarded as a serious disciplinary matter and potentially a criminal offence.

6. Financial Inducements

6.1 Financial Regulations for academies

All academy adults must comply with the Academy's Financial Regulations. Adults should familiarise themselves with the regulations but some of the principal employee requirements are summarised below.

6.2 Business Contacts

In this section, "business contact" refers to any person, body or organisation with which the academy is involved on a financial or charitable basis (including contractors; developers; consultants; regional or national charities). This also includes business contacts who are potential suppliers (e.g. they are tendering for future business).

6.3 Declaration of Gifts

Received should be declared in writing to the Governing Body on the Register of Gifts and Hospitality (see appendix 2) with the exception of those items specifically identified in sections 6.4 and 6.5 below. This document shall remain available for inspection by the authority's Internal Audit department.

6.4 Gifts or Hospitality to an Employee

Where a business contact offers a personal gift, personal payment or other incentive such as secondary employment to an employee, these should not be accepted and should be returned with a suitable official letter. Such offers should be declared to the Governing Body and recorded in the Register of Gifts and Hospitality.

If it is not possible to return gifts then the employee who deals with that supplier should declare the gift to the Governing Body who will keep a record of it and decide how it is to be used. Such gifts remain the property of the academy and should be included in the Register of Gifts and Hospitality.

The only exceptions to these are:

- Low cost, functional items suitable for business use rather than personal use and displaying the supplier's logo e.g. diaries, calendars and pens. These items may be accepted and do not have to be included in the Register of Gifts and Hospitality.

- Gifts offered by parents or students to academy adults to express their thanks, such as boxes of chocolates, however, only gifts with an individual value of £25 or less may be accepted. Such gifts do not have to be declared in writing to the Governing Body or be included in the Register of Gifts and Hospitality. For the avoidance of doubt adults must always refuse gifts of money.

Where hospitality in the form of meals and drinks is offered by a business contact, this is only acceptable where it forms part of a normal business meeting (for example, refreshments at training events or meals at evening meetings). Offers of hospitality to specific events, such as a dinner or sporting event, should only be accepted after authorisation from the Governing Body. These would normally only be approved where there is a clear and demonstrable benefit to the academy and the hospitality would not expose the academy to criticism that the business contact was exerting undue influence. These should be recorded in the Register of Gifts and Hospitality.

Visits by adults to exhibitions, demonstrations, conferences, business meals and social functions in connection with the academy's business and authorised by the academy, shall be at the academy's expense.

6.5 Gifts or Hospitality to the Academy

Where a business contact sends a gift to the academy (for example, a stationery supplier sending a gift), any such offers over the value of £25 should be declared to the Governing Body and recorded in the Register of Gifts and Hospitality and remain the property of the academy.

The only exceptions to this are low cost, functional items suitable for business use (as opposed to personal use), such as diaries, calendars or pens, may be accepted and do not have to be declared on the Register of Business Interests.

6.6 Academy Meals

Adults wishing to purchase academy meals must ensure that they have paid for the meals in advance. Payments can be made using School Money. Please speak to the academy office for information on how to register for School Money.

7 Use of Academy contacts

Apart from participating in concessionary schemes arranged by trade unions or other such groups for their members, adults shall not use academy business contacts for acquiring materials or services at trade / discount prices for non- academy activities.

7.1 Required Reading:

- Financial regulations for academies – available through the academy office.

8. Other Employment

Adults are permitted to take up secondary employment outside the academy, as long as the activity does not constitute a conflict of interest, adversely affect their primary employment at the academy or exceed the legal maximum working week of 48 hours as defined by the Working Time Regulations.

The secondary employment must be undertaken outside the working hours of the employee's normal post and adults are required to keep the Headteacher (Governing Body if the employee is the Headteacher) informed of their employment at other organisations. Teachers who undertake exam marking may seek clarification about this point.

9 Health and Safety

Adults must adhere to the academy's Health and Safety policy, procedure and guidance and must ensure that they take every action to keep themselves and everyone in the academy environment safe and well.

This includes taking immediate safety action in a potentially harmful situation (either at academy or off-site) by complying with statutory and academy guidelines and collaborating with colleagues, agencies and the Trust.

All adults working in academies have a responsibility to maintain a safe and efficient working environment. All areas of the academy must be kept tidy throughout the day and all classrooms and other communal areas left tidy at the end of the day. Adults must insist that coats are hung up by children as they arrive and after break times and lunchtimes and that cloakrooms are kept tidy. Dustpans and brushes are available in all classrooms to ensure that the floor is as clean and tidy as possible. The classroom should be accessible to the cleaning adults at the end of the day and left in a state that enables cleaning to take place. Adults must encourage pupils to be responsible for maintaining a safe, clean and happy academy environment.

All adults are responsible for clearing away equipment either to the classrooms, store cupboards, hall storage areas etc. at the end of each day. Leave all areas as you would like to find them.

Hot drinks should only be taken in to classrooms in a sealed mug. All mugs and glasses in pupil accessible areas must be unbreakable.

Body spillages are to be cleaned away using a body spillage kit. Sickness buckets are available in the cleaners store room. Please dispose of contents in the yellow bin (disabled toilet) wash and return after use.

All adults must wear their badge at all times. Visitors must be provided with a visitors badge on entry to the academy. Any concerns should be reported immediately to a member of the Senior Leadership Team.

It is important that children are dismissed safely at the end of the academy day. Adults must ensure that before children leave the building they have all their belongings. Before children leave it is important to check that the cloakroom area is tidy and that lunchboxes are collected. Staff should ensure that the children are collected by the correct adult. Ask children to stay with you until a recognised adult has come to collect them. Children not collected at the end of the day should remain with the class teacher and come to the office at 3.30pm. It is the teacher's duty to contact parents of any child who is late being collected or ensure that the office staff do (if the member of staff is involved in a club or meeting).

10. Use of Alcohol and Illegal Drugs

The use of illegal drugs or alcohol during working hours is unacceptable and may lead to disciplinary action. All adults are expected to attend work without being under the influence of alcohol or illegal drugs and without their performance being adversely impacted by the consumption of alcohol or illegal drugs.

If alcohol or drug usage impacts on an employee's working life, the academy has the right to discuss the matter with the employee and take appropriate action, having considered factors such as the academy or Trust's reputation and public confidence. This may also lead to disciplinary action.

11. Use of Academy Premises, Equipment & Communication Systems

Staff must ensure that all academy equipment such as laptops, iPads and Hall equipment is stored away securely at the end of the school day. Staff are responsible for checking laptop and iPad cabinets and turning off all electrical equipment.

To ensure the safety and security of the building, its equipment, staff and pupils staff are responsible for making sure that all external doors are closed behind them and locked at the end of the school day.

Academy equipment and systems (e.g. phone, email and computers) are available only for academy-related activities and should not be used for the fulfilment of another job or for personal use. This is unless authorised by the Headteacher. Illegal, inappropriate or unacceptable use of academy equipment or communication systems may result in disciplinary action and in serious cases could lead to an employee's dismissal. This list is not exhaustive but includes;

- creating, sending or forwarding any message that would reasonably be

- considered inappropriate or unacceptable.
- committing or implying commitment to any contractual arrangements.
- access to or publication of illegal, offensive, unacceptable or inappropriate or non-work related material.
- any illegal activities.
- posting confidential information about the academy and/or other adults, children or parents.
- gambling or gaming.
- unauthorised use of academy facilities (or employee's personal IT equipment), for personal use during employee's working time.

Adults who are unsure if something he/she receives or proposes to do might breach this policy should seek advice from their Headteacher.

The academy has the right to monitor e-mails, phone-calls, internet activity or document production, principally in order to avoid offensive or nuisance material and to protect systems from viruses, but also to ensure proper and effective use of systems. Communication systems may be accessed when the academy suspects that the employee has been misusing systems or facilities, or for the investigation of suspected fraud, child protection incidents or other irregularity.

Accredited Trade Union representatives can use academy communication systems for the purposes of undertaking trade union duties and these will be treated as confidential.

Passwords should not be shared and access to computer systems must be kept confidential. Breach of this confidentiality may be subject to disciplinary action and adults are responsible for their own security.

Any academy equipment that is used outside academy premises, for example laptops, should be returned to the academy when the employee leaves employment or upon request by the Headteacher.

12. Social Networking Websites and Social Contact

In order to make best use of the many educational and social benefits of new technologies, children and young people need opportunities to use and explore the digital world, using multiple devices from multiple locations. They need to be protected when using these technologies and educated as to the possible risks they may put themselves in. It is now recognised that online-safety risks are posed more by behaviours and values than the technology itself. Adults working in this area must therefore ensure that they establish safe responsible and professional online behaviours. This means working to local and national guidelines on acceptable user policies. These detail the way in which new and emerging technologies may and may not be used and identify the sanctions for misuse. Learning Platforms are now widely established and clear agreement by all parties about acceptable and responsible use is essential. Learning Platforms do allow for professional dialogue between a child / young person and an adult.

Communication between children and adults, by whatever method, should take place within clear and explicit professional boundaries. This includes the wider use of technology such as mobile phones text messaging, e-mails, digital cameras, videos, web-cams, websites and blogs. Adults should not share any personal information with a child or young person. They should not request, or respond to, any personal information from the child/young person. Adults should ensure that all communications are transparent and open to scrutiny. In the event you need to make contact with a child / young person, you should obtain your line manager's agreement and record this on file. A log of any subsequent communication should be kept on file.

Consent must be obtained from the parent if the child is under 16. It is also recommended that for young people over 16, their parents are also informed of the intention to communicate with their child via, for example use of text messaging.

Adults should also be circumspect in their communications with children so as to avoid any possible misinterpretation of their motives or any behaviour, which could be construed as grooming. They should not give their personal contact details to children and young people including e-mail, home or mobile telephone numbers. E-mail or text communications between an adult and a young person outside agreed protocols may lead to disciplinary and/or criminal investigations. This also includes communications through internet based web sites. In relation to Social Networking Sites, adults should not maintain 'e-relationships' with children and young people they work with or have previously worked with. Examples of sites include My Space, Facebook or Twitter. Adults are strongly advised, in their own interests, to take steps to ensure that their personal data is not accessible to anybody who does not have permission to access it. A number of these sites may be accessed by young people without consent of parents. There is a facility with a 'Report Abuse' button on some of these sites, which allows children / young people to report suspicious individuals or behaviours directly.

Internal e-mail systems should only be used in accordance with the organisation's Online-Safety and Acceptable Use Policy.

This means that the organisation should:

- have in place a signed (if paper) E-Safety and Acceptable Use policy
- continually self-review e-safety policies in the light of new and emerging technologies
- ensure that, when it is considered necessary for adults to use equipment to communicate with children, this is provided by the organisation

This means that adults should:

- refrain from identifying themselves as working for the academy in a way which has, or may have, the effect of bringing the academy into disrepute.
- not identify other academy adults, children or young people without their consent.
- not make any defamatory remarks about the academy, its

- adults, children or young people, or conduct themselves in a way that is detrimental to the academy.
- not disclose personal data or information about the academy, adults, children or young people, that could breach the Data Protection Act 1998, for example, posting photographs or images of children or young people.
 - not allow pupils to access their personal social networking accounts and where they are contacted by a pupil they should bring it to the Headteacher's attention.
 - ensure that personal social networking sites are set as private and pupils are never listed as approved contacts
 - never use or access social networking sites of pupils.
 - not give their personal contact details to children or young people, including their mobile telephone number
 - only make contact with children for professional reasons and in accordance with any organization policy

Adults who work with children and young people should not seek to have social contact with them or their families, unless the reason for this contact has been firmly established and agreed with senior leaders. If a parent seeks to establish social contact, the adult should exercise her/his professional judgement in making a response and should discuss the situation with their line manager. Adults should be aware that social contact with young people in certain situations could be misconstrued as grooming.

Where social contact is an integral part of work duties, e.g. pastoral work in the community, care should be taken to maintain appropriate personal and professional boundaries. This also applies to social contacts made through interests outside of work or through the adult's own family or personal networks.

It is recognised that some adults may support a parent who may be in particular difficulty. Care needs to be exercised in those situations where the parent comes to depend upon the adult for support outside their professional role. This situation should be discussed with a member of the senior leadership team and where necessary referrals made to the appropriate support agency.

This means that adults should:

- have no secret social contact with children and young people or their parents
- consider the appropriateness of the social contact according to their role and nature of their work
- always approve any planned social contact with children with senior colleagues
- be aware that the sending of personal communications such as birthday or faith cards should always be recorded and/or discussed with line manager.
- understand some communications may be called into question and need to be justified

13. Personal equipment

Handbags and other valuables (including mobile phones) must be locked away and not visible to children. Adults must not use their own personal equipment such as mobile phones or cameras to make recordings of pupils, parents or other adults. Academy property must not be photographed where such images may be used inappropriately.

14. Confidentiality

All adults at the academy and the Governing Body come into contact with a significant volume of data and information in relation to pupils, adults, academy activities and many other matters. There is an obligation to read and to observe the requirements of the Data Protection Act 1998.

14.1 Managing Data

Under the Data Protection Act, adults are required to collect, maintain and dispose of sensitive or personal data in a responsible manner.

14.2 Disclosing Data

Adults should not disclose sensitive information about the academy, its adults or the local authority to other parties, for example, parents or colleagues. There are particular exceptions to this; for example disclosure of suspected or alleged abuse of a pupil to Child Protection Officers; discussion with a person accompanying or representing an employee in a formal meeting or disclosure under the Whistleblowing Procedure. All communication with the media must be directed through the Headteacher or their nominee.

There are circumstances in which adults are obliged to release pupil data, for example, parents seeking information about pupil progress or other colleagues in the academy.

14.3 Access to Data

Everyone has the right to request access to data that is held about them and such requests should be made to the Headteacher who will address the request in conjunction with the Local Authority's Data Protection Officer.

15. Copyright

Copyright legislation should be displayed next to photocopier machines and adults are required to adhere to the guidance provided about use of educational resources.

15.1 Required reading:

- Copyright notices in academy

Signed:.....

Chair of Governors

Date:.....

Review Date– Autumn 2018

Adults Disclosure of a Pecuniary Interest

Full Name _____

Please complete as appropriate:-

either

1. I and/or my partner and/or my immediate family have a direct or indirect interest in the companies/organisation/bodies listed below from which the academy may wish to purchase goods or services:

Name of Company or Body	Nature of Interest	Nature of your / partner / family interest

or

2. Neither I nor my immediate family have any direct or indirect interest in any company/organisation/body from which the academy may wish to purchase goods or services.

Signed _____ **Date** _____

APPENDIX TWO

REGISTER OF GIFTS AND HOSPITALITY

Governors and adults declaration form

I wish to declare the following information in accordance with the Governing Body's requirements that a Register of Gifts and Hospitality should be maintained.

Name:

Post:

Signature:

Date:

You should provide full details of your declaration below, including a nil return:

Declaration of gifts and hospitality		
Date gift received	From whom	Gift or hospitality