

Tapton SCHOOL

ACADEMY TRUST

Realising the life chances and dreams of every child

Code of Conduct

Date of issue:	July 2023
Responsible sub-committee:	Finance & Resources
Linked Policies:	TSAT - Fraud Prevention, Gifts & Hospitality TSAT Received & Declaration of Interest Policy TSAT Finance Policy (Standing Financial Instructions) TSAT Whistle Blowing Policy TSAT Management of Allegations against Staff Policy TSAT Staff Acceptable Use for Online Safety and Networking Standards Policy TSAT Data Protection Policy
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Dissemination via:	Email, SharePoint



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Charitable Limited Company Registration Number: 07697171.
Registered office: England and Wales. VAT Number: 134392225.

Updates and Amendments

Version	Section	Amendments	Date	Author
1.0	n/a	Reviewed and updated to ensure policy reads as a Trust policy and reference to other policies contained within are correct. Removal of detailed wording that duplicates other policies and provides an introduction and link to those policies.	June 19	D Kirkham (HR lead)
1.1		<p>See below the list of policy updates by heading and paragraph numbers.</p> <ul style="list-style-type: none"> • General standards of conduct (section 2) • Conflicts of Interest and Fraud (section 4) • References (section 8) • Safeguarding - Relationships with Pupils (paragraphs 13.10-13.15) • Relationships with Colleagues (section 14) • Criminal Convictions (section 16) • Drugs and Alcohol (section 17) • Social Networking and the Internet (section 18) • Whistleblowing (section 21) • Change of references from he/she to them/their 	June 22	B Purvis (HR Manager)
1.2		<p>Update to paragraph 16 Criminal Convictions to confirm that all school posts are exempt from the Rehabilitation of Offenders Act 1974</p> <p>Update to sections 13 to 18 with regards to reporting concerns and “low level concerns”</p>	July 2023	B Purvis (HR Manager)

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I. Introduction

- 1.1 The Trustees of Tapton School Academy Trust (TSAT) are required to establish a code of conduct for all its employees, Trustees, members, volunteers, agency staff and contract staff (“employees”). It is the responsibility of all employees to read and abide by the Code of Conduct. If any of the provisions contained within this Code of Conduct, related codes of practice or security policies are not fully understood employees must, in their own interests, seek clarification from their Headteacher or line manager.
- 1.2 The main aim of the Code of Conduct is to ensure that all employees know and understand their responsibilities and what is deemed acceptable as employees of TSAT. This Code does not contain a comprehensive list of acts of conduct or misconduct. There may be other acts of commission or omission committed by employees that the Headteacher and/or Trustees may also view as misconduct and/or gross misconduct.
- 1.3 Pupils, colleagues, parents/carers and Trustees expect the highest standards of behaviour from Trust employees. Employees must not put themselves in a position where their honesty or integrity could be called into question.
- 1.4 The Trustees reserve the right to monitor their employees, including surveillance, in accordance with relevant legislation such as the Regulatory and Investigatory Powers Act, General Data Protection Regulations and Human Rights Act to ensure that the provisions of this Code of Conduct are adhered to.
- 1.5 Failure to observe this Code of Conduct, failure properly to perform employee duties, serious misconduct or criminal offences committed during or outside working hours which bring the employee or school into disrepute may result in disciplinary action being considered, including the possibility of dismissal without notice.
- 1.6 Employees who are seconded to work in another school or organisation are expected to conduct themselves in a manner consistent with this Code of Conduct and in a way, which meets the requirements of the school or organisation to which they have been seconded.
- 1.7 The Code is compatible with the conventions contained in the Human Rights Act ([see Link](#))
- 1.8 All staff will receive a copy of the Code of Conduct when they commence their employment. It is their responsibility to read, understand and comply with the requirements and expectations of the standards expected of them. It will not be regarded as a legitimate defence in any subsequent disciplinary investigation that they did not read or understand the requirements of the Code of Conduct.



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2. General Standards of Conduct

- 2.1 Employees are expected to promote the principles contained in the Code of Conduct by self-example and to demonstrate respect for others.
- 2.2 Employees always act within the law and not adversely affect TSAT's legal position.
- 2.3 Employees are expected to conduct themselves in accordance with the "Nolan Principles of Public Life" ([See Link](#)) . These principles apply to all people appointed to work in public services including education.
- 2.4 When working with others, whether within the school or external, employees must ensure their rights, views and opinions are respected. This includes employees, elected members, members of the public, parents/carers for example.
- 2.5 All staff have a responsibility to ensure that they act appropriately when in contact with pupils including ensuring that they do not promote partisan political views.
- 2.6 There may be times when an employee's behaviour or actions in their personal life comes under public scrutiny. You should be aware that behaviour in your personal life could impact upon your suitability to work in TSAT.
- 2.7 Concerns may arise about an employee's response to the behaviour or actions in the private life of a close relative, friend or household member which raise questions about the employee's suitability to work with children. Concerns may also arise if an employee does not disclose to school and/or Trust leadership information or circumstances that may cause reputational risk to the school and/or Trust.
- 2.8 There may be some instances whereby an employee's actions may not be deemed gross or serious misconduct but they may result in a breakdown of trust and confidence that ultimately lead to a recommendation for dismissal on the grounds of 'some other substantial reason.'
- 2.9 The Headteacher/ Chair of Governors is responsible for the monitoring of employee's activities in accordance with this Code of Conduct. For further information or advice on a course of action in any situation please contact your manager, Headteacher or Chair of Governors.
- 2.10 This Code of Conduct should be read in conjunction with its appendices and relevant policies.

3. Health and Safety

- 3.1 Employees must not behave in a way that could place pupils, their colleagues, or themselves at risk, and must comply with the duty of care in the Trust's Health and Safety Policies ([See Link](#)). It



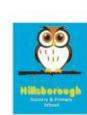
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is expected that you will adopt high standards of personal conduct in order to maintain the confidence and respect of all those with whom you work and the public.

4. Finance - Conflicts of Interest and Fraud

- 4.1 The Trustees are responsible for the use of public funds, and emphasise the importance placed on financial control to ensure value for money, avoid conflicts and reduce the risk of fraud.
- 4.2 Employees must declare any financial or other interest in any contract or interest with any organisation, activity or person that may cause a direct or indirect conflict of interest with the Trust. The declaration should be on the TSAT Pecuniary Interest Form. ([See Link](#))
- 4.3 Employees must complete the declaration of interests annually (and immediately if there are any changes).
- 4.4 Employees must not use their position for personal gain (for themselves or business associates, friends or family either directly or indirectly). This includes financial payment or other inducement.
- 4.5 Employees must not use any information obtained in the course of their employment or tenure for personal gain or benefit or to attempt to obtain personal gain, nor pass it on to others who might use it in such a way.
- 4.6 Employees are entitled to use all of the services of TSAT as appropriate (i.e. students at school, sports lettings) but in doing so they will receive neither favour nor disadvantage. They must not attempt to exert pressure to obtain services because of their position.
- 4.7 Employees must use public funds responsibly and lawfully. They must ensure the school gets value for money. TSAT's Standing Financial Instructions ([See Link](#)) must be observed for tendering for contracts and services, ordering and purchasing.
- 4.8 Defrauding and theft (or attempts to do so) will not be tolerated. This includes deliberate falsification of claims, e.g., time sheets and expenses.
- 4.9 Further guidance is in the *Fraud Prevention, Gifts & Hospitality Received & Declaration of Interest Policy* ([See Link](#))
- 4.10 Any other employment must not conflict with TSAT's interests or bring it into disrepute and must only be undertaken outside the employee's working hours.
- 4.11 Employees must declare secondary employment, but this does not remove the right of the Trustees to take disciplinary action against any employee whose secondary employment is deemed to be, or has been, detrimental to the interests or reputation of TSAT.



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5. Information Technology and Data Security

- 5.1 Employees must ensure that they follow TSAT's *Data Protection Policy* and *TSAT Staff Acceptable Use for Online Policy* ([See Link](#)) to ensure the proper use of computers and management of data. Please seek advice from your line manager if you are unsure about any of the policy contents.

6. Use of Trust Systems, Property and Facilities

- 6.1 Any Trust property and equipment may only be used for Trust business unless written permission for private use is given by the Trust Executive / Headteacher.
- 6.2 If permission is given employees will be required to pay for the cost of this usage. Employees will be expected to keep personal calls to a minimum and Headteachers/Governors will have the discretion to determine what is excessive. Employees are expected to use professional judgements and act in a reasonable manner in this regard.
- 6.3 Call and internet logging systems may be accessed by the leadership to identify usage for private purposes. Use of work mobile phones must only be used for private purposes in an emergency. Mobile phones provided on contracts which provide usage bundles may be used for reasonable private use with the agreement of the Headteacher/governor.

Disclosure of Information, Confidentiality and References

7. Disclosure of Information

- 7.1 Employees must comply with the *TSAT Data Protection Policy* ([See Link](#)) which includes the policy on data sharing, disclosure of information, use of and storage of information.
- 7.2 Employees must act in accordance with the law in handling information. Special care must be taken in handling personal and confidential information, which must in no circumstances be inappropriately used. Employees may be personally prosecuted for offences under the Data Protection Act ([See Link](#))
- 7.3 Employees must not abuse their position by disclosing confidential information to any third party. This will include the unauthorised release of confidential information regarding tendering for work which may be beneficial to a third party.

8. References

- 8.1 If the request is for a reference for a colleague or ex-employee, the written reference must be signed off by the Headteacher, Core Executive Member or Trustee (in the case of Core Executive team) before it is submitted. Any employee may give a personal reference in a personal capacity. If



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you misrepresent TSAT or if the content of a reference is knowingly false, this will be treated as misconduct.

- 8.2 The teacher anonymity law relating to allegations against teachers of criminal offences involving children, confirms that no mention of such an incident should be made on an employment reference in cases where allegations have proven to be false, unsubstantiated, unfounded or malicious.
- 8.3 Substantiated allegations should be included in references, provided that the information is factual and does not include opinions. Advice should be taken from the Trusts HR Adviser.
- 8.4 In terms of internal records in relation to safeguarding allegations against staff please refer to the *Management of Allegations of Abuse Against Staff Policy* for guidance on the retention on personnel files of such investigations ([See Link](#)).

9. The School Community and Service Users

- 9.1 Employees must ensure courteous, efficient and impartial service delivery to all groups and individuals within the community using TSAT services.
- 9.2 Employees are expected to be as open as possible about their actions and the work of the Trust, notwithstanding the needs of confidentiality.
- 9.3 Employees must always act in a way that preserves public confidence in TSAT.
- 9.4 The Trustees will not tolerate any form of physical or emotional abuse, harassment (including sexual) discrimination, victimisation or bullying. Such actions may be deemed to be misconduct or gross misconduct and may result in disciplinary action including dismissal.
- 9.5 Employees working with children and young people are in a particular position of great trust. Any breach of that trust, assault or sexual misconduct or breach of policies and procedures meant to safeguard pupils, will be regarded as potential gross misconduct. This may lead to disciplinary action including the possibility of dismissal without notice.
- 9.6 Employees, must observe current legislation including the Sexual Offences act of 2003 ([See Link](#)) and TSAT's policies ([See Link](#)) including all applicable Child Protection Procedures.
- 9.7 Any incidents involving assault, sexual offences or harassment, discrimination or victimisation against pupils, must be dealt with following all applicable Child Protection Procedures.
- 9.8 Employees who witness any abusive behaviour have a duty to report it to their Headteacher/Chair of Governors (refer to trust Whistleblowing policy) ([See Link](#))



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10. Recruitment and other Employment Matters

- 10.1 In accordance with TSAT schools' Equalities Statement and Objectives, employees must take care that they are not open to any charge of discrimination in recruitment or employment practices, by fully adhering to TSAT's *Recruitment and Selection Policy* ([See Link](#))
- 10.2 To avoid any possible accusation of bias or unconscious bias, employees must not be involved in selection and appointment processes where they are related to an applicant or have a close personal or business relationship with them. They must declare an interest where there is a potential conflict of interest in such cases.
- 10.3 Work decisions should be objective and always based on merit. Employees must not be involved in decisions relating to discipline, promotion or pay for any employee who is a relative, or with whom they have a close personal or business relationship. Staff Governors must not be involved with matters relating to pay and should not normally be involved in any other employment matters.
- 10.4 Employee appointments as School Governor, Councillors, Trade Union officials, Territorial Army, Justice of the Peace or as a Member of the Employment Tribunal do not constitute other employment as described in this Code. Where applicable employees should make the Headteacher aware of such duties and any request for time off should be in accordance with the Trust's Leave of Absence Policy ([See Link](#)). Nonetheless these appointments must not conflict with TSAT's interests, or be or have been detrimental to the reputation of TSAT.

11. Teacher Standards and Personal/Professional conduct

- 11.1 The Trustees expect all teachers to be familiar with, and adhere to, the Teachers Standards in England September 2012 ([See Link](#)).
- 11.2 The following details the standards of conduct of teachers. Although the standards of conduct are specific to teaching staff the Trustees believe the core values and requirements apply to all staff – teaching and non-teaching:
 - Uphold public trust in the profession and maintain high standards of ethics and behaviour within and outside of TSAT by:
 - (a) Treating pupils with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to a teacher's professional position.
 - (b) Have regard for the need to safeguard pupils' well-being in accordance with statutory provisions.
 - (c) Show tolerance of and respect of the right of others.



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- (d) Not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths.
 - (e) Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- Must have proper and professional regard for the ethos, policies and practices of the school and maintain high standards in their own attendance and punctuality.
 - Must have an understanding of and always act within the statutory frameworks which set out their professional duties and responsibilities.

12. Equalities

- 12.1 The Equality Act 2010 ([See Link](#)) covers nine protected characteristics, which cannot be used as a reason to treat people unfairly. The act protects everyone against unfair treatment. The protected characteristics are:
1. Age
 2. Disability
 3. Gender reassignment
 4. Marriage and civil partnership
 5. Pregnancy and maternity
 6. Race
 7. Religion or belief
 8. Sex
 9. Sexual orientation.
- 12.2 Employees should familiarise themselves with the provisions of the Act, as any behaviours intentional or otherwise that contravene the requirements of the act could lead to disciplinary action being taken against them, including disciplinary action leading to dismissal.
- 12.3 Each school has published Equality Statement and Objectives on their website.



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13. Safeguarding- Allegations that may meet the harms threshold

- 13.1 Staff have a duty to safeguard pupils from physical abuse, sexual abuse, racial abuse, emotional abuse and neglect. This duty to safeguard pupils includes the duty to report concerns to the appropriate person (See guidance below)
- 13.2 This section applies to conduct which may meet the harms threshold as set out in KCSIE ([See Link](#)) where it is alleged that adult working in or on behalf of the school (including supply teachers, volunteers and contractors) 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 both inside and outside of school
- 13.3 If you have concerns about an adult working in or on behalf of the school (including supply teachers, volunteers and contractors) or an allegation is made about an adult working in or on behalf of the school (including supply teachers, volunteers and contractors) posing a risk of harm to children, you must speak to the Headteacher as soon as possible.
- 13.4 The Headteacher will then follow the procedures set out in the Trust's Management of Allegations of Abuse against Staff Policy ([See Link](#)).
- 13.5 It is expected that in most instances any concerns about an adult working in or on behalf of the school (including supply teachers, volunteers and contractors) are reported to the Headteacher. Where you believe there is a conflict of interest in reporting a concern or allegation about a member of staff to the Headteacher, then please reference the Trust's Management of Allegations of Abuse against Staff Policy ([See Link](#)) which will provide alternative contacts, based on the persons position
- 13.6 If we are in any doubt as to whether a concern meets the harm threshold, we will consult with our local authority designated officer (LADO).

14. Safeguarding - Relationships with Pupils

- 14.1 All staff have a responsibility to develop the emotional wellbeing of pupils as well as:
- Treating all pupils with respect at all times. The use of derogatory, demeaning or abusive statements or subjecting a pupil to ridicule is not acceptable.



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- Staff are expected to set an example to pupils and therefore the use of appropriate language is important at all times. This does not include swearing or the use of vulgarities at any time.
 - Staff are expected to work with all pupils irrespective of their demeanour or ability.
 - Although dealing with young people can at sometimes be challenging, it is always important that staff remember that they are the adult and the professional and therefore all interactions with pupil and parents/carers should be held within this context.
- 14.2 In accordance with KCSIE (**[See Link](#)**) any person/s referred to as a child and/or child are deemed to be under the age of 18. The term pupil is used to cover any persons in early years, primary, secondary and sixth form education within the Trust.
- 14.3 We consider all employees to be in a position of trust in relation to our pupils and any breach of the trust, assault or sexual misconduct of breach of policies and procedures meant to safeguard pupils will be regarded as potential gross misconduct. This may lead to disciplinary action including the possibility of dismissal without notice.
- 14.4 In relation to the position of trust that all employees hold, the relationship between an employee and a pupil is not one of equals. It is a specific offence for a person aged 18 or over (e.g teacher, youth worker) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. Regardless of the pupils age relationships between staff and existing pupils are not permitted.
- 14.5 Employees must ensure that they avoid behaviour which might be misinterpreted by others. This includes any type of communication that they may have with pupils. You must not arrange to meet students outside of the school day or off the school site at any time without the express permission of the Headteacher.
- 14.6 Employees must not make sexual remarks to any pupil or discuss their own sexual relationships with, or in the presence of pupils. Employees must not discuss a pupils' sexual relationships in inappropriate settings or contexts. Any sexual behaviour by a member of staff towards any pupil is unacceptable and towards any child is illegal.
- 14.7 Employees must ensure that professional boundaries are maintained at all times. This means that employees should not show favouritism to any pupil and should not allow pupils to engage in any type of behaviour that could be seen to be inappropriate. Pupils are not employees' friends and should not be treated as such.
- 14.8 Employees should be aware that it is not uncommon for pupils to become strongly attracted to a member of staff or to develop an infatuation. If any member of staff becomes aware of an infatuation they should discuss it with their Headteacher and/or Designated Safeguarding Lead



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(DSL) immediately so that they can receive support and guidance on the most appropriate way to manage the situation.

- 14.9 Each school has a school specific Child Protection and Safeguarding Policy which will provide further information and guidance. The policy is published on the school website.

15. Low Level Concerns

- 15.1 This section applies to all concerns (including allegations) about adult working in or on behalf of the school (including supply teachers, volunteers and contractors) which do not meet the harm threshold set out in Section 13: Safeguarding- Allegations that may meet the harms threshold ([See Link](#)) and in KCSIE ([See Link](#))

Concerns may arise through, for example:

- Suspicion
- Complaint
- Safeguarding concern or allegation from another member of staff
- Disclosure made by a child, parent or other adult within or outside the school
- Pre-employment vetting checks

- 15.2 The term 'low-level' concern does not mean that it is insignificant. A low-level concern is any concern – no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt'.

- 15.3 We recognise the importance of responding to and dealing with any concerns in a timely manner to safeguard the welfare of children

16. Definition of low-level concerns

- 16.1 The term 'low-level' concern is any concern - no matter how small - that adult working in or on behalf of the school (including supply teachers, volunteers and contractors) may have acted in a way that:

- Is inconsistent with the Trusts 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

- 16.2 Examples of such behaviour could include, but are not limited to:



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- Being overly friendly with children
- Having favourites
- Taking photographs of children on their mobile phone
- Engaging with a child on a one-to-one basis in a secluded area or behind a closed door
- Humiliating pupils

17. Sharing low-level concerns

- 17.1 We recognise the importance of creating a culture of openness, trust and transparency to encourage all staff to confidentially share low-level concerns so that they can be addressed appropriately.
- 17.2 We will create this culture by:
- Ensuring staff are clear about what appropriate behaviour is, and are confident in distinguishing expected and appropriate behaviour from concerning, problematic or inappropriate behaviour, in themselves and others
 - Empowering staff to share any low-level concerns as per Section 13 Safeguarding- Allegations that may meet the harms threshold ([Click Here](#))
 - Empowering staff to self-refer
 - Addressing unprofessional behaviour and supporting the employee to correct it at an early stage
 - Providing a responsive, sensitive and proportionate handling of such concerns when they are raised
 - Helping to identify any weakness in the school's safeguarding system
 - Empowering staff to report any low-level concerns to the Headteacher or appropriate person
- 17.3 It is expected that in most instances any concerns about a member of adult working in or on behalf of the school (including supply teachers, volunteers and contractors) are reported to the Headteacher. Where you believe there is a conflict of interest in reporting a concern or allegation about a member of staff to the Headteacher, then please reference [the Trust's Management of Allegations of Abuse against Staff Policy. \(See Link\)](#) which will provide alternative contacts, based on the members of staff's position)

18. Responding to low-level concerns

- 18.1 If the concern is raised via a third party, the Headteacher will collect evidence where necessary by speaking:
- Directly to the person who raised the concern, unless it has been raised anonymously
 - To the individual involved and any witnesses
- 18.2 The Headteacher will use the information collected to categorise the type of behaviour and determine any further action, in line with the Trust's Code of Conduct. The Headteacher will be



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the ultimate decision-maker in respect of all low-level concerns, though they may wish to collaborate with the DSL.

19. Relationships with colleagues or school stakeholders

- 19.1 A relationship between colleagues or school stakeholders is deemed to be where the persons concerned are classed as being married, a mother/father/child, siblings, girlfriend, boyfriend or partner.
- 19.2 For employees who are in a relationship with a colleague, parent or carer, former pupil or any other person associated with the Trust we expect that they identify this to the Headteacher (or Senior Leadership Team (SLT) and they ensure that this:
- (a) Does not create a conflict of interest.
 - (b) Does not affect their professional judgement or responsibilities in any way.
 - (c) Is not viewed as inappropriate by school stakeholders and/or outside professional bodies
 - (d) Does not breach safeguarding.
 - (e) If an employee has any doubt regarding the nature of such relationships or appropriate contact they should seek advice from the Headteacher (or SLT Member in the Headteachers absence) immediately.
- 19.3 Where an employee has managerial authority over another employee with whom they are in a close personal relationship, the Trust reserves the right to transfer one or both employees to another role in the Trust following appropriate consultation with both employees in order to seek agreement to the transfer.

20. Personal Appearances

- 20.1 All employees act as ambassadors for the Trust and must maintain a standard of dress and appearance that is appropriate for the workplace and to the work being undertaken. Employees must be clean and tidy and ensure good personal hygiene. Where particular clothing is provided for health, safety and hygiene and/or uniform purposes it must be worn. This includes name badges, where agreed via trust/school policy.

21. Criminal Convictions

All posts are exempt from the Rehabilitation of Offenders Act 1974 ([See Link](#)) and so all applicants must declare any spent and unspent convictions, cautions and bind-overs, including those regarded as spent, and to have an enhanced DBS (Disclosure Barring Service) disclosure check.



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- 21.1 You must also tell us whether:
- (a) You have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (**See Link**)
 - (b) You are included on the DBS children's barred list.
 - (c) You are known to the Police and Children's Social Care.
- 21.2 We will ask you to complete a DBS Application Form or give written permission for us to check your status on-line. You must bring in your DBS Certificate to show and discuss with your Headteacher, when required.
- 21.3 Where employees do not tell us about these convictions/formal cautions, warnings, reprimands, binding over of other orders, pending prosecutions or criminal investigations, this will be treated as possible gross misconduct and might lead to disciplinary action – including the possibility of dismissal without notice. Employees who have been barred from working with children but seek employment to do so need to be aware that this is a criminal activity and against the law and you will be dismissed without notice and immediately reported to the police authority.
- 21.4 Employees who work with children, young people or vulnerable adults as part of their job or who have access to them are required to report any conviction/formal cautions whatsoever to the Headteacher/Chair of Governors.
- 21.5 Employees whose work involves driving must declare any motoring offences or pending motoring offences to the Headteacher/Chair of Governors.
- 21.6 Employees must inform their Headteacher/Chair of Governors of any pending criminal proceedings against them and subsequent convictions/formal cautions. This includes any subsequent offences/convictions that may have arisen during the course of your employment that followed your appointment to TSAT.

22. Drugs and Alcohol

- 22.1 Employees must attend work in a condition to undertake their duties in a safe manner. The consumption of alcohol or illegal drugs impairs performance and may constitute a health and safety risk and interfere with work performance.
- 22.2 Employees must not consume or be under the influence of alcohol during any working time or when they are directly responsible for pupils or where there are pupils on school site.
- 22.3 To do so may be regarded as an act of gross misconduct. Exceptions to this such as out of school events will be agreed in advance and notified to staff by the Headteacher/Governors for events such overnight excursions, as staff end of term gatherings and PTA functions. In such instances



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staff members will be expected to adhere to the Code of Conduct at all times and alcohol must not be purchased by the school.

- 22.4 Employees must not use illegal substances and to do so may result in the Headteacher/Chair of Governors reporting the matter to the police.
- 22.5 Where it is evident during working time or on Trust premises that a person is under the influence or has detectably taken alcohol or drugs or there is other substantial reason to believe this to be the case this will be regarded as potential gross misconduct.
- 22.6 There may be occasions whereby it is appropriate for an employee to be signposted to support for instances whereby alleged consumption of drugs and/or alcohol is having an impact on the staff members health. In such instances please refer to the *Trusts Wellbeing Policy* ([See Link](#)) and/or contact HR.

23. Social Networking and the Internet

- 23.1 Detailed policy is included in the *TSAT's Staff Acceptable Use for Online Policy* ([See Link](#))
- 23.2 Employees should take due care and attention when using social media and the internet. This includes usage outside school hours and on any device.
- 23.3 Any actions, comments or behaviours that undermine the reputation of TSAT, staff member/s, Governors and pupils, may result in disciplinary action being taken including dismissal. Staff members should be additionally careful if they have social media accounts in which parents of pupils in the Trust are connections and/or if staff members have social media accounts in which people with an interest in the Trust and its schools are connections. Staff members are reminded that some pupils may have indirect access to their parent's social media accounts.
- 23.4 Employees may not use social networking sites or other unauthorised sites during directed working hours.
- 23.5 Employees must not use social media as a means of attacking, threatening or abusing individuals.
- 23.6 As per the Safeguarding Procedures and the *TSAT Staff Acceptable Use for Online Safety and Networking Standards Policy* ([See Link](#)) employees must not share their personal mobile number or personal email address with pupils. TSAT has a number of mobile phones that are available for staff use during school trips and visits and these can be booked as part of the visit procedures through the finance office.

24. Time Keeping and Attendance

- 24.1 With respect to attendance please see the *Trusts Sickness and Absence Policy* ([See Link](#)).
- 24.2 Punctuality is the key to running a successful educational establishment and pupils and staff are expected to attend all lessons on time and to remain on-site throughout timetabled sessions. Staff



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should be ready to receive pupils at the scheduled start time for sessions as well as making sure pupils are not dismissed before the appropriate end of session time.

25. Use of Cars

- 25.1 All duties must be attended to on time. Staff registration numbers are held on the database and it is important that staff inform the school if their number changes.
- 25.2 For their own protection, staff should never give lifts to pupils without clearing it with a member of the SLT.
- 25.3 Staff must have business insurance if they are using a personal car for work business. Car insurance must be verified with the Business Manager.

26. Whistleblowing

- 26.1 TSAT is committed to the highest possible standards of openness, probity and accountability. In line with this commitment, we encourage employees and others with concerns about any serious wrongdoing to come forward and voice those concerns without fear of reprisals
- 26.2 Employees should report genuine concerns relating to potential fraud, theft or unethical behaviour to their Headteacher/Governors and/or follow the procedures contained in TSAT's *Whistleblowing Policy* ([See Link](#)).
- 26.3 The Trustees acknowledge that employees may not find it easy to 'blow the whistle' or report irregularities and will give them full support in raising such concerns. Every effort will be made to respect an employee's request for anonymity, but this may not always be guaranteed. Employees are expected to demonstrate accountability and to co-operate fully with any scrutiny appropriate to their position.
- 26.4 There are two sides to every story and the Trustees will give people a fair hearing. It is possible, however, that some allegations will turn out to be mistaken. Allegations that are either knowingly false, malicious, vexatious or made in bad faith (that is, without an honest truth in its belief) may be treated as misconduct.

27. Breaches of Policy

- 27.1 Disciplinary action may be taken against you if you:
 - (a) Do not keep to this Code of Conduct.
 - (b) Commit a criminal offence.
 - (c) Do something that may bring TSAT into disrepute, whether within working hours or outside of them.



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- 27.2 Disciplinary action includes the possibility of being dismissed with or without notice.
- 27.3 This code of conduct applies to all Trust employees with effect from 1 April 2022.



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