SIR FRANCIS HILL
PRIMARY SCHOOL

Bristol Drive

Lincoln

LN6 7UE

Code of Conduct

September 2026

This Code of Conduct aims to give all members of the school community clear guidance to set and maintain standards of conduct that we expect all staff to follow.

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

Policy Owner	SLT
Governing Body Committee	Full Governors
Date Approved by Governors	October 2026
Next Review Date	September 2027

Updates to the document

Date	Changes
20.9.26	The adoption of the LCC Code of Conduct (adapted for school) Inclusion of existing school CoC sections: legislation, safeguarding, allegations that may meet the harm threshold, low-level concerns about members of staff, whistleblowing, staff to pupil relationships, staff to staff relationships and confidentiality.

Code of Conduct

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Policy overview

The code of conduct sets out the standards we expect from our staff.

The code is not exhaustive in defining standards of conduct. Staff must behave in a manner in line with our values and must follow our policies, procedures and processes.

If a member of staff is unsure what the expectations are, they must ask their line manager.

Principles

This code applies to:

- all staff and workers, irrespective of employment status

Disciplinary action may be taken if staff fail to comply with the code and associated policies.

We will report breaches by those on contracts of service or agency to the temporary staff provider. It may result in the withdrawal of work.

This code of conduct includes the national code of conduct guidelines. It is also based upon the key principles of public life recommended by the Committee on Standards in Public Life (The Nolan Committee).

Legislation and guidance
We are required to establish procedures for the regulation of staff conduct under regulation 7 of The School Staffing (England) Regulations 2009. In line with the statutory safeguarding guidance Keeping Children Safe in Education, we should have a staff code of conduct, which should cover low-level concerns, an Allegations against staff and Whistle-blowing policy, as well as acceptable use of technologies (including the use of mobile devices), staff/pupil relationships and communications, including the use of social media.

Safeguarding
Staff have a duty to safeguard children and vulnerable adults from harm, and to report any concerns they have; they also have a duty to promote their welfare. Staff need to be aware of the possible abuse of children and vulnerable adults, this includes physical, emotional and sexual abuse, and neglect. If a member of staff has concerns, they must follow the Child Protection and Safeguarding policy. Staff will familiarise themselves with our Child Protection and Safeguarding policy and procedures, and the Prevent initiative, and ensure they are aware of the processes to follow if they have concerns about a child.
For more information read the LCC adult safeguarding policy or the schools Safeguarding and Child Protection policy.

Allegations that may meet the harm threshold
This section is based on 'Section 1: Concerns or allegations that may meet the harm threshold' in part 4 of Keeping Children Safe in Education. This section applies to all cases in which it is alleged that anyone working in the school, including a supply teacher, volunteer or contractor, has:

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

We will deal with any such allegation quickly and in a fair and consistent way that provides effective child protection while also supporting the individual who is the subject of the allegation. The Headteacher will be the case manager who will take the lead in any investigation. If the Headteacher is the subject of the allegation, then the Chair of Governors will manage the case. If there is any doubt as to the procedure to follow, we will contact the Lincolnshire Local Authority Designated Officer (LADO) for advice.

Low-level concerns about members of staff
Our school fosters a culture in which all allegations and concerns about adults are taken seriously and responded to promptly and appropriately. Unprofessional behaviour will be addressed, and the staff member supported to correct it, at an early stage. This creates and embeds a culture of openness, trust and transparency in which our values and expected behaviour are constantly lived, monitored and reinforced by all staff, while minimising the risk of abuse. We also encourage staff to self-refer if they find themselves in a situation that could be misinterpreted. All reports will be handled in a responsive, sensitive and proportionate way.

Reporting and responding to low-level concerns is covered in more detail in our Child Protection and Safeguarding policy. Our procedures for dealing with allegations will be applied with common sense and judgement.

A low-level concern is a behaviour towards a child by a member of staff that does not meet the harm threshold, is inconsistent with the staff code of conduct. A low-level concern is defined as behaviour that:

- Is inconsistent with the staff code of conduct, including inappropriate conduct outside of work
- Being over-friendly with children
- Having favourites
- Taking photographs of children on a personal device (these can be taken and then downloaded to the school drive and deleted from phones if this is to prove part of the curriculum has been met)
- Engaging in 1-to-1 basis in a secluded area or behind a closed door; or,
- Using inappropriate sexualised, intimidating, or offensive language
- does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.

Further details can be found in our Low-Level Concerns section of our staff Disciplinary policy.

Whistleblowing

Whistle-blowing reports wrongdoing that it is 'in the public interest' to report. Examples linked to safeguarding include:

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

Staff are encouraged to report suspected wrongdoing as soon as possible. Their concerns will be taken seriously and investigated, and their confidentiality will be respected. Staff should consider the examples above when deciding whether their concern is of a whistle-blowing nature. Consider whether the incident(s) was illegal, breached statutory or school procedures, put people in danger or was an attempt to cover any such activity up. Staff should report their concern to the Headteacher. If the concern is about the Headteacher or it is believed they may be involved in the wrongdoing in some way, the staff member should report their concern to the Chair of Governors.

Concerns should be made in writing wherever possible. They should include names of those committing wrongdoing, dates, places and as much evidence and context as possible. Staff raising a concern should also include details of any personal interest in the matter.

Staff-Pupil relationships

Staff will observe proper boundaries with pupils that are appropriate to their professional position. They will act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so. If staff members and pupils must spend time on a one-to-one basis, staff will ensure that:

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

Staff should avoid contact with pupils outside of school hours if possible. Personal contact details should not be exchanged between staff and pupils. This includes social media profiles.

While we are aware many pupils and their parents may wish to give gifts to staff, for example, at the end of the school year, gifts from staff to individual pupils are not acceptable. If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, or if a staff member is concerned at any point about a fellow staff member and a pupil, this should be reported in line with the procedures set out in our child protection and safeguarding policy.

Staff-staff relationships

As professionals we will:

- follow our school rules of Ready, Respectful and Safe so that we set the best possible example for pupils at Sir Francis Hill Primary School.
- treat everyone with respect, speaking respectfully to all other members of staff, even if we disagree with them.
- behave in a positive way despite any personal problems that we may have, especially in front of the children.
- work within the school's policies and practices, so that what we do and the actions we take are consistent with what has been agreed between all members of the staff and the governors.
- use a calm tone of voice at all times, to explain something to or instruct the children, so that they can follow our words without feeling threatened or uncomfortable. We will use a positive statement rather than a negative one so that children can learn what we expect of them in any situation.
- maintain confidentiality about anything that we see or hear in the school, so that parents and children can trust us, and as a way of showing respect to our fellow professionals. This includes information that is given to you by other members of staff. Staff need to feel that they can 'offload' in a confidential manner and that other staff will support. The only exception to this is if a staff member feels that there is a safeguarding risk to a child or a colleague. This will need to be reported in the usual way, either through Staff Grievance, Whistleblowing or by making a referral to CSC.
- work as part of a team, contributing as well as learning from others and helping to build up a strong workforce so that we can provide the best possible learning opportunities for all children in our care at Sir Francis Hill Primary School.

Confidentiality

In the course of their role, members of staff are often privy to sensitive and confidential information about the school, staff, pupils and their parents.

This information should never be:

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

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

Honesty, integrity, impartiality and objectivity

These must be the principles for all staff to perform their duties.

Staff have a responsibility for implementing this policy.

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

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

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

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

Staff will work with political sensitivity in supporting the Headteacher. Political views and preferences will not influence staff in carrying out their role.

The community has a right to expect the highest levels of integrity and responsibility of all staff. Staff will work to honour this, at all times.

Political neutrality

Staff must not allow their personal political opinions to interfere with their work.

Staff cannot stand as a county councillor if employed by:

- the county council
- community and voluntary controlled primary, secondary and special schools with delegated budgets

Provided any resultant conflict of interest is declared, school staff are eligible to stand for office as:

- a member of parliament
- a member of a county, district, borough or parish council

There are certain restrictions for politically restricted or sensitive posts. The terms of restriction constitute contractual provisions.

Staff must check with the Headteacher or refer to the policy and procedure on politically restricted posts. This incorporates advice for staff standing for election.

Staff in a position of trust

Staff working with children or vulnerable adults must inform their manager immediately if they are subject to a:

- criminal conviction
- caution
- ban
- police enquiry
- pending prosecution

We may discuss this within the context of the duties of the post held. It is essential in helping to safeguard the safety of children and vulnerable adults. It is a requirement as part of the Disclosure and Barring Service (DBS) process.

Accountability

Staff are accountable to us for their actions. They are required to comply with legislation, terms and conditions of employment, service and other written guidelines.

Equalities

A commitment by all staff to implement equalities in all aspects of their work is fundamental to effective provision and effective working relationships

All members of the public, parents and carers, suppliers, and other employees have a right to be treated with fairness and equity.

Staff must comply with the law and our policies relating to:

- equalities
- diversity and inclusion
- equal opportunities

Staff are required to read the LCC diversity and inclusion policy. Staff should strive to ensure that they do not discriminate against anybody, whether employee or parent/carer or visitor to our school.
We will not tolerate discriminatory behaviour, including harassment. The LCC disciplinary procedure will be applied and employees may be subject to criminal proceedings.

Health and safety
Staff must adhere to the health and safety at work policy and associated policies.
Staff must not act in a manner liable to place anyone at risk. Staff must adhere to the duty of care described in the health and safety at work policy.

Standards of dress and appearance
A member of staff's standard of dress and personal adornment must be appropriate to their work. Inappropriate dress can create the view that we are inefficient or create offence. It can be interpreted as disrespectful by the community and wider public.
We value and welcome the diversity of our team We will take account of ethnic and religious dress requirements with sensitivity.
We expect staff to conform to health and safety clothing requirements and to wear any uniform issued.

Terms and conditions of employment and of service
Staff must read and understand the conditions of employment and conditions of service under which they are employed. This includes all school policies, which take into account all legislation and the local and national schemes. Staff are responsible for ensuring that they comply with the latest versions of these policies and conditions.

Social media
Staff must ensure that they are aware of and follow the advice and guidance about using social media. Details are in the social media and mobile devices in employment policy and the social media policy. We respect an employee's private life but must ensure that confidentiality and our reputation are protected.

School staff's social media profiles should not be available to pupils. If they have a personal profile on social media sites, they should not use their full name, as pupils may be able to find them. Staff should consider using a first and middle name instead and set public profiles to private.
Staff should not attempt to contact pupils or their parents via social media, or any other means outside school, in order to develop any sort of relationship. They will not make any efforts to find pupils' or parents' social media profiles.
Staff will ensure that they do not post any images online that identify children who are pupils at the school without their consent. Staff should be aware of the school's Online Safety policy.

When using social networking websites in your private life, a member of staff must not:

- promote yourself as working for us in a way which may bring us into disrepute
- identify other employees without their consent
- make any defamatory remarks about the school, LCC or wider community
- conduct yourself in a way that is detrimental to the school or LCC
- disclose personal data or information or images that could breach data protection legislation about:

- the school
- our community
- staff
- LCC
- partner organisations

Social media policies apply to:

- when you are in school
- your personal use of social media where it could have a negative impact on the schools reputation.

Staff are also required to comply with IT and email policies.

Electronic recording

Unless authorised, staff are not permitted to record meetings by electronic, audio or video devices. Authorisation must be from the appropriate senior leader before any such recording taking place. This includes all meetings associated with disciplinary, grievance, appeals and any other such procedures.
It may be beneficial to record meetings to support with the preparation of notes. The meeting organiser must clarify the need to make the recording with all present at the start of the meeting.

Professional requirements

Staff are required to comply with:

- our policies and procedures
- any other specific guidelines issued by the Headteacher

Where you are a member of a professional institute or association, you are obliged to comply with any of their professional code and standards of practice such as the Teachers' Standards.

Respect for others

Staff must:

- treat others with respect
- not discriminate unlawfully against any person
- treat each other professionally

Harassment and bullying

Staff

The working environment is one where all its staff are treated with dignity and respect. The harassment and bullying policy along with other policies, procedures and guidance deal with this.
We expect staff to act as role models for the organisation. Staff should proactively challenge behaviour and actions that may adversely affect health and wellbeing.

The local community

We expect staff to give the highest possible standards of service to our community.
In carrying out duties and responsibilities, a member of staff's honesty and integrity must be beyond question.
Politeness and courtesy must be maintained alongside appropriate professional boundaries. Particular attention must be paid to this when in contact with vulnerable individuals or groups.
Staff must ensure courteous, efficient and impartial service to all groups and individuals. Behaviour which is disrespectful, antagonistic and aggressive is not acceptable.
We do not expect staff to tolerate behaviour from parents, carers or the wider public that is disrespectful, antagonistic and aggressive. Report this immediately to a senior leader if this occurs.
We expect employees to be ready and able at the agreed times to carry out their role.

Contractors
All relationships of a business or private nature with our external or potential contractors must be made known to the Headteacher and Business Manager where financial policies are adhered to. We must not discriminate against or show special favours to any part of the local community.

Financial
A staff member must advise the Headteacher in writing if they find they have a financial or other interest in a contract which has or could be entered into by the school.

Stewardship
A member of staff must:

- use any public funds entrusted to or handled by them responsibly and lawfully
- not make personal use school property or facilities unless properly authorised to do so

Financial management
We acknowledge the responsibility we have for the administration of:

- our own funds
- public funds
- funds under the control of staff

We emphasise both to the public and employees the importance we place upon probity, financial control and honest administration. We will keep our arrangements for the prevention and detection of fraud and corruption under constant review. We will pursue all suspected irregularities and take appropriate action. Where a member of staff has direct responsibility for financial transactions, they must comply with financial regulations. For example, when ordering goods and services on the schools' behalf.
If we find that a member of staff has committed any act of fraud or theft, we will regard this as gross misconduct. They may face dismissal. We may involve the police to decide whether to instigate a criminal investigation.

Copyright
All records, documents and other papers which are compiled or acquired by a member of staff relating to finance and administration in the course of their employment are and will remain the property of the school / LCC. The copyright in all such cases belongs exclusively to the LCC.

In the case of academic work, such as projects undertaken as part of a course to further an employee's professional career, the copyright will belong to the member of staff. This includes books, contributions to books, articles and conference papers.

Care and use of our resources
Staff must treat all our equipment with due care and respect.
They may not use our resources for anything other than for school use. This includes materials and equipment. If an employee wishes to use our equipment for other business, they must have permission from the Headteacher in advance.

Security and use of computer data or equipment
Staff must adequately secure data and systems against risks such as:

- operator errors
- theft of equipment
- unauthorised access to or copying of programmes
- use of unauthorised software on our machines, and
- natural hazards such as fire, flood and power failures

Staff must comply with relevant data protection legislation at all times. Staff must adhere to information assurance policies and guidelines.
Employees must ensure that no unauthorised person gains access to equipment or data under their control. No data should be released unless approved and conforms with data protection legislation. Staff must not disclose user IDs and passwords to anyone. Passwords must be changed regularly to a previously unused password.

Email
Misuse and time-wasting on email are unacceptable. Personal messages must be kept to a minimum. Staff must not use email to undertake personal business for monetary gain.
We do not condone the sending of defamatory email messages. If a member of staff does this, they will be subject to our disciplinary policy.
The tone and content of all messages must be appropriate and consistent with our communication guidelines.
Personal use of the school internet, including social media, is not permitted.

If using own device during breaks staff should comply with:
- internet and intranet policy
- social media policy
- social media and mobile devices in employment policy

Staff must not:
Access sites which have a terrorist, offensive, sexual or game playing or gambling content. Anyone found accessing or attempting to access such sites will be subject to disciplinary proceedings.

Personal interests
In their official or personal capacity, staff must not:
- allow personal interests to conflict with school requirements
- misuse their position to confer an advantage or disadvantage on any person

Staff are required to declare an interest if you have a connection or potential connection with any business or organisation which works with us. This includes voluntary bodies.
A member of staff's life away from work is their personal concern. A member of staff must not subordinate their work to their private interests.

A member of staff should not put themself in a position where their job, or our interests and their own personal interests' conflict. This includes behaviour that could undermine our confidence or trust in the employee. For example, facing criminal charges.
Employees must notify the Headteacher without delay of any criminal investigation, charge or caution. This does not include minor driving offence. If the matter is regarding the Headteacher, it should be reported to the Chair of Governors.
These rules apply for charges incurred within or outside the course of your employment.

Additional employment
We will not prevent an employee from undertaking additional employment providing it does not:
- conflict with the interests of, or in any way weaken public confidence in us
- in any way affect the performance of their duties and responsibilities whilst at work or
- where their current position could confer an advantage to their private interest or personal gain

If there is a conflict, the employee's manager can ask them to discontinue conflicting private business interests.

Employees are required to obtain prior consent from the Headteacher if they wish to take up any additional employment. This is important if they:-

- may exceed an average of 48 hours work per week, or
- which could have a detrimental effect on the member of staff's health and safety

We will not unreasonably withhold this consent.

Alcohol and drugs

The prevention of alcohol and drug misuse policy aims to ensure that employees report fit for work and to perform their duties.

The consumption of alcohol is not permitted on our premises unless specifically approved by the Headteacher for an after-school event, in this case, they will follow agreed procedures. We prohibit the use, possession, distribution or sale of drugs at the workplace, or when conducting our business.

If a member of staff has an alcohol or drug dependency problem, we will consider it as a treatable illness. Managers will provide assistance and support wherever possible. The employee support service is also available.

If a member of staff refuses help or drops out of a treatment programme, whilst this may not be automatic grounds for dismissal, it may affect the level of support we provide.

Any behaviour or performance concerns after that will be subject to appropriate action.

Conflicts of interest, gifts and hospitality

Registration of interests

A member of staff must register any interest they, their spouse or partner have which may conflict with that of the school. This includes any employment, substantial shareholding or membership of any external company or voluntary organisation which:

- has or may work with us

To register an interest, see the Business Manager.

Suppose a member of staff lets contracts, or are involved in any way in engaging or supervising contractors. In that case, they must inform their manager immediately if either they or a relative or friend has any personal interest in respect of the contractor or potential contractor. That interest may be through:

- employment
- substantial shareholding
- membership of the contracting company or body

The Headteacher will take steps to address any potential problems arising from the conflict of interests.

A 'significant interest' in a company is one where the employee, a relative or members of the same household in total have more than a 20% shareholding in a company. However, it may be that a shareholding below 20% is 'significant' for example, where the individual has veto rights or exercises control/influence over the company in other ways. If in doubt, the employee must seek further clarification from the Headteacher.

A 'relative' means a spouse, partner, civil partner, parent, parent-in-law, son, daughter, step-son, step-daughter, child of a partner, brother, sister, grandparent, grandchild, uncle, aunt, nephew, niece, cousin, or the spouse or partner of any of the preceding persons. Partner means a member of a couple who live together.

A 'friend' is someone well known to another and regarded with liking, affection and loyalty by that person. A closer relationship is implied here rather than mere acquaintance.

The requirement to enter an interest on to a register relates only to the employee's interests, or those of their spouse or partner. The need to declare an interest during the course of employment is much broader. It relates both to the employee's interests and those of their friends or relatives. An employee can only

make a declaration of interest they know about. The requirement does not imply any obligation to make enquiries of friends and relatives as to the interests they hold.

An employee is required to declare an interest if it comes to their attention that they have a connection or potential connection with any business or organisation (including voluntary bodies) which deal with the school.
The same principles apply to work carried out through partnerships. Care is needed to ensure that employees identify, declare and address potential conflicts of interest appropriately.
If in doubt, the employee must register and declare an interest.

Gifts
Staff should refuse personal gifts and hospitality offered to them or members of their family subject to the following:

- gifts and hospitality of 'token value' may be acceptable. For example, a pen, small gift, diary or a modest lunch, provided it is not a regular practice

Staff must treat with extreme caution any offer of a gift, favour or hospitality that is made to them personally. Staff must not compromise their position and refer any concerns to the Headteacher.

Sometimes LCC sponsors or give grants for sporting and cultural events such as exhibitions and plays. Staff, their partner, spouse or relative shall not receive any benefit from such sponsorship or grant in a direct way without fully disclosing to the Headteacher.

If a member of staff is concerned about a particular gift, they must obtain advice from the Headteacher.

Reporting procedures
A member of staff must not treat another member of staff less favourably than other employees.
It is a breach of an employee's terms and conditions of employment and our policies if they victimise another employee who has used our reporting procedures to report the misconduct of others.

The whistleblowing policy intends to encourage and enable anybody who works for or on behalf of us to raise serious concerns and to make it clear that reporting can happen without fear of reprisal.
The Public Interest Disclosure Act 1998 (PIDA) and the Enterprise and Regulatory Reform Act 2013 protect employees who raise any concerns.

Fraud
Fraud is a deliberate deception to gain a personal advantage. The effects of fraud or corrupt activities can have a severe negative impact on everyone. These actions have no place within an ethical organisation.
Fraud includes:

- deception
- bribery
- forgery
- extortion
- corruption
- theft
- conspiracy
- embezzlement
- misappropriation
- false representation
- concealment of material facts
- collusion

The anti-fraud policy aims to deter, detect and take action against any attempted fraud or corrupt acts.

An employee must not undertake or assist in fraud, whether intentional or not.
Breach of this policy could result in disciplinary action and criminal prosecution.

Openness
Without consent or unless required by law, a member of staff must not:

- prevent another person from gaining access to information to which that person is entitled by law
- disclose information given to them in confidence by anyone
- disclose information acquired which they believe is confidential
    - without the consent of a person authorised to give it
    - unless they are required by law to do so
    - unless someone discloses information which raises serious concerns about their own safety or the safety of others

Use of information and confidentiality
Staff are required to understand and comply with information governance requirements.
A member of staff may work in areas other than their normal office or in premises shared with other employees. If they view, overhear or otherwise come into contact with confidential information, they must maintain the privacy of this at all times. An exception can be if you are expressly authorised to divulge it, or are required to do so by law for example to:

- auditors
- government departments

Staff must use their discretion on where to hold conversations of a confidential nature.
Staff have a duty of confidentiality, no matter what their function or capacity within school.
Information governance is the framework of law and best practice. It regulates how we manage information.
Information concerning an employee's private affairs will not be supplied to any person outside the school without their consent. This applies to anyone within the school unless that person has authority or responsibility for such information.
Staff must never use their authority or position for personal gain. Staff must not enable colleagues or others to gain personally.

Identity cards
Staff must have their identity (ID) card with them at all times and should challenge anyone not wearing one, immediately escorting them to the school office if school procedures have not been followed.

Media contacts
Employees are not permitted to make statements to the media or any other public statement unless they are:

- authorised by the Headteacher to act generally as a spokesperson
- expressly authorised by the Headteacher to act as a spokesperson for a particular situation
- acting as an authorised trade union spokesperson

Employees are not permitted to make statements concerning the position of an employee.
If there is a media or press enquiry or other requests for a statement regarding an employee's position, they will be advised of this enquiry immediately by the Headteacher.

Personal relationships
Staff must not be involved in the appointment or any other decision relating to the discipline, promotion, pay or conditions of another employee, or prospective employee, who is a relative, partner or friend.

- 'Relative' means a spouse, civil partner, partner, parent, parent-in-law, son, daughter, step-son, step-daughter, child of a partner, brother, sister, grandparent, grandchild, uncle, aunt, nephew, niece, or the spouse or partner of any of the preceding persons
- 'Partner' means a member of a couple who live together.

We recognise that employees who work together may form personal relationships, or maybe related to one another. We do not wish to interfere with these personal relationships. However, it is necessary to ensure that employees behave appropriately and professionally at work.

The following principles apply to all employees regardless of their job or level of seniority:

- if an employee is involved in a personal relationship with a colleague, they must not allow that relationship to influence conduct whilst at work. Intimate behaviour during work time is expressly prohibited. This rule applies during all working time, whether at the normal workplace or elsewhere on school business.
- Leaders must declare any relationship with an employee whom they supervise, to the Headteacher. To avoid a situation where an employee has managerial authority over another with whom they are in a personal relationship with or are related, we may:
    - elect to transfer one or both of the employees involved to a job in another team or
    - transfer the employees' reporting lines to other managers.

In these circumstances, we will consult with the employees. We will seek to reach an agreement.

- If an employee embarks on a personal relationship with or is related to a colleague working in school they must declare this to their line manager. This is in the interests of openness and transparency.
- If an employee begins a personal relationship with, or are related to, a supplier or contractor for example, which their job requires them to have authority over they must declare this to their line manager.
- If an employee is involved in appointments, they must make those appointments only based on merit. To avoid an accusation of bias, they must not be involved in an appointment where they are related to or have a personal relationship with an applicant.
- An employee must not be involved in decisions relating to discipline, promotion, recruitment or pay and conditions for any employee who is a relative, partner, or whom they have a personal relationship with.

Duty of trust

Employees must, at all times, act with the faith that the public is entitled to place in you. It requires employees to be ready and able at the agreed times of working to carry out their job.
Employees must express politeness and courtesy towards members of our community and external contacts at all times. They must maintain appropriate professional boundaries. They must pay particular attention when in contact with vulnerable service user groups.
In carrying out their duties and responsibilities, employees' honesty and integrity must be beyond question.

Conduct outside of work

Staff will not act in a way that would bring the school, or the teaching profession, into disrepute.
Staff must not engage in conduct outside of work which could damage:

- the reputation and standing of the school
- an employee's reputation
- the reputation of other members of the school.

This covers conduct including but not limited to relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school on social media.

Compliance with the code of conduct

Failure to comply

Failure to comply with any of the provisions included in the code of conduct may result in disciplinary action being taken under the disciplinary policy and procedure.

Failure to comply by a relief or casual, agency or freelance worker or contractor, may result in no further work being offered to the individual.

We reserve the right to take legal action against employees where breaches of the code warrant such action.

Employee declaration

Employees must keep their manager informed of any change of circumstance which requires their declaration to be updated. Declarations must be made in writing using the appropriate form, and we will hold copies on their file.

We will undertake periodic reviews and employees must respond to these accurately. We hold all employee declarations with the appropriate levels of confidentiality.

Employees must complete and return the employee declaration.

Agency and freelance workers or contractors are required to complete the requisite form provided to them.