



Staff Code of Conduct

Author/Owner	B Nixon Chief Executive Officer
Version Number	Version 8
Date Approved/Reviewed	September 2023
Date of Next Review	September 2024
Approved By	Approved by Full Board of Directors

Policy Category	1	Academy to implement without amendment
(Please Indicate)		

Summary of Changes from Previous Version

Version	Date	Author	Summary of Updates
V2	September 2018	B Nixon	Pg. 8 Section 9.2 Update to Disqualification Requirements
V3	Aug 2019	D Ashmore	Pg. 11 Section 12.3
V4	Aug 2020	D Ashmore	Pg. 10 Section 11.7
V5	August 2021	L Burton	<p>Section 7.7 replaced D Ashmore with COO</p> <p>Section 9.4 inserted requirement for all employees to complete annual safeguarding refresher training</p> <p>Section 11.2 added in CCTV footage</p> <p>Section 12.5 Changed from CEO to COO/DPO</p> <p>Section 13.3 Changed reporting of payroll errors from Principal to Academy Business Manager</p> <p>Section 13.4 Added in employee responsibility to inform of any changes to tax codes</p> <p>Section 19.3 changed value of gifts that can be accepted to £50 as advised by CFO. Added in reference to appendix 3 and 4 of this policy</p> <p>Section 20.3 added in employee responsibility to submit timely expenses claims and that any over 3 months after expenditure occurred will be refused</p> <p>Appendix 3 value of gifts changed to £50</p> <p>Appendix 4 update acknowledgement form to this version number</p> <p>Addition of reference to low level policy within safeguarding section in line with updates to KCSIE</p>
V6	June 22	L Burton	<p>Page 4 added in safeguarding section</p> <p>Page 10 updated GDPR section</p> <p>Page 13 added in Friendships outside of school</p> <p>Page 14 added in gifts to pupils</p> <p>Page 32 updated acknowledgement form</p>
V7	September 2022	Dawn Slater	<p>9.2 – 9.5 updated standards of behaviour.</p> <p>Low Level Concerns updated duty to report concerns about an individual's suitability to work with children.</p> <p>11.6 – 11.9 added communication with children.</p> <p>11.10 – 11.13 added photography, videos and other images / media.</p> <p>11.14 – 11.18 added exposure to inappropriate images.</p> <p>12.1 updated GDPR requirements.</p> <p>12.2 – 12.6 added confidentiality and the sharing of information.</p> <p>17.3 – 17.5 added infatuations and crushes.</p> <p>17.6 – 17.10 added social contact outside the workplace.</p> <p>17.11 – 17.12 added sexual conduct.</p> <p>17.13 added one to one situations.</p> <p>17.14 added transporting pupils.</p> <p>17.15 added educational visits.</p> <p>Section 19 updated to include rewards, favouritism and exclusion.</p> <p>Section 24 added on physical contact.</p> <p>Section 25 added on personal/intimate care.</p> <p>Section 26 added on behaviour management.</p> <p>Section 27 added on first aid and medication.</p>



			Section 28 added on personal living accommodation. Appendix 2 – updated dress and appearance and clarity of uniforms for staff from external parties.
V8	Sep 23	HR	Updated in line with KCSIE 2023



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1. Introduction, Scope and Purpose

- 1.1 Exceed Learning Partnership (“the Trust”) Board of Trustees has agreed this Policy and, as such, it applies to all Academies/Schools within the Trust.
- 1.2 This Code of Conduct sets out the Trust’s requirements of its employees. However, all those carrying out work for or on behalf of the Trust, including trustees, directors, governors, temporary employees, interim staff, volunteers, consultants, business partners and contractors are also required to adhere to the principles of the code.
- 1.3 The Code of Conduct is intended to ensure that all those working for the Trust are aware of standards expected of them and/or the Trust, specifically that they do not commit and are not open to allegations of inappropriate behaviour, favouritism, and abuse of authority or conflict of interest. The Code of Conduct and the associated guidelines should be read in conjunction with the Guidance to Schools relating to acceptable use of School monies and the seven principles of Public Life, known as the Nolan Principles (See Appendix 5).
- 1.4 Governors/Trustees are expected to observe the requirements of Exceed Learning Partnership’s Scheme of Delegation in addition to the Code of Conduct. Teachers are also required to comply with the Personal and Professional Conduct requirements laid down in the Department for Education’s most recent Teachers’ Standards document in addition to the Code of Conduct.
- 1.5 The Trust’s disciplinary procedure aligns with this code of conduct. Failure to observe any of the standards in the code of conduct may lead to disciplinary action, which could result in dismissal. Breaches of the code by employees who are not directly employed by the Trust may be referred to their employer and they may be stopped from working for the Trust with immediate effect. The Trust may reconsider its contractual relationship with contractors/agencies who do not take appropriate action in the event that their employees breach the standards expected in this code.
- 1.6 Breaches of the code by Trustees or Governors will be dealt with in accordance with the Governance Regulations and advice sought from the National Governance Association.

Please note that throughout this procedure the CEO/Principal/Head teacher is defined as the officer to be notified. In cases where the CEO is the “worker” then the person to be notified is the Chair of the Directors Board.

2. Expectations

- 2.1 Everyone who carries out work for the Trust in any role is the face of the Trust, whether they are a permanent or temporary member of staff, a contractor, one of our partners or a volunteer.
- 2.2 Everyone working for the Trust:
 - Is using Public money and resources in their delivery or support of services to the Trust community;
 - Must display high standards of behaviour and conduct to instil public confidence in the integrity of Exceed Learning Partnership as a whole;
 - Must act and be seen to act in accordance with the trust the public places in them;
 - Is expected to perform their duties with honesty, impartiality and objectivity and be held accountable for their actions;
 - Is expected to declare any direct or indirect personal interest which may create, or be seen to create, a conflict of interest with their Academy Trust duties;
 - Is expected to behave in a manner, at all times that will not bring the Trust’s reputation into disrepute.
- 2.3 It is the duty of all those working for the Trust in any form to familiarise themselves with this code, seeking clarity if uncertain about any of its content.
- 2.4 All employees have a responsibility to act in a way, which ensures public confidence in



their honesty and integrity. An individual's Behaviour can affect public confidence

Exceed Learning Partnership seeks to maintain the highest standards of public confidence and requires the highest standards of behaviour from its employees. Employees must not conduct themselves in any way which might create doubt about their suitability to work for the Trust, or which has the potential to bring the Trust into disrepute or damage its reputation. Being charged, convicted or cautioned for criminal offences may mean that a worker is unsuitable for employment, even where there is no direct link between the nature of the offence and the work they undertake.

2.5 Perceived behaviour is also important in ensuring public confidence and employees must therefore act in a way that avoids the appearance of any improper conduct or displays a conflict of interest. Employees must be able to demonstrate that their judgment and actions at work are objective and impartial and are not affected or influenced by personal considerations arising from any commitments and/or activities outside the workplace.

2.6 All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of our children. Staff should adopt high standards of personal conduct in order to maintain confidence and respect of the public and those with whom they work. This means that staff should not behave in a manner, which would lead to any reasonable person to question their suitability to work with children or to act as an appropriate role model.

2.7 The Board of Trustees is responsible for overseeing this Code: a copy will be provided to all employees, on introduction of the code and for new employees when they are recruited. The Code will be shared with all contractor's /agency employees when they are engaged to provide services to the Trust.

3. Respect for Each Other

3.1 Employees must at all times act with the respect that their colleagues, pupils and children are entitled to expect. To develop and maintain a positive, productive and embracing work environment it is important that colleagues treat each other and the children in their care well. Employees must treat others professionally and with respect at all times and unlawful discrimination will not be tolerated (see appendix 1).

4. Declaration of Interest

4.1 By declaring interests, employees help maintain public confidence, avoid any suspicion of impropriety and protect themselves against allegations of wrongdoing. Declarations must be made no matter how remote the interest is or if considered by the employee to be insignificant.

4.2 Any employees who are in a position to influence decisions which taken by, or on behalf of, the Trust and have any interest in that decision must declare it to the CEO.

Examples of interests where declarations will need to be declared include where an employee, their family or household members:

- a) Hold a directorship or shareholdings in a company that either deal with Exceed Learning Partnership or operate within the boroughs in which the Academies/schools are located.
- b) Have relationships in a private/domestic capacity with Trust colleagues, students, contractors or tenderers (see sections misuse of position and contractors and suppliers).
- c) Receive direct or grant-aided services from the Trust which the employer is in a position to influence (beyond universal services such as education).
- d) Have any significant family or other relationship with Directors, governors, clients, contractors or staff working at or with the Trust or its partners (see sections misuse of position and contractors and suppliers).



- e) Have membership of outside groups in the borough or groups receiving aid from the Council (see membership of other bodies).
- f) Have a non-financial interest within the borough such as a school governor or membership of an NHS trust board.
- g) Have an interest in planning or licensing applications; either in terms of submitting an application or in relation to an application for an adjoining or nearby property which they have the potential to influence.
- h) It is the responsibility of employees to notify the CEO or Principal /Head teacher, taking account of any changes in circumstances. Failure to do so may result in disciplinary action.

5. Reporting Responsibilities

- 5.1 Like all organisations, we have a way of doing things at Exceed Learning Partnership which we all need to adhere to because of government legislation - or simply because it is the way that the Trust has chosen to do business. The way we do things is referred to as governance but can be more simply described as 'doing the right thing.' Our governance framework is set within the Trust's constitution. The governance related advice makes it easy for staff to do everything to standard and to escalate if something goes wrong.
- 5.2 Employees must ensure that they act within their delegated authority as set out within the Trust's schemes of delegation at all times. Employees must not make decisions (financial or non-financial) where they have no delegated authority to do so.
- 5.3 In addition to declaring interests (as in above) all employees must immediately inform the CEO /Principal/Head teacher (or Chair of Directors if it is the CEO that is the employee) in writing of all police cautions, warnings, reprimands, arrests and/or convictions received during their period of employment/engagement with the Trust. This information will be in confidence and used to assess any impact on the employee's job and the appropriateness for the employee to continue in their role. A caution, warning, reprimand, arrest or conviction will not automatically mean that an employee is unable to continue in their job. Whether there is a conflict with the employee's job will depend on a number of factors including the nature of the offence, the type of job, the seniority of the employee and the extent to which the Trust's reputation or interests are damaged.
- 5.4 All employees have a duty to report any suspicion of fraud, theft, corruption, bribery or other wrongdoing by members of the public or Trust employees including colleagues, managers, Directors, governors, contractors, volunteers or partnership employees. Suspicions should be reported to the Principal/Head teacher/CEO, the Chair of Governors/Directors, or in absolute confidence by following the Trust's Whistleblowing Policy.
- 5.5 Exceed Learning Partnership will not treat anyone less favourably because they have reported or intend to report wrongdoing, unless the complaint is malicious. Employees treating colleagues unfavourably in such circumstances will be liable to disciplinary action, which could result in dismissal. Employees who make malicious allegations. Non-Academy employees will be referred to their employer and/or their services stopped.

6. Political Neutrality and Activity

The following conditions apply to all those working for or on behalf of Exceed Learning partnership:

- 6.1 Personal political views must not be promoted in the teaching of any subject in the academy/school and must not interfere with providing balanced professional advice by/to Managers/Governors.
- 6.2 Directors/Governors/Employees must not allow their political views to influence service delivery, nor must they



impose those views on pupils or colleagues. Where political issues are brought to the attention of the pupils, practical steps must be taken to offer a balanced presentation of opposing views to pupils.

- 6.3 Directors/Governors/ Employees who intend to undertake political activities should ensure that they are not in a role which forbids their proposed activities. If in doubt about the status of their role or about whether an activity is restricted, employees should seek written confirmation (email is considered sufficient) from their CEO / Principal /Head teacher/Chair of Governors/Chair of Directors.
- 6.4 If a Director, governor or member of staff intends to stand for election as a member of parliament or a Councillor for any authority, they should advise their Chair of Governors/Chair of Directors in writing. Failure to inform the Chair may lead to disciplinary action, which could result in dismissal.

7. Membership of other Bodies

7.1 Employees are expected to consider carefully whether membership of, or association with, clubs, societies and other organisations such as lobbying groups and voluntary bodies could lead to the impression that their official position might be used to promote a private or personal interest or undermine equalities. If there is a chance that it could, they should declare it.

7.2 The Trust's nominated monitoring officer will maintain a register of staff, Governors and Directors that belong to such organisations: membership must be declared to them.

7.3 Employees and Governors/Directors must in particular declare to the monitoring officer membership of any organisation or body which is or could be regarded as being:

- a) A secret society;
- b) Discriminatory (see Appendix 1);
- c) A contractual or potential contractual relationship with the Academy/Trust;
- d) Receipt of benefit in cash or in kind from the Academy/Trust.

7.4 For the purposes of this code a secret society as mentioned in 7.3 is defined as one That:

- Is not open to members of the public who are not members of that lodge, chapter, society, gathering, meeting or trust;
- Places an obligation on the part of the member to make a commitment (by oath or otherwise) of allegiance to the lodge, chapter, society, gathering, meeting or trust.

7.5 The freemasons can be seen as the obvious example of a secret organisation. Employees should consider whether their membership of any group or body might fall within the definition set out above. If in any doubt, they should discuss this matter with the monitoring officer (Chief Operations Officer).

7.6 A lodge, chapter, society, trust, gathering or meeting as defined above should not be regarded as a secret society if it forms part of the activity of a recognised religion, trade union or professional association.

7.7 The Trust has a monitoring officer, Deputy CEO/Chief Operating Officer, who maintains a register of staff that belong to such organisations mentioned above and membership must be declared to them.

8. Misuse of Position

8.1 All employees must maintain the highest standard of integrity in all relationships both inside and outside the Trust.

8.2 Anyone working for the Trust must not, either in their professional or personal capacity, use their position improperly to gain an advantage or disadvantage any person or organisation.

8.3 If a worker is in a position to influence any decisions, which are taken by, or on behalf of, the Academy/Trust and they have any interest in that decision, however remote, they must declare it;



this includes membership of voluntary bodies who could be receiving Academy grants.

8.4 No special favour should be shown to current or former colleagues or their partners, friends, relatives or associates when awarding contracts to private or other businesses run by them or who employ them in any capacity.

8.5 Employees must ensure that they declare to their CEO / Principal/Head teacher any personal interest, which may impinge on their impartiality to apply these regulations. Any arrangements, which might, in the long term, prevent (or be seen to prevent) the effective operation of fair competition must be avoided.

9. Safeguarding

9.1 Exceed Learning Partnership is committed to safeguarding children and vulnerable adults and expects exemplary behaviour and work in relation to safeguarding. All employees have a duty to safeguard and promote the welfare of children, young people and adults at risk.

9.2 All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children. They should adopt high standards of personal conduct in order to maintain confidence and respect of the general public and those with whom they work.

9.3 There may be times where an individual's actions in their personal life come under scrutiny from the community, the media or public authorities, including with regard to their own children, or children or adults in the community. Staff should be aware that their behaviour, either in or out of the academy/school, could compromise their position within the Trust in relation to the protection of children, loss of trust and confidence, or bringing the Trust into disrepute. Such behaviour may also result in prohibition from teaching by the Teaching Regulation Agency (TRA) a bar from engaging in regulated activity, or action by another relevant regulatory body.

9.4 The Childcare (Disqualification) Regulations 2018 set out grounds for disqualification under the Childcare Act 2006 where the person meets certain criteria set out in the Regulations. For example, an individual will be disqualified where they have committed a relevant offence against a child; been subject to a specified order relating to the care of a child; committed certain serious sexual or physical offences against an adult; been included on the DBS children's barred list; been made subject to a disqualification order by the court; previously been refused registration as a childcare provider or provider or manager of a children's home or had such registration cancelled. A disqualified person is prohibited from providing relevant early or later year's childcare as defined in the Childcare Act 2006 or being directly concerned in the management of such childcare

9.5 Keeping children safe in education states that academies/schools should make clear their expectation that staff should disclose any relationship or association (in the real world or online) that may impact on the academy/school's ability to safeguard pupils. This applies to all staff in all academies/schools, not just those in early or later year's childcare.

9.6 When recruiting to posts affording access to children and vulnerable adults Principals/Governors/Directors must follow the Trust's procedures to ensure safe recruitment. Staff have a personal responsibility to inform their academy/school Principal/Head teacher immediately if any personal disqualifications or convictions are issued, so that this may be investigated promptly and further action taken if required. In the event that a DBS certificate is not undertaken for a volunteer or visitor, the disqualification form will still apply.

9.7 All employees are required to ensure they are familiar and compliant with the relevant national, Local Authority and Academy/school professional boundaries, codes of practice and legislation related to their job including data protection, safeguarding & child protection.

9.8 All employees, Governors and Directors are required to undertake annual refresher training in Safeguarding and Child Protection procedures/updates.

Low-level concerns

The overarching aim of the Trust Low-Level Concern Policy is to facilitate a culture in which the clear values and



expected behaviours both inside and outside of the workplace are set out within the Code of Conduct and are actively, constantly monitored, and reinforced by all staff, Governors, Directors, Members.

In particular, the intention of this policy is to:

- Maintain a culture of openness,
- Trust and transparency in which staff are confident and clear about expected behaviours of themselves and their colleagues,
- The delineation of boundaries and reporting lines;
- Ensure staff feel empowered to raise any low-level concern, whether about their own or a colleague's behaviour,
- Where that behaviour might be construed as falling short of the standards set out in the Code of Conduct; and Safeguarding and Child Protection Policy and Procedure
- Provide for responsive, sensitive and proportionate handling of such concerns when they are raised – maintaining on the one hand confidence that concerns when raised will be handled promptly and effectively whilst, on the other hand, protecting staff from false allegations or misunderstandings.

Where a Low-Level concern exists, staff should:

Refer to the Safeguarding and Child Protection Policy and Procedure by reporting it to the academy/school's Designated Safeguarding Lead, Principal/Head teacher or Chief Executive Officer as soon as reasonably possible and, in any event, within 24 hours of becoming aware of it (where the concern relates to a particular incident).

Staff should recognise their individual responsibility to raise any concerns regarding Behaviour or conduct (including low level concerns) that falls short of the principles outlined in this document. It is crucial that any such concerns, including those which do not meet the harm threshold (see KCSIE 2022), are shared responsibly and with the right person, and recorded and dealt with appropriately.

Failure to report or respond to such concerns will constitute a failure in professional responsibilities to safeguard children and promote welfare.

10. Finances and the Use of Exceed Learning Partnership and Other Public Resources

10.1 Employees must use Trust funds responsibly and lawfully and only for their designated purposes.

10.2 It is a criminal offence to defraud the Trust or its customers or partners: any such activity will be reported to the relevant authority (such as the police or HMRC) and the employee will be subject to disciplinary action which may result in dismissal.

10.3 Exceed Learning Partnership facilities should not be used for employees' personal or outside interests without prior agreement. This includes, but is not limited to, funding, buildings, vehicles, furniture, tools, telephone lines and internet connections, ICT equipment. Minimal personal use of low value resources, for example making an occasional short telephone call, is allowed.

10.4 Intellectual property, including research, reports, designs, drawings, software, etc.

Created for work purposes are the property of the Trust. They should never be removed from the workplace without the permission of the Principal/Head teacher. The only exception to this is when staff take things home in order to work on them, which is permissible so long as the property is returned to the Academy/school upon completion of the work.

10.5 All employees have a general responsibility for ensuring that the Trust's assets under their control is secure and that use of these assets is legal, properly authorised and achieves good value for money. Employees must also ensure that they act within the Trust's Scheme of Delegation and only approve expenditure where they have been delegated the appropriate authority to do so.

11. Communications, Electronic Media and Social Networking



11.1 The Trust uses a variety of methods to communicate with its employees, pupils, service users and the community and to deliver services, including external and internal post and telephones, photocopying and printing, email, internet, or social media. These facilities are provided for Exceed Learning Partnership business purposes only.

11.2 Communications using Academy/school facilities may be intercepted recorded and monitored for business use and where appropriate for the detection and prevention of crime. This includes, but is not limited to, telephone calls, internet use, CCTV footage, email and post.

11.3 Employees must abide by Trust policies and procedures relating to the security of information, data protection and use of electronic media, including email and the internet.

11.4 Any use of social media such as Facebook, Twitter, LinkedIn, etc., during working time should be restricted to work related use only. Limited personal use of these types of sites and access to personal email is allowed during an employee's break periods only, with the standards set out in this code apply.

11.5 Whether at work or not, employees must not use social media to:

- Post information which is confidential or which constitutes intellectual property;
- Make negative comments about the Trust, its services, employees, customers or anyone linked to the Trust;
- Harass or bully other employees (cyber bullying);
- Make discriminatory comments of any kind about anyone linked to the Trust;
- Post pictures or details of the Academy/school pupils or colleagues without their express permission.
- Communicate with pupils or parents.

11.6 In order to make best use of the many educational and social benefits of new and emerging technologies, pupils need opportunities to use and explore the digital world. Online risks are posed more by behaviours and values than the technology itself. Staff should ensure that they establish safe and responsible online behaviours, working to local and national guidelines and acceptable use policies which detail how new and emerging technologies may be used.

11.7 Communication with children both in the 'real' world and through web based and telecommunication interactions, should take place within explicit professional boundaries. This includes the use of computers, tablets, phones, texts, e-mails, instant messages, social media such as Facebook and Twitter, chat rooms, forums, blogs, websites, gaming sites, digital cameras, videos, web-cams and other hand-held devices. (Given the ever-changing world of technology it should be noted that this list gives examples only and is not exhaustive.)

11.8 Staff should not request or respond to any personal information from children other than which may be necessary in their professional role. They should ensure that their communications are open and transparent and avoid any communication which could be interpreted as 'grooming behaviour'

11.9 Staff should not give their personal contact details to children for example, e-mail address, home or mobile telephone numbers, details of web-based identities. If children locate these by any other means and attempt to contact or correspond with the staff member, the adult should not respond and must report the matter to their manager. The child should be firmly and politely informed that this is not acceptable.

11.10 Many educational activities involve recording images. These may be undertaken for displays, publicity, to celebrate achievement and to provide records of evidence of the activity. Under no circumstances should staff be expected or allowed to use their personal equipment to take images of pupils at or on behalf of the academy/school.

11.11 Whilst images are regularly used for very positive purposes, staff need to be aware of the potential for these to be taken and/or misused or manipulated for pornographic or 'grooming' purposes. Particular regard needs to be given when images are taken of young or vulnerable children who may be unable to question why or how the activities are taking place.

11.12 Pupils who have been previously abused in a manner that involved images may feel particularly threatened by the use of photography, filming etc. Staff should remain sensitive to any pupil who appears uncomfortable and should recognise the potential for misinterpretation.

11.13 Making and using images of pupils will require the age appropriate consent of the individual concerned and their parents/carers. Images should not be displayed on websites, in publications or in a public place without such consent. The definition of a public place includes areas where visitors to the setting have access.

11.14 Staff should take extreme care to ensure that children and young people are not exposed, through any medium, to inappropriate or indecent images.

11.15 There are no circumstances that will justify staff: making, downloading, possessing or distributing indecent images or pseudo-images of children (child abuse images). Accessing these images, whether using the academy/school's or personal equipment, on or off the premises, or making, storing or disseminating such material is illegal.

11.16 If indecent images of children are discovered at the academy/school or on the academy/school's equipment an immediate referral will be made to the Local Authority Designated Officer (LADO) and the police contacted if relevant. The images/equipment will be secured and there will be no attempt to view or delete the images as this could jeopardise necessary criminal action. If the images are of children known to the academy/school, a referral will also be made to children's social care in line with the Safeguarding and Child Protection Policy.

11.17 Under no circumstances should any member of staff use academy/school equipment to access pornography. Personal equipment containing pornography or links to it should never be brought into or used in the workplace. This will raise serious concerns about the suitability of the member of staff to continue working with children and young people.

11.18 Staff should keep their passwords confidential and not allow unauthorised access to equipment. In the event of any indecent images of children or unsuitable material being discovered on a device the equipment will not be tampered with in any way. It will be secured and isolated from the network, and the LADO contacted without delay.

Employees must be made aware that the MAT has the right to take, examine and search devices in the case of misuse in line with the ICT and Online Safety Policy

12. Confidentiality and Data Protection

12.1 Confidentiality and Disclosure of Data

All employees within the Trust, Members, Directors and the Governing Bodies are exposed to a significant volume of data and information in relation to pupils, staff, trust activities and many other matters. Much of this information is deemed Special Category Personal Data and is subject to special conditions under the General Data Protection Regulations (GDPR) there is an obligation for staff to attend training and to observe the requirements of General Data Protection Requirement (GDPR) and the Data Protection Act 2018.

Staff should not disclose sensitive information about the academy, its employees or the Trust to other parties, for example, parents, colleagues or internet blogs.

12.2 Use of confidential information

Staff may have access to special category personal data about pupils and their families which must be kept confidential at all times and only shared when legally permissible to do so and in the interest of the child. Records should only be shared with those who have a legitimate professional need to see them.

12.3 Staff should never use confidential or personal information about a pupil or her/his family for their own, or others advantage (including that of partners, friends, relatives or other organisations). Information must never be used to intimidate, humiliate, or embarrass the child. Confidential information should never be used casually in conversation or shared with any person other than on a need-to-know basis. In circumstances where the pupil's identity does not need to be disclosed the information should be used anonymously.



12.4 There are some circumstances in which a member of staff may be expected to share information about a pupil, for example when abuse is alleged or suspected. In such cases, individuals have a responsibility to pass information on without delay, but only to those with designated safeguarding responsibilities or to statutory services.

12.5 If a child – or their parent / carer – makes a disclosure regarding abuse or neglect, the member of staff must always take any such concerns seriously and follow the academy/school's procedures. The member of staff should not promise confidentiality to a child or parent but should give reassurance that the information will be treated sensitively.

12.6 If a member of staff is in any doubt about whether to share information or keep it confidential, he or she should seek guidance from the Designated Safeguarding Lead. Any media or legal enquiries should be passed to senior management.

12.7 Employees have a responsibility to ensure that electronic and paper data and information is kept secure at all times. Confidential information should not:

- Be left unattended if being taken between home and work or between work places;
- Be taken to entertainment or public places, such as cafés, restaurants, pubs and cinemas;
- Be discussed where there is a possibility of being overheard.
- Loss and misuse of information and data is a serious offence and is likely to result in disciplinary action, which may lead to dismissal.

12.8 Misuse by a worker on leaving the Trust will be addressed through legal routes.
(Also see section contact with the media)

13. Personal Financial Affairs, Data and Pay

13.1 Employees must not conduct their personal financial affairs so that the Trust or another public body is defrauded or is otherwise denied the income and/or other resources to which it is entitled by law.

13.2 Employees have a responsibility not to be in debt to the Trust for any reason. In the event that such debt arises through genuine error or mistake, employees are required to make arrangements acceptable to the Trust for repayment of the debt.

13.3 Employees should check their pay on every payment occasion, reporting any anomalies to their Academy/school Business Manager and payroll provider immediately. Overpayments and underpayments will be rectified or made good. It is in the worker's interests to have this arranged as soon as possible.

13.4 Income tax is a personal responsibility and the Trust will not be liable for any underpayment of tax. It is each individual's responsibility to ensure that the tax code on their pay slip is correct and any errors should be reported to the payroll provider as soon as possible. If an employee is advised by HMRC of any changes to their tax code, they should inform the Academy/school Business Manager of the change so that payroll can be informed as soon as possible to prevent errors in pay.

13.5 It is the personal responsibility of every employee to ensure the Trust has up to date personal contact details. Personal contact details may be needed for a variety of business reasons including consultation, informing of contractual changes, and contact during periods of absence and/or in an emergency. The Trust will not be held responsible for an employee's failure to update their own information. Changes should be done on the appropriate electronic system or through the appropriate Academy/school officer if the worker does not have access to that system.

14. Relationships

14.1 Employees are expected to develop and maintain a co-operative and professional working relationship with governors, colleagues, contractors, suppliers and service partners at all times.

14.2 Personal relationships often develop in the work place. These can cause a number of issues for the Trust, the wider



workforce and the individuals concerned. All our employees should feel confident of fair and consistent treatment without the fear that a relationship will influence their or other employees' treatment or wider working relationships.

15. Directors/Governors

15.1 Employees are responsible to the Board of Directors through its senior managers. Mutual respect between employees and Directors/Governors is essential to good governance. Familiarity must be avoided to ensure the relationship retains a professional balance. Employees must not approach Governors over personal employment issues and doings so may be regarded as an abuse of position.

16. Contractors and Suppliers

16.1 Employees must declare any external relationships of a business or private nature with external contractors or suppliers or potential contractors and suppliers to the monitoring officer.

16.2 Employees who authorise, engage or supervise contractors or have any other official relationship with contractors and have previously had or currently have a business or private relationship with a contractor who is engaged or who is proposed to be engaged by the Trust, should declare that relationship to the monitoring officer as soon as practicable. The monitoring officer should declare any interests to the CEO.

16.3 When tendering, employees must declare any interest (and interest of their spouse, partner, family member, friend or associate), business or private relationship or association with any Academy/school contractor or potential contractor.

17. Parents, Carers, Pupils (Service Users) and the Community

17.1 Employees should always remember their responsibilities to the community they serve and ensure courteous, efficient and impartial service delivery to all groups and individuals within that community.

17.2 Employees must maintain professional boundaries and avoid developing inappropriate personal relationships with service users. In particular, the development of unprofessional personal relationships or friendships with vulnerable service users, such as borrowing and lending money, giving and receiving monetary or extravagant gifts, sexual intimacy, or showing preferential treatment to service users will be regarded as a misuse of position no matter how well intended. In exceptional circumstances, such as where a pupil has to be lent money to cover their fare home, the loan will be acceptable but the employee lending the money must declare it immediately.

17.3 All staff need to recognise that it is not uncommon for pupils to be strongly attracted to a member of staff and/or develop a 'crush' or infatuation. They should make every effort to ensure that their own behaviour cannot be brought into question, does not appear to encourage this and be aware that such infatuations may carry a risk of their words or actions being misinterpreted.

17.4 Any member of staff who receives a report, overhears something, or otherwise notices any sign, however small or seemingly insignificant, that a young person has become or may be becoming infatuated with either themselves or a colleague, should immediately report this to the principal/head teacher. In this way appropriate early intervention can be taken which can prevent escalation and avoid hurt, embarrassment or distress for those concerned.

17.5 The principal/head teacher should give careful thought to those circumstances where the staff member, pupil and their parents/carers should be spoken to and should ensure a plan to manage the situation is put in place. This plan should respond sensitively to the child and staff member and maintain the dignity of all. This plan should involve all parties, be robust and regularly monitored and reviewed.

17.6 It is acknowledged that staff may have genuine friendships and social contact with parents of pupils, independent of the professional relationship. Staff should, however, also be aware that professionals who sexually harm children often seek to establish relationships and contact outside of the workplace with both the child and their parents, in order to 'groom' the adult and the child and/or create opportunities for sexual abuse.



17.7 It is also important to recognise that social contact may provide opportunities for other types of grooming such as for the purpose of sexual exploitation or radicalisation.

17.8 Staff should recognise that some types of social contact with pupils or their families could be perceived as harmful or exerting inappropriate influence on children, and may bring the setting into disrepute (e.g., attending a political protest, circulating propaganda).

17.9 If a pupil or parent seeks to establish social contact, or if this occurs coincidentally, the member of staff should exercise her/his professional judgement in that moment and then inform the Principal/Head teacher as soon as possible. This also applies to social contacts made through outside interests or the staff member's own family.

17.10 Some staff may, as part of their professional role, be required to support a parent or carer. If that person comes to depend upon the staff member or seeks support outside of their professional role this should be discussed with the principal/head teacher and where necessary referrals made to the appropriate support agency.

17.11 Any sexual behaviour by a member of staff with or towards a pupil is unacceptable. It is an offence for a member of staff in a position of trust to engage in sexual activity with a pupil under 18 years of age and sexual activity with a child will be a matter for criminal and/or disciplinary procedures.

17.12 Sexual activity involves physical contact including penetrative and non-penetrative acts, however it also includes non-contact activities, such as causing pupils to engage in or watch sexual activity or the production of pornographic material.

17.13 Arranging to meet with pupils from the academy/school away from the academy/school premises is not permitted unless the necessity for this is clear and approval is obtained from the principal/head teacher, the pupil and their parents/carers.

17.14 Staff should not offer lifts to pupils unless the need for this has been agreed by the principal/head teacher.

17.15 Staff should take particular care when supervising pupils in the less formal atmosphere of an educational visit where a more relaxed discipline or informal dress and language code may be acceptable. However, staff remain in a position of trust and need to ensure that their behaviour cannot be interpreted as seeking to establish an inappropriate relationship or friendship.

18. Work Colleagues

18.1 Relatives, spouses, partners or close personal friends are not allowed to be involved in the processes and decisions relating to employment issues, including but not limited to:

- Appointment
- Performance
- Discipline
- Authorising financial payments
- Determining pay or conditions of employment.

18.2 Employees responsible for the appointment of staff must ensure that decisions are based on merit and not on anything other than ability to do the job. Similarly, they must not canvass on behalf of any applicant. If a candidate is known to an employee but is not a relative, spouse, partner or close friend, they may sit on the interview panel, but must declare the relationship to other members of the panel prior to the interviews. This applies to the appointment of permanent and temporary staff, including agency employees and consultants.

18.3 Abuse or misuse of a relationship is likely to invoke disciplinary action, which may lead to dismissal.

19. Gifts and Hospitality

19.1 To maintain integrity, reduce vulnerability and comply with the Bribery Act 2010 (<http://www.bis.gov.uk/anticorruption>) Exceed Learning Partnership will not tolerate any form of bribery by, or of, its employees or anybody acting on behalf of the Trust.



19.2 The Trust's guidance regarding gifts & hospitality (Appendix 3) should be read in conjunction with this code of conduct as there are strict processes for receiving and rejecting offers of gifts and hospitality. The CEO is responsible for deciding individual cases, in conjunction with the Chair of Governors/Chair of Directors.

19.3 Staff need to take care that they do not accept any gift that might be construed as a bribe by others, or lead the giver to expect preferential treatment.

19.4 There are occasions when pupils or parents wish to pass small tokens of appreciation to staff; e.g., at Christmas or as a thank-you and this is usually acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value.

19.5 Similarly, it is inadvisable to give such personal gifts to pupils or their families. This could be interpreted as a gesture either to bribe or groom. It might also be perceived that a 'favour' of some kind is expected in return.

19.6 Any reward given to a pupil should be in accordance with agreed practice, consistent with the academy/school's behaviour policy, recorded and not based on favouritism.

19.7 Adults should exercise care when selecting children for specific activities, jobs or privileges in order to avoid perceptions of favouritism or injustice. Similar care should be exercised when pupils are excluded from an activity. Methods of selection and exclusion should always be subject to clear, fair, agreed criteria.

19.8 Employees should not accept personal gifts from contractors and outside suppliers, although items of small value such as pens or business diaries may be accepted. Only with the express authority of the Chair of Directors should hospitality extend beyond these parameters.

20. Business Expenses

20.1 The environmental and cost impact of different modes of transport must be considered when deciding whether to attend off site meetings.

20.2 Exceed Learning Partnership employees are permitted to claim limited reasonable expenses travel and related costs incurred in the course of their employment as detailed in the academy's procedures.

20.3 Employees are responsible for ensuring that any expenses incurred during the course of their work are minimal and are authorised in advance unless it is impractical to do so. When travelling by public transport, employees are expected to travel using the cheapest fare available, unless authorised otherwise in advance. Under no circumstances should employees claim for home to work travel unless the distance exceeds that of their normal place of work. Employees must submit any claims for expenses immediately after the expense has occurred so that payments are made in a timely manner. Claims for expenses that are more than 3 months after the date of the expenditure will not be paid.

20.4 The standards relating to expenses apply in the same way irrespective of whether the expenses incurred are funded externally.

20.5 Employees who are provided with mobile phones or other devices are responsible for identifying and paying for all call charges relating to any personal use of the equipment.

21. Alcohol and Drugs

21.1 Employees in possession of illegal drugs or using illegal drugs whilst at work will be reported to the police and subject to disciplinary action, which may result in dismissal.

21.2 The use of alcohol and/or drugs must not impair the performance of contractual duties and safe, efficient and effective service delivery.

21.3 With the exception of work-related events, where provision of alcohol has been authorised, alcohol must not be consumed during working hours.

21.4 Alcohol, drugs or substances consumed outside of or during working hours must not affect a worker's ability to do their job or have the potential to damage the Trust's reputation or the worker's own credibility. Presenting for work with clothing or breath smelling of alcohol or drugs is likely to raise reputational concerns that may lead to disciplinary action.

21.5 Employees deemed to be under the influence of any substance likely to compromise safety or service delivery may be subject to drug and alcohol testing and/or disciplinary action, which may result in dismissal.

21.6 Employees who suspect a colleague of being under the influence of alcohol and/or drugs at work must report this to their line manager or to a more senior manager if it is their line manager under suspicion.

22. Additional Work

22.1 Off duty hours are the personal concern of individual employees but they should not allow their private interests to take priority over their work interest. Employees should not put themselves in a position where their duty and private interests' conflict. Private interests in this regard include activities of a voluntary nature as well as business or recreational interests. This does not preclude tuition outside of Academy/school hours.

22.2 It is not the intention of the Trust to prevent employees from undertaking additional employment unless that employment conflicts with or detrimentally affects the Trust's interests, weakens public confidence in the conduct of the Trust's business, or affects an employee's ability to undertake their work.

22.3 Employees should not undertake outside work related to any matter that is or could be undertaken by the Trust, without the permission from their Principal /Head teacher.

22.4 An employee who wishes to take on any kind of additional paid or unpaid work in any capacity, must ensure that:

- Where there is a potential conflict of interest of the Trust they inform their Principal/Head teacher/CEO in writing for assessment.
- The combined working arrangements do not exceed the provisions of the working time regulations for weekly working hours, allow for the daily and weekly rest required by working time regulations or cause other concern in terms of health and safety at work.
- The work does not place them in a position where their Trust duties and private interests conflict.
- The work does not damage public confidence in the Trust's conduct or business.
- The work does not involve being in direct competition with the Trust for contracts/work.
- Any potential employer is made aware that they are already employed by the Trust.

23. Contact with the Media

23.1 Although an open and transparent organisation, Exceed Learning Partnership restricts employees from making public comment on issues relating to the Trust as they might be seen to have been made on behalf of the Trust.

23.2 Employees are not permitted to discuss issues with the press or public or disclose information or documents on Exceed Learning Partnership business unless expressly authorised to do so by the CEO or the Chair of Governors/Directors. Unless authorised to do so, employees must not speak, write or give interviews to the media. If approached by the media, employees should refer the enquiry to the Principal / Head teacher/CEO. The branch secretaries or corporate staff side leads of the recognised trade unions have specific permission to liaise with the media on behalf of their respective trade unions.

23.3 Exceed Learning Partnership employees should not bring the Trust's name into disrepute by publicising any



material, which is against the interests of the Trust or is defamatory to representatives, Governors, partners, pupils or work colleagues.

23.4 The standards set out in this document apply in the same way to information published and comments made through electronic media including email, the internet, social networking sites and blogs, as they do to traditional written media, newspapers, radio and television.

24. Physical Contact

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

24.2 Not all children feel comfortable about certain types of physical contact; this should be recognised and, wherever possible, staff should seek the pupil's permission before initiating contact and be sensitive to any signs that they may be uncomfortable or embarrassed. Staff should acknowledge that some pupils are more comfortable with touch than others and/or may be more comfortable with touch from some adults than others. Staff should listen, observe and take note of the child's reaction or feelings and, so far as is possible, use a level of contact and/or form of communication which is acceptable to the pupil.

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

24.4 Physical contact should never be secretive, or for the gratification of the adult, or represent a misuse of authority. If a member of staff believes that an action by them or a colleague could be misinterpreted, or if an action is observed which is possibly abusive, the incident and circumstances should be immediately reported to the principal/head teacher and recorded. Where appropriate, the principal/head teacher should consult with the Local Authority Designated Officer (the LADO).

24.5 Extra caution may be required where it is known that a child has suffered previous abuse or neglect. Staff need to be aware that the child may associate physical contact with such experiences. They also should recognise that these pupils may seek out inappropriate physical contact. In such circumstances staff should deter the child sensitively and help them to understand the importance of personal boundaries.

24.6 Physical contact should take place only when it is necessary in relation to a particular activity. It should take place in a safe and open environment i.e., one easily observed by others and last for the minimum time necessary. The extent of the contact should be made clear and undertaken with the permission of the pupil. Contact should be relevant to their age / understanding and staff should remain sensitive to any discomfort expressed verbally or non-verbally by the pupil. Guidance and protocols around safe and appropriate physical contact may be provided, for example, by sports governing bodies and should be understood and applied consistently. Any incidents of physical contact that cause concern or fall outside of these protocols and guidance should be reported to the principal/head teacher.

25. Intimate/Personal Care

25.1 Pupils should be encouraged to act as independently as possible and to undertake as much of their own personal care as is possible and practicable. When assistance is required, this should normally be undertaken by one member of staff, however, they should try to ensure that another appropriate adult is in the vicinity who is aware of the task to be undertaken and that, wherever possible, they are visible and/or audible. Intimate or personal care procedures should not involve more than one member of staff unless the pupil's intimate care plan specifies the reason for this.

25.2 A signed record should be kept of all intimate and personal care tasks undertaken and, where these have been carried out in another room, should include times left and returned.



26. Behaviour Management

26.1 Staff should not use any form of degrading or humiliating treatment to punish a child. The use of sarcasm, demeaning or insensitive comments towards children is completely unacceptable. Staff should understand the importance of challenging inappropriate behaviours between children, including child on child sexual violence and sexual harassment. Downplaying certain behaviours, for example dismissing sexual harassment as “just banter”, “just having a laugh”, “part of growing up” or “boys being boys” can lead to a culture of unacceptable behaviours, an unsafe environment for children and in worst case scenarios a culture that normalises abuse leading to children accepting it as normal and not coming forward to report it.

26.2 Great care must be exercised in order that staff do not physically intervene in a manner which could be considered unlawful. Staff should also be mindful of the significant impact that a physical intervention may have on a child with special educational needs or disabilities.

26.3 Under no circumstances should physical force be used as a form of punishment. The use of unwarranted or disproportionate physical force is likely to constitute a criminal offence.

27. First aid and Medication

27.1 Staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions.

27.2 Staff taking medication which may affect their ability to care for children should seek medical advice regarding their suitability to do so and academies/schools should ensure that they only work directly with children if that advice confirms that the medication is unlikely to impair their ability to look after children. Academies/schools are also responsible for managing the performance of their employees and for ensuring they are suitable to work with children.

28. Personal Living Accommodation

28.1 Generally, staff should not invite any pupils into their living accommodation unless the reason to do so has been firmly established and agreed with their manager and the pupil’s parents/carers.

28.2 Under no circumstances should pupils be asked to assist staff with jobs or tasks, either for or without reward, at or in their private accommodation.

29. Further Information.

29.1 If you are in any doubt with regard to the provisions of this code, and how they apply in any particular situation, you should seek advice from the Principal / Head teacher/CEO or the Chair of Directors.

This policy will be reviewed annually.

Policy Reviewed: September 2023

Signed CEO:

Signed: Chair of Directors:

Policy to be next reviewed in September 2024



Appendix 1: Standards of Behaviours

All Exceed Learning Partnership employees are required to be aware of the Trust's equalities and diversity policies and to comply with and implement them in all aspects of their work.

All employees, volunteers and customers are entitled:

- to be treated with dignity, respect, courtesy and fairness
- not to be bullied, harassed or victimised
- not to experience any form of unlawful discrimination

Exceed Learning Partnership will not tolerate unfair, offensive or unlawful discriminatory behaviour or bullying. Employees must not engage in such behaviour, which may be regarded as a serious disciplinary offence, which could lead to dismissal.

Discrimination and offensive Behaviour

By law people are protected from discrimination on the grounds of protected characteristics listed in the Equality Act 2010:

- race
- sex
- disability (or because of something connected to a disability)
- religion or belief
- age
- sexual orientation
- gender reassignment
- pregnancy or maternity
- being married or in a civil partnership

Discrimination can take a number of different forms

- Treating a person worse than another person because of a protected characteristic (this is called direct discrimination).
- Doing something which has (or would have) a worse impact on a person and on other people who share a particular protected characteristic than it has on people who do not have the same characteristic. This form of discrimination may not be unlawful if it can be shown to be objectively justified.



- Treating a person unfavourably because of something connected to their disability where you cannot show that what you are doing is objectively justified. This is called discrimination arising from disability.
- Treating a person worse than another person because they are associated with a person who has a protected characteristic.
- Treating a person worse than another person because you think they have a protected characteristic (perception).
- Treating a person badly or victimising them because they have complained about discrimination or helped someone else complain or have done anything to uphold their own or someone else's equality law rights.
- Harassment: often related to bullying, this is unwanted behaviour towards another person, that: - has the effect of violating that person's dignity or - creating for that person an intimidating, hostile, degrading, humiliating or offensive environment.

The unwanted behaviour may be related to a protected characteristic or be of a sexual nature. It may also be less favourable treatment because of submission to or rejection of previous sex or gender reassignment harassment.

Any unwanted, unwelcomed and unreciprocated behaviour that undermines a person's dignity/feelings at work is unacceptable to the Trust. This includes behaviour, which might unreasonably threaten a person's job security or promotion prospects or create an intimidating working environment.

If any behaviour towards a person working for the Trust from another person at work including a customer, Governor or contractor has overtones which the recipient reasonably finds offensive, the recipient has the right to have it stopped.

Unacceptable behaviour can take many different forms and can range from physical attack to subtler conduct. It includes: actions, jokes, or suggestions which might create a stressful working environment and; the production, distribution, display or communication and discussion of material such as books, posters, magazines, newspaper articles, photographs, videos, computer generated imagery etc. which may give rise to offence.

Unacceptable behaviour does not include legitimate actions by a manager to encourage a worker to perform their duties or manage their performance. It also excludes legitimate actions taken within disciplinary or other formal procedures. It does not exclude persons in authority who use their position to bully, abuse or harass others, or who assume a threatening or intimidating management style.

There is no definitive explanation of what constitutes offensive behaviour. The effect it has on the recipient is what defines it as offensive. This following list can therefore only be used as a guide to help employees understand what behaviour could be deemed offensive, whether it is intentional or not. The examples are indicative and not exhaustive:

Type	Description	Examples
Sexual harassment	Unwelcome sexual advances, requests for sexual favours or other conduct of a sexual nature making the recipient feel threatened or compromised. This means any harassing conduct based on gender or sexuality.	Gestures, leering, getting too close, hanging pin-ups, bringing in offensive publications, writing offensive letters or memos, giving unwanted gifts, using suggestive language, making unwanted propositions, telling sexually explicit jokes, using affectionate names, asking personal questions, groping, touching, using innuendos, indecent exposure and/or screen savers



Racial harassment	Derogatory remarks, racially explicit statements, graffiti, jokes or any other action of a racist nature, which results in the recipient(s) feeling threatened or compromised.	Gestures, facial expressions, offensive publications, graffiti, threats, racial abuse, racist jokes, nicknames, labels, assault.
Disability harassment	Derogatory remarks, staring, mimicking, invasive personal questions, ostracising or patronising which is directed at any individual with a disability, or groups of disabled people, which results in their feeling threatened or compromised.	Mimicking, ignoring wishes or feelings, ostracising, staring, laughing at a disability, copying a speech impairment, inappropriate terminology (e.g. cripple or spastic, personal questions, jokes, patronising comments, nicknames, unwanted moving of a wheelchair, hiding a disability aid, touching a visually impaired person)
Religious belief harassment	Behaviour which fails to acknowledge and respect the rights or needs have people's religious beliefs or practices.	Mimicking, staring, drawing offensive symbols, hanging offensive images, making fun of headgear (e.g. skull cap, turban, hijab) criticism for taking religious holidays off, offensive name calling, assault, removing religious objects
Equality-related conflict	<p>The Trust recognises that people have the right to hold different religions and beliefs and will make reasonable provisions to help employees practice their religion or belief</p> <p>e.g. through flexible working hours and providing a quiet area for prayer. Practicing a religion or belief at work in a way that may cause offence or treats people differently because of their protected characteristic is unacceptable and may also be unlawful.</p>	<p>An employee shares a workstation with a gay man who openly discusses his lifestyle and relationship with another man. The employee requests to move on the basis that her religion regards such behaviour as sinful and contrary to the laws of her God. Such a request may be perceived as offensive towards the gay man.</p> <p>Some individuals may be guided by their religion or culture not to shake hands as a greeting. To avoid causing offence individuals should ensure that they greet all people in the workplace in the same way, irrespective of their race, gender, age, religion, sexual orientation etc. A counsellor declines to provide a service to a same-sex couple on the grounds that such relationships are immoral according to his religion. Such behaviour conflicts with the Trust's statutory duty to eliminate discrimination and promote equality and is not acceptable.</p>
Age harassment	Ridiculing or demeaning behaviour focused towards people because of their age	Mimicking, excluding from social functions/information, making fun of age, questioning ability, setting unrealistic challenges, deliberate body contact



Sexuality harassment	Behaviour which condemns or ridicules people because of their sexuality	Offensive letters/memos, threats, insults, jokes or comments, personal questions, gestures, starting fights, deliberate body contact, practical jokes, verbal abuse
Harassment related to gender reassignment	Behaviour which condemns or ridicules people because of their gender reassignment	A transsexual person is subjected to offensive 'banter' at work, relating to their gender reassignment. This creates a hostile and offensive atmosphere for them, and is likely to be harassment
Bullying/ Singling out	Bullying often results from a misuse of management power, but it can also be the misuse of any form of individual power, such as physical strength, personality or age, or collective power through strength of numbers. More than a strong or authoritarian management style, it is destructive rather than constructive, it is criticism of a person rather than their mistakes, it publicly humiliates rather than privately corrects them and it results in them feeling threatened or compromised.	Ostracising/freezing out, withholding essential information, resources or training, setting impossible tasks, needlessly changing priorities or objectives, unreasonable allocation of duties, deliberate wrongful attribution of blame, shouting, swearing, abuse, nicknames, malicious gossip, public reprimanding or humiliation, belittling or patronising comments, persistent reminders of past failures, unnecessary phone calls to someone's home, hitting or grabbing a person, pushing, jostling, practical jokes, initiation ceremonies, damaging or stealing property.
Victimisation	Where a person is treated less favourably than another because he/she has brought proceedings, given evidence or information, rejected advances or complained about the behaviour of someone who has been harassing, discriminating against, or in some other way intimidating them.	A worker helps a colleague with a sexual harassment complaint against another worker. Because of this, their manager marks them down at their annual appraisal on the basis they are 'not very loyal'.

How to Complain

If an employee is personally subject to or witness behaviour that is against the Trust's standards of behaviour they should



discuss this with the person concerned to try to resolve the issue informally. If an employee feels that informal resolution is not possible or appropriate they may raise a formal complaint can be raised via the Trust's grievance procedure. The complaint will be investigated and disciplinary action taken if the allegation is proven.

If an employee witnesses' behaviour which is against the Trust's standards of behaviour they should initially try to resolve the matter informally with the person concerned. If they do not feel that informal resolution is possible or appropriate they should raise the matter with a senior manager such as a member of the Senior Leadership and Management Team or the Principal.

Responsibilities

It is the Trust's responsibility to:

- review, revise and ensure implementation and monitoring of policies and procedures

It is the Trustees'/Governors' responsibility to:

- support the principles and practice of equality and diversity policies
- ensure that Trust services are available to all members of the community
- treat all employees and customers with dignity and respect
- ensure the Trust's commitments are communicated effectively
- Ensure that senior management observes its responsibilities in that behaviour towards staff at all levels does not involve any form of harassment or discrimination.
- arrange for provision of specialist advice and training for managers and staff at all levels
- Ensure that the Trust has equalities and diversity policies and set guidelines for the implementation and operation of those policies.

It is the CEO's responsibility to ensure that:

- the Trust's commitment to equalities and diversity is communicated
- that they and their staff comply with the Trust's standards of behaviour
- all managers apply policies and practices fairly and consistently
- services provided are available to all members of the community
- speedy and appropriate action is taken to deal with offensive behaviour

It is all employees' responsibility to:

- understand what the standards of behaviour require of them
- make sure that their own conduct does not cause offence or misunderstanding
- stand up to behaviour that they find unacceptable
- Support colleagues who are being harassed, bullied, victimised, or being discriminated against.

It is all managers' responsibility to:

- treat all employees and customers with dignity and respect and be alert to, and correct, unacceptable behaviour within the workplace
- ensure that all employees and volunteers are aware of the standards of behaviour required of them and know how to raise issues
- support employees if they witness unacceptable behaviour by customers by explaining politely but firmly that such behaviour is unacceptable
- deal with any complaints or allegations which come to their attention appropriately, effectively and confidentially, respecting the rights of all relevant parties
- Ensure that complainants are not victimised or retaliated against for complaining.



Appendix 2 Acceptable Standards of Appearance

Overview

As representative of Exceed Learning Partnership, an employee's appearance affects the Trust's image. Inappropriate dress can suggest that employees have little regard for their service delivery or their customers; consideration should always be given to public perception.

Exceed Learning Partnership imposes a particular style of dress only where protective clothing and uniforms are required.

A person's dress and appearance are matters of personal choice and self-expression and some individuals will wish to exercise their own cultural customs. However, staff should select a manner of dress and appearance appropriate to their professional role and which may be necessarily different to that adopted in their personal life. Staff should ensure they are dressed decently, safely and appropriately for the tasks they undertake. Those who dress or appear in a manner which could be viewed as offensive or inappropriate will render themselves vulnerable to criticism or allegation and may face disciplinary procedures.

Scope

1. This standard applies to all those working for the Trust (employees, agency and interim staff, consultants, partners, contractors, Trustees, Governors and volunteers), including those who do not frequently meet the public. Those required wearing uniforms or protective clothing are equally required to comply.
2. It is recognised that conventional business dress may not be appropriate to the Academy/school environment. As such, the Board of Directors expect the standards outlined below to be maintained by all staff.
3. This standard forms part of the contract of employment so must be adhered to. An inappropriately dressed worker may be sent home to change. Repeated breaches of the standard may lead to disciplinary action. Employees who are sent home to change will be deducted pay for the time taken to do this, subject to the application of the disciplinary procedure.
4. Employees may follow the traditions of their cultural/ethnic/religious background provided they are safe and appropriate to the job.

Standards of appearance and dress applicable to all employees at all times

- a high standard of cleanliness and personal hygiene
- a standard of dress which promotes the professionalism of the organisation and is appropriate for the work being carried out

Employees who are required to wear uniforms or protective clothing

- Only uniforms or protective clothing issued by the Trust is to be worn. No substitutes are allowed. Any alterations for religious or health reasons must be agreed with the line manager and must be compatible with the colour and style of the uniform as well as offering the same level of protection. For colleagues who are employed by an external party and provide a service to the Trust, such as catering and cleaning, uniforms to be worn will be agreed by the Trust and the External Party.
- It is the duty of each employee to keep all items of their own uniform and protective clothing clean, pressed and in good repair.
- Employees must not allow anyone else to wear their uniform and/or protective clothing and must return all items when they leave the Trust.
- The uniform/protective clothing must not be worn outside work hours, except when travelling directly to and from



work.

- Managers are responsible for ensuring that replacement of uniform/protective clothing is made available when given reasonable notice.
- Breaches are likely to lead to the employee being sent home to change into their correct uniform/collect their protective clothing. This is likely to be unpaid time and disciplinary action will be considered.

Employees who are not required to wear uniforms or protective clothing

- The standard allows for both formal and informal business dress.
- The choice of formal or informal business dress should be made by each employee, according to the requirements of each working day.
- There will be occasions when formal business attire is required for some employees. For example, when meeting visitors/representatives from other organisations. This does not necessarily mean a suit but does mean smart business-attire.
- Suitable footwear must be worn.
- Whilst the Trust wishes to be flexible, the following are examples of items which are not considered acceptable:
 - shorts or very short skirts/dresses
 - cropped tops which expose the midriff
 - low cut or strappy dresses or tops
 - any clothing bearing political or potentially offensive messages or logos
 - clothing with rips/tears
 - beachwear such as vest tops, plastic flip-flops and shorts

It may be acceptable in some circumstances for casual clothing and/or sportswear to be worn at work, for example

- Staff who are primarily engaged as Sports Instructors or to teach PE.
- Staff who are delivering, or assisting in the delivery of, a PE lesson.
- When attending work social events or preparing for accommodation moves/housekeeping.
- When participating in exercise before and/or during the working day, bringing a change of clothing, as appropriate.
- Where there is a local agreement that casual clothing and/or sportswear improves accessibility with service users.
- when attending some off-site training courses
- where there is a local agreement to allow periodic 'dress down' days in the workplace

If in doubt, check with your manager what is acceptable.

Appendix 3 Guidance regarding gifts etc.

What is a gift, hospitality or entertainment?



This includes a gift, hospitality or entertainment (including invitations to cultural and sporting events), monetary or otherwise, provided to any Trust worker (either directly or to a spouse, partner or family member) because of them being an Exceed Learning Partnership employee.

This includes, but is not limited to:

- Goods and other items;
- Services;
- Attendance at cultural, sporting and other events
- Meals, drinks and other hospitality; and
- Accommodation.

Some exceptions do exist, such as items provided at conferences that are provided to all delegates; however, where staff are unsure whether an exception may apply, the Code requires that the offer be declined.

Where clarification is required, this should be sought from Exceed Learning Partnership's monitoring officer.

General

If you are offered gifts, hospitality or entertainment, whether accepted, refused or returned the following steps are required to be taken:

- 1) Accept, reject or return the gift and hospitality

The Code of Conduct states that as a general principle hospitality or entertainment of any sort should not be accepted and that you should not accept significant personal gifts.

- a) Entertainment (e.g. sports events, theatre tickets and hotel accommodation) should not be accepted. Exceptions are expected to be rare and will require the prior express approval of the Chair of Directors, based on the submission of a business case showing a clear benefit to the Trust.

- b) Hospitality

The Code of Conduct states that, as a general principle, hospitality will not be accepted. The Code does allow for the acceptance of modest hospitality* in two circumstances, namely:

- Where the hospitality is funded by a professional or voluntary group and in the latter case is part of the life of the community;
- Where there is an existing business relationship with a contractor and a modest business or working meal is offered as part of that relationship.

Where hospitality is accepted this should wherever possible be approved in advance by your Chair of Governors/Chair of Directors and should be recorded within the Hospitality Register.

*For the purposes of the Code it is considered that hospitality of less than £35 per head in value could be considered modest. This limit might be exceeded at awards ceremonies, conferences or similar public sector events which should be attended only with prior approval of your Chair of Governors/Directors and where relevant to Exceed Learning Partnership business. Such cases must still be recorded in the register whether accepted or not.

Only with the express written authority of the Chair of Trustees should hospitality go beyond this and great care should be taken that no hospitality is accepted when purchasing decisions are under consideration.

- c) Gifts

The Code states that you should not accept significant personal gifts. Gifts of alcohol should not be accepted except in the circumstances detailed below regarding the end of term.

The exception to this is at the end of term, when it is recognised that it is common for parents/carers/students to give



gifts to staff, as a sign of appreciation. In these circumstances a gift of alcohol (e.g. a bottle of wine) may be accepted and should only be consumed in circumstances compliant with the code of conduct.

Items of small value, considered for the purposes of the Code to be of less than £50 estimated retail value, may be accepted (including those which incorporate the supplier's logo in some form or another) and does not need to be recorded in the Hospitality Register.

Collective gifts - These can occur when a person is unwell, reaches a particular milestone, or is leaving the Academy/Trust. In such circumstances, the retail value of a gift may exceed the limits defined in this Code.

Exceptionally, if returning a gift would cause offence, the Principal/Head teacher can arrange for it to be received by the Academy/Trust and passed to the Governing Board, to be used for fundraising.

For these purposes, 'Gifts' and their value limits do not include tickets to events. These are considered to be Entertainment as described in 1a) above.

Where items are returned it is good practice to make a proper record of the date and method of return.

2) Record the item within the Academy/Trust's Hospitality Register

The Code requires that the Academy/Trust keep records of all gifts, hospitality and entertainment offered - whether accepted or refused - in a Register and that staff are required to make themselves aware of who is responsible for maintaining the Register. Staff must report all offers of gifts, hospitality or entertainment made to them so that they can be included on the Register.

In order to record the item within the register, staff should complete the 'Record of Gifts,

Hospitality & Entertainment Offered and/or Received' pro-forma (or record all the required information in an e-mail) and submit this to the officer responsible for the Academy/Trust's Hospitality Register.

All of the required information must be provided, including the business reason for any acceptance. The business outcome achieved must be recorded, but this can only be done retrospectively.

After approval by the Principal/Head teacher, this form must be submitted electronically or in paper copy to the person maintaining the register. The copy must be submitted in advance if possible and if not, within one week of the offer being made.

Where multiple offers of gifts, hospitality or entertainment are made, these must be individually recorded. The record should clearly identify each separate offer and the dates of these offers.

Very small gifts with a value of less than £50 do not need to be recorded on the Academy/Trust's gift/hospitality register.

3) Obtain the relevant approval

Before anything is accepted it must be appropriately approved. In most instances approval by the Principal/Head teacher is acceptable; however, in certain instances express approval from the Chair of Governors / Directors is necessary, e.g. where the staff member in receipt of an offer of entertainment is a member of the Senior Leadership Team. The Chair of Governors / Directors should consult the relevant committee of the Board before accepting any entertainment for him/herself.

Please Note - Where gifts and hospitality are returned or refused staff are still required to enter the relevant details in the Register even though approval has not been necessary.

Review of the Register

The Gifts and Hospitality Register is reviewed by the Audit and Risk committee of the Board, at least every term. The review is evidenced by a signature and date. The Register will be available for inspection by auditors.

Whistle Blowing Policy – Where staff are aware of instances where gifts, hospitality or entertainment have been accepted, which they feel should not have been, or do not think have been, appropriately declared, they have a



Failure to follow the guidance set out above may result in action being taken under the Trust's Disciplinary Code.



Appendix 4 Record of Gifts etc.

Pro forma

CODE OF CONDUCT FOR ACADEMY STAFF RECORD OF GIFTS, HOSPITALITY & ENTERTAINMENT OFFERED AND/OR RECEIVED FOR EXCEED LEARNING PARTNERSHIP

Name of Officer..... Job Title:

Name of Business/Person Offering Gift/Hospitality/Entertainment:

Gift / Hospitality offered	
Reason for the offer where known	
Offered by	
Offered to (Employee name, job title)	
Date of offer	
Was the Gift / Hospitality accepted or refused?	
Business reason for acceptance	
Business outcome achieved (this will need to be provided afterwards)	
Estimated value (£)	
Reason for refusal	

Officer's signature: Date

Signature of CEO / Principal / Chair of Trustee: