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DDAT

Derby Diocesan Academy Trust

Code of Conduct for Staff, Agency Workers, and Visitors

September 2026

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1 Purpose

The aim of this Code of Conduct, referred to as the 'Code', is to set out the standards of conduct expected of all staff and other parties detailed in section 2.1 and to provide further information. This Code should be read in conjunction with the DDAT Disciplinary Procedure, Teachers' Standards and other relevant professional standards, and the statutory guidance Keeping Children Safe in Education.

This Code should make it clear to employees and third parties, the expectations the school and DDAT has of them. It should be noted that this Code is not exhaustive in defining acceptable and unacceptable standards of conduct and individuals must use common sense in adhering to the underpinning principles. If individuals are ever unsure on what the expectations are in any given circumstance, they should speak to their Executive Headteacher / Headteacher / CEO, and for DDAT Central Team members, their line manager.

This Code does not form part of any employee's contract of employment and DDAT may amend it at any time following consultation with recognised Trade Unions. It has been implemented following consultation with all recognised Trade Unions.

All employees are expected to respect and uphold the following Seven Principles of Public Life (Originally published by the Nolan Committee: The Committee on Standards in Public Life was established by the then Prime Minister in October 1994, under the Chairmanship of Lord Nolan, to consider standards of conduct in various areas of public life, and to make recommendations).

Selflessness - Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity - Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity - In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability - Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness- Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty - Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership - Holders of public office should promote and support these principles by leadership and example.

2 Scope

This Code of Conduct applies to all employees regardless of length of service, including those in their probation period. Any breach of this code may be managed through the DDAT Disciplinary Procedure.

The code also applies to those whose roles work directly with pupils, including agency workers, student/work experience placements working on behalf of the school, consultants, and volunteers, although unlike employees, breaches of the Code will not be managed through the DDAT Disciplinary Procedure. Legal action may be taken where this is warranted.

The sections that apply to contractors and visitors who are not directly working with pupils are outlined in Appendix A. For Trustees and members of the Local Trust Committee (LTC), please refer to the separate Code of Conduct for Trustees and LTC's.

As recognisable figures in the local community, the behaviour and conduct of staff of the Trust outside of work can impact on their employment. Therefore, staff conduct outside work may be treated as a disciplinary matter if it is considered that it is relevant to the employee's employment. Please refer to the DDAT Disciplinary Procedure.

Individuals should inform their line manager / Executive Headteacher / Headteacher / CEO if they identify any deficiency in the service provided by the school/Trust, resulting from breaches of this code. If an individual has concerns about raising the deficiency with their line manager, and/or wish to maintain confidentiality, they can follow DDAT's Whistleblowing Policy.

Safeguarding and promoting the welfare of children and recognising low level concerns

All individuals are responsible for safeguarding children and promoting their welfare. This means that individuals are required to take action to protect children

from maltreatment, prevent impairment of children's health or development and ensure that children grow up in circumstances consistent with the provision of safe and effective care. Whilst an individual carries out their safeguarding responsibilities, they will ensure fair and consistent practice. This will enable all children to have the best outcomes.

Individuals should be prepared to identify children who may benefit from early help. Early help means providing support as soon as a problem emerges at any point in a child's life, from the foundation years through to the teenage years.

Individuals must be aware of the signs of abuse and neglect and know what action to take if these are identified in accordance with 3.6. Training will be provided for all staff.

Individuals must be aware of low-level concerns, no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' - that an adult working in or on behalf of the school or college may have acted in a way that:

- is inconsistent with this code of conduct, including inappropriate conduct outside of work; and
- does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the Local Authority Designated Officer (LADO).

Examples of such behaviour could include, but is not limited to:

- Being over friendly with children
- Having favourites;
- Taking photographs of children on their mobile phone;
- Engaging with a child on a one-to-one basis in a secluded area or behind a closed door;
- Using inappropriate sexualised, intimidating or offensive language, or,
- Humiliating children

To do this, individuals must have fully read and understood the relevant DDAT policies, including Safeguarding and Child Protection, Managing Safeguarding Allegations and Low-Level Concerns, Whistleblowing, and the most recent national Keeping Children Safe in Education document. Individuals must be aware of school / Trust systems for keeping children safe and must always follow the guidance in these policies.

Individuals must cooperate with colleagues and with external agencies where necessary.

The Trust seeks to develop a culture in which all concerns are shared responsibly with the right person and are recorded and dealt with appropriately; key to this

culture is the understanding that there may be times when individuals will need to self-refer. Therefore, if an individual has a concern about their own conduct, due to a temporary lapse in judgement for example, or is concerned about how an action may have been perceived by another party, they should be aware of their obligation to self-refer in a timely manner to the Executive Headteacher / Headteacher / CEO or DSL in line with the DDAT Managing Safeguarding Allegations and Low-Level Concerns Policy.

Individuals must not, in any context, whether inside or outside work, promote or encourage, extremist or terrorist ideologies. This obligation applies equally to online activity, social media, and any other form of communication.

3 Duty of care

Individuals must:

Understand the responsibilities, which are part of their role, and be aware that sanctions will be applied if these provisions are breached.

- Always act, and be seen to act, in our students' best interests.
- Avoid any conduct which would lead any reasonable person to question their motivation and/or intentions.
- Avoid any conduct that could amount to discrimination or harassment.
- Ensure their actions are warranted, proportionate, safe, and applied equitably; and
- Take responsibility for their own actions and behaviour.

4 Honesty and personal integrity

5.1 Individuals are expected to demonstrate and maintain consistently high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of the Trust's property and facilities.

5.2 Individuals should treat all pupils, colleagues, parents/carers and visitors with respect and professional courtesy.

5.3 Individuals should maintain professional boundaries and avoid behaviour which may lead any reasonable adult to question their behaviour, motivations, or intentions.

5.4 Individuals must comply with any lawful or reasonable instructions issued by managers.

5.5 Individuals must uphold public trust in DDAT and maintain high standards of ethics and behaviour, within and outside school, by:

- Treating pupils and adults with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to their professional position.
- Having regard for the need to safeguard students' wellbeing, in accordance with statutory provisions.
- Showing tolerance of and respect for the rights of others.
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- Ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.
- Not expressing their own political beliefs to pupils.

5.6 Individuals must have proper and professional regard for the ethos, policies and practices of the Trust and maintain high standards in their own attendance and punctuality. Individuals must treat all colleagues and pupils with respect, dignity, fairness and courtesy at all times.

5 Health & Safety

6.1 Individuals must ensure that they:

- Familiarise themselves with the Health and Safety statements produced by the Trust
- Read and understand the Trust's Health and Safety Policy
- Comply with Health and Safety regulations or instructions and use any safety equipment and protective clothing which is supplied to them by the Trust
- Comply with any hygiene requirements
- Comply with any accident reporting requirements
- Never act in a way which might cause risk or damage to any other members of the Trust community or visitors
- Inform their line manager of any paid work undertaken elsewhere and request written authorisation, in line with their contract of employment. This is to comply with the Working Time Regulations, which are a Health and Safety initiative.

6 Smoking, vaping, alcohol and other illegal substances

7.1 Smoking, vaping, alcohol and illegal substances are prohibited at all Trust sites and during individuals' contracted working hours and/or whilst undertaking their service/assignment.

7.2 Individuals will not smoke or vape or consume alcohol or any illegal substances whilst representing the school or Trust in any capacity, such as at a school fair, or when on educational visits and trips even if the venue has a licence.

7.3 If alcohol or drug usage impacts an individual's performance, the school / Trust has the right to discuss the matter with them and take appropriate action. For employees, such action will be in accordance with the DDAT Disciplinary Procedure, including referral to the police. Please also refer to the DDAT Substance Misuse Policy.

7 Attendance (applicable to employees only)

8.1 This section refers to employees only and sets out the school expectations that staff members will:

- Attend work in accordance with their contract of employment and associated terms and conditions in relation to hours, days of work and holidays.
- Make every effort to arrange routine medical and dental appointments outside of their working hours or during holidays where possible. Where this is not possible, appointments should be made at a time which will have least impact on them fulfilling their job requirements/service.
- Refer to the school's Staff Leave of Absence Policy if they need time off for any reason other than personal illness.
- Follow the school's absence reporting procedure, as set out in the DDAT Sickness Absence Procedure, when they are absent from work due to illness or injury.

8 Tackling discrimination & Harassment

9.1 Individuals are required to understand the types of discrimination, harassment and bullying that pupils and colleagues may be subject to. Individuals are required to have read and understood the DDAT Equal Opportunities Policy, DDAT Anti-Harassment and Bullying Policy, and the Preventing Sexual Harassment at Work Policy.

9.2 Individuals will help create a positive environment that works to prevent any form of harassment or discrimination. This includes calling out sexual or other forms of harassment that they may witness. All witnesses will be provided with appropriate support and will be protected from victimisation.

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9.3 The law protects employees, workers, contractors, self-employed staff, apprentices, those undertaking vocational training, volunteers, former workers and job applicants from sexual harassment and DDAT has a duty to take all reasonable steps to prevent sexual harassment at work.

9.4 Examples of sexual harassment include, but are not limited to:

- Flirting, gesturing, making sexual remarks about someone's appearance in any means of communication.
- Asking questions about someone's sex life.
- Telling sexually offensive jokes/pranks and or sharing pornographic or sexual images.
- Unwanted touching, kissing, or assault.

To report an incident of sexual harassment or to raise a concern relating to sexual harassment, please refer to the DDAT Preventing Sexual Harassment at Work Policy for details on how DDAT responds to a report of sexual harassment.

Employees must positively promote equality, diversity, and inclusion at all times and not display any behaviour that constitutes any form of discrimination, bullying, or harassment.

9.5 All staff will receive training on recognising and responding to incidents of sexual harassment. The Trust will monitor the treatment and outcomes of any complaints of sexual harassment or victimisation received to ensure that:

- they are properly investigated and resolved;
- those who report or act as witnesses are not victimised;
- repeat offenders are dealt with appropriately;
- cultural clashes are identified and resolved;
- workforce training is targeted where needed.

9.6 Individuals must not ignore any form of discrimination. This includes inappropriate jokes and banter. Individuals must positively promote equality and diversity and inclusion at all times. If an individual witness's discrimination by another person and does not feel comfortable in challenging this, they should seek guidance from their line manager.

9 Professional boundaries and relationships

When working for/with DDAT, individuals are in a position of trust in relation to pupils, which means that the relationship between an individual and a pupil is not one of equals. It is a specific offence for a person aged 18 or over (e.g. teacher, support staff) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual.

Individuals must ensure that they avoid behaviour which might be misinterpreted by others (adults or pupils). This includes any type of communication that they may have. Please refer to the DDAT Anti-Harassment and Bullying Policy.

Individuals must not make sexual remarks to any pupil or adult or discuss their own or others' sexual relationships and sexual orientation with pupils or adults, or in the presence of pupils or adults. Individuals must not discuss a pupils' or adults' sexual relationships in inappropriate settings or contexts.

Any sexual behaviour towards any pupil is unacceptable and illegal.

Individuals must ensure that professional boundaries are maintained at all times. This means that individuals should not show favouritism to any pupil and should not allow pupils to engage in any type of behaviour that could be seen to be inappropriate. Pupils should not be treated as an adult's friend.

Individuals should be aware that it is not uncommon for pupils to become strongly attracted to professionals working in their school or to develop an infatuation. If an individual becomes aware of an infatuation, they should discuss it with the Executive Headteacher / Headteacher or a member of the Senior Leadership Team immediately so that they can receive support on the most appropriate way to manage the situation.

For employees or agency workers who are in a relationship with a colleague, parent/carer, or any other person associated with the Trust, we expect that they identify this to their Line Manager or the Executive Headteacher / Headteacher / CEO and ensure that this does not create a conflict of interest or affect their professional judgement or responsibilities in any way. Where an employee or agency worker has managerial authority over another employee with whom they are in a close personal relationship, the Trust reserves the right to transfer one or both employees to another role in the Trust following appropriate consultation with both parties.

Individuals will only contact pupils, parents or external providers (excluding family members) via the school's established mechanisms, and should not use their own email addresses, personal phone numbers or social media platforms to do so.

Individuals should always remember their responsibilities to the community they serve and ensure courteous, efficient, and impartial service delivery to all users,

groups and individuals within that community. These responsibilities apply equally to the individuals' conduct with colleagues.

Individuals are expected to work effectively as part of a whole school/Trust team.

Individuals should take positive steps to understand the roles of other colleagues in the children's workforce and are expected to cooperate with other professional colleagues who have a role in enabling children/young people to thrive and succeed.

Individuals should follow the school's ethos and approach in any communication with parents and carers. Please refer to the school's Communication with Parents and Carers Policy where applicable.

10 Contacts

Individuals will not use school business contacts for acquiring materials or services at trade/discount prices for non-school activities, unless participating in concessionary schemes arranged by trade unions or other such groups.

11 Confidentiality and data protection

Individuals may have access to confidential information about pupils, colleagues, or other matters relating to the Trust. This could include personal and sensitive data, for example information about a pupil's home life. Individuals should never use this information to their own personal advantage, or to humiliate, intimidate or embarrass others. Individuals should never disclose this information except where there is a legitimate need to do so, and appropriate authorisation has been obtained.

If an individual is ever in doubt about what information can or cannot be disclosed, they should speak to a member of the Senior Leadership Team or Executive Headteacher / Headteacher / CEO.

The Trust will comply with the requirements of Data Protection Legislation (including the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and any implementing laws, regulations and secondary legislation, as amended or updated from time to time. Individuals are expected to comply with the Trust's systems as set out in the DDAT Data Protection Policy. If an individual becomes aware that data is at risk of compromise or loss or has been compromised or lost, they must report it immediately to the Data Protection Officer, in order (where applicable) for relevant breaches to be reported to the Information Commissioners Office within 72 hours.

Individuals must read and understand the DDAT Data Protection Policy and other relevant policies including in relation to criminal records information, recruitment

and safer recruitment, internet, email and communications, information security, copies of which are via the School's/Trust's websites.

Records will be kept on the employee's personal file on SAMpeople, in accordance with the DDAT Record Retention Policy, and in line with the requirements of data protection legislation.

12 Physical contact with pupils

There are some occasions when it is entirely appropriate and proper for individuals to have physical contact with pupils. Individuals must ensure that they only do so in ways that are appropriate to their professional role and in response to the pupil's needs at the time. This should be of limited duration and appropriate to the age, stage of development, gender and background of the pupil. Individuals will never touch a pupil in a way which is indecent and will always be able to explain why they have made physical contact with a pupil. Individuals should ensure that they have read and understood the Trust's Physical Intervention Policy.

There may also be occasions where a pupil is in distress and needs comfort and reassurance which may include age-appropriate physical contact. If an individual is in this position, they should consider the way in which they offer comfort, ensuring that it is not open to misinterpretation and is always reported to the Executive Headteacher / Headteacher or Designated Safeguarding Lead.

Individuals may legally physically intervene with pupils to prevent them from committing a crime, injuring themselves or others, causing damage to property, engaging in behaviour which is prejudicial to good order and to maintain good order and discipline. Physical force should never be used as a form of punishment.

Individuals will not engage in rough play, tickling, or play fights with pupils.

Sexual contact, including grooming patterns of behaviour, with pupils is unlawful and unacceptable in all circumstances.

13 Behaviour management

Individuals should not use any form of degrading or humiliating treatment to punish a pupil. The use of sarcasm, demeaning or insensitive comments towards pupils is completely unacceptable.

Where pupils display difficult or challenging behaviour, individuals should follow the School's Behaviour Policy using strategies appropriate to the circumstance and situation.

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14 Social contact with pupils

Individuals should not establish or seek to establish social contact, via any channels (including social media), with pupils for the purposes of securing a friendship or to pursue or strengthen a relationship. Individuals should use their work provided equipment only for communicating electronically with pupils, and they should copy in their Line Manager or another member of the Senior Leadership Team. If there are any circumstances in which an individual has to provide their personal contact details, including phone numbers, email address etc, to any pupil then they should gain prior consent from the Executive Headteacher / Headteacher or Line Manager.

Individuals should not connect with pupils via personal social media or other private communication channels. Our Trust is part of our community, and we recognise that, as members of the community, individuals will come into contact with pupils outside of work. We expect individuals to use their professional judgement in such situations and to report to their Line Manager / Executive Headteacher / Headteacher or Designated Safeguarding Lead any contact that they have had with a pupil, outside of school, that they are concerned about or that could be misinterpreted by others.

15 Social media

Individuals must not post disparaging or defamatory statements about the Trust, its staff, its pupils, parents/carers, Local Trust Committee members, suppliers and vendors, and other affiliates and stakeholders.

If an individual sees content on social media that disparages or reflects poorly on the Trust or its stakeholders, they should report this to their Line Manager. All individuals are responsible for protecting the Trust's reputation.

Individuals should confirm that they have read, understood and abide by the DDAT Social Media Policy.

16 PHOTOGRAPHY, VIDEOS AND OTHER MEDIA

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 individuals use their personal equipment to take images of pupils at or on behalf of the Trust.

Consent for taking photographs and the use of those photos will be obtained from parents/carers or the pupils themselves, or if they are legally deemed old enough and able to make the decision for themselves.

All photographs and videos will be available for scrutiny internally and by appropriate external bodies such as the police, and individuals will need to be prepared to justify the images or footage taken.

Careful consideration will always be given to the activities which are being filmed or photographed, to ensure that images or videos are not indecent and cannot be misused.

Please also refer to the DDAT Data Protection Policy and relevant school CCTV policies and procedures.

17 Personal Telephone Calls

Personal mobile phones should be used for any outgoing personal telephone calls, other than in exceptional circumstances (e.g. no signal available). In these circumstances, the school telephone may be used, following the school's procedure for such use, recording and payment. Personal calls should be paid for via the School Office where applicable.

Such outgoing calls/texts and personal incoming calls should occur infrequently and be kept as short as possible. For those working in a classroom with children, calls/texts should not be made/taken during lessons from either a mobile phone, smartwatch or any other device, except in emergencies and with prior agreement with the Senior Leadership Team.

Individuals should not engage in 'recreational' chatting during working time, on email or through instant messaging, that results in lost productivity or distracts other colleagues from their work.

School mobile phones should not be used for personal use, except in emergencies.

Any copies of material taken for use within the school must only be as allowed under the Copyright Act and under the appropriate licensing agreement.

Intellectual Property is property which enjoys legal protection and is a result of intellectual effort, including patents, copyright, trademarks, designs and software. Where developed in the course of an individual's duties, such intellectual property is the property of the school. Individuals should not make use of the school's intellectual property to conduct private work unless they have gained prior approval from the Trust.

18 Working one to one with pupils / students

There will be times where an individual is working one to one with a pupil and this is acceptable. Individuals need to understand that this means that they may be

more vulnerable to allegations being made against them. Therefore, it is important that individuals:

- Avoid meeting on a one-to-one basis in secluded areas of the School/Trust.
- Ensure that the door to the room is open or that there is visual access into the room.
- Inform a colleague or line manager of the meeting, preferably beforehand.
- Report to their line manager if the pupil becomes distressed or angry.

19 Changing

Pupils are entitled to respect and privacy whilst they are changing before/after PE; however, a level of supervision is required to ensure that pupils are safe, and that they are not subjected to bullying.

The supervision will be appropriate to the needs and ages of the pupils, and sensitive to the potential for embarrassment.

Individuals will announce their intention of entering the changing room to allow pupils to maintain their privacy.

20 Transporting pupils

Individuals should avoid transporting pupils at all if possible, however when it is agreed that they will transport pupils off-site, they will ensure that another appropriate adult is travelling with them and ensure the following:

- transport arrangements of the vehicle meet all legal requirements,
- they have an appropriate licence
- the vehicle is roadworthy, has a valid MOT certificate and is insured for business use as appropriate.
- an appropriate risk assessment is in place

Individuals will gain consent from parents/carers before transporting pupils and will be aware that the welfare of all pupils in the vehicle is their responsibility.

21 Curriculum

Many areas of the curriculum can include or raise subject matters which are sexually explicit or of a political or sensitive nature. Care should be taken to ensure that resource materials cannot be misinterpreted and clearly relate to the learning

outcomes identified by the lesson plan. Responding to children's questions requires careful judgement and individuals should take guidance in these circumstances from the Designated Safeguarding Lead. This can be supported by developing ground rules with pupils to ensure sensitive topics can be discussed in a safe learning environment. This plan should highlight particular areas of risk and sensitivity, and care should especially be taken in those areas of the curriculum where usual boundaries or rules are less rigorously applied e.g. Health and Social Care, PSHE, Drama. Colleagues are encouraged to seek support from their line manager as appropriate.

22 Dress and appearance

Whilst working for or on behalf of the Trust, individuals are a role model to our pupils and how they present themselves is important. Our expectation is that all adults on site are decently, appropriately and professionally dressed at all times. This policy cannot cover every eventuality and therefore the Executive Headteacher / Headteacher / CEO may apply discretion within their setting. We do not permit the wearing of clothes that are revealing or inappropriate, have offensive logos or writing, or are ripped or torn at any time. If an individual is unsure whether any item of clothing is inappropriate, they should not wear it to work and seek further advice from a member of the Senior Leadership Team or Executive Headteacher / Headteacher /CEO or DDAT Central HR Team. Where the school / Trust identifies that an individual is wearing clothing that is considered inappropriate, they will be informed.

The school/Trust expects that individuals will:

- Ensure that their appearance is clean and neat when at work or representing the school/Trust.
- Wear smart clothes that would be appropriate to their role and the work they are undertaking. Jeans are not permitted, unless permission is sought. Shoes should be suitable for the environment they work in and for the duties they are undertaking and non-slip where appropriate and in line with health and safety requirements, e.g. no flip flops. The school / Trust will make reasonable adjustments to uniform expectations to accommodate for any disabilities, medical conditions, and religious and cultural beliefs.
- Remember that they are a role model for pupils, and that their dress and appearance should reflect this.
- Not dress in a way that would cause embarrassment to pupils, parents/carers, colleagues or other stakeholders.
- Only wear small discrete ear and facial stud piercings providing they are not a health and safety risk, but all other visible body piercings must be removed.

- Cover any tattoos or body art that are disrespectful to or discriminates against one of the Equality Act protected characteristics or has the potential to offend or scare a child or staff member whilst in school working at the Trust.
- Make every attempt to keep all other tattoos or body art covered/discreet whilst at work.
- Ensure hair styles should remain professional and appropriate for an office/school environment.

23 Conduct outside of work and at work-related functions

Working at our Trust means that an individual's conduct outside of work could have an impact on their role.

Individuals must not engage in conduct outside work which could seriously damage the reputation and standing of the Trust or their own reputation or the reputation of other members of the Trust community. Individuals should be aware that any conduct that the Trust becomes aware of that could impact on their role within the Trust or affect the Trust's reputation will be addressed appropriately and, if applicable, under the DDAT Disciplinary Procedure.

We therefore expect individuals to make us aware immediately of any such situations that have happened outside of work, and specifically if this may affect their suitability to work with children.

Individuals are required to demonstrate responsible behaviour at work-related functions and work-related social events that take place outside normal working hours and to act in a way that will not have a detrimental effect on the Trust's reputation.

Individuals must not behave in a way outside work that may impact on their suitability to work with children. This includes behaviour which does not directly involve a child/children. Should we become aware of any such incident or behaviour, we may treat the issue as a safeguarding matter and manage it in accordance with the Keeping Children Safe in Education statutory guidance. Individuals should be aware that any behaviour that we consider may impact on their suitability to work with children will be addressed under the DDAT Disciplinary Procedure and may lead to a referral to the Disclosure and Barring Service (DBS) and the Teaching Regulation Agency (TRA) (where appropriate). Individuals will not engage in inappropriate use of social networking sites which may bring themselves, the school, school community or Trust into disrepute. You will not engage in inappropriate use of social network sites which may bring yourself, the school, school community or Trust into disrepute.

24 Gifts and Hospitality

24.1 The Trust has a Gifts and Hospitality Policy, and individuals should read and adhere to this.

24.2 Individuals should not give gifts to pupils unless this is part of a recognised practice in line with the schools' behaviour policy.

24.3 You should not accept gifts that are outside of the Gifts and Hospitality Policy.

25 Premises, equipment and communication

School / Trust equipment and systems are available only for work-related activities and will not be used for the fulfilment of another job or for personal use, unless specifically authorised by the Executive Headteacher / Headteacher / CEO.

Illegal, inappropriate or unacceptable use of school / Trust equipment or communication systems may result in disciplinary action and, in serious cases, could lead to an employee's dismissal.

Should an individual receive inappropriate communication or material, or they are unsure about whether something they propose to do might breach this policy, they should seek advice from the Executive Headteacher / Headteacher / CEO.

The Trust reserves the right to monitor work emails, phone calls, internet activity or document production, principally in order to avoid offensive or nuisance material and to protect systems from viruses, but also to ensure proper and effective use of systems.

Communication systems may be accessed when the school / Trust suspects that the employee has been misusing systems or facilities, or for the investigation of suspected fraud or other irregularity.

Passwords should not be shared and access to computer systems must be kept confidential except on the express request of the Executive Headteacher / Headteacher / CEO. Breaches of this confidentiality may be subject to disciplinary action.

25.7 School / Trust equipment that is used outside the premises, e.g. laptops, will be returned to the school / Trust when an individual leaves employment/assignment with the Trust or if requested to do so by the Executive Headteacher / Headteacher / CEO.

25.8 Individuals must sign the Acceptable Use Agreement to confirm that they have read and understood the IT Security and Acceptable Use Policy.

26 Probity of records

The deliberate falsification of documents, such as references, academic qualifications or legal documents, is unacceptable. Where a staff member falsifies records or other documents, including those held electronically, this will be regarded as a serious disciplinary matter and potentially a criminal offence.

27 Keeping within the law

Individuals are expected to operate within the law. Unlawful or criminal behaviour, at work or outside work, may lead to the School / Trust taking appropriate action, which may include disciplinary action, including dismissal. However, being investigated by the police, receiving a caution or being charged will not automatically mean that an employee's employment is at risk.

Individuals must ensure that they:

- Uphold the law at work.
- Never commit a crime outside work which could damage public confidence in them or the Trust, or which makes them unsuitable for the work they do. This includes, for example:
    - submitting false or fraudulent claims to public bodies (for example, income support, housing or other benefit claims)
    - breaching copyright on computer software or published documents
    - sexual offences which will render them unfit to work with children or vulnerable adults
    - crimes of dishonesty which render them unfit to hold a position of trust.
- Write and tell the Executive Headteacher / Headteacher / CEO (Chair of the LTC if they are the Executive Headteacher / Headteacher, and Chair of the Trust Board if they are the CEO) immediately if they are questioned by the police, charged with, or convicted of, any crime whilst they are employed at the Trust (this includes outside of their working hours). The Executive Headteacher / Headteacher / CEO and/or Chair of the LTC / Chair of the Trust Board will then need to consider whether this charge or conviction damages public confidence in the Trust or makes them unsuitable to carry out their duties.

28 Agency workers

We will investigate allegations made against agency workers with the cooperation of the agency. Whilst we may decide to cease using the services of an agency worker, this will not prevent us from investigating allegations and liaising with the Local Authority Designated Officer (LADO) to determine a suitable outcome. We

expect agency workers and agencies to cooperate with our investigations and with external agencies where applicable.

We will discuss with the agency whether it may be appropriate for them to consider suspending an agency worker, or whether we are prepared to redeploy an agency worker during an investigation.

29 Sponsorship

Where an outside organisation is seeking to sponsor a school or Trust activity, whether by invitation, tender, negotiation or voluntarily, the code's provisions concerning acceptance of hospitality or gifts and working with contractors apply. No sponsorship deal should be made without the prior agreement of the LTC/ Trust Leadership.

Where the school or Trust wishes to sponsor an event or service, individuals must declare in writing to their Executive Headteacher / Headteacher / CEO any possible conflict of interest or any benefit which they or a member of their family, or anybody with whom they have a close association, is likely to receive. Similarly, where the school or Trust is providing sponsorship in the community, they should ensure that impartial advice is given and that there is no conflict of interest involved.

30 Contact with the media

Any enquiries from the media on work-related matters should be referred to the Executive Headteacher / Headteacher / CEO. Individuals should seek formal authorisation from the Executive Headteacher / Headteacher / CEO, who should consult the DDAT Chief Operating Officer (if appropriate), before they speak, write or give interviews to the media in relation to direct matters at the school or Trust.

If an individual wishes to publish books, articles or letters they have written in connection with their duties, they must first consult their Executive Headteacher / Headteacher / CEO who will consult with the Trust and take legal advice where applicable.

31 Financial Spend

31.1 Individuals must ensure that the use of financial resources is in accordance with the Academy Trust Handbook. Any irregularities must be reported to the Executive Headteacher / Headteacher or the DDAT Chief Finance Officer. Any new services sought must follow the DDAT Tendering and Procurement Policy.

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Appendix A - Contractors and Visitors Code of Conduct

This appendix sets out the code of conduct expectations for all non-pupil / student- facing roles, such as trade contractors, in relation to safeguarding and promoting the welfare of children and recognising low level concerns.

Safeguarding

Everyone has a responsibility for safeguarding children and promoting their welfare. This means that individuals are required to take action to protect children from maltreatment, prevent impairment of children's health or development and ensure that children grow up in circumstances consistent with the provision of safe and effective care. Whilst carrying out their safeguarding responsibilities, individuals will ensure fair and consistent practice. This will enable all children to have the best outcomes.

Individuals must be aware of the signs of abuse and neglect and know what action to take if these are identified.

Individuals must be aware of low-level concerns, no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' - that an adult working in or on behalf of the school may have acted in a way that:

- is inconsistent with this code of conduct, including inappropriate conduct outside of work; and
- does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the Local Authority Designated Officer (LADO).

Examples of such behaviour could include, but is not limited to:

- being over friendly with children;
- having favourites;
- taking photographs of children on personal devices or mobile phones;
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door;
- using inappropriate sexualised, intimidating or offensive language; or
- humiliating children

Individuals must cooperate with colleagues and other stakeholders where necessary.

We seek to develop a culture in which all concerns are shared responsibly with the right person and are recorded and dealt with appropriately; key to this culture is the understanding that there may be times when an individual will need to self-refer. Therefore, if an individual has a concern about their own conduct, due to a temporary lapse in judgement for example, they should be aware of their obligation to self-refer to the Executive Headteacher / Headteacher / CEO or Senior Leader. Alternatively, if they are concerned how an action may have been perceived by another party, they should be aware of their obligation to refer in a timely manner to the Executive Headteacher /

Headteacher / CEO, Senior Leader or DSL in line with the DDAT Managing Safeguarding Allegations and Low-Level Concerns Policy.

Honesty and personal integrity

Individuals must demonstrate and maintain consistently high standards of honesty and integrity in their work. They should treat all pupils, colleagues, parents/carers and other stakeholders with respect and professional courtesy. They should maintain professional boundaries and avoid behaviour which may lead any reasonable adult to question their behaviour, motivations or intentions.

Health & Safety

If applicable, individuals must ensure that they:

- Familiarise themselves with the Health and Safety statements produced by the Trust.
- Read and understand the Trust's Health and Safety Policy.
- Comply with Health and Safety regulations or instructions and use any safety equipment and protective clothing which is supplied to them by the Trust.
- Comply with any hygiene requirements.
- Comply with any accident reporting requirements.
- Never act in a way which might cause risk or damage to any other members of the Trust community or visitors.

Smoking, vaping, alcohol and other illegal substances

Smoking, vaping, alcohol and illegal substances are prohibited at all Trust sites and whilst undertaking their service/assignment.

Individuals must not smoke, vape or consume alcohol or any illegal substances whilst undertaking work for the school or Trust.

If alcohol or drug usage impacts on their performance, the school / Trust has the right to discuss the matter with them and any relevant organisation, where applicable, to take appropriate action.

Professional boundaries and relationships

Whilst working with DDAT, individuals are in a position of trust in relation to our pupils, which means that the relationship between them and a pupil is not one of equals. It is a specific offence for a person aged 18 or over to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual.

Individuals must ensure that they avoid behaviour which might be misinterpreted by others (adults or pupils). This includes any type of communication that they may have.

Individuals must not make sexual remarks to any pupil or adult or discuss their own or others' sexual relationships and sexual orientation with pupils or adults, or in the presence of pupils or adults. Individuals must not discuss a pupils' or adults' sexual relationships in inappropriate settings or contexts.

Any sexual behaviour towards any pupil is unacceptable and illegal.

Individuals must ensure that professional boundaries are maintained at all times. This means favouritism should not be shown to any pupil and individuals should not allow students to engage in any type of behaviour that could be seen to be inappropriate. Pupils are not your friends and should not be treated as such.

Social contact with students

Individuals should not establish or seek to establish social contact, via any channels (including social media), with pupils for the purposes of securing a friendship or to pursue or strengthen a relationship. If there are any circumstances in which an individual has to provide their personal contact details, including phone numbers, email address etc, to any pupil, then they should gain prior consent from the Executive Headteacher / Headteacher / CEO.

Individuals should not connect with pupils via personal social media or other private communication channels.

Photography, videos and other media

Consent for taking photographs or videos and the use of those photos will be obtained from the Executive Headteacher / Headteacher / CEO or the Trust's Operations Team. Photographs and videos must not capture students, unless authorised to do so by the Executive Headteacher / Headteacher or Trust.

All photographs and videos should be made available for scrutiny by the School/Trust or appropriate external bodies such as the police, and individuals will need to be prepared to justify the images or footage taken.

Personal Telephone Calls

Personal telephone calls or the use of a mobile phone should not be used in the presence of pupils or communal areas, unless authorised to do so by the Executive Headteacher / Headteacher or Senior Leader / CEO.

An Equality Impact Assessment has been completed for this policy.

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