The Gallery Trust Staff Code of Conduct

Orion Academy
(central policy)

2026/2027

Policy Owner	• Trust Designated Safeguarding Manager • Head of HR
Designated Safeguarding Trustee	Helen Barter
Approved by	Schools and Education Committee
Date approved	September 2026
Date of next review	September 2028
Signed:	CEO: Kay Willett Chair of Trustees:Chris Scrivener

Policy Update September 2026

The following updates have been applied to this policy:

- Statutory updates reflecting KCSIE 2026
- References to Equality & Diversity in the workplace updated to Inclusion
- Embedded hyperlinks updated
- Alcohol and Substance abuse section - wording strengthened to confirm zero tolerance
- Confidentiality:
  - Line added to confirm press requests should be referred to a member of the Central team.
  - Section added to cover responsibilities of non-staff
  - Appendix 3 Confidentiality Statement removed - areas covered by other contractual agreement
- Secondary employment:
  - wording now states permission is required prior to commencing secondary employment
  - Requirement added to advise Central Estates team where any Trust facilities are let to support additional employment

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Acronyms

LAB	Local Academy Board
RIB	Rapid Improvement Board
OSCP	Oxfordshire Safeguarding Children Partnership
DSL	Designated Safeguarding Lead
DSM	Designated Safeguarding Manager
CPOMS	Child Protection Online Management System
KCSIE	Keeping Children Safe in Education
LADO	Local Authority Designated Officer
GDPR	General Data Protection Regulation
CIN	Child in Need
CP	Child protection

Part 1: Policy

Purpose and Aim

This policy aims to set and maintain standards of conduct that we expect all staff to follow. This supports our vision and ethos to ensure our schools are environments where everyone is safe, happy, and treated with respect.

Many of the principles in this Code of Conduct are based on "*Guidance for safer working practice for those working with children and young people in education settings*" which is produced by The Safer Recruitment Consortium.

School staff have an influential position in the school and will act as role models for pupils by consistently demonstrating high standards of behaviour.

Scope

We expect all staff, trustees, LAB and RIB members, and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others. (For the purpose of this policy "staff" refers to school staff, Trust central team, LAB and RIB members, Trustees, Members and volunteers)

All schools that are part of The Gallery Trust are dedicated to providing outstanding education and support for young people with special needs and disabilities, enabled through:

- Commitment to special education – striving to provide the best specialist learning experience for all students
- Opportunities for all to learn – ensuring that students and staff have access to learning pathways which enhance their lives

- Genuine respect and value – creating relationships which promote trust, confidence and respect within environments which are safe and secure

Failure to follow the Code of Conduct may result in disciplinary action being taken, as set out in our staff disciplinary procedures.

Staff are expected to always act in a professional manner, and any behaviours/conduct that could bring their suitability into question, in or out of school, will be addressed as part of this policy, our disciplinary policy and the allegations management policy (for concerns that reach LADO threshold).

Please note that this Code of Conduct is not exhaustive. If situations arise that are not covered by this code, staff will use their professional judgement and act in the best interests of the school and its students.

Framework and legislation

In line with the statutory safeguarding guidance Keeping Children Safe in Education this staff Code of Conduct covers:

- Low-level concerns
- Allegations against staff
- Whistleblowing
- Acceptable use of technologies (including the use of mobile devices)
- Appropriate relationships with pupils
- Appropriate communications including the use of social media.

This policy is also written in line with:

- "*Guidance for safer working practice for those working with children and young people in education settings*" which is produced by The Safer Recruitment Consortium .
- Expectations from the Oxfordshire Safeguarding Children Board

This policy also complies with our funding agreement and articles of association.

Links with other policies

Staff must comply with the school and trust policies and procedures that support the well-being and development of students. This policy should be read in conjunction with our:

- Allegations management policy
- Anti-bullying, Harassment and Discrimination Policy
- Confidential reporting (Whistleblowing) policy
- Disciplinary policy
- Low level concerns policy
- Online policy
- Safeguarding and child protection policy
- Sexual Harassment Policy
- Social Media Policy

All staff must read this Code of conduct carefully (alongside the school and trust policies and procedures) and seek advice and guidance on any matters that they do not fully understand.

Introduction

This Code of Conduct applies to all staff at The Gallery Trust and its schools, and is a clear guide to assist all those working across our Trust to understand and comply with expectations in terms of their standard of conduct and behaviour. All staff are expected to adhere to the principles contained within this Code of Conduct during their work and/or when representing their school and Trust.

Staff must ensure that their behaviour and actions are consistent with their position as a role model to our students and are compatible with working with young people and in a school/trust setting.

Staff must act with integrity, honesty and demonstrate ethical and respectful working practices towards students, colleagues, parents/carers, and other members of all of our school communities. All staff have a responsibility to always observe appropriate professional boundaries and act in a manner which safeguards and promotes the welfare of our students.

Staff must complete an annual staff suitability declaration and disclose any relevant information when completing the form, and throughout the year if their circumstances change, which may impact on their job role or suitability to work with young people or in a school setting**.**

We require all staff to adhere to all school policies and observe the highest standards of practice. Each staff member has an individual responsibility to act in a manner which upholds the school in providing effective and professional education to students and protects its reputation to do the same with confidence in the local community.

Staff are accountable for their actions and conduct and should seek advice from their Head Teacher or member of the Senior Leadership team if they are not sure of the appropriate action to take. Employees should be aware that a failure to comply with the Code of Conduct could result in a formal investigation being carried out under the Trust's Disciplinary and/or Grievance policies and procedures and could result in disciplinary action.

We aim to provide a high-quality provision for all students, staff and any external companies with whom we may have business with and expect all employees to promote public confidence in the integrity of the schools and the trust.

All staff are expected to reflect high standards of behaviour both at work and in their private life and set a good example to students and others at all times. Staff should be mindful of their behaviour outside of school/trust and the reflection this may have on themselves, and the potential to bring the school/trust into disrepute.

General obligations

All our staff are expected to set an example to students. They will:

- Maintain high standards in their attendance and punctuality
- Never use inappropriate or offensive language in school
- Treat pupils and others with dignity and respect
- Show tolerance and respect for the rights of others
- Not undermine fundamental British values, including democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs
- Not express personal beliefs in a way that exploits pupils' vulnerability or might lead them to break the law
- Understand the statutory frameworks they must act within.
- Safeguard students

- Promote the welfare of all students and provide a safe environment in which children can learn
- Identify children who may be in need of extra help or who are suffering, or are likely to suffer, significant harm
- Report as soon as possible and without delay any concerns regarding child protection / safeguarding to a member of the DSL team

All staff must ensure they have read, understood and comply with:

- Part 1 "*Safeguarding information for all staff*" of KCSIE.
- The school Safeguarding and Child Protection Policy
- The school behaviour management policy
- The Trust Confidential Reporting (whistleblowing) policy
- The school Allegations Against Staff (including low-level concerns) Policy
- The Trust Confidentiality Agreement

Additionally, all staff with managerial responsibilities must ensure they comply with Part 2 *"The management of safeguarding*" of Keeping Children Safe in Education.

Staff must attend and comply with any training as required by the school associated with the safeguarding of pupils / students.

Inclusion in the workplace

All staff have a personal responsibility to promote equality and diversity in respect of their colleagues, trustees, LAB/RIB members, pupils, their parents/carers and the local community. The Trust recognises and expects every staff member to also recognise the value of diversity in the workplace. Everyone is to be treated fairly and with respect regardless of their:

- Age
- Disability
- Gender
- Race
- Religion/belief
- Sex
- Sexual orientation
- Marriage/civil partnership
- Pregnancy and maternity

Part 2: Safeguarding students

Guidance for safer working practice

Staff are required to read, understand, and comply with the *Guidance for Safer Working Practice for those working with Children and Young People in Education Settings*. This guidance can be accessed online via: Guidance for safer working practice for those working with children and young people in education settings October 2015 This document explains the school's specific expectations with regard to safeguarding students and contains practical guidance on behaviours which constitute safe working practice. Staff should seek immediate guidance from their Head Teacher or DSL if they are unclear about the conduct or actions expected of them.

Safeguarding

Staff have a duty to safeguard students from harm, and to report any concerns they have. This includes;

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Child exploitation
    - Sexual
    - Drug/county lines
    - Organised crime
- Honour based violence
- Child on child abuse
- Female genital mutilation

All staff must familiarise themselves with our child protection and safeguarding policy and procedures, and the Prevent initiative, and ensure they are aware of the processes to follow if they have concerns about a student.

Our child protection and safeguarding policy and procedures are available on our school website and on request from the school office. New staff will also be given copies on arrival.

All safeguarding concerns must be recorded on CPOMS.

Allegations that may meet the harm threshold

This section is based on '*Section 1: Allegations that may meet the harm threshold'* in part 4 of Keeping Children Safe in Education and our allegations management policy

This section applies to all cases in which it is alleged that anyone working in the school, including a supply teacher, volunteer or contractor, has:

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

We will deal with any such allegation quickly and in a fair and consistent way that provides effective child protection while also supporting the individual who is the subject of the allegation.

All allegations will be reported to the LADO team within 24 hours, this is in accordance with;

- Keeping Children Safe in Education
- Working Together to Safeguard Children - GOV.UK
- https://www.oscp.org.uk/practitioners/local-authority-designated-officer-lado/
- Guide to reporting concerns for professionals working with children

Our procedures for dealing with allegations will be applied with common sense and judgement.

See our Child protection policy and Allegations management policy for full details

Low-level concerns about members of staff

A low-level concern is a behaviour towards a child by a member of staff that does not meet the harm threshold, is inconsistent with the staff code of conduct, and may be as simple as causing a sense of unease or a 'nagging doubt'. For example, this may include:

- Being over-friendly with children
- Having favourites
- Taking photographs of children on a personal device
- Engaging in 1-to-1 activities where they can't easily be seen
- Humiliating pupils

Low-level concerns can include inappropriate conduct inside and outside of work.

All staff should share any low-level concerns they have using the reporting procedures set out in our child protection and safeguarding policy and low-level concerns policy. We also encourage staff to self-refer if they find themselves in a situation that could be misinterpreted. If staff are not sure whether behaviour would be deemed a low-level concern, we encourage staff to report it. All reports will be handled in a responsive, sensitive, and proportionate way.

Unprofessional behaviour will be addressed, and the staff member supported to correct it, at an early stage. This creates and embeds a culture of openness, trust and transparency in which our values and expected behaviour are constantly lived, monitored and reinforced by all staff, while minimising the risk of abuse.

Our procedures for dealing with low-level concerns will be applied with common sense and judgement.

See our child protection policy and low-level concerns policy for full details.

Confidential reporting (Whistleblowing)

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

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

Staff are encouraged to report suspected wrongdoing as soon as possible. Their concerns will be taken seriously and investigated, and their confidentiality will be respected.

Staff should consider the examples above when deciding whether their concern is of a whistle-blowing nature. Consider whether the incident(s) was illegal, breached statutory or school procedures, put people in danger or was an attempt to cover any such activity up.

Staff should report any such concerns to the Head Teacher.

The staff member should report their concern to Kay Willett MBE, Chief Executive Officer of The Gallery Trust if the concern is:

- about the Head Teacher
- that they don’t feel they can report to the Head Teacher
- that they don’t feel the Head Teacher has taken their whistleblowing concern seriously or
- it is believed they may be involved in the wrongdoing in some way

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

For our school’s detailed whistle-blowing process, please refer to our Confidential Reporting (Whistleblowing) policy.

Appropriate relationships with students

Employees must maintain appropriate professional boundaries with students. Employees are expected to act in an open and transparent way that would not lead any reasonable person to suspect their actions or intent. In order to protect both children and themselves, employees should also avoid behaviour that might be misinterpreted by others. Where concerns are raised appropriate fact finding will be undertaken before considering whether further formal action is warranted under the school’s disciplinary procedure and allegations management policy.

When staff members and students must spend time on a one-to-one basis, staff will ensure that:

- This takes place in an appropriate place that others can access
- They are visible to others who can see into the room
- A colleague or line manager knows this is taking place

Staff should avoid contact with pupils outside of school hours if possible. If staff have a personal relationship with a family who are part of the school community this must be shared with the DSL or Head Teacher. In these circumstances our staff must remember to always uphold confidentiality in relation to school, colleagues and students.

Personal contact details should not be exchanged between staff and students. This includes social media and gaming sites.

Social media

School staff's social media profiles should not be available to students. If they have a personal profile on social media sites, they should not use their full name, as pupils may be able to find them. Staff should consider using a first and middle name instead, or a nickname etc and set public profiles to private.

Staff should not attempt to contact students or their parents via social media, or any other means outside school, in order to develop any sort of relationship. They will not make any efforts to find students' or parents' social media profiles.

Staff will ensure that they do not post any images online that identify children who are pupils at the school without their consent.

All staff must:

- Ensure appropriate privacy settings are applied when using social media sites
- Refrain from:
    - sharing confidential / privileged information
    - discussing incidents, operational or employment matters
    - making critical / negative comments about the school/students/parents or colleagues on such forums
- Not browse, create, transmit, display, publish, comment on or forward any material / images which are illegal, could offend or harass or anything which could bring a staff member's professional role or the school/trust into disrepute. For example, expressing controversial views related to protected characteristics such, as race, sex, disability, age or gender reassignment would be unacceptable
- Never share / post images of students
- Not post images of work colleagues without permission
- Not access or update social media sites using school devices / during working time
- Not use any images or videos on social media platforms which include any members of the school community without written permission.
- Ensure that their use of technology and the internet does not undermine their professional role.

Gifts

While we are aware many students and their parents may wish to give gifts to staff, for example, at the end of the school year, gifts from staff to individual students are not acceptable, unless this is an agreed reward that has been sanctioned by the Head Teacher or DSL.

The following are examples of offers of gifts/hospitality which should be refused by staff:

- Gifts of money (not including donations to the school)
- Free membership or subscriptions (e.g. sports clubs)
- Foreign travel unless as a specific element of a business, academic or research activity approved in advance by the School
- Free goods, services or equipment which are normally provided by a supplier to the School at a charge
- Any offers of gifts and hospitality falling into any of the above categories should be reported immediately to the Head Teacher.

If a staff member is concerned at any point that an interaction between themselves and a student may be misinterpreted, or if a staff member is concerned at any point about a fellow staff member and a student, this should be reported in line with the procedures set out in our child protection and safeguarding policy.

Staff will ensure that they do not take any images of our students on personal devices and must never post any images of students on personal social media sites.

Staff should be aware of the school's online safety policy.

Part 3: Professional conduct

Staff are expected to demonstrate consistently high standards of personal and professional conduct.

Staff are required to work in a diligent and conscientious manner.

Staff are expected to work to the requirements of their job and are required to respect managerial authority and follow reasonable instructions.

Staff must conduct themselves in a manner which reflects the ethos and values of the school and the trust and must adhere to school and trust policies and procedures at all times.

Personal relationships at work

Staff must not allow a personal relationship with a colleague, parent, trustee or member of the wider school community to influence their conduct at work or have a detrimental impact on the operation of the school.

Staff who are in a personal relationship should behave in an appropriate and professional manner during working time. Preferential treatment or advantage of any kind must not be given. A personal relationship may be defined as:

- A family relationship
- A romantic / sexual relationship
- A close personal friendship outside of work
- A business, commercial or financial relationship

Staff are expected to disclose to the Head Teacher where a personal relationship exists or develops with a parent of a student or where there is a pre-existing family connection or friendship with a student and / or their family. There will be no requirement to give a detailed account of the involvement.

Where an individual is employed in a school in which their child/family member is a pupil, they should ensure that appropriate professional boundaries are maintained.

Staff must disclose to the Head Teacher any close personal relationship with a colleague / trustee / member. There will not be a requirement to give a detailed account of the involvement.

Where a personal relationship exists or develops between members of staff where one party is in a supervisory relationship they must not be involved in the πecruitment, appraisal, promotion, pay determination or any other management decision involving the other party. In the case of the Head Teacher any disclosures should be made to the Chief Executive Officer.

Acceptable use of technology

Staff will not use technology in school or belonging to the school to view material that is illegal, inappropriate, or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails, gambling, and viewing pornography or other inappropriate content.

Staff will not use personal mobile phones and laptops, or school equipment for personal use, in school hours or in front of pupils. They will also not use personal mobile phones or cameras to take pictures of pupils.

We have the right to monitor emails and internet use on the school IT system.

Mobile phones and handheld devices

Under normal circumstances and wherever possible, school IT equipment phones and radios should be used in the school for communication. This protects everyone's security and personal information.

Personal mobile phones:

Staff are not permitted to make or receive personal calls / texts, send or receive emails, or access the internet and social media during work time where students are present, unless in exceptional circumstances where this has been approved by the Head Teacher.

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Staff should ensure that mobile devices are kept on 'silent' at all times, and that they are locked away whilst in the classroom or where children are present. Mobile devices should not be left on display. Employees should not use their personal equipment (mobile phones, cameras or tablets) to take photos or make recordings of students.

Personal mobile telephones and handheld devices must not normally be used:

- In lessons when teaching is taking place;
- When directly supervising students inside or outside the school and responsible for their health and safety
- In front of students for personal use

Employees must not:

- use their personal mobile phone or devices to contact pupils or their parent/carers;
- use their personal mobile phone or devices to take photographs of students or retain personal information regarding the students in our school;
- give out their personal phone numbers or contact details, including personal email addresses to students or their parent/carers;
- keep inappropriate or illegal content on the device.

Where there is a need to deviate from any of the above (e.g. in an emergency situation), employees must inform the Head Teacher immediately or as soon as practically possible.

The above points aim not only to protect pupils but also to protect employees from allegations of misconduct or inappropriate behaviour.

Employees bringing a personal mobile phone or handheld device into school do so at their own risk. The school and trust will not be held responsible or accept any liability for personal equipment that is lost or is stolen.

See Mobile phone policy, Online policy and Whats app policy for full details.

Monitoring of usage

Emails, documents or browsing history on school systems should not be considered to be private and may be monitored and recorded to ensure the safety of students and ensure compliance with this policy. This monitoring will be proportionate and will take place in accordance with data protection / privacy legislation. The school may address concerns regarding unauthorised, unacceptable or inappropriate use of ICT systems/devices or social media as a disciplinary matter.

Confidentiality

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

This information should never be:

- Disclosed to anyone unless required by law or with consent from the relevant party or parties
- Disclosed to any person who is not entitled to have access to this or legitimately needs it for work purposes
- Used to humiliate, embarrass or blackmail others
- Used for a purpose other than what it was collected and intended for.

This does not overrule staff's duty to report child protection concerns to the appropriate channel where staff believe a child has been harmed or is at risk of harm, as detailed further in our child protection and safeguarding policy. In these circumstances safeguarding will always override data protection. Staff can seek advice from their Head Teacher, DSL team or the trust DSM.

All employees must:

- Work in accordance with the requirements of the GDPR (2018) and associated legislation The Data Protection Act - GOV.UK
- Not use or share confidential information inappropriately or for personal gain
- Not speak inappropriately about the school community, students, parents, staff, trustees or members including discussing incidents, operational or employment matters with parents / members of the public. Any requests to speak to members of the press should be referred to a member of the Central team.
- Ensure all confidential data is kept secure and password protected
- Adhere to the all requirements relating to confidentiality as laid out in relevant policies and their contract of employment/ Trust Confidentiality Agreement (Appendix 3)

Anyone else engaged with, working on behalf of, volunteering with or acting on behalf of the Trust and with access to any personal, commercially sensitive and/or other confidential information is expected to adhere to all requirements of the GDPR (2018) and associated legislation, and in line with relevant policies and responsibilities outlined to them.

The OSCP has clear guidance on information sharing Seven Golden Rules for Information Sharing

Honesty and integrity

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

Staff should not behave in a manner which would lead a reasonable person to call into question their motivation or intentions.

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

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

Where there is any change to the personal information previously given to the school, the member of staff will advise of this as soon as reasonably practicable. Consideration will be given to the nature and circumstances of the matter and whether this may have an impact on the member of staff's employment.

During their work staff must ensure they do not:

- Wilfully provide false / misleading information
- Destroy or alter information / records without proper authorisation
- Wilfully withhold information or conceal matters which they could reasonably be expected to have disclosed
- Misrepresent the school or their position
- Accept or offer any form of bribe / inducement or engage in any other corrupt working practice

Should an employee become aware of any conduct on the part of a colleague which raises concerns regarding health and safety, safeguarding or criminal activity – they have a duty to disclose this.

Allegations concerning fraudulent, dishonest or corrupt practices or the falsification or withholding of information will be investigated under the school's Disciplinary Policy and formal disciplinary action may be taken.

Setting an example

Staff are role models and must strive to adhere to behaviour that is appropriate and sets a good example to all the students within the school. This includes:

- Refraining from abusive or potentially offensive / discriminatory language or actions. (The use of profanity, vulgar expressions, personal insults, violence, harassment for example, will be considered unacceptable)
- Positively contributing to the creation of a fair and inclusive work environment where everyone can thrive and do their best work.
- Demonstrating tolerance and respects towards others by being mindful and sensitive to the customs, practices, culture, and personal belief of others
- Observing boundaries appropriate to their role
- Ensuring any topics of conversation with students are suitable to the school setting and curriculum
- Not undermining fundamental British values

- Ensuring personal / political opinions or beliefs do not impact on the discharge of duties and/or are not expressed in a way which exploits students' vulnerability or seeks to unduly influence.
- Maintaining high standards of personal presentation, attendance, and punctuality

Should staff be in doubt about the appropriateness of their behaviour they should seek guidance from the Head Teacher.

Breaches of expected behaviour may be considered under the disciplinary procedure, which may result in formal disciplinary action including dismissal.

Dress code

Staff should dress professionally appropriately to their role so that they are seen to be acting as role models and can inspire confidence in students and staff.

Clothes will not display any offensive or political slogans.

Staff will:

- ensure that clothing and/or personal appearance is appropriate and will not cause embarrassment or offence to others.
- ensure that clothing is not overly revealing and does not overexpose parts of the body (e.g., stomach or chest) or is transparent.
- be aware of Health and Safety with regard to their own choice of footwear, clothing and jewellery.
- Wear any required Health & Safety related items as required by their role and work environment
- clothing is required to be smart casual in presentation
- no open toe-ed shoes

The dress code may be altered for individual staff based on individual, objective requirements (for example, medical or religious grounds), or by agreement with their Head Teacher for a particular role or duty.

Photographs and recording

Staff must only take photographs or videos of students and/or their colleagues for school purposes. Staff must ensure that school have permission from parents or carers before taking photographs or videos of students.

Photographs taken for official school use may be covered by:

- GDPR
- KCSIE
- School safeguarding and child protection policy

Staff and students should be advised of the reasons why any photographs or videos are being taken.

Where images of students or staff are used for publicity purposes, consent will be gained from the staff member, and is gained annually for students from parents/carers. Images must not be displayed on websites, in publications or in a public place without explicit consent, and before any image or recording is posted online, we must ensure that we have written consent and that the

student is not a “protected student”. (A protected student is for example a child who is adopted or a child subject to care proceedings.)

Staff taking photos for school purposes must only do so using school devices and equipment, but where that is not available then personal devices may be used if approved by the Head Teacher. In using a personal device, staff must ensure that photos or videos are;

- not uploaded to a personal cloud based storage
- at the earliest opportunities uploaded to the school’s media drive, or other secure school network drive
- deleted from personal devices
- not to be forwarded to unsecure email addresses

Staff who are not clear on the use, collection, or handling of data, including photography or recordings, must seek advice either from the Head Teacher. Ignorance regarding Data Protection regulations cannot be used as an excuse for failing to comply with the requirements and will be treated as a serious issue, which could result in disciplinary or other action being taken.

Secondary employment

Staff may take up additional employment, paid or unpaid, providing it does not create a conflict of interest, cause the school reputational harm, or adversely affect a staff member's ability to carry out their duties and responsibilities for the school effectively and efficiently. Permission must be sought from the Head Teacher or relevant senior manager for those in Central Trust roles.

Paid or unpaid employment includes, but is not limited to:

- Taking up employment with any employer on any type of contractual arrangement
- Running your own business
- Private tutoring
- Holding directorships or trusteeships
- Participating or having any other interest in organisations that may be a competitor or supplier to the school
- Private/respite care of children (this may include students from our schools)

Staff members are requested to inform the head teacher or head of school if they currently, or plan to, provide private or respite care to a student from the school. This is to ensure guidance can be provided to the staff member, and parents and carers with the aim to ensure the arrangement is as successful as possible and does not affect the professional boundaries and other elements detailed in this Code of Conduct.

Carrying out public duties (e.g. jury service) does not count as additional employment.

Staff must not use any school or trust property or facilities to support additional employment without prior permission from the Head Teacher. Any such lettings should be communicated to the Central Estates team to ensure insurances and other facilities related matters are managed accordingly. Any recipient of private care must be informed that the nature of the work is not connected with the school or trust.

Smoking

Smoking or vaping is not permitted anywhere on school or trust sites or in the immediate vicinity, including the carpark or any outside spaces on the site. Any smoking or vaping must be well away from the school premises and completely out of sight of students and parents. Appropriate signing out must take place when any employee leaves the premises.

Alcohol and substance misuse

Employees must:

- Never be under the influence of alcohol or any substance which affects their ability to perform their duties effectively
- Never possess alcohol or illegal drugs or substances at work. Non-prescription drugs, such as ibuprofen or paracetamol and prescription drugs must be kept in an appropriate secure location away from pupils
- Ensure alcohol given as a gift must not be placed in an area where it could be accessed by students
- Advise their manager if they are prescribed any medication which may affect their performance or ability to carry out their duties
- Members of staff who suspect, or know, that they have an alcohol and/or substance misuse problem are encouraged to seek help and treatment voluntarily. The Trust will provide support appropriate to the circumstances, such as access to Occupational Health and time off work for help and treatment will ordinarily be managed in line with the relevant absence policy
- Report to the Head Teacher or member of the SLT when they suspect that someone is under the influence of or abusing alcohol or substances.

Driving

Staff must follow all relevant driving and vehicle related policies when using school cars or transporting students in their own cars.

Staff must abide by the law and observe the highway code at all times.

Staff may only use mobile phones when driving if they have a handsfree kit and it is for work purposes. If you do not have a handsfree kit and need to make a call, (if transporting students for example), then you must find a suitable and safe place to pull over. Before making the call, you must ensure that the handbrake is engaged and that the engine is switched off. Keys must be removed from the ignition or ignition turned off in keyless vehicles. See both the Drivers Policy and Mobile Phone Policy for additional details.

Conduct outside of work

Staff will not act in a way that would bring the school or Trust, or the teaching profession, into disrepute. This covers conduct including but not limited to relevant criminal offences, such as violence sexual misconduct or harassment of any nature, as well as negative comments about the school and/or Trust on social media.

All staff working in our school community must be mindful that they have a responsibility to maintain public confidence in their own and the school and Trust's ability to safeguard the welfare and best interests of children and young people. It is therefore expected that they will adopt high

standards of personal conduct to maintain the confidence and respect of the public in general and all those with whom they work.

In this regard staff must not engage in conduct outside of work which has the potential to:

- Affect or is likely to affect the suitability of the staff member to undertake their job role or work with children/young people or in a school setting
- Impact on the operation or reputation or standing of the school or Trust
- Impact on the operation or reputation of the school or Trust's relationship with its staff, parents, students, or other stakeholders
- Seriously undermine the trust and confidence that the school and Trust has in the staff member to undertake their job role. In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable
- Concerns related to a staff member's actions or inactions outside of work will be reasonably considered in light of the staff member's job role, and the potential impact of the staff members suitability to do their job within the context of the school and Trust community
- If relevant, formal action may be considered under the disciplinary procedure, which could lead to dismissal may be a potential outcome.

Duty to disclose

Prior to the start of their employment, at the start of their employment or during the course of their employment, all staff members have a duty to immediately disclose to the Head Teacher (or to the DSM for Head Teachers) any change in their circumstances or any information which may affect or is likely to affect the suitability of the staff member to undertake their job role or work with children/ young people or in a school setting. This includes, but is not restricted to the staff member:

- being subject to any police;
    - investigation
    - enquiry
    - arrest
    - ban
    - charge
    - caution
    - reprimand
    - warning
    - fine or
    - pending prosecution or criminal conviction.

This includes any actions committed overseas which would be subject to a police investigation or formal action if such actions had been committed in any part of the United Kingdom.

- being subject to any referral, made to, or any investigation, proceedings, or prohibition order being undertaken by the Teaching Regulation Agency, General Teaching Council for Scotland, or the Education Workforce Council in Wales
- being subject to the inclusion on the DBS Children's Barred List
    - Any change in DBS status during their employment
    - Any referral, made to, or any, investigation or proceedings being undertaken by the DBS
- being subject to any referral, investigation, proceeding or
    -

prohibition order being undertaken by any other regulatory or professional authorities or actions of other agencies relating to child protection and/or safeguarding concerns.

- being subject to any social care involvement including but not restricted to;
    - any orders made in relation to the care of children
    - the refusal or cancellation of registration relating to childcare, or children's homes, or being prohibited from private fostering
    - Assessments by social care
    - Their own children being subject to a CIN plan
    - Their own children being subject to a CP plan
- being subject to any 'live' disciplinary process, formal sanction or any other relevant information arising from a previous or current secondary employment/voluntary work which may impact on the employee's suitability to undertake their role or work with children/young people or in a school setting. This includes substantiated safeguarding allegations.
- having close personal relationships outside of the workplace presenting a 'risk by association' to the safeguarding of children/young people

This list is not exhaustive.

Should an employee be unclear about whether it is appropriate to disclose a matter they need to seek guidance from the Head Teacher (or DSM in the case of a Head Teacher) at the earliest opportunity.

We acknowledge the obligation to disclose protected convictions and cautions is governed by the requirements of the Rehabilitation of Offences Act 1974 (Exceptions) Order 1975 (as amended in 2013).

Our Staff Suitability Form and Staff Self-Declaration Form ensures that prospective employees are made aware that when applying for particular jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Staff members are advised that Guidance about whether a conviction or caution should be disclosed can be found here: Check if you need to tell someone about your criminal record: What information you need to give - GOV.UK

Staff members must also report any current or historical information in the public domain or which is likely to come into the public domain which may be of relevance to their job role or their suitability to work with children/young people or in a school setting or matters which may be subject to adverse media attention or have a detrimental impact on the reputation of the school or trust. Online checks are carried out on staff as part of our recruitment processes.

Disciplinary matters

All staff must complete Appendix 1 to confirm they have read and understood this Code of Conduct**.** Failure to adhere to any of the principles of this Code of Conduct may constitute grounds for disciplinary action and could result in dismissal. Failure includes:

- A personal breach of the Code;
- Failing to promptly report a suspected breach of the Code;
- Encouraging others to breach any part of the Code.

Employees who do not understand any of the principles contained within this Code of Conduct must seek advice and clarification from their Head Teacher or line manager.

The lists in this Code of Conduct are not exhaustive. Staff are reminded that any action or behaviours bring their suitability and professionalism into question may lead to an investigation and potentially disciplinary proceedings.

Appendix 1 Confirmation Statement - Code of Conduct

The GALLERY TRUST A community of special schools **Agreement that staff have read and fully understood the Code of Conduct**	
School name	
Name of staff member	
Signature of staff member	
Date	
DSL or Head Teacher to record any conversations that were had and advice/clarity that was provided.	
By signing the below I confirm that I have read and understood the code of conduct. I have raised any concerns I have and requested further clarity if needed.	
Area	**Signed (staff member)**
I understand:	
This Code of Conduct should be read and followed in conjunction with the other policies listed on Links with other policies	
My General obligations in relation to this code of conduct	
My responsibility to uphold Equality & diversity in the workplace	
My statutory responsibility to safeguard the students in our school as covered by the following Trust policies: ● Allegations Against Staff (including low-level concerns) Policy ● Anti-bullying, Harassment and Discrimination Policy ● Confidential reporting (Whistleblowing) policy ● Disciplinary policy ● Online policy ● Safeguarding and child protection policy ● Sexual Harassment Policy ● Social Media Policy ● Sexual Harassment Policy	
The guidance on Gifts	

That I must behave professionally at all times in line with Part 3: Professional conduct of this guidance: • Personal Relationships at Work • Acceptable use of technology • Mobile phones and handheld devices • Monitoring of Usage • Confidentiality • Honesty and integrity • Setting an Example • Dress code • Photographs and recording • Secondary employment • Smoking • Alcohol and substance misuse • Conduct outside of work • Duty to Disclose	
I must inform my Head Teacher of any changes in personal circumstances that could affect my suitability to work with young people in a school	
Failure to disclose changes in my circumstances that could affect my suitability could lead to disciplinary proceedings.	
Breaching this Code of Conduct could lead to an investigation and potentially disciplinary proceedings	

Appendix 2: Acceptable Use Agreement

The GALLERY TRUST
A community of special schools

Acceptable use of the school's ICT facilities and the internet: agreement for staff, volunteers and visitors

School name	
Name of staff member//volunteer/visitor:	

When using the school's ICT facilities and accessing the internet in school, or outside school on a work device, I will not:

- Access, or attempt to access inappropriate material, including but not limited to material of a violent, criminal or pornographic nature
- Create, share, link to or send such illegal or inappropriate material
- Use any school devices or inappropriate sites such as gambling sites
- Use them in any way which could harm the school's reputation
- Access social networking sites or chat rooms
- Use any improper language when communicating online, including in emails or other messaging services.
- Install any unauthorised software, or connect unauthorised hardware or devices to the school's network
- Share my password with others or log in to the school's network using someone else's details
- Share confidential information about the school, its pupils or staff, or other members of the community
- Access, modify or share data I'm not authorised to access, modify or share
- Promote any private business, unless that business is directly related to the school

I understand that the school will monitor the websites I visit and my use of the school's ICT facilities and systems.

I will take all reasonable steps to ensure that work devices are secure and password-protected when using them outside school, and keep all data securely stored in accordance with this policy and the school's data protection policy.

I will let the designated safeguarding lead (DSL) and ICT manager know if a pupil informs me they have found any material which might upset, distress or harm them or others, and will also do so if I encounter any such material.

I will always use the school's ICT systems and internet responsibly, and ensure that pupils in my care do so too.

Signed (staff member/volunteer/visitor):	**Date:**