

Version	Date	Updated by
1.0	Aug 2020	Cate Tumman
2.0	July 2021	Leo Guy
3.0	July 2022	Cate Tumman

1.0 INTRODUCTION

1.1 The Place Independent School aims to increase the likelihood of positive outcomes by creating an environment for each individual we support to develop both personally and academically, preparing them for their transition to adulthood.

1.2 This policy and procedure recognises that the welfare of the child, young person or adult is paramount and all those working with them must set an appropriate good example.

1.3 This document sets out a Code of Conduct and Ethics for all School employees. It is applicable to all employees as well as all agency staff, contractors or self-employed individuals engaged in a similar capacity as School employees.

Implementation: It is the responsibility of line managers to ensure that staff members are aware of and understand this policy and any subsequent revisions.

2.0 DEFINITIONS

Word / Term	Descriptor
‘Welfare’	The welfare of the child, young person or adult is paramount and all those working with them must set an appropriate good example.
‘Ethical Principles’	Individuals must always treat children, young people and adults in our care, fairly and with respect. Language used by individuals should always be appropriate and stated in such a way that the children, young people and adults in our care understand what is being said to them are saying. Individuals must never swear or shout at those we are supporting. Where appropriate individuals should use other forms of communication such as Picture Exchange Communication as set out in individual plans.

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Safeguarding Children, Young people and Vulnerable Adults	All staff members contracted by the school, working with children, young people and their families, or vulnerable adults must take all reasonable measures to ensure that the risks of harm to their welfare is minimised. Additionally, where there are concerns about children or vulnerable adults' welfare, all those representing the School must take appropriate actions to address those concerns.
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3.0 PURPOSE

3.1 The policy, procedures and processes identified within this document are applied to all staff irrespective of age, ethnicity, gender, marital or civil partnership status, nationality, offending history, race, disability, religion or belief, sexual orientation, social status, trade union membership or working patterns.

3.2 This policy cannot provide a complete checklist of what is, or is not, appropriate behaviour. It does highlight however, behaviour which is illegal, inappropriate or inadvisable. There will be rare occasions and circumstances in which staff have to make decisions or take action in the best interest of a child, young person or vulnerable adult which could contravene this guidance or where no guidance exists. Individuals are expected to make judgements about their behaviour in order to secure the best interests and welfare of the pupils in their charge and, in so doing, will be seen to be acting reasonably. These judgements should always be recorded and shared with a manager.

4.0 RESPONSIBILITIES

4.1 Individuals Must:

4.1.1 Be familiar with the Group Safeguarding policies.

4.1.2 Care well for and safeguard children, young people and vulnerable adults from neglect, physical, sexual and emotional abuse.

4.1.3 Promote the welfare of children, young people and vulnerable adults and provide a safe environment for them to learn.

4.1.4 Identify children who may be in need of extra help or who are suffering, or are likely to suffer, significant harm.

4.1.5 Report as soon as possible, and without delay, any concerns regarding child protection to the Designated Safeguarding Lead (DSL) or equivalent.

4.1.7 As a minimum all employees must ensure they have read, understood and comply with: The School's Safeguarding Policy and local procedures and Keeping Children Safe in Education, 2020.

4.1.8 All employees must attend, and comply with, any training as required by the school.

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4.2 Line Managers must:

4.2.1 Ensure that employees undertake all statutory training and receive a thorough induction.

5.0 STANDARD OF PRACTICE AND ACCOUNTABILITY

5.1 This code of conduct applies to all those working within our services, regardless of status and role.

5.2 This document should be read in conjunction with: 'Guidance for safer working practice for those working with children and young people in education settings, 2019', 'Keeping Children Safe in Education (2020)' and any other relevant guidance as instructed.

5.3 The welfare of the child, young person or adult is paramount and all those working with them must set an appropriate good example. You should always ask yourself: 'am I being a good role model' and act accordingly.

5.4 You must always treat pupils fairly and with respect. The language you use should always be appropriate and stated in such a way that pupils understand what you are saying. (You must never swear at children for example). When it's appropriate you should use other forms of communication such as Picture Exchange Communication as set out in individual plans.

5.5 You must comply with all school policies and procedures and those of local safeguarding partnership arrangements as required.

5.6 Actions in off duty hours must not compromise the values, principles and standards of your work with the school.

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

5.8 All employees governed by a professional body must adhere to the relevant standards. Individuals have a duty to recognise and abide by the ethical standards governing particular professions (for example, Teachers' Standards).

5.9 Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.

5.10 Staff should work, and be seen to work, in an open and transparent way.

5.11 Staff should discuss and/or take advice promptly from their line manager or another senior member of staff over any incident which may give rise to concern.

5.12 The school is committed to operating all aspects of its business in accordance with uncompromising ethical standards.

5.13 Individuals should always consider whether their actions are warranted, proportionate, safe and applied equitably.

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6.0 SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

6.1.1 The Director of Education is responsible overall for propriety including conduct and discipline.

6.1.2 Failure to follow the Code of Conduct may result in disciplinary action including dismissal.

6.1.3 Employees should ensure they are familiar with the type of conduct which may be regarded as a breach of this policy, the wider organisation, and other relevant bodies.

6.2 Allegations and or investigations in relation to people with whom you hold a personal relationship

6.2.1 The school is not bound by legislation in relation to disqualification by association. However, the school takes its responsibility to safeguard children and young people seriously and expects employees to notify their line manager if somebody with whom they hold a personal relationship (including online, or living with) is under investigation by a statutory agency or is cautioned or convicted of an offence against a child, young person or vulnerable adult. This should also include domestic violence when a child or young person may have been affected or at risk.

6.2.2 The school will risk assess the information provided to protect employees, children, young people and vulnerable adults.

6.3 Power and positions of trust and authority

6.3.1 As a result of their knowledge, position and/or the authority invested in their role, all those working with children, young people or adults are in a position of trust.

6.3.2 The relationship between a person working with children, young people and vulnerable adults is one in which the adult has a position of power or influence. It is vital for adults to understand this power; that the relationship cannot be one between equals and the responsibility they must exercise as a consequence.

6.3.3 The potential for exploitation and harm of vulnerable people means that adults have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.

6.4 Appropriate relationships with children, young people and vulnerable adults (and colleagues)

6.4.1 Employees must maintain appropriate professional boundaries at all times.

6.4.2 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 services users and themselves, employees should also avoid behaviour that might be misinterpreted by others.

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6.4.3 Employees must notify their line manager of relationships with each other or individuals connected with children, young people or adults so that a formal assessment of risk can be completed and maintained.

6.5 Allegations Against Members of Staff and Volunteers

6.5.1 All employees have a duty to report to the Headteacher, at the earliest opportunity the conduct of a colleague which may place a child at risk. Where the concerns relate to the Headteacher, these should be reported to the Proprietor.

6.5.2 Any failure to report such concerns in a timely manner may be regarded as a disciplinary matter. Any allegations must be dealt with in line with the school's managing allegations procedure.

6.6 Infatuations or Crushes

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

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

6.6.3 The senior manager should give careful thought to those circumstances where the staff member, young person, their parents/carers should be spoken to and should ensure a plan to manage the situation is put in place. This plan should respond sensitively to the child and staff member and maintain the dignity of all. This plan should involve all parties, be robust and regularly monitored and reviewed. The plan should be held on the child, young person or vulnerable adults' file and a copy stored on the staff members HR file to protect all those concerned.

6.7 Physical Contact with Pupils

6.7.1 Employees should be aware that even well-intentioned physical contact may be misconstrued by the pupil, an observer or any person to whom this action is described.

Staff should:

- i. Never touch a pupil service user in a way which may be considered inappropriate; ii. Always be prepared to explain actions and accept that all physical contact be open to scrutiny;
- iii. Always allow/encourage pupils, where able, to undertake self-care tasks independently;
- iv. Ensure the way they offer comfort to a distressed pupil is age or developmental stage appropriate;
- v. Always tell a colleague when and how they offered comfort to a distressed pupil;
- vi. Be aware of children's individual care plans and respond accordingly; vii.

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Consider alternatives, where it is anticipated that a pupil might misinterpret or be uncomfortable with physical contact;

- viii. Always explain to the pupil the reason why contact is necessary and what form that contact will take;
- ix. Report and record situations which may give rise to concern;
- x. Be aware of cultural or religious views about touching and be sensitive to issues of gender;

6.8 Behaviour Management –

Staff should:

- i. Follow the establishment's behaviour management policy;
- ii. Not use force as a form of punishment;
- iii. Always try to defuse situations before they escalate e.g. by distraction;
- iv. Always show empathy towards pupils particularly following a physical intervention when they may be upset or hurt;
- v. Keep parents or carers informed of any sanctions or behaviour management techniques used;
- vi. Be mindful of and sensitive to factors both inside and outside of the setting which may impact on a pupil's behaviour;
- vii. Behave as a role model;
- viii. Avoid shouting at children other than as a warning in an emergency/safety situation;
- ix. Refer to national and local policy and guidance regarding Restrictive Physical Intervention (RPI);
- x. Comply with legislation and guidance in relation to human rights and restriction of liberty;

6.9 The use of physical intervention –

Staff should:

- i. Adhere to the school's Physical Intervention Policy, found within the school's Behaviour Policy;
- ii. Always seek to defuse situations and avoid the use of physical intervention wherever possible;
- iii. Where physical intervention is necessary, only use minimum force and for the shortest time needed;

6.10 Sexual Conduct -

Staff should:

- i. Not have any form of sexual contact with a child, young person or adult from the service;
- ii. Avoid any form of touch or comment which is, or may be considered to be, inappropriate;
- iii. Avoid any form of communication with a pupil which could be interpreted as sexually suggestive, provocative or give rise to speculation e.g. verbal comments, letters, notes, by email or on social media, phone calls, texts, physical contact;
- iv. Not make sexual remarks to or about a pupil;
- v. Not discuss sexual matters with or in the presence of children or young people other than within agreed curriculum content or as part of their recognised job role;
- vi. Not engage in any sexual contact (or any other behaviour which may be open to misinterpretation) with other employees whilst at work;

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6.11 One to One Situations –

Staff should:

- i. Ensure that wherever possible there is visual access and/or an open door in one-to-one situations;
- ii. Avoid use of 'engaged' or equivalent signs wherever possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy;
- iii. Always report any situation where a child, young person or adult becomes distressed or angry;
- iv. Consider the needs and circumstances of the pupils and staff involved;

6.12 Home Visits –

Staff should:

- i. Agree the purpose for any home visit with their manager;
- ii. Adhere to agreed risk management strategies;
- iii. Avoid unannounced visits wherever possible;
- iv. Always make detailed records including times of arrival and departure;
- v. Never leave a person in your care alone;

6.13 Transporting Pupils –

Staff should:

- i. Ensure that the service Transport & Vehicle policy is followed;
- ii. Plan and agree arrangements with all parties in advance;
- iii. Respond sensitively and flexibly where any concerns arise;
- iv. Take into account any specific or additional needs of the child or young person;
- v. Have an appropriate licence/permit for the vehicle;
- vi. Ensure they are fit to drive and free from any drugs, alcohol or medicine which is likely to impair judgement and/ or ability to drive;
- vii. Ensure that if they need to be alone with a child or young person this is for the minimum time and always in line with any local policy and /or individual child or young person's plan;
- viii. Be aware that the safety and welfare of the child or young person is their responsibility until this is safely passed over to a parent/carer;
- ix. Report the nature of the journey, the route and expected time of arrival in accordance with agreed procedures;
- x. Ensure that their behaviour and all arrangements ensure vehicle, passenger and driver safety. This includes having proper and appropriate insurance for the type of vehicle being driven;
- xi. Ensure that any impromptu or emergency arrangements of lifts are recorded and can be justified;

6.15 Whistleblowing -

Staff must:

- i. Follow the school Whistleblowing Policy.

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6.16 Duty to Disclose

6.16.1 Employees have a duty to immediately disclose to their line manager and HR prior to the start of their employment, at the start of their employment, or during the course of their employment, any change in their circumstances or any information which may affect or is likely to affect the suitability of the employee to undertake their job role or work with children and young people. This includes:

- i. The employee being subject to any police investigation / enquiry, arrest, ban, change, 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.
- ii. The employee being subject to any referral, made to, or any investigation, proceedings, or prohibition order being undertaken by the Health Care Professionals Council, Social Work England, Teacher Regulation Authority, General Teaching Council for Scotland, or the Education Workforce Council in Wales (or any equivalent devolved body in the UK).
- iii. The employee being subject to the inclusion on the DBS Children's Barred List and any change in DBS status during employment, or any referral, made to, or any investigation or proceedings being undertaken by the DBS.
- iv. The employee being subject to any referral, made to, or any investigation, proceedings, 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.
- v. The employee being subject 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.
- vi. The employee being subject to any 'live' disciplinary process, formal sanction or any other relevant information rising 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 or young people or in a children's services setting. This includes substantiated safeguarding allegations.

6.16.2 Each case will be considered individually, and a risk assessment undertaken. Each case will be referenced to the circumstances and the nature of the offences and how these relate to the nature of their position.

6.17 Use of Social Media –

In conjunction with the Social Media Policy, Staff Must:

- i. Ensure that their online presence / profile is compatible with their professional role; ii. Ensure appropriate privacy settings are applied when using social media sites; iii. Refrain from sharing confidential / privileged information, discussing incidents, operational or employment matters or making critical / negative comments about your school, children, young people, parents, carers, the wider organisation or other professionals; iv. Do not browse, create, transmit, display, publish or forward any material / images which are illegal,

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could offend or harass or anything which could bring an employee's professional role into disrepute, including public images of drinking, smoking or antisocial behaviour;

v. Do not share / post images of pupils; vi. Do not post images of work colleagues without permission; vii. Do not access or update social media sites during working time;

viii. Employees should not make contact with children, young people, adults, parents or carers via social media accounts or have these individuals as social media 'friends'/'contacts';

ix. Employees must not have ex- pupils or their families as social media 'friends';

x. Employees should seek guidance from their Manager if they are unclear about the conduct or actions expected of them;

6.18 Health and Safety at Work –

In conjunction with the Health and Safety policy, Staff must:

i. Comply with the Group's Health and Safety Policy and agreed procedures. ii. All employees must, by law, take reasonable care for their own health and safety and that of others in the workplace. This includes:

- Avoiding risk or injury or danger to yourself or others
- Using any protective clothing and equipment supplied
- Complying with hygiene requirements

- Report, at the earliest opportunity, any hazards, defects, accidents or incidents to their Line Manager, or other designated person
- Not interfering with, or misusing, anything provided for health, safety or welfare informing the school of any medical condition or medication which has been prescribed which may have an impact on health and safety in the workplace

6.18.1 Managers should also be aware of, and comply with, any additional health and safety obligations associated with their role. Please refer to the Group Health & Safety Policy.

6.19 Smoking/ Vaping / Drugs / Alcohol

6.19.1 Smoking is not allowed on any of the school property. It is a disciplinary offence to smoke outside designated smoking areas in offices and anywhere on school premises. Please refer to our drug and misuse of substance policy.

6.19.2 Drugs / alcohol must not be brought onto any school premises.

6.19.3 Employees must not attend work under the influence of drugs or alcohol under any circumstances.

6.20 Use of personal mobile phones / devices

6.20.1 Employees are not permitted to make/receive personal calls/texts, send/receive personal e-mails or access internet for personal use.

6.20.2 Employees should ensure that mobile devices are silent at all-times whilst working with children, young people or adults.

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6.20.3 Employees must strictly adhere to the school's phone and bring your own device policy.

6.20.4 Employees must only use personal devices in line with the acceptable usage policy which must be read, understood and signed by all employees.

6.21 Monitoring of usage of email

6.21.1 Emails, documents or browsing history on company systems should not be considered to be private and may be monitored and recorded to ensure the safety of pupils and ensure compliance with school policies.

6.21.2 Any monitoring will be proportionate and will take place in accordance with data protection and privacy legislation.

6.21.3 The school may address concerns regarding unauthorised, unacceptable or inappropriate use of ICT systems / devices or social media as a disciplinary matter.

6.22 Dress code

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

6.22.2 We believe that children, young people and adults are influenced by role models around them. All employees form an important part of that modelling process and as professionals it is important that we provide the best example of appropriate clothing for the task in hand.

6.23 Punctuality & Sickness Reporting

6.23.1 You are required to be punctual in observing times of work.

6.23.2 You are required to attend work in accordance with your contract and in line with sickness and absence reporting policy and procedure.

6.23.3 You must not be absent from work without authorisation.

6.23.4 You must follow the Sickness Absence Reporting Procedure when absent from work due to ill health.

6.24 Appointments

6.24.1 An employee must never be involved in a recruitment process or promotion decision where one of the applicants is a relative, partner or close friend.

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6.25 Be accountable

6.25.1 Employees should be aware of their accountability to the senior leadership team and Director of Education and Group Directors. The Group Directors have responsibilities as an employer.

6.25.2 Employees should conduct themselves with integrity, impartiality and honesty. They should not deceive or knowingly mislead directors, colleagues, clients, purchasers, customers or the public.

6.25.3 Employees should never compromise adherence to such standards in favour of financial or other business objectives.

6.25.4 The school requires all their employees to observe the highest standards of integrity and honesty and act with due skill, care, diligence and fairness in the conduct of business. This Code is intended to promote honest and ethical conduct and compliance with law and to deter wrongdoing and encourage disclosure of conflicts of interest.

6.25.5 It is the responsibility of management to ensure that the Code Conduct and Ethics are communicated, understood and acted upon. They are required to positively promote them by personal example and are not entitled to permit any exceptions to the required behaviour.

6.25.6 All managers should familiarise themselves with the Code of Conduct and Ethics and must comply with and promote this Code. Failure to act in compliance with the Code will result in appropriate disciplinary action against both the employee committing the breach and others who condone it.

6.25.7 The Standards set out in the Code are general and do not address each and every situation that may confront employees. Employees should not engage in unethical activities by seeking loopholes, shortcuts or technicalities. Every action should be judged by considering whether it is legal, fair to all concerned and would withstand the scrutiny of outsiders. In appropriate cases, guidance on the application of the Code to particular situations should be sought from management. In addition, the HR Department is available on a confidential basis as an independent source of advice.

6.25.8 It is the responsibility of each employee to report promptly any violations of the Code of Conduct and Ethics of which they become aware. Details of the procedures for raising integrity concerns and relevant contact details are given at the end of this document. We actively encourage employees to raise issues of concern and will ensure that employees, who raise an issue in good faith, will be protected from any adverse impact on their employment.

7.0 STANDARDS OF CONDUCT

7.1 Business Practices

7.1.1 We must comply with the law, with appropriate national industry codes of practice and with the high ethical standards of honesty and integrity.

7.1.2 Whilst the school does not expect its employees to be experts in legal matters, it is the responsibility of all employees to ensure, by taking advice where appropriate, that they are familiar with all relevant laws, regulations, practices and codes of practice, particularly as

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they relate to their job. Employees should seek advice from the relevant leader or central function if they have a question concerning the application of the law.

7.2 Working Environment

7.2.1 All employees shall be treated with equal respect and dignity and shall be provided with equality of opportunity to develop themselves and their careers.

7.2.2 We strive to achieve diversity at all levels of the organisation and value the individuality, diversity and creative potential that every employee brings to its business – and supports the continuous development of their skills and abilities.

7.2.3 Judgement about people for the purpose of recruitment, development or promotion shall be made solely on the basis of a person's ability and potential in relation to the needs of the job. Overall success and advancement within the school shall depend solely on personal ability, behaviour and work performance.

7.2.4 All employees are entitled to a work environment free of verbal, physical and sexual harassment. Staff behaviour should be above reproach or criticism and harassment at work will not be permitted.

7.3 After Leaving Employment

7.3.1 Employees should continue to observe their duty of confidentiality as well as their post termination obligations which continue to be in force after they have left the employment of the school.

7.4 Relations with the Public

7.4.1 Employees who deal with the affairs of the public should do so sympathetically, efficiently, promptly and without bias or maladministration. Employees should offer the public the highest standards of conduct and service. Employees should carry out their duties in compliance with the principles and standards set out in Company Policies and Procedures and where relevant their professional codes of conduct.

7.5 Political Activity

7.5.1 Any political contributions must be approved by the Group Board.

7.5.2 Employees should not take public positions on behalf of the Company without first obtaining approval from the Executive team.

7.6 Conflicts of Interest

7.6.1 Employees must act in the best interests of the school and must disregard any personal preference or advantage and should avoid conduct which presents an actual or potential conflict of interest.

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7.6.2 Employees should avoid entering into situations in which their personal, family or financial interests may conflict with those of the school. Where any potential conflict of interest may arise, the employee shall declare that interest in writing to the Group Head of People and seek advice from senior management. Employees should not misuse their position or information acquired in their duties to further their private interests or those of others.

7.6.3 Examples of conflict to be declared and resolved include recruiting a family member including extended family members, relatives and friends in any capacity.

8.0 PROPERTY AND RESOURCES

8.1 Group resources should be kept securely and should only be used for the proper advancement of its business and not for personal gain by employees. Employees should endeavour to ensure the proper, economical, effective and efficient use of resources.

8.2 Individuals should recognise that they owe a duty of care to the shareholders who are its ultimate owners. Commitments and expenditure should only be incurred if they are wholly, exclusively and necessarily for business purposes and in line with company policy. This includes any expenses claimed and purchases made for which reimbursement is sought.

8.3 Resources include not only tangible assets such as materials, equipment and cash, but also intangible assets such as computer systems, trade secrets and confidential information. Employees should observe company guidelines concerning the classifying and handling of documents and electronic data. The storage of personal data in an electronic medium is governed by laws with which relevant employees should familiarise themselves and comply.

8.4 Information generated within the Group including research and development and data, costs, prices, sales, profits, markets, customers, and methods of doing business, is the property of Group and must not, unless legally required, be disclosed outside the Company without proper authority from an Executive Director.

9.0 POLICIES, DELEGATED AUTHORITIES AND RESERVED POWERS

9.1 Employees are expected to make themselves aware of and comply with the letter and spirit of all school policies and with the reserved powers and delegated authorities established by the Board from time to time. Copies of these are available on the school system or via the central HR team.

9.2 The freedom which individuals have to carry out their jobs must be exercised within both the letter and spirit of policies and procedures, reserved powers and delegated authorities. These are designed to empower people to carry out their responsibilities within a necessary framework of corporate control and legal responsibility but are not so voluminous as to prescribe appropriate action in every circumstance.

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10.0 RAISING CONCERNS

10.1 Concerns impacting the school, its pupils or employees should be directed the Headteacher in the first instance.

10.2 If it is regarding the Headteacher or the member of staff is uncomfortable reporting concerns to the Headteacher, they should be made to the Director of Education:
Telephone number: 07702545156

Allegations, either personally or anonymously, can also be made in writing to:

Head Office,
Belvoir Farmhouse,
Woolsthorpe Rd,
Redmile,
Nottingham
NG13 0GN

11.0 MONITORING AND REVIEW

11.1 This Policy will be reviewed annually to ensure that it complies with legislative and regulatory requirements and best practice. It is subject to approval by the board of executives and will be put to the trustees for approval after each review.

STAFF ACKNOWLEDGEMENT

I the undersigned do acknowledge that I have read and understood this policy and agree to abide by it's contents.

Signed _____

Date _____

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