

Code of Conduct

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GENERAL PRINCIPLES

This Code of Conduct applies to all employees, Directors, governors, volunteers, student teachers, apprentices, work placements students and agency workers.

It is intended as a guide to assist all those working within the Trust, to understand and comply with the Trust expectations in terms of their standard of conduct and behaviour. All employees are expected to adhere to the principles contained within this Code during the course of their work or when representing the Trust.

All employees are expected to comply with the law as it applies to their work, particularly in matters such as health and safety, safeguarding of children and data protection. They are also expected to carry out their duties in accordance with the relevant policies, procedures, and guidance's approved by the Trust Board of Directors.

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

Any employee who is found to have committed a breach of this Code will be subject to disciplinary action. Any trustee, governor or volunteer found to have committed a breach of this Code will be subject to a review of the viability of their role.

For the purposes of this Code reference to 'Trust' is both central office and schools in ACE Derbyshire Trust.

PROFESSIONAL CONDUCT

If a member of staff experiences any concern or dissatisfaction in relation to a colleague's conduct or standard of work, they should discuss the issue informally and in confidence with the colleague concerned. Where the issue is not resolved informally the member of staff should take no further action, but instead must discuss this with their line manager.

Members of staff should not denigrate their colleagues in the presence of third parties (e.g. pupils or colleagues), nor should they adversely criticise a colleague in the presence of others.

The Trust recognises that gossiping is harmful in the workplace. Gossiping is defined as conversation or reports about other people's private lives that might be unkind, disapproving, or not true: and should be avoided by all employees. Gossiping won't be tolerated and may lead to the invoking of the disciplinary procedure.

No discrimination of any form will be tolerated. Any discriminatory behaviour will be dealt with the under the Disciplinary Procedure.

SAFEGUARDING

This section should be read in conjunction with the KCSIE.

All employees, governors and volunteers will be provided with access to the following documents:

- The Trust Child Protection and Safeguarding Policy
- KCSIE document part 1
- Guidance for Safer Working Practice for those Working with Children in Education Settings

All stakeholders have a duty to safeguard pupils to ensure they are not harmed or at risk of harm.

Any concerns about breaches of the KCSIE, unsafe practice or potential failures by the school or its employees **must be reported** to the Headteacher immediately. Concerns in respect of the Headteacher should be raised with Trust Leaders.

All employees will receive appropriate Safeguarding and Child Protection training. If for any reason an employee misses this training, alternative arrangements should be made as soon as possible. All employees will be expected to keep up to date with any changes made to the KCSIE document.

The documents listed above must be read and understood and any queries should be directed to the SLT. Employees are asked to sign a copy of these documents to confirm that they have read and understood these and will agree to abide by them at all times during their employment. Further copies are available from your line manager.

The relationship between staff and pupils is a professional one. It is fully expected that staff in the school have a friendly and caring relationship with children; nevertheless, the basis of that relationship is professional not personal. It is suggested that a good test to apply is to reflect on whether the child's parents would be happy with the relationship if they were standing with you.

This means that:

- Staff should never give lifts to pupils in their cars
- Members of staff who need to work on a one-to-one basis with a pupil, in particular with a pupil of the opposite sex, are advised to use a room which has vision panels in the door or keep the door open and ensure that colleagues know that the meeting or lesson is taking place. It is helpful if the meeting or lesson can be arranged during normal hours or immediately before or after normal hours when there are plenty of other people about
- Staff should not administer or store medication unless a form has been completed by the parent and the medication is labelled by a GP/consultant with child's name and dose (in line with medicine's policy).
- Stakeholders responsible for the supervision of pupils at off-site celebration events or residential field trips should not consume alcohol

You can view who your school Designated Safeguarding Lead/s are on a poster/display, which will be displayed in your school.

ALLEGATIONS THAT MAY MEET THE HARM THRESHOLD

This section applies to all cases in which it is alleged that anyone working in the Trust, 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.

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 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 employees should share any low-level concerns they have using the reporting procedures set out in our Safeguarding and Child Protection 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 employees, while minimising the risk of abuse.

Reporting and responding to low-level concerns are covered in more detail in our Safeguarding and Child Protection policy.

WHISTLEBLOWING
Whistle-blowing reports wrongdoing that 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

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

Employees 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 Trust procedures, put people in danger or was an attempt to cover any such activity up.

Employees should report their concern to their line manager. If the concern is about the line manager, or it is believed they may be involved in the wrongdoing in some way, the staff member should report their concern to a member of the Trust Executive Team.

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.

Please refer to our Trust Whistle-Blowing Policy for further information.

HONESTY AND PERSONAL INTEGRITY
Employees are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct at our Trust.

Employees must comply with any lawful or reasonable instructions issued by line managers.

Employees must uphold public trust at ACE Derbyshire Trust and maintain high standards of ethics and behaviour, within and outside school, by:

- Treating pupils 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 pupil' well-being, 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 pupils' vulnerability or might lead them to break the law

Employees must:

- Have proper and professional regard for the ethos, policies and practices of our Trust and maintain high standards in their own attendance and punctuality
- Treat all colleagues with respect, dignity, fairness and courtesy at all times
- Maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of Trust property and facilities
- Seek permission for any business interests outside work at ACE Derbyshire Trust (in line with contractual expectations need to). Permission will only be withheld if there is a conflict of interest and regardless of this there is an expectation that the Trust is made aware

CONDUCT OUTSIDE OF WORK

Employees must not engage in conduct outside work which could damage the reputation of the Trust, the employee's own reputation or the reputation of other members of the Trust community.

Employees should be aware that any conduct that we become aware of that could impact on their role, or affect the Trust's reputation, will be addressed under our disciplinary procedure. We therefore expect employees to make us aware immediately of any such situations that have happened outside of work.

Employees are required to demonstrate responsible behaviour, at work-related functions and work-related social events that take place outside normal work hours and to act in a way that will not have a detrimental effect on our reputation.

Employees 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 document. Employees should be aware that any behaviour that we consider may impact on an employee's suitability to work with children will be addressed under our disciplinary procedure and may lead to a referral to the Disclosure and Barring Service (DBS) and the Teaching Regulation Agency (where appropriate).

PERSONAL INTEREST/CONFLICT OF INTEREST

The Trust understands and encourages employees to undertake activities outside of work and take an active role in their community. However, employees should avoid any activities that have the potential to cause a practical conflict with their employment, reputational harm to the Trust or undermine the Trust's confidence in them.

It is the responsibility of employees to declare any interests or conflicts. Failure to do so may be considered a disciplinary matter. Any concerns or queries regarding interests or potential interests should be discussed with an employee's line manager at the earliest opportunity.

Employees should not abuse their position within the Trust to confer an advantage, or disadvantage, on any person or obtain an advantage for themselves, whether financial or otherwise.

Employees should not use their position to advocate any one culture, or political ideology to pupils, or promote any religion that is counter to the ACE ethos.

To avoid any doubt or unwarranted suspicion, employees should tell their line manager about a personal interest which might compromise or be seen as compromising their position within the Trust. If in doubt about what should be declared, they should seek advice from their line manager.

SECONDARY EMPLOYMENT

Employees may take up additional employment, paid or unpaid, providing it will not create a conflict of interest, cause the Trust reputational harm or adversely affect an employee's ability to carry out their duties and responsibilities effectively and efficiently.

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 Trust

Prior permission must be sought from their line manager before taking up any additional employment. Carrying out public duties (e.g. jury service) does not count as additional employment.

Employees must not use any Trust property or facilities to support additional employment without prior permission from a senior leader and any customer must be informed that the private nature of the work is not connected with the Trust.

PERSONAL RELATIONSHIPS

It is recognised that there may be occasions where personal relationships exist amongst individuals at work. Where such employees are, or may be, working closely with colleagues with whom they have a personal relationship, they must:

- Ensure that any such relationships do not adversely affect their employment or ability to carry out their role
- Protect against bias/unfair advantage or prejudice, particularly where they have supervisory or managerial responsibility over another
- Avoid situations where there is potential for conflict of interest
- Ensure that situations do not develop where other employees feel unable to speak openly and honestly or feel that a relationship is having an adverse impact on their own employment

A **personal** relationship is defined as:

- A family relationship (e.g. Grandparents, siblings, children & grandchildren (including in-laws and step children)
- A sexual/romantic relationship (e.g. spouses or partners)
- A business/commercial/financial relationship or
- Any other close personal friendship or relationship

This is list not exhaustive.

An employee involved in any part of the recruitment process who has a personal relationship with an applicant should declare this from the outset. They should also not act as a referee for that person where possible. Such employees must not be involved in the following:

- Recruitment processes
- Decisions relating to pay in respect of that individual
- Decisions related to or the management of the employee's performance
- Any conduct issues that arise which may involve the employee

Employees must disclose in writing to their line manager any personal relationship which develops or ends during the course of their employment. If an employee is in doubt as to whether their relationship should be disclosed, they should seek advice from their line manager. In these circumstances, any disclosure will be treated fairly and confidentially.

GIFTS AND HOSPITALITY

The offer of any gift or hospitality, whether from outside or inside the organisation, which might be interpreted as an attempt to influence an employee in his or her conduct towards pupils, parents or other employees, or influence a decision around provision of a service must be treated with caution. Employees should seek advice if in any doubt.

The Trust acknowledges that pupils and parents often wish to make small gifts (such as sweets) to employees on specific occasions (such the end of the school year) and sees the spirit of giving as one to be nurtured in children. Any offer of a gift or inducement, whether made at specific occasions or casually, should be declared if the gift is made by, or indirectly by, a person, firm or organisation which, to the knowledge of the employee, has, or seeks to do, business of any kind with the Trust, or to have an interest in its decisions. All gifts of value over £25 should be recorded on the register of interests form (see Anti-Fraud and Corruption Policy).

The receipt of minor articles, often by way of trade advertisements, as unsolicited gifts for the Trust rather than for personal use (e.g. diaries, calendars, office requisites, etc., which are customarily distributed at times) is acceptable.

Where there is any doubt, employees should seek guidance from their line manager before accepting any gifts or hospitality offered. In relation to his or her own position the Headteacher should seek guidance from their line manager.

CONFIDENTIALITY AND DATA PROTECTION

Employees may have access to confidential information about pupils, colleagues or other matters relating to our Trust. Such information is likely to include personal and sensitive data, for example information about a pupils' home life which may include a wealth of data e.g. pupils' medical information as well as other sensitive data. Employees should never use this information for personal gain, to humiliate, intimidate or embarrass others or for any purpose other than fulfilling their duties as a professional employee within our Trust.

Employees should never disclose personal, sensitive or confidential information unless done in the proper circumstances and with adequate authorisation from the information owner or senior leader. If an employee is ever in doubt about what information can or can't be disclosed, they should speak to their line manager.

When receiving a request to share information with internal and external parties or process personal data in new ways please ensure that you seek support prior to sharing any information.

We comply with the requirements of Data Protection Legislation (being (i) the UK General Data Protection Regulation, (implemented from (EU) 2016/679) (unless and until the UK GDPR is no longer directly applicable) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then (ii) any successive legislation to the UK GDPR or The Data Protection Act 2018).

Employees are expected to comply with our Trust's systems as set out in our Trust Data Protection Policy. If any employee becomes aware that data is at risk of compromise or loss or has already been compromised or lost, they must report it immediately to their line manager, in order for reportable data breaches to be reported to the Information Commissioners Office within 72 hours.

Employees must not use personal devices to download, store or otherwise process personal and sensitive data obtained during the course of their work for the Trust. It is a criminal offence to knowingly or recklessly obtain, disclose or procure personal data without the consent of the data controller and transparency on this point is of the utmost importance. Work emails, Microsoft Teams and any other professional user accounts should not be set up on personal devices and should only be accessed via office 365. All employees must only use their school email address for work purposes.

CRIMINAL CHARGES AND CONVICTIONS

An employee must notify their line manager if charged with, or convicted of, any criminal offence, or accepts a formal police caution, and should do so as soon as possible after the charge, caution or conviction. If the Headteacher is the subject of the charge he or she must inform their line manager. Depending on the circumstances, failure to inform may result in disciplinary action.

The Trust acknowledges that a caution is not a criminal conviction, but employees must be aware that cautions have to be declared during Disclosure and Barring checks unless they meet the filtering rules of the Disclosure and Barring Service.

The Trust acknowledges that an employee charged with an offence is innocent until proven guilty. However, special considerations will apply if the offence is one of those which is on the list of offences relevant to safeguarding (a full list is available on the Disclosure and Barring Service's website) or if an employee is imprisoned on remand pending trial.

Information given to Trust will be treated as confidential and stored securely in the same way as other confidential personal information, having regard to the guidance from the Disclosure and Barring Service on the length of time for which particular kinds of information should be stored.

INTELLECTUAL PROPERTY AND COPYRIGHTS

All intellectual property rights, (that is copyright, design rights and the right to patent inventions) relating to anything created or invented by employees in the course of their duties belong automatically to the Trust. Unless otherwise agreed, employees cannot exploit the rights to any such thing without written permission from the Trust CEO.

Headteachers may agree to their school collaborating with other schools to create or invent intellectual property to be shared with other schools.

Employees may use and print one copy of items which are the school's intellectual property for their personal and non-commercial use only, provided that all copyright and proprietary notices remain intact. They should not share these items with people or organisations outside the Trust without the permission of their line manager and they should be returned to the school/trust on termination of employment.

PUBLICATIONS AND DEALING WITH THE PRESS

Employees must not make comments to the press or other media, including social networking sites, on behalf of the Trust unless specifically authorised to do so by a member of the Trust Executive Team. Where requests for comments are received, they must be passed on to their line manager, who will seek advice from ACE Derbyshire Central Office.

Employees should not publish any material, including through social media, which brings, or may bring, the Trust into disrepute.

If employees wish to publish an article unconnected with the Trust, then the article should not link them to the Trust.

EQUIPMENT AND MATERIALS

Employees must not use the equipment and premises of the Trust, or of other places where they work during their contract of employment, for unauthorised purposes. They may make personal telephone calls, if necessary, in their own time, paying for the cost of the call if they use a telephone belonging to the Trust. Permission for use of any facilities will be on the understanding that the use is reasonable.

POLITICAL, PHILOSOPHICAL & RELIGIOUS NEUTRALITY

The Trust will not concern itself with the political, philosophical or religious beliefs of individuals except where faith schools are specifically exempt from certain provisions of the Equality Act 2010 (e.g. where admissions are over-subscribed), see: https://researchbriefings.files.parliament.uk/documents/SN06972/SN06972.pdf
However, employees who breach the relevant provisions of the Teachers' Standards, whether by reason of their beliefs or otherwise, may be subject to investigation under the disciplinary procedure.

Employees may not display party political posters, including party political election material in Trust premises, unless it is part of the curriculum or used as a teaching aid (for example, in a relevant lesson).

EQUAL OPPORTUNITIES

The Trust is committed to the promotion and implementation of equal opportunities both internally and externally.

The Trust aims to ensure that everyone who comes into contact with it is treated equally, and with courtesy and respect, and not in any way disadvantaged by factors which could prevent the implementation of fair policies and operations.

The Trust will recognise the differences which exist and will seek to understand the needs of people within the groups which are afforded protection or assistance through legal regulation and our policy.

The Trust expects all employees to uphold the Single Equality Policy and to accept the duty not to discriminate, either in employment practices or in the provision of facilities and services by reference to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. For faith schools, special exemptions under the Equality Act apply.

For further information review the Trust Equality, Diversity and Inclusion Policy.

SMOKING, ALCOHOL, E-CIGARETTES AND OTHER SUBSTANCES

All of our Trust premises are non-smoking sites. Employees must not smoke or use e-cigarettes on Trust premises or outside school gates. Any member of staff wishing to smoke or use an e-cigarette must leave the school grounds, to ensure that they are not visible by any stakeholders. Employees must not smoke or use an e-cigarette whilst working with or supervising pupils offsite. Employees must not use illegal substances.

Employees must ensure that the use of alcohol out of school does not adversely affect their work performance, and that in accordance with their obligations under health and safety legislation, they take reasonable care of the health and safety of themselves and other workers whilst at work. The Trust will not accept employees arriving at work under the influence of alcohol or illicit drugs. They should also have regard to the expectation that they will not bring the Trust into disrepute.

There should be no alcohol brought onto Trust premises. The consumption of alcohol on Trust premises will be deemed as potential gross misconduct. All employees should note that in accordance with ESFA guidelines, no school monies should be spent on alcohol. These guidelines shall apply to all staff employed by the Trust, not just those based in schools. ACE Derbyshire will not tolerate any breach of these guidelines and/or other restrictions on expenditure set by the ESFA.

Employees who are prescribed a type of medication which they have not taken before should make themselves aware of possible side-effects. In accordance with their duty to take reasonable care of their own and their colleagues' health and safety they should advise their manager if the medication starts to affect their ability to do their job or travel safely to work, or if there is a likelihood that this will happen. The Trust will undertake risk assessments and take guidance from occupational health as appropriate.

National support and advice can be obtained from organisations:

- Drinkline: A free and confidential helpline for anyone who is concerned about their own or someone else's drinking: 0800 917 8282.
- Smokefree: NHS stop smoking support: www.nhs.uk/smokefree.
- FRANK: Advice on what to do to help someone who's having a bad reaction to drugs: www.talktofrank.com/emergency-help.

HEALTH AND SAFETY

All employees must ensure that they:

- Familiarise themselves with the Health and Safety documents produced by the Trust
- Read and understand our 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 you 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 our Trust community or visitors
- Inform their line manager of any paid work undertaken elsewhere. This is to comply with the Working Time Regulations, which are a Health and Safety initiative

PERSONAL APPEARANCE & DRESS CODE

It is important that all employees ensure that their dress and personal appearance is appropriate at all times. All employees must therefore:

- Be responsible for their general presentation and personal appearance
- Be considerate of and promote a positive image of the Trust
- Ensure that clothing and any jewellery worn is appropriate to the role being undertaken (it is recognised that some roles will require employees to wear sports clothes, such as those involved in PE. For these individuals, appropriate sportswear and equipment should be worn and jewellery must be kept to a minimum to avoid injury)
- Ensure that clothing and personal appearance are appropriate and will not cause embarrassment or offence to others. Clothes should be non-offensive and contain no provocative logos or remarks
- Ensure that clothing does not over-expose parts of the body (e.g. stomach or chest) or is transparent. Tight or revealing clothes including mini-skirts, low cut tops or low waistlines are not considered appropriate
- Dresses, skirts and tailored shorts should be of a reasonable length
- Ensure that footwear is suitable for the duties undertaken. Strapless sandals or flip-flops which do not provide necessary protection or are considered a health and safety risk should not be worn, unless there is a medical reason for doing so

Health & Safety:

- Personal Protective Equipment (PPE) must be worn as directed/instructed/trained or where a risk assessment indicates that it is necessary to control residual risks

Religion & Faith:

- The Trust recognises the diversity of cultures and religions of its employees and will take a sensitive approach when this affects dress requirements
- Employees of particular faiths or religions, which are required to wear specific types of clothing will be respected subject to where this may pose a hazard to the health and safety of anyone or where this impacts on teaching and learning

Hair:

- Hair (including facial hair) should be neat and tidy at all times and hair should always be worn tied back when handling food or where there may be a health and safety risk

Tattoos:

- Any visible tattoos should not be offensive to others. Where they are deemed to be offensive or are of an adult nature they should be covered appropriately

The above list is not exhaustive in defining acceptable and unacceptable standards of dress and appearance and employees should use common sense in adhering to the principles listed above. The Trust reserves the right to highlight any inappropriate clothing and may require employees to address this matter if necessary.

Failure to adhere to the Trust's standard of dress and appearance could constitute misconduct and may result in disciplinary action.

IDENTITY BADGES

There is a requirement that all employees wear their identity card/badge at all times whilst at work and when they are visiting external organisation as part of their role.

DISCIPLINARY, CAPABILITY AND GRIEVANCE PROCEDURES
The Trust has formal procedures for staff discipline, capability and grievances.

Please refer to the relevant policy for further information.

FOLLOWING INSTRUCTIONS
Employees are expected to follow all reasonable and proper instructions by a person with the authority in the Trust to issue such instructions unless:

- There is a danger to a person's health and safety
- They are in conflict with British Values as defined in law from time to time
- There is good reason to believe that the instructions are improper, for example by conflicting with the safeguarding of children, the financial regulations or other aspects of the law

MOBILE PHONES & HANDHELD DEVICES
Personal mobile telephones and hand-held devices must not be used:

- During lesson times/when teaching is taking place
- When supervising pupils outside of the classroom (e.g. at break times/lunch times)
- At any time when responsible for the health and safety of pupils, including whilst off School premises (e.g. on a school trip)

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 pupils or retain personal information regarding the pupils at the school
- Give out their personal phone numbers or contact details, including personal email addresses to pupils or their parent/guardians
- 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 their line manager 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 hand-held device into school do so at their own risk. The Trust will not be held responsible or accept any liability for personal equipment that is lost or is stolen.

INTERNET USAGE AND ELECTRONIC COMMUNICATIONS
Employees will not use technology in the Trust 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. This activity would be a violation of the ACE Derbyshire policies, particularly those relating to conduct and discrimination, and may lead to disciplinary action.

SOCIAL MEDIA
Social media is constantly evolving, and employees are therefore reminded of their continued responsibility to keep up to date with relevant developments and review their privacy settings on a regular basis when using all social media. Personal profiles must not be accessible to pupils or parents and all employees must ensure that any content that is posted or shared is appropriate.

Employees are personally responsible for the content that they publish on social media sites, including "Likes" (on Facebook)/"re-tweets" (on Twitter/X), You Tube, Snapchat, Instagram, LinkedIn, Yammer, WhatsApp etc.

It is important when using social media that all employees ensure that they do not bring the Trust into disrepute, by making potentially false, derogatory, offensive or defamatory comments, either directly or

indirectly, about the Trust, colleagues, individuals, pupils or parents that could negatively impact on the Trusts reputation or cause embarrassment. This includes posting images or links to inappropriate content or using inappropriate language.

Employees must note the following (this list is not exhaustive):

- Assume that everything can be traced back to them personally as well as to the Trust, their colleagues, pupils and parents
- Avoid any conflict of interest and ensure that personal social networking sites are set to private, and pupils are never listed as approved contacts. An exception to this may be if the child is the employee's own child, relative, or family friend
- Potentially false, derogatory, offensive or defamatory remarks (direct or indirect) regarding the Trust, employees, pupils, pupils' relatives, the school suppliers and/or partner organisations must not be posted on social media site
- Employees must not represent their own views/opinions as being those of the Trust;
- Pupils must not be discussed on social media sites
- Information must not be posted that would disclose the identity of pupils or could in any way be linked to a pupil. This includes photographs or videos of pupils or their homes
- Employees must not divulge any information that is confidential to the Trust or a partner organisation
- Employees must not post information on sites including photographs and videos that could bring the Trust or themselves into disrepute
- Employees must not upload, post, forward or post a link to any pornographic material (that is, writing, pictures, films and video clips of a sexually explicit or arousing nature)
- When posting on social media sites employees must observe the requirements of the Equality Act 2010 and the Human Rights Act 1998 and must not use any offensive, obscene, derogatory, discriminatory language which may also cause embarrassment to the school, employees, pupils, pupils' relatives, Council suppliers and partner organisations
- Employees must never impersonate another person
- Employees must not upload, forward or post a link which is likely to create any liability for the school (whether criminal or civil), breach copyright law or other intellectual property rights, or which invades the privacy of any person
- Employees must not engage or communicate with students or parents regarding any school matters via their own personal social media accounts. Only the use of school accounts is permitted for this, and only where there is good reason for doing so
- Employees must not post content that may breach professional standards, or the standard reasonably expected of an employee

The Trust will take disciplinary action against employees for inappropriate use of social media, including use of social media conducted outside of working hours.

DISCIPLINARY MATTERS

Failure to adhere to any of the principles of this Code of Conduct may constitute grounds for disciplinary action and could result in summary dismissal. This 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 should seek advice and clarification from their line manager.