



**Tudhoe Learning Trust**

# **Code of Conduct**

## **Policy, Procedure & Guidance**

**Approved by:** Trust Chief Executive Officer

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## Introduction

Tudhoe Learning Trust, expects high standards of conduct from its employees. This document sets out the minimum standards we expect of you and provides a framework to help you understand the protocols which apply to you and gives guidance to help you comply with them.

All employees of the schools within the Trust must maintain the standards and integrity of this Code and carry out their duties honestly and fairly. Employees have a responsibility to ensure they comply with the Code and other Trust or School Policies and procedures. Where employees are referred to in the policy, this should be taken to include volunteers or any other type of worker representing the school/Trust e.g. after school clubs. Employees will be made aware of the Code in recruitment and induction information. Governors and Directors of the Trust have a separate Code of Conduct.

Any policies mentioned within this code are published on the Trust Website via [www.tudhoelearningtrust.co.uk](http://www.tudhoelearningtrust.co.uk) and/or are available within the school from the Head Teacher/Office Manager/Administrator.

Throughout the Code of Conduct Policy 'Head Teacher' may be substituted by the 'Chief Executive Officer', 'Chair of Governors', 'Chair or Directors' or 'nominated Governor' respectively, should any issues relate directly to the Head Teacher or the Trust Chief Executive Officer themselves.

Employees who attempt to abuse this code may face disciplinary action. The Trust takes false or misleading accusations very seriously which may result in further action taken through the disciplinary procedure. This will not include ill-founded allegations that were made in good faith.

All information will be handled sensitively and used only for its proper purpose. However confidentiality cannot be guaranteed as information might have to be disclosed where an issue results in formal proceedings.

In applying this policy, the Trust will not unlawfully discriminate in respect of any of the protected characteristics as defined under the Equality Act and specified below:

- Age
- Disability
- Gender reassignment
- Pregnancy and Maternity
- Race
- Religion or Belief
- Sex
- Sexual Orientation
- Marriage and civil partnership

The operation of this Code will be kept under review and such changes will be made as deemed appropriate.

## Principles

This Code meets the recommendations of the Nolan Committee's Standards in Public Life, establishing the Seven Principles of Public Life, which are:

**Selflessness:** You must act solely in terms of the public interest and not in order to gain financial or other material benefits for yourself, family, or friends.

**Integrity:** You should not place yourself under any financial or other obligation to

outside individuals or organisations that might seek to influence you in the performance of your official duties.

- Objectivity:** You must make choices on merit when making decisions on appointments, contracts, or recommending rewards and benefits for individuals.
- Accountability:** You are accountable for your decisions and actions to the public and you must submit yourself to whatever scrutiny is appropriate.
- Openness:** You should be as open as possible about all the decisions and actions that you take. You should give reasons for your decisions and restrict information only when the wider public interest clearly demands.
- Honesty:** You have a duty to declare any private interests relating to your work and you need to take steps to resolve any conflicts arising in a way that protects the public interest.
- Leadership:** You should promote and support these principles by leadership and example.

**When working on behalf of the school/Trust you must:**

- act in the interests of the school/Trust when carrying out your duties, and in accordance with the principles of public life of selflessness, integrity, objectivity, accountability, openness, honesty and leadership;
- comply with the school service requirements, policies and standards, procedures, legislation and other professional standards which apply to your role;
- declare to your Head Teacher any potential or actual conflicts of interest or relationships that may impact on your work, or that of the school and Trust;
- report any concerns or breaches of this Code, or any other school and Trust policies, to your Head Teacher;
- ask your Head Teacher if you are unsure what is required of you.

In addition, teachers must also adhere to:

- The terms and conditions outlined in the school teachers pay and conditions document (STPCD).
- The Teachers Standards which are set out by the Department for Education (DfE). These cover both teaching standards and personal and professional conduct. Teacher's performance will be regularly reviewed against these professional standards.

**Breach of the code**

Breaches of any element of this Code (inside or outside of work) are a serious matter and could result in disciplinary action, up to and including dismissal.

Breaches of this Code will be investigated and serious breaches may be considered gross misconduct which could result in dismissal without notice.

You must participate in any investigations, including those carried out by the school and Trust, or nominated representatives, who is responsible for ensuring lawfulness and fairness of decision making including reporting any actual or potential breaches of the law or maladministration

**Declaration forms**

Declaration forms CCD1 and CCD2 are to be completed when required as detailed in this Code. All declaration forms will be held by the trust school for the purpose of logging onto a central register. A copy of the completed declaration form will also be placed on an employee's personal file within the school. All forms will be acknowledged and recorded whether approved or declined.

The following declaration forms can be obtained from the Trust Website. These forms must be completed in full.

- Declaration of Relationships with external contractor or supplier, Personal Interests and Offers of Hospitality/Gifts
- Request for Approval to Undertake Outside Work

## Procedure

### Personal conduct

As an employee and representative of the Trust, you are expected to conduct yourself to the highest standards and act with honesty, integrity and professionalism.

You must:

- carry out the full requirements of your role, as detailed in your contract of employment (statement of particulars), job description, school and Trust policies and procedures;
- attend work in accordance with the terms of your contract of employment (statement of particulars) and comply with the Trust's **Sickness Absence/Attendance Management Policy** and other absence procedures;
- act in an appropriate manner in any situation where you can be readily identified as a school/Trust employee, whether at work or otherwise;
- maintain acceptable standards of appearance and personal hygiene;
- wear, and maintain in a reasonable condition, corporate uniform, clothing and personal protective equipment, if provided to you;
- report any shortfalls in the provision of school services to your Head Teacher;
- report any concerns / allegations / suspicions of fraud, corruption, bribery, theft or other irregularity, as a matter of urgency, to your Head Teacher;
- keep relationships with governors, employees, contractors or partners or potential contractors, on a professional basis.

You must not:

- engage in any conduct or behaviour that is harmful to the reputation of the school or Trust, its services or interests, or conduct which brings the school or Trust into disrepute, even when outside of work;
- be under the influence of alcohol or unprescribed drugs so as to adversely affect your work;
- smoke or vape on or around school premises
- misuse your official position or seek to use information obtained in the course of your work, for personal interests or the interests of others;
- criticise the school or Trust either through media, social media, verbal or written communication.

For further information please refer to the following school policies/procedures (where applicable), available on the extranet or via your Head Teacher/Office Manager/Administrator. This list is not exhaustive any other policies, procedures or guidance may apply.

- **Financial Procedures Manual**
- **Confidential Reporting Code**
- **Disciplinary Policy**
- **Drugs, Substance and Alcohol Misuse Policy**
- **No Smoking Policy**
- **Family Leave and Flexible Working Policy**
- **Sickness Absence/Attendance Management Policy**

### Protecting confidential information

Maintaining confidentiality of sensitive information is essential. Information must only be disclosed in accordance with the Data Protection Act 1998 which covers manual and computerised information, including emails.

You must:

- be familiar with and adhere to the school policies relating to the use of the internet and IT applications;
- comply with the Trust's IT security procedures;
- comply with the Trust's procedures relating to the secure handling and transit of paper records and obtain Head Teacher approval prior to taking any paper records/hard copy material off site which contain personal or confidential information;
- report any suspected data losses or security breaches immediately to your Head Teacher
- label and store information documents to allow access to authorised users and restrict unauthorised users;
- refer any media or press enquiries to the Head Teacher immediately, and follow their instructions;
- check with your Head Teacher if you are in doubt about whether you can provide information to a third party.

You must not:

- disclose information on pupil's without their parent's consent or, where the child is of reasonable understanding, the child, unless for specified exceptions relating to safeguarding or where legally obliged;
- disclose information relating to employees and/or parents, unless for specified exceptions relating to safeguarding or where legally obliged:
- disclose your computer password/login details to anyone;
- use information or facilities provided, for unauthorised personal use, improper or commercial gain, or for fraudulent or malicious activities;
- compromise the security of school and Trust information, for example by installing unauthorised software, inappropriately securing information or interfering with standard security settings;
- disclose any confidential information relating to the school, Trust, colleagues, pupils, parents or anyone else who has contact with the school and Trust, either whilst at work or outside of work, unless you have express permission to do so;
- release any information relating to an employee's or pupil's private affairs unless their consent has first been obtained, unless there is a statutory duty on the school/Trust to provide this information.

For further information please refer to the following school/Trust policies/procedures (where applicable), available on the extranet or via your Head Teacher. This list is not exhaustive any other policies, procedures or guidance may apply.

- **Acceptable Use Policy**
- **School On-Line Policy**
- **Records Management Retention Schedule**
- **Health & Safety Policy**

### **Internet and social networking**

Internet access for personal use is at the Trust's discretion and must not affect an employee's performance or productivity at work.

The Trust may monitor the use of the internet for legitimate business reasons, including compliance with this Code. By using the internet employees are deemed to have consented to the monitoring, recording and auditing of internet use.

You must:

- be familiar with and adhere to the Trust policies relating to the use of the internet and IT applications;
- adhere to the Trust's IT policies and procedures when using social networking sites for personal use;
- make it clear when posting information or comments on social networking sites that any personal views expressed do not represent those of the school or Trust;

- inform your Head Teacher immediately if you believe you have acted inappropriately when using social media, even if the mistake has since been resolved;
- report to your Head Teacher any instances where you believe another employee has posted inappropriate or offensive comments on social networking sites.
- Only communicate electronically with pupils, parents/carers and other professionals via work approved communication channels e.g. via a school provided email address or telephone number

You must not:

- post information on social networking sites which is confidential to the school, its pupils or parents;
- post entries on social networking sites about the school, Trust, colleagues, pupils or parents or any other person linked to the school which are derogatory, defamatory, discriminatory or offensive in any way or which could bring the school and Trust into disrepute.
- communicate with pupils or ex-pupils under the age of 18 using social media without the express permission of the Head Teacher.

For further information please refer to the Trust Acceptable Use Policy and On-Line Policy, available on the Trust Website or via your Head Teacher/ Office Manager/Administrator.

### **Contact with the Press/Media**

Employees are not permitted to give reports or speak to the press and media, unless this is an aspect which is clearly required within their role, or they have been given permission to do so by their Head Teacher on matters relating to their employment within the School or Trust.

Employees with this responsibility must guard themselves against declaring a view which is contrary to a position taken by the School or Trust Board and which may be deemed to be critical of that decision.

Outside of working hours, an employee is entitled to voice their opinion on issues affecting the local community e.g. at a neighbourhood forum. However, employees have a general duty of care to avoid a conflict of interest and should not criticise, damage or act in any way against the School or Trust.

A Trade Union official may be asked to comment by the media on, for instance, an industrial dispute. Any opinion expressed should be clearly given in their capacity as a Trade Union official.

### **Talks to outside bodies, radio and television interviews, contributions to publications, etc.**

Where an employee is invited to give a talk to an outside body, or participate in a broadcast, or contribute an article to a professional journal, or the like, on a matter related to their employment or on a personal interest which would be relevant to that employment, the following guidelines apply:

- Acceptance of such an invitation shall be at the discretion of the Head Teacher. In the event of a Head Teacher wishing to follow this course of action, it shall be at the discretion of the Chief Executive Officer and, in the event of the Chief Executive Officer wishing to follow this course of action, the Chair of the Trust Board.
- Unless an employee is officially representing the School or Trust, they should make it clear that they are speaking or contributing on a personal basis and that their views do not necessarily represent those of the School or Trust Board.
- Employees should avoid commenting on matters which could be regarded as contentious or sensitive so far as the School or Trust is concerned, especially in cases where what is said is being reported.
- Provided that an employee gives talks on relatively isolated occasions, they shall, at the discretion of their Head Teacher be permitted:
  - To retain any fee received (on the assumption that any preparatory work will have been undertaken in the employee's own time), and
  - To be absent for the purpose of giving the talk, interview etc., providing leave of absence has been requested, the absence from work is reasonable and does not adversely impact on the delivery of education.

When an employee wishes to undertake paid lecturing on a regular basis additional to their employment with the Trust, they should follow the same procedure of that specified for undertaking additional work.

### **Working with the public, children, parents, colleagues, governors and directors**

You must:

- be polite, courteous and helpful when dealing with all members of the local community, children, parents, governors, directors, colleagues and other professionals involved in pupil wellbeing;
- treat all groups and individuals with respect, value their opinions and beliefs and behave in an appropriate manner;
- treat others in a fair and equitable manner in accordance with the Trust's procedures and the wider requirements of the law;
- develop productive and supportive relationships with all colleagues and participate in whole school/Trust development and improvement activities;
- keep all children, parents/carers and employees' money, personal records, information and correspondence secure in accordance with Trust policies and procedures, and the Data Protection Act;
- advise your Head Teacher if you have any concerns about the standard of service being provided
- give appropriate and impartial advice to governors/directors when requested and ensure working relationships are kept on a professional basis;
- speak to your Head Teacher if you are unsure what information you are able to provide to governors or anyone else requesting information.
- declare all close personal relationships with governors/directors to your Head Teacher.

You must not:

- discriminate unfairly in the provision of facilities, services, employment practices or any other area of school duties;
- form inappropriate close personal relationships with children or their relatives/carers;
- give any information, including information relating to pupils, parents/carers or colleagues, to anyone except those authorised to receive it;

For further information please refer to the following school/Trust policies/procedures (where applicable), available on the Trust Website or via your Head Teacher/ Office Manager/Administrator. This list is not exhaustive any other policies, procedures or guidance may apply.

- **Financial Procedures Manual**
- **Grievance Policy**

### **Appropriate relationships with pupils and parents**

Employees must be mindful of the need to maintain professional boundaries appropriate to their position and must always consider whether their actions are warranted, proportionate, safe and applied equitably.

You must:

- act in an open and transparent way with pupils and parents that will not lead any reasonable person to question your actions or intent;
- treat pupils with respect and dignity;
- avoid unnecessary physical contact with children. Where it is essential e.g. for safety reasons, obtain the pupil's permission wherever possible and only use when no other form of control is available and use only the minimum force needed to achieve required outcome;
- Report any incidents where physical contact was necessary to remove a child from a dangerous situation/object and/or to prevent harm to themselves or others to the Head Teacher and record the incident in accordance with school procedures;
- interact with parents in a polite and respectful manner and recognise their entitlement to express concerns they may have about their child's learning, safety or wellbeing;
- avoid discussing school/Trust matters with parents outside of school if approached and should

- refer the parent to normal school communication channels;
- follow school procedures and health & safety requirements when organising and/or accompanying pupils on school trips and activities taking place outside of school premises.

You must not:

- give pupils your home address, mobile or home phone number, or non-school related email address without good cause;
- make arrangements to meet pupils, either individually or in groups, outside school, other than school trips authorised by the Head Teacher;
- give a pupil a lift in your own vehicle, other than on school business with the permission of the Head Teacher and appropriate insurance;
- use any form of degrading treatment to punish or undermine pupils, or use sarcasm, demeaning or insensitive comments towards pupils.

For further information please refer to the School Behaviour Policy which is available on the School Website or via your Head Teacher/ Office Manager/Administrator.

### **Safeguarding of Pupils**

School's within the Trust have a statutory and moral duty to safeguard and promote the welfare of pupils. -Employees must be aware of their individual safeguarding responsibilities, including to provide a safe environment in which children can learn, to be aware of signs of abuse and neglect, to identify children who are suffering, or are likely to suffer significant harm and to take appropriate action in such cases to prevent concerns from escalating.

You must:

- follow and adhere to the Trust's child protection and safeguarding policies and procedures;
- if a child reports any safeguarding issues, report this immediately to the school's designated safeguarding lead and Head Teacher;
- report any safeguarding concerns about another employee immediately to the designated safeguarding lead and Head Teacher;

You must not:

- promise confidentiality to a child who reports safeguarding issues to you.

For further information please refer to the following school policies/procedures (where applicable), available on the Trust Website or via your Head Teacher/ Office Manager/Administrator. This list is not exhaustive any other policies, procedures or guidance may apply.

- Safeguarding and Child Protection Policy**
- DfE Guidance 'Keeping Children Safe in Education'**
- School Behaviour Policy**

### **Criminal convictions/loss of licence or qualification**

You must inform your Head Teacher immediately if you:

- receive a summons to attend court, a criminal conviction, caution or are held on bail, or placed under bond during your employment with the school/Trust, either within or outside of your normal working hours;
- receive any driving convictions that could result in the loss of your driving licence;
- have engaged in behaviour that has resulted in loss of licence, affiliation, accreditation or qualification that may impact on your ability to carry out the duties of your contracted role;

Failure to disclose the above could be considered to be a disciplinary offence.

If you are employed to provide early years' childcare (birth to 5) or out of hours childcare (up to 8 years old) you may be required to complete a self-declaration form at any point during your

employment to confirm that you are not disqualified from working in a setting providing childcare.

As all school posts are subject to an enhanced Disclosure and Barring Service (DBS) check, as well as the above, you must also inform your Head Teacher immediately if you are subject to a criminal investigation. All information you provide in this regard will be dealt with in strict confidence.

### **Gifts and hospitality**

Gifts, hospitality or benefits in kind offered to you must be treated with caution in order to avoid any suggestion of improper motives or conduct.

It is a serious criminal offence under the Bribery Act 2010 to corruptly receive or give any gift, loan, fee, reward or advantage for doing, or neglecting to do something, or showing favour or disfavour to any person in your official capacity. If an allegation is made against you, it will be for you to demonstrate that any such rewards have not been corruptly obtained. Offences can carry a maximum of 10 years imprisonment and/or an unlimited fine for an individual.

For the avoidance of doubt, you must:

- Complete form CCD1 to seek approval from your Head Teacher if you are offered any gifts, hospitality or advantage, before you accept such items, excluding token gifts such as gifts from children at the end of term/Christmas up to a value of £20;
- use tact and courtesy if you need to refuse a gift or hospitality;
- report to your Head Teacher any gifts which are delivered to your place of work where you may have a problem returning it;
- report to your Head Teacher any approaches made to you which could be viewed as being aimed at obtaining some form of preferential treatment.

Where hospitality is offered to individual employees to sporting events or functions then permission to attend should be sought from the Chief Executive Officer for the Head Teacher and, for all other employees, permission should be sought from the Head Teacher as appropriate. -Permission should only be given when the event is seen as part of the life of the community, or where it is in the interest of the school/Trust to be represented, or where the school/Trust should be represented. If you are unclear what is acceptable, ask your Head Teacher or Chief Executive Officer.

For further information please refer to the Trust Financial Policy and Fraud Policy available on the Trust Website or via your Head Teacher/ Office Manager/Administrator.

### **Handling school money or sponsorship/donations**

Sponsorship is defined as ‘an agreement between the school/Trust and the sponsor, where the school/Trust receives either money or a benefit in kind for an event, campaign or initiative from an organisation or individual which in turn gains publicity or other benefits.’

The school/Trust is a publicly funded organisation and as such, all employees who are authorised to be involved in financial activities and transactions on behalf of the school must be familiar with the school/Trust’s Financial Procedures Manual.

If this applies to you, you must;

- use authorised school/Trust funds in a responsible, accountable and lawful way;
- comply with the school/Trust’s financial procedures and take legal and financial advice where appropriate;
- seek value for money;
- comply with relevant policies and procedures when handling money;
- make sure that any sponsorship accepted is related to school/Trust business and is approved by your Head Teacher/Chief Executive Officer;
- disclose any benefit you yourself, partners, relations or close friends relating to any sponsorship the school/Trust proposes to make;
- if you suspect financial irregularity, bribery, corruption, theft or fraud, contact your Head Teacher in the first instance. If for any reason this is not appropriate you should contact the

- Trust's Chief Executive Officer or Director of Business Finance and Development;
- report any possible legal or procurement issues which may be associated with securing sponsorship to your Head Teacher who may take relevant legal advice.

You must not:

- benefit from any contract or sponsorship that is given to or by the school/Trust, or show any favour to a partner, spouse, relative, friend or associate.

For further information please refer to the Trust Financial Procedures Manual available on the Trust Website or via your Head Teacher/ Office Manager/Administrator.

### **Procurement, administering or managing school contracts**

Section 117 of the Local Government Act 1972 requires you to make a formal declaration about contracts in which you have a financial interest, that is any direct or indirect interest of monetary value, whether or not the value is readily identifiable. It is a criminal offence to fail to comply with this.

All Trust schools have Contract Procedure rules in place which must be followed. The Board of Directors can choose to set school specific rules which, in such cases, will be published on the school's website to ensure all Trust school's purchasing procedures are transparent.

You must:

- comply with the school/Trust's Contract Procedure Rules and any other relevant school/Trust procedures of orders and contracts;
- exercise fairness and impartiality when dealing with all customers, suppliers, other contractors and sub-contractors;
- declare any private or personal relationships with contractors, sub-contractors or suppliers by completing form CCD1.

You must not:

- discriminate unfairly against anyone involved in the tendering and contracting process;
- disclose any confidential information relating to tenders or costs for internal or external tenders to any unauthorised person;
- Use your influence or show any special favour to current or former employees or their partners, close relatives or associates when awarding contracts to businesses relating to them or employing them in any capacity;
- play any part in the selection of tenderers if you have any direct or indirect interest in the outcome.

For further information please refer to the following school/Trust policies/procedures (where applicable), available on the extranet or via your Head Teacher/ Office Manager/Administrator. This list is not exhaustive any other policies, procedures or guidance may apply.

- **Financial Procedures Manual**
- **Records Retention Schedule**

### **Intellectual property**

Some aspects of the work you carry out, or produce, on behalf of the school/Trust may be intellectual property. All creative designs, writings, report, drawings and inventions produced by employees in the course of their duties are the property of the school/Trust, unless otherwise agreed in advance with the Head Teacher/Chief Executive Officer.

You must not:

- disclose, publish or otherwise use the work you produce for the school/Trust for personal gain or benefit unless you have the express written permission of your Head Teacher/Chief Executive Officer.

## Recruitment and other employment matters

You must:

- follow the Trust's Recruitment and Selection Policy;
- disclose to your Head Teacher if you are working with anyone in a professional capacity who is a relative or partner or with whom you have a close personal relationship outside of work;

You must not:

- be involved in a selection process or interview if you are related to an applicant or in a close personal relationship with them or a member of their immediate family;
- canvas on behalf of applicants for school posts, either directly or indirectly;
- Provide an external reference for any employee or former employee of the Trust;
- be involved in, or try to influence, any employment decisions including those relating to discipline, promotion, pay adjustments, for any employee with whom you have a close personal relationship;
- ask a governor/Director to provide a reference for you in relation to a job within the Trust, unless no other alternative referees are available.

For further information please refer to the-Trust Recruitment and Selection Policy available on the Trust Website or via your Head Teacher.

### Commitments outside work

Outside work means any paid or unpaid work, including voluntary work, undertaken in addition to your school/Trust employment. Any requests to carry out other employment will be considered and will not be unreasonably refused. However outside work must not, in our view, conflict with school/Trust interests or weaken public confidence in the school/Trust, or adversely impact upon your ability to carry out your role with the school/Trust. All approvals will be reviewed on an annual basis.

If you wish to undertake any outside work you must:

- obtain permission from your Head Teacher by completing form CCD2 prior to undertaking any outside work;
- Inform your Head Teacher by completing another CCD2 if there are any changes relating to your outside work.
- Ensure that whilst undertaking any outside work, you are compliant with the Working Time Directive.

You must not:

- put yourself in a position where your duty and private interests conflict or could appear to conflict;
- seek to gain business in the course of carrying out your school duties;
- carry out any outside work or a private interest during working hours, including making/sending or receiving telephone calls, emails, correspondence/goods;
- use any school facilities or equipment or confidential information in relation to commitments outside of work.

### Personal interests

Section 117 of the Local Government Act 1972 requires you to make a formal declaration about contracts in which you have a financial interest, that is any direct or indirect interest of monetary value, whether or not the value is readily ascertainable. It is a criminal offence to fail to comply with this.

Other financial interests could include when money other than your salary is paid into your bank account by the school or the Trust, or where your address is linked to a business receiving payment from the school or the Trust.

Non-financial interests could include governorship of another local school or involvement with an organisation or pressure group which may seek to influence the school/Trust's policies.

You must:

- declare any financial or non-financial interests which could conflict or be seen to conflict with the school's or Trusts' interests to your Head Teacher by completing form CCD1.
- declare an interest and abstain from being involved with any professional decisions about matters in which you have a personal interest.

### **Using school equipment, materials and property**

The facilities and equipment provided as part of your work belong to the school/Trust.

You must:

- comply with health and safety regulations and use personal protective equipment as required;
- take care of school property or equipment, keeping it secure and reporting any damages or breaches in security;
- use equipment and facilities for authorised purposes only;
- use equipment and facilities appropriately and only for the purposes provided.

You must not:

- use school equipment, vehicles or property for unauthorised activities, personal gain or fraudulent activity;

For further information please refer to the Trust Health & Safety Procedures available on the Trust Website or via your Head Teacher/ Office Manager/Administrator. This list is not exhaustive any other policies, procedures or guidance may apply.

### **Reporting improper or illegal activities**

In regard to all aspects of this Code, should you be concerned about any activities which you think may conflict with the Code of Conduct, carried out by yourself or other employees, you should raise the matter with your Head Teacher.

You must:

- report any activity which you believe is illegal, improper, unethical, dangerous or a breach of Code to your Head Teacher.

For further information please refer to the Trust Confidential Reporting Code available on the Trust Website or via your Head Teacher/ Office Manager/Administrator.

### **Further Information**

If you would like any further information or advice in relation this Code please contact the Trust HR Manager on 01388 811 765 or [office@tudhoelearningtrust.co.uk](mailto:office@tudhoelearningtrust.co.uk)



## Tudhoe Learning Trust Employee Interests and Form for Declaring Gifts and Hospitality

*Notify all interests before they affect your work. Seek permission before any offers of gifts and hospitality are accepted. Declare even if they have been declined.*

|           |  |           |  |
|-----------|--|-----------|--|
| Full Name |  | Job Title |  |
| School    |  | Date      |  |

| Interest of the Employee  |  | Gift/ Hospitality  |  |
|---|--|--|--|
| The interest is (e.g. connection to supplier):                                    |  | The gift/hospitality is (e.g. dinner):   |  |
| Name of person/organisation :   |  | Name of person/organisation offering it:   |  |
| Date interest arises:   |  | Date offered/date of event:  |  |
| Connection to school business, service or employee's current or planned activity  |  | Charity/community event<br>Networking Event<br>Meal/social/sport/cultural event<br>Gift or bequest (include value) £ |  |
|   |  | Connection to school business or employee:   |  |
| Signed Employee:  |  | Date:  |  |
| Authorisation or acknowledgement of interest - for completion by the Head Teacher |  |  |  |
| Declined (include reason):  |  |  |  |
| Accepted (include reason):  |  |  |  |
| Interest Noted (include action required):   |  |  |  |
| Action Required:  |  |  |  |
| Signed Head Teacher:  |  | Date   |  |

***Completed forms will be held by the Head Teacher.***



## Tudhoe Learning Trust Employee Approval to Undertake Outside Work Form

*Before an employee engages in formal outside commitments they must seek prior approval from their Head Teacher/Chief Executive Officer.*

|        |  |           |  |
|--------|--|-----------|--|
| Name   |  | Job Title |  |
| School |  | Date      |  |

| Nature of outside appointment or activity                    | Tick the category to which this form applies |
|--|--|
| Consultancy / Paid employment                                |  |
| Directorship (Executive or Non-executive. Paid or Voluntary) |  |
| Other (please describe):                                     |  |
|  |  |

| External Organisation benefiting from outside appointment, activity or investment |  |
|---|--|
| Name  |  |
| Address   |  |
| Organisation Business:  |  |

| Period of appointment or activity                                       |  |          |  |
|---|--|----------|--|
| Start date  |  | End Date |  |
| Number of days per annum required to be committed under the appointment |  |          |  |
| Signed Employee:  |  | Date:    |  |

| Authorisation or Acknowledgement of Interest |  |       |  |
|--|--|-------|--|
| Declined (include reason):                   |  |       |  |
| Accepted (include reason):                   |  |       |  |
| Action Required:                             |  |       |  |
| Signed Head Teacher:                         |  | Date: |  |

***Completed forms will be held by the Head Teacher***