





Lumen Learning Trust

Learning together for a brighter future

Staff Code of Conduct

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| DATE APPROVED BY LUMEN LEARNING TRUST | 20 th March 2026 | | |
| REVIEW DATE Biennial | 20 th March 2028 | | |
| SIGNED DEPUTY EXECUTIVE PRINCIPAL | Sarah Kober  | DATE | 20/03/2026 |
| SIGNED CHAIR OF DIRECTORS | Jo Roberts  | DATE | 20/03/2026 |

Lumen Learning Trust puts the children's needs at the heart of its provision. Our whole school community is committed to enabling the children to become successful lifelong learners and happy, fulfilled adults who can make positive choices about their future.

Introduction

Lumen Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

This code of conduct has been produced to help staff establish the safest possible learning and working environments which safeguard children and reduce the risk of them being falsely accused of improper or unprofessional conduct. The document clarifies what is expected in terms of professional behaviour and what might constitute illegal behaviour or be considered as misconduct.

This code of conduct should be read in conjunction with the:

Child Protection Policy

Behaviour Policy

Safe Holding Policy

Gifts and Hospitality Policy

AI Policy

Staff Handbook

Low Level Concerns Policy

ICT User Agreement

DfE statutory guidance *Keeping children safe in education (KCSIE) 2025*

Teachers' Standards (teaching staff only)

This code of conduct has reference to a document produced by the Safer Recruitment Consortium 'Guidance for safer working practice for those working with children and young people in education settings' dated February 2022. This code of conduct will be reviewed annually.

If a member of staff does not follow this code of conduct, this may lead to disciplinary action being taken.

Underpinning principles

The following principles apply to all members of our school:

- The welfare of the child is paramount.
- Staff should understand their responsibilities to safeguard and promote the welfare of pupils.
- 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.
- Staff should work, and be seen to work, in an open and transparent way.
- Staff should acknowledge that deliberately invented/malicious allegations are extremely rare and that all concerns should be reported and recorded.
- Staff should discuss and/or take advice promptly from their line manager if they have acted in a way which may give rise to concern.
- Staff should apply the same professional standards regardless of culture, disability, gender, language, racial origin, religious belief and sexual orientation.
- Staff should not consume or be under the influence of alcohol or any substance including prescribed medication, which may affect their ability to care for children.
- Staff should be aware that breaches of the law and other professional guidelines could result in disciplinary action, criminal action and/or other proceedings being taken against them, including barring by the Disclosure and Barring Service (DBS) from working in regulated activity. Acts of serious misconduct could result in prohibition from teaching by the Teaching Regulation Agency (TRA).
- Staff and managers should continually monitor and review practice to ensure this guidance is followed.
- Staff should be aware of and understand their establishment's child protection policy, arrangements for managing allegations against staff, staff behaviour policy, whistleblowing procedure and the procedures of the relevant Multi-Agency Partnership.

Responsibilities

Staff are accountable for the way in which they exercise authority, manage risk, use resources and safeguard children.

All staff have a responsibility to:

- Keep pupils safe and to protect them from abuse (sexual, physical and emotional), neglect and safeguarding concerns. Pupils have a right to be safe and to be treated with respect and dignity.
- Act and be seen to act in the child's best interests.
- Avoid any contact which would lead any reasonable person to question their motivation and intentions.
- Take responsibility for their own actions and behaviour.
- Understand the school's child protection policy and arrangements for managing allegations against staff (including the reporting of low level concerns as defined by KCSIE 2025), whistleblowing procedure, staff behaviour policy and their local three way safeguarding partnership procedures.

The school has a responsibility to:

- Promote a culture of openness, transparency and support.
- Ensure that safeguarding procedures are in place and reviewed.
- Ensure that systems are in place for all concerns to be raised, including those defined as low level by KCSIE 2025.
- Ensure that staff are not placed in situations which render them particularly vulnerable.

Making professional judgments

This guidance cannot provide a complete checklist of what is, or is not, appropriate behaviour for staff. 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 interests of a pupil, 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 judgments should always be recorded and shared with the Leadership Team. All staff should always consider whether their actions are warranted, proportionate, safe and applied equitably.

Power and positions of trust

All those working with children in a school or education setting are in a position of trust in relation to pupils in their care. The relationship between a person working with children is one in which the adult has a position of power or influence. It is vital for staff to understand this power and that the relationship cannot be one between equals, and the responsibility they must exercise as a consequence.

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

Staff should always maintain appropriate professional boundaries, avoid behaviour which could be interpreted by others as unprofessional, and report and record any such incident.

Where a person aged 18 or over is in a position of trust with a child under 18, it is an offence for that person to engage in sexual activity with or in the presence of that child, or to cause or incite that child to engage in or watch sexual activity.

Staff should not:

- Use their position to gain access to information for their own advantage and/or a pupil's or family's detriment.
- Use their power to intimidate, threaten, coerce or undermine pupils.
- Use their status and standing to form or promote relationships with pupils which are of a sexual nature, or which may become so.

Compliance with School Instructions

The Trust expects all employees to comply with lawful written and oral instruction unless to do so would result in a health and safety risk.

Confidentiality

Staff may have access to confidential information about pupils and their families.

Staff are expected to:

- Keep information about pupils and families in a discreet and confidential manner at all times and only share when legally permissible to do so and in the interests of the child. Under GDPR, practitioners are allowed to share special category personal data without consent, if it is not possible to gain consent, if it cannot reasonably be expected that a practitioner gains consent or if to gain consent would put a child at risk.
- Only share records with those who have a legitimate professional need to see them.
- Never use confidential information or personal information about a pupil or their family for their own, or others advantage (including that of partners, friends, relatives or other organisations).
- Never use information to intimidate, humiliate, or embarrass a child.
- Pass any concerns or allegations to the designated safeguarding lead without delay. If a child or their parent/carer makes a disclosure regarding abuse or neglect, staff are expected to follow the school's reporting procedures and should not promise confidentiality to a child or parent, but should give reassurance that the information will be treated sensitively.
- Seek guidance from the designated safeguarding lead if in any doubt whether or not to share information.

Standards of behaviour

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

There may be times when an individual's actions in their personal life come under scrutiny from the community, the media or public authorities, including with regard to their own children, or children or adults in the community. Staff should be aware that their behaviour, either in or out of the workplace, could compromise their position within the work setting in relation to the protection of children, loss of trust and confidence, or bringing the employer into disrepute. Such behaviour may also result in prohibition from teaching by the TRA, a bar from engaging in regulated activity, or action by another relevant regulatory body.

The Childcare (Disqualifications) Regulations 2018 set out grounds for disqualification under the Childcare Act 2006 where a person meets certain criteria set out in the regulations. For example, an individual will be disqualified where they have committed a relevant offence against a child; been subject to a specified order relating to the care of a child; committed certain serious sexual or physical offences against an adult; been included on the DBS children's barred list; been made subject to a disqualification order by the court; previously been refused registration as a childcare provider or provider or manager of a children's home or had such registration cancelled. A disqualified person is prohibited from providing relevant early or later years childcare as defined in the Childcare Act 2006 or being directly concerned in the management of such childcare. Schools and private childcare settings are also prohibited from employing a disqualified person in respect of relevant early or later years childcare.

All staff should not:

- Behave in a manner which would lead any reasonable person to question their suitability to work with children or to act as an appropriate role model.
- Make, or encourage others to make, sexual remarks to, or about, a pupil.
- Use inappropriate language to or in the presence of pupils.
- Discuss their personal or sexual relationships with, or in the presence of, pupils.
- Make or encourage others to make unprofessional personal comments which scapegoat, demean or humiliate or might be interpreted as such.

Staff should:

- Be aware that their behaviour may impact on their work with children.

Dress and appearance

All members of staff are expected to ensure that they are dressed appropriately (adhering to the school dress

code – see Staff Handbook) and safely for the work they are engaged to undertake and for the environment in which they are working.

All staff should wear clothing which:

- Promotes a positive and professional image.
- Is appropriate to their role.
- Is not likely to be viewed as offensive, revealing, or sexually provocative.
- Does not distract, cause embarrassment or give rise to misunderstanding.
- Is absent of any political or otherwise contentious slogans.
- Is not considered to be discriminatory.
- Is compliant with professional standards.

Infatuations and 'crushes'

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. Staff 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.

Staff should report any incidents (verbal, written or physical) that suggests a pupil may be infatuated with a member of staff and staff must always maintain professional boundaries.

Social contact outside of the workplace

It is acknowledged that staff may have genuine friendships and social contact with parents of pupils, independent of their professional relationship. Staff should, however, also be aware that professionals who sexually harm children often seek to establish relationships and contact outside of the workplace with both the child and their parents, in order to 'groom' the adult and the child and/or create opportunities for sexual abuse.

It is also important to recognise that social contact may provide opportunities for other types of grooming, such as for the purpose of sexual exploitation or radicalisation.

Staff should recognise that some types of social contact with pupils or their families could be perceived as harmful or exerting inappropriate influence on children, and may bring the setting into disrepute (for example, attending a political protest, circulating propaganda).

If a pupil or parent seeks to establish social contact, or if this occurs coincidentally, staff should exercise their professional judgment. This also applies to social contacts made through outside interests or the staff member's own family.

Some staff may, as part of their professional role, be required to support a parent or carer. If that person comes to depend upon the staff member, or seeks support outside of their professional role, this should be discussed with the Senior Leadership Team, and where necessary, referrals made to the appropriate support agency.

All staff should:

- Always approve any planned social contact with pupils or parents with senior colleagues.
- Advise the Senior Leadership Team of any regular social contact they have with a pupil which could give rise to concern.
- Refrain from sending personal communications to pupils or parents, unless agreed with the Senior Leadership Team.
- Inform the Senior Leadership Team of any relationships with a parent where this extends beyond the usual parent/professional relationship.
- Inform the Senior Leadership Team of any requests or arrangements where parents wish to use their services outside of the workplace, for example, babysitting or tutoring.

Communication with children (including the use of technology)

Staff should ensure that they establish safe and responsible online behaviours, working to local and national guidelines and in accordance with the trust's acceptable use/ICT policy.

This policy applies to the use of all electronic media, including the use of computers, tablets, phones, texts, emails, instant messages, social media such as Facebook and Twitter, chat-rooms, forums, blogs, websites, gaming sites, digital cameras, videos, webcams and other hand held devices. Please note this list is not exhaustive.

Staff should:

- Not seek to communicate/make contact or respond to contact with pupils outside of the purposes of their work.
- Not give out their personal details.
- Ensure any communications are open and transparent, and avoid any communication which could be interpreted as 'grooming behaviour'.
- Report to the Senior Leadership Team any attempt by pupils to contact them and firmly and politely inform the pupil that such contact is not acceptable.
- Use only equipment and internet services provided by the school or setting.
- Ensure their use of technology could not bring their employment into disrepute.

Physical contact

There are occasions when it is necessary, appropriate and proper for staff to have physical contact with pupils. However, it is crucial that they only do so in ways appropriate to their professional role and in relation to the pupil's individual needs and any agreed care plan.

Staff 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.
- Never touch a pupil in a way which may be considered indecent.
- Always be prepared to explain actions and accept that all physical contact is open to scrutiny.
- Never indulge in horseplay or fun fights.
- Always allow/encourage pupils, where able, to undertake self-care tasks independently.
- Ensure the way they offer comfort to a distressed pupil is age appropriate.
- Always tell a colleague when and how they offered comfort to a distressed pupil.
- Establish the preferences of pupils.
- Consider alternatives, where it is anticipated that a pupil might misinterpret or be uncomfortable with physical contact.
- Always explain to the pupil the reason why contact is necessary and what form that contact will take.
- Report and record situations which may give rise to concern.
- Be aware of cultural or religious views about touching and be sensitive to issue of gender.
- Ensure extra caution is taken where it is known a child has suffered previous abuse or neglect.
- Ensure that arrangements in respect of pupils with disabilities are understood and agreed by all concerned.
- Be aware of DfE advice (July 2022) and school policies about searching pupils for prohibited items.

Other activities that require physical contact

Staff within areas such as PE, drama or music may need to initiate some physical contact with children, for example, to demonstrate a technique in the use of equipment or support a child so they can perform an activity safely or prevent injury. Any physical contact should only take place when it is necessary in relation to a particular activity and in a safe and open environment.

In such circumstances staff should:

- Treat pupils with dignity and respect and avoid contact with intimate parts of the body.
- Always explain to a pupil the reason why contact is necessary and what form that contact will take.
- Seek consent of parents where a pupil is unable to give this, for example, because of a disability.
- Consider alternatives, where it is anticipated that a pupil might misinterpret any such contact.
- Be familiar with and follow recommended guidance and protocols.
- Conduct activities where they can be seen by others.
- Be aware of gender, cultural and religious issues that may need to be considered before initiating physical contact.
- Report any incidents of physical contact that cause concern.

Intimate/personal care

Pupils should be encouraged to act as independently as possible and to undertake as much of their own personal care as is possible and practicable. Pupils are entitled to respect and privacy at all times, and especially when in a state of undress, including for example, when changing and toileting. Staff should announce their intention of entering any such vicinity and only remain in the room where a pupil's needs require this.

When assistance is required, this should normally be undertaken by one member of staff, however, they should try to ensure that another appropriate adult is in the vicinity who is aware of the task to be undertaken and that, wherever possible, they are visible and/or audible. Staff should always explain to a pupil what is happening before a care procedure begins.

Intimate or personal care procedures should not involve more than one member of staff unless the pupil's care plan specifies the reason for this.

A signed record should be kept of all intimate and personal care tasks undertaken and, where these have been carried out in another room, should include times left and returned.

Any vulnerability, including those that may arise from a physical or learning difficulty, should be considered when formulating the individual's care plan. The views of parents, carers and the pupil, regardless of their age and understanding, should be actively sought in formulating the plan in the necessary regular review of these arrangements.

Behaviour management

Where pupils display difficult or challenging behaviour, staff should follow the school's behaviour policy, using strategies appropriate to the circumstances and situation.

In particular staff should:

- Not use force as a form of punishment.
- Try to defuse situations before they escalate, for example, by distraction.
- Keep parents informed of any sanctions or behaviour management techniques used.
- Be mindful of and sensitive to factors both inside and outside of the school or setting which may impact on a pupil's behaviour.
- Behave as a role model.
- Avoid shouting at pupils other than as a warning in an emergency situation/safety situation.
- Refer to national and local policy and guidance regarding restrictive physical intervention (RPI).
- Be aware of the legislation and potential risks associated with the use of removal as a sanction.
- Comply with legislation and guidance in relation to human rights and restrictions of liberty.

Staff are asked to refer to the school's behaviour policy for further information on the relevant legislation and guidance referred to above.

The use of control and physical intervention

Care must be exercised in order that staff do not physically intervene in a manner which could be considered unlawful.

All staff should adhere to the Trust's safe holding policy. Staff may reasonably intervene to prevent a child from:

- Committing a criminal offence.
- Injuring themselves or others.
- Causing damage to property.
- Engaging in behaviour prejudicial to good order and to maintaining good order and discipline.
- Under no circumstances should physical force be used as a form of punishment. The use of unwarranted or disproportionate physical force is likely to constitute a criminal offence.

Sexual conduct

- Any sexual behaviour by a member of staff with or towards a pupil is unacceptable. Under the Sexual Offences Act 2003, it is an offence for a member of staff in a position of trust to engage in sexual activity

with a pupil less than 18 years of age. Sexual activity with a child could be a matter for criminal and/or disciplinary procedures.

- Pupils are protected by the same laws as adults in relation to non-consensual sexual behaviour. They are additionally protected by specific legal provisions depending on their age and understanding. This includes the prohibition of sexual activity with children by adults in a position of trust.
- Sexual activity involves physical contact including penetrative and non-penetrative acts. However, it also includes non-contact activities, such as causing pupils to engage in or watch sexual activity or the production of pornographic material.

Staff should:

- Not have any form of sexual contact with a pupil from the school or setting.
- Avoid any form of touch or comment which is, or may be considered to be, indecent.
- Avoid any form of communication with a pupil which could be interpreted as sexually suggestive provocation or give rise to speculation, for example, verbal comments, letters, notes, emails, social media, phone calls, texts, physical contact.
- Not make sexual remarks to or about a pupil.
- Not discuss sexual matters with or in the presence of pupils other than within agreed curriculum content or as part of their recognised job role.

One-to-one situations

- Staff working in one-to-one situations with pupils at the school can be more vulnerable to allegations or complaints.
- To safeguard both pupils and staff, staff should:
 - Ensure that wherever possible there is visual access and/or an open door in one-to-one situations.
 - Avoid use of 'engaged' or equivalent signs wherever possible.
 - Always report any situation where a pupil becomes distressed or angry.
 - Consider the needs and circumstances of the pupil involved.
 - Not arrange to meet pupils from the school or setting away from the work premises, unless the necessity for this is clear and approval is sought from Senior Leadership Team, the pupil and their parents/carers.
 - Ensure any necessary home visits are in accordance with any home visit or lone working policy in place.

Home visits

All work with pupils and parents should usually be undertaken in the school or setting or other recognized workplace. There are occasions, however, where it is necessary to make a one-off or even a series of home visits.

Before this happens:

- Appropriate policies need to be in place and related risk assessment undertaken to safeguard both staff and pupils.
- Appropriate risk management measures should be put in place before a visit takes.
- If insufficient information is available, visits should not be undertaken alone.

Transporting pupils

Staff must not transport a pupil/s in their private vehicle for work purposes. In the event of an emergency an ambulance must be called or for lesser events a taxi with at least one staff member accompanying the pupil at all times.

Staff should not offer lifts to pupils in a private capacity unless the need for this has been agreed by Senior Leadership Team. Wherever possible and practicable, it is advisable that transport is undertaken other than in private vehicles and with at least one adult additional to the driver acting as an escort.

It is a legal requirement that all passengers wear seatbelts and the member of staff driving the vehicle should ensure all passengers do so.

All staff required to transport pupils must have an appropriate and valid licence/permit and appropriate insurance

in place for the vehicle and also ensure they are fit to drive and free from any drugs, alcohol or medicine which is likely to impair judgment and/or the ability to drive.

Educational visits

All staff planning or involved in an educational visit should be familiar with the DfE's guidance 'Health and safety on educational visits' published in November 2018, and on advice for school trips and outdoor learning activities.

They should:

- Adhere to the school's educational visits guidance.
- Always have another adult present on visits, unless otherwise agreed with the Senior Leadership Team.
- Undertake risk assessments.
- Have parental consent to the activity.
- Ensure that their behaviour remains professional at all times.
- Never share bedrooms unless it involves a dormitory situation and the arrangements have been previously discussed with the Senior Leadership Team, parents and pupils.
- Refer to local and national guidance for educational visits.

First aid and medication

Staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions.

Nominated staff responsible for administering first aid and medication should do so in accordance with the relevant health and safety policy in place at the school.

Photography, videos and other images

Staff should not take images of a child's injury, bruising or similar (e.g. following a disclosure of abuse) even if requested by children's social care without explicit permission from a member of the Leadership Team. Nor should any video or audio recording be made of a child's disclosure. Many educational activities involve recording images. These may be undertaken for displays, publicity, to celebrate achievement and to provide records of evidence of the activity.

Under no circumstances are staff permitted to use personal equipment to take images of pupils at or on behalf of the school.

Staff should:

- Only publish images of pupils where they and their parent/carer have given explicit written consent to do so.
- Only take images where the pupil is happy for them to do so.
- Only retain images when there is a clear and agreed purpose for doing so.
- Store images in an appropriate secure place in the school or setting.
- Ensure that a senior member of staff is aware that the photography/image equipment is being used and for what purpose.
- Be able to justify images of pupils in their possession.
- Avoid making images in one-to-one situations.
- Not take images of pupils for personal use.
- Not take images of children which could be considered as indecent or sexual.

Staff should also ensure that pupils are not exposed, through any medium, to inappropriate or indecent images. Further, that any films or material shown to pupils is age appropriate and the Senior Leadership Team have authorised the viewing of such material.

Under no circumstances are staff permitted to use any school equipment to access pornography. Personal equipment containing pornography or links to it should never be brought into the school setting. Any equipment found to store such material could raise serious concerns about the suitability of the staff member to continue working with children and young people.

Use of technology for online/virtual teaching

The following guidelines should be followed in conjunction with the trust's E-Safety Policy, AI Policy and ICT User Agreement:

- The platform used for online/virtual teaching has an appropriate level of security.
- Personal or sensitive data must not be entered into unauthorised open AI tools.
- Use school devices wherever possible and contact pupils through the school address/login.
- Virtual lessons should be timetabled and senior staff should be able to drop in to any virtual lesson at any time.
- Staff engaging in online learning should maintain a professional standard of dress and behaviour.
- The background used should be as neutral as possible.
- Resources used must be age-appropriate.
- Agreement should be sought from the pupil/parent if the member of staff wishes to record the lesson.

Exposure to inappropriate images

- Staff should take extreme care to ensure children and young people are not exposed, through any medium, to inappropriate or indecent images.
- If indecent images of children are discovered at the establishment or on the school's equipment an immediate referral should be made to the designated safeguarding lead (DSL).
- Under no circumstances should any adult use school equipment to access pornography.

Curriculum

Many areas of the curriculum can include or raise subject matter which is sexually explicit or of a political or sensitive nature. Care should be taken to ensure that resource materials cannot be misinterpreted and clearly relate to the learning outcomes identified by the lesson plan. This can be supported by developing ground rules with pupils to ensure sensitive topics can be discussed in a safe learning environment. This plan should highlight particular areas of risk and sensitivity and care should especially be taken in those areas of the curriculum where usual boundaries of rules are less rigorously applied, for example, drama.

The curriculum can sometimes include or lead to unplanned discussion about subject matter of a sexually explicit, political or otherwise sensitive nature. Responding to children's questions requires careful judgment and staff should take guidance in these circumstances from the designated safeguarding lead.

Staff should:

- Take care when encouraging pupils to use self-expression, not to overstep personal and professional boundaries.
- Be mindful of safeguarding considerations in student-led projects i.e. the topic chosen and the methodology used.
- Be able to justify all curriculum materials and relate these to clearly identifiable lesson plans.
- Be sure that any questionnaires students use as part of their projects should be checked for appropriateness.

Staff should not:

- Enter into or encourage inappropriate discussions which may offend or harm others.
- Undermine fundamental British values.
- Attempt to influence or impose their personal values, attitudes and beliefs on pupils.

Whistleblowing

Whistleblowing is the mechanism by which staff can voice their concerns, made in good faith, without fear of repercussion.

Staff should:

- Report any behaviour by colleagues that raises concern.
- Report allegations against staff and volunteers to their manager, or registered provider, or where they have concerns about the manager's response, report these directly to the designated officer (DO).
- Staff should refer to the school's whistleblowing procedure for further information.
- Sharing concerns and recording incidents

All staff should:

- Be aware of the school's arrangements for reporting and recording concerns and allegations.
- Know how to contact the DO and Ofsted/regulatory body directly if required.
- Take responsibility for recording any incident, and passing on that information where they have concerns about any matter pertaining to the welfare of an individual, school or setting.

Drugs and Alcohol

Employees must never arrive at work incapable through the effects of alcohol or drugs. Drinking alcohol or taking drugs (apart from appropriately prescribed medication or over-the-counter remedies) at work or during breaks is strictly prohibited. The consumption of alcohol at staff events or meetings is subject to the authorisation of the Headteacher.

Working Relationships

Internal and external working relationships are formed on a daily basis with colleagues, pupils, parents and contractors. These should be conducted in a professional, friendly and respectful manner.

Romantic Relationships at Work

No employee will be unfairly treated or discriminated against on the basis of a personal relationship however any romantic relationship with another Trust employee should be declared to a member of the Senior Leadership Team. Staff should always behave in a professional manner e.g. kissing, holding hands etc. are not appropriate at work or on the school premises. Equally, personal conflict should not be brought into the workplace.

Failure to declare a personal relationship that has, or could be reasonably perceived to have given rise to a conflict of interest or any workplace advantage could be considered as a disciplinary matter. Where there has been a declaration of interest, but the employee(s) allow the personal relationship to impact adversely on others in the workplace, could also be considered a disciplinary matter.

Political Neutrality

Employees should ensure that their own personal or political opinions do not interfere with any policy of the Trust or relevant school.

Gifts, rewards, favouritism and exclusion

Staff need to take care that they do not accept any gift that might be construed as a bribe by others, or lead the giver to expect preferential treatment. Staff must adhere at all times to the LLT Gifts and Hospitality Policy.

Appointment of Staff

Employees should not be involved in a staffing appointment, or in any decision relating to the discipline, promotion or pay or conditions of another employee (or prospective employee) to whom they are related or have a close personal relationship.

Equality Issues

All employees and members of the local community have a right to be treated with fairness and equality.

Employees must ensure that they comply at all times with employment policies in relation to equality issues. The bullying or harassment of other work colleagues, pupils or other members of the community is considered to be gross misconduct. Employees are expected to report any concerns or suspicions they may have about the treatment of others to their line manager or the relevant Headteacher.

Health and Safety

All employees have a shared duty to help prevent injuries or accidents occurring at work by complying with the Trust's health and safety policy and all instructions relating to safety and security procedures that are specific to the relevant school setting.

Secondary Employment

Employees are able to take up additional employment other than at the school provided the employment concerned does not constitute a conflict of interest or adversely affect their employment at the Trust or one of its schools.

Employees should, however, keep their relevant school informed of other employment they undertake so that the school may ensure that the 48-hour weekly working time limit under the Working Time Regulations 1998 is adhered to. In the event that your combined working hours are likely to exceed this figure you will be asked to sign a working time 'opt out' agreement.

Employment Policies

The Trust and its schools have in place a range of policies. You should familiarise yourself with any policy the school has provided to you and ensure that you take account of any future policy changes communicated to you.

Declaration of Personal Interests and Outside Commitments

Employees are responsible for ensuring that their private interests or beliefs do not conflict with their professional duties.

All employees should declare any non-financial or financial interest which might conflict with the ethos or work of the Trust.

Declarations should be made via the relevant School Business Leader who should ensure that a written record is made in accordance with the Trust's procedure. Declarations must extend to acknowledging the involvement of a relative or partner of an employee in an organisation with which the school does business (or seeks to do business), particularly if they are directors, partners or hold senior managerial positions in those organisations.

Where employees are in any doubt about whether any personal relationships, interests, or outside commitments should be declared in particular circumstances, they should either declare the information in any case, or else seek further advice from the relevant School Business Leader.

Contractors and Competitive Tendering

Contractors may include individuals who are temporarily working alongside Schools' staff, or employees of an external firm that has been awarded a contract to provide services. All contractors should be treated with courtesy and respect.

Any orders and contracts must be awarded by fair and open competition against other tenders. No special favour must be shown to current or recent former employees or associates in awarding contracts.

Employees must declare any relationship with a particular contractor, or any potential contractors, to the appropriate manager.

Employees should be clear on the separation of client and contractor roles. Senior employees who have both a client/contractor responsibility must be aware of the need for accountability and openness.

Employees privy to confidential information on tenders of costs relating to contractors should not disclose the information to any unauthorised party or organisation.

Use of the Schools' Materials, Property or Resources

Employees must ensure that public funds entrusted to them are used in a responsible and lawful manner. Employees should not make personal use of any school property, facilities, equipment, materials, vehicles or resources unless properly authorised to do so.