KINGSLAND SCHOOL

LA MODEL CODE OF CONDUCT

FOR EMPLOYEES WORKING IN:

COMMUNITY, COMMUNITY SPECIAL,

VOLUNTARY CONTROLLED AND

MAINTAINED NURSERY SCHOOLS

May 2026

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Scope

This Code of Conduct applies to all teaching and support staff of Wakefield Council who work in community, community special, voluntary controlled and maintained nursery schools, where the Governing Body has delegated responsibility for staffing matters. This Code is aimed at ensuring such employees are aware of the standards of behaviour expected of them by Wakefield Council and their Governing Body[1].

Whilst this Code refers to employees of the school reporting actions to the Head teacher, where an employee is the Head teacher of the school, this should be read as the Head teacher reporting actions to the Chair of the School' Governing Body.

Where the Code refers to Governing Body / Bodies, this should be read as Interim Executive Board (IEB) where the school does not have a Governing Body.

Introduction

a) The public is entitled to expect the highest standards of conduct from all employees who work in schools / teaching and learning environment for Wakefield Council.

b) Wakefield Council is committed to ensuring children and young people are supported and safe. The Council has a commitment to the safeguarding of children and young people and promoting their welfare and expects all staff to share this commitment.

c) The Governing Body and Head teacher of a school will ensure that this Code is followed by the employees in their school and will deal with any breaches of this Code within their school.

d) Failure to follow the standards set out in this Code should be regarded as a serious issue, and any breach could lead to management action being taken against an employee in accordance with the School's Disciplinary Policy. Any disciplinary action taken will be appropriate to the circumstances, up to and including summary dismissal.

e) The Council and the Governing Body recognise that some employees will be required to work to their own professional code(s) of conduct when carrying out their duties. In exceptional circumstances there could be a conflict between this Code and the requirements of a professional code of

[1]This Code does not override any provisions within the following, if the Code is inconsistent with them

- School Teachers' Pay and Conditions Document;
- Conditions of Service for School Teachers in England and Wales;
- any other applicable legislation affecting or regulating a teacher's employment.

conduct. In such circumstances employees must discuss the conflict with the Head teacher before taking any action(s) which could be contrary to this Code.

1. Core Values and Standards

This Code reflects the Council's and the Governing Bodies' core values and behavioural expectations of employees, which are as follows:

1.1 Core Values

Respect for All
Every employee will be polite and supportive to each other. Everyone's contributions will be valued and employees will listen to others and be sensitive to their position.

Ambition
Every employee will set high standards and aim to continually improve. Feedback on performance will be sought and acted upon and employees will be encouraged to put forward new ideas to support further improvements to service delivery.

Integrity
Every employee will, in acting as an ambassador for the Council and / or the school, maintain high standards of personal conduct demonstrated through an honest, open, impartial and tolerant approach when dealing with pupils, colleagues, members of the public and other organisations.

1.2 Standards

a) Employees are expected to give the highest possible standard of service to the community which the school serves, by maintaining the highest levels of personal conduct which can be expected from them. Employees are expected to make the appropriate level of management aware of any deficiency in the provision of service. This will be through agreed procedures and without fear of recrimination.

b) Employees must be aware of the Governing Body's Customer Care Standards and ensure they apply these standards when dealing with children, parents and other members of the community that the school serves.

c) It is the duty of each employee to report to an appropriate senior member of staff (or the Chair of Governors where appropriate) any impropriety, breach of procedure, unlawfulness or maladministration.

d) Employees must be aware of the Schools Whistleblowing Policy which gives support and protection for any employee who reports any wrongdoing, including impropriety, breach of procedure, unlawfulness or maladministration.

2. Disclosure of Information

a) The law requires that certain types of information must be available to members, auditors, government services, pupils and the public. The Council and / or Governing Body may decide to be open about other types of information. Employees must be aware of which information the Council and / or Governing Body are not open about, and act accordingly. If an employee is not sure they should ask for guidance from their Head teacher.

b) Employees must not use any information obtained in the course of their employment for personal gain or benefit, nor must they pass it on to others who might use this information in such a way. Any personal information received by an employee from a Councillor, which does not belong to the Council or Governing Body, should not be divulged by the employee without the prior approval of that Councillor, except where disclosure is required or sanctioned by the law.

c) Employees must adhere to the Data Protection Act 2018 and the EU General Data Protection Regulation 2016 at all times and specifically not disclose personal information about other employees or a member of the public, including pupils and parents, to a third party without their agreement to do so (unless exempt under the Act).

3. Political Neutrality

a) Employees have responsibility to the School / Council as a whole. It follows that they have responsibilities to all Councillors and Governors not just those of the controlling group, and must ensure their individual rights are respected.

b) Where employees are required to advise political groups / the Governing Body, they must do so in ways which meet the corporate objectives of the Council / School, and which are balanced to reflect their political neutrality.

c) Employees, regardless of political restrictions, must follow every policy the School has adopted and must not allow their own personal or political opinions to interfere with their work.

4. Relationships and Appointments

4.1 Relationships

For the purpose of this section, a personal relationship includes, but is not limited to:

- a personal friend or mentee / mentor or similar;
- a former / current business associate;

- a current or previous non co-habiting partner, partner by marriage, civil partnership, or co-habiting arrangement;
- immediate family members including those not related through blood;
- extended family members including those not related through blood;

Councillors
Employees are responsible to the Council through their Head teacher and Governing Body. The role of some employees is to give advice to Councillors and School Governors.

Where a Councillor is a member of an employee's family, immediate or extended including those not related by blood, employees must inform the Head teacher of this personal relationship. The Head teacher will then determine the most appropriate arrangements regarding that employee's professional relationship with the Councillor.

The local community
Employees must always remember their responsibilities to pupils and the community that the school serves and must at all times ensure courteous, efficient and impartial service delivery to all groups and individuals within that community as defined by the policies of the Council and the Governing Body.

Pupils
Where a pupil is a member of an employee's family, immediate or extended including those not related through blood, or the child of a close personal friend of the employee, the employee must inform the Head teacher of this personal relationship. The Head teacher will then determine the most appropriate arrangements regarding that employee's professional relationship with the pupil.

Contractors
Employees must inform the Head teacher of all personal relationships of a business or private nature with external contractors, or potential external contractors. The Head teacher will then determine the most appropriate arrangements regarding that employee's professional relationship with the contractor or potential contractor. Orders and contracts must be awarded on merit, by fair competition, against other tenders. Special favours must not be shown in the tendering process to businesses run by, for example, friends, partners or relatives of employees. No part of the local community should be discriminated against.

Employees who engage with, supervise or have any professional relationship with external contractors, or potential external contractors, and have previously had or currently have a personal relationship with that contractor must declare that relationship to the Head teacher. The Head teacher will then determine the most appropriate arrangements regarding that employee's professional relationship with the contractor or potential contractor.

Employees must not engage the relatives or friends of any school employee to undertake paid remedial, or other minor, work within the School without completing an auditable tendering process (see Section 8 below).

Other employees
Employees must declare any personal relationship with other employees of the school and/or Council to the Head teacher to enable early consideration about whether such a relationship could cause, or be perceived to cause a conflict of interest. Should a conflict of interest be identified, there may be a need to consider the possibility of alternative employment or a change of duties.

Employees must treat colleagues with courtesy and respect. Verbal or physical abuse, bullying and insubordination to colleagues will not be tolerated.

School Governors
Where a School Governor, including the Chair of Governors, is a member of an employee's family, immediate or extended including those not related by blood, employees must inform the Head teacher of this personal relationship. The Head teacher will then determine the most appropriate arrangements regarding that employee's professional relationship with School Governors.

Head teacher
The Head teacher must inform an appropriate committee of the Governing Body of any personal relationship they have with any pupil, other employee or member of the Governing Body. The Governing Body should consider any declaration and potential for conflict of interest and take appropriate action(s) to mitigate any perceived conflicts.

Her Majesty's Inspectorate of Education (HMIE) / Office for Standards in Education Inspectorate (Ofsted)
Employees, who are in a personal relationship with any member of the HMIE / Ofsted Inspectorate, must declare a conflict of interest if that person is involved in an audit or inspection of the school within which they are employed.

4.2 Appointment of staff and other employee matters

a) All employees involved in the appointment of staff must make sure that appointments are made on the basis of merit. It would be unlawful for an employee to make an appointment based on anything other than the ability of the candidate to do the role. To avoid any possible accusation of bias, employees must not be involved in an appointment where they have a personal relationship with an applicant.

b) Similarly, employees must not be involved in decisions relating to discipline, promotion or pay adjustments for any other employee with whom they are in a personal relationship.

5. Outside Commitments

a) Support staff employed on NJC Terms and Conditions above Grade 7 are required to obtain written consent from the Head teacher to take any additional employment and / or unpaid/voluntary work and / or self-employment such as consultancy work. Such consent should not be withheld without a good reason which would have a negative impact on the interests of the school.

b) Employees, regardless of grade and / or position, should be clear about their contractual obligations and should not take any additional employment and / or unpaid/voluntary work and / or self-employment which conflicts with the Council's interests or those of the Governing Body.

c) Employees taking additional employment and / or unpaid/voluntary work and / or self-employment must ensure that the total number of hours worked in a week is not, or is not perceived to be, a risk to their own or their colleagues' health and safety. Specifically the Council and Governing Body expect employees to notify the Head teacher of any additional employment and / or self-employment which may result in their total working time going above an average of 48 hours a week. The Head teacher will notify the Governing Body of such additional employment and / or unpaid/voluntary work and/or self-employment.

d) An employee's declaration of additional employment does not remove the right of the Governing Body to take action against any employee if that additional employment and / or unpaid/voluntary work and / or self-employment is deemed to be, or has been, detrimental to the Council's and / or the school's interests or reputation or where it affects the employee's work performance for the school.

e) The use of Council and / or school employees and resources, (e.g. computers, telephone, photocopier, etc.) for non-work related purposes is forbidden unless appropriate arrangements are made and approval is given by the Head teacher of the school. Communication relating to additional employment is not permitted during contractual hours.

f) Employees must follow the Council's and Governing Body's rules on ownership of intellectual property or copyright created during the course their employment. Intellectual property is a generic term that includes inventions and patents, creative writing and drawing, teaching materials including handouts, PowerPoint presentations on-line resources etc. and pupils work including progress and achievement records. Intellectual property and copyright are the sole and exclusive property of the Council and / or Governing Body as appropriate in the circumstances. Employees are advised to consult with the Head teacher if they have any doubts as to whether their materials are exempt from these provisions prior to their leaving the school. For further guidance please refer to the Council's Copy Right Document.

g) Employees are sometimes requested to give presentations / advice using their professional skills and expertise, for organisations other than the Council

and / or the school. If the work is done as an official work duty, the employee must ensure the Council or Governing Body receives any fee paid. For further guidance please refer to the VLE site (HR Consultancy/ Leadership, Pay and Employment Advice/Models of Leadership pages - Provisions of Service agreement and form).

If the work is not done as an official work duty, the employee may keep any fee paid, provided that the preparation and the presentation / advice is done in the employee's own time and the employee is not acting as a representative of the Council or Governing Body.

6. Personal Interests

a) Employees who influence or are responsible for funding, contracting, procurement or purchasing decisions within school must declare to the Head teacher, any personal financial or non-financial interests that may be deemed to conflict with the Council's and / or Governing Body's interests.

b) Personal interests are defined within the Council's guidance notes concerning 'Registration of Employee Interests' and include, for example, an involvement in a professional capacity with an outside organisation which has dealings with the Council's and / or school's interests, e.g. grant requests. Please refer to the Council's guidance on 'Registration of Employee Interests' (available on the VLE) for further details and the registration form. This document must be completed by all school employees, defined in 6a) above, on an annual basis in the autumn term. Any new appointees, with such influence and responsibilities referred to in 6a) above, who join the school during the academic year must complete the document at the time of their appointment.

c) Where an employee has declared an interest the Head teacher will convey details of that interest on the Register of Business Interests under the authority of the Governing Body to ensure that the interest is fully considered and any necessary action taken to avoid all situations of potential conflict.

d) Where an employee is involved, directly or indirectly, in any procurement process (formal or informal), a Registration of Interest must be completed if one of the companies / individuals submitting a quote is connected in any way to that employee. This should also apply to any employee who may not be directly or indirectly involved in the procurement process but who may be able to influence the outcome of that process.

e) The Council and the Governing Body respect the rights of employees to a life outside work but do require employees to clearly separate their employment from activities in their private life. Employees must only present their views or act on issues outside work (e.g. communications with the media or as a member of a pressure group) as a private individual. Employees must ensure that when engaging in such activities it is clear that they are not seen as a representative of the Council and / or School but as private individuals.

f) Employees are expected to raise concerns about work-related issues through their Governing Body's appropriate procedures (including via the trade unions). It is not acceptable for employees to pursue work related issues which affect them as a private individual, where there is a conflict between their private interest and their contractual duties as a Council employee.

g) All activities undertaken by employees during working hours must assist and / or support, not conflict with, the work of the Council and / or Governing Body and/or school. For example, during contractual hours employees must not persuade community groups to come to a view which is contradictory to the accepted Council and / or Governing Body view. This paragraph does not restrict employees having the right to legitimate protest on issues relating to their security of employment or changes to their conditions of service.

h) Employees should declare membership of any secret societies to the Council and Governing Body, via the Head teacher. The definition of secret society is as follows: "Any lodge, chapter, society, trust or regular gathering or meeting" which:

i. is not open to members of the public who are not members,
ii. includes a requirement to make a commitment (whether by oath or otherwise) of allegiance in order to gain membership
iii. includes, whether initially or subsequently, a commitment (whether by oath or otherwise) of secrecy in regard to rules, membership or conduct.

7. Equality Issues

a) The Council is an equal opportunities employer and employees must ensure they are aware of, and comply with, all workplace policies relating to equality issues.

b) All members of the community that the school serves, children and colleagues have a right to be treated with fairness and equality.

c) Employees must be familiar with the Governing Body's policy on discrimination and harassment and ensure they treat all members of the community that the school serves, children and colleagues with dignity and respect.

d) If employees consider that they have been subject to discrimination and / or harassment in the course of their employment, they must report this to their appropriate manager / Head teacher, at the earliest opportunity to enable the concerns to be investigated and responded to as appropriate.

8. Tendering, Corruption and Financial Information

8.1 Separation of roles during tendering

a) Employees involved in the tendering process and dealing with external contractors must be clear on the separation of client and contractor roles within the Council and / or school. Where tendering involves an in-house contractor, employees must be mindful of the need for accountability and be aware of the Council's commitment to providing best value at all times. Employees who have both client and contractor roles must be aware of the need for equality.

b) Employees must exercise fairness and impartiality when dealing with all customers, suppliers, other contractors and sub-contractors.

c) Employees who have access to confidential information on tenders or costs for internal or external contractors must not disclose that information to any unauthorised party or organisation.

d) Employees must ensure that no special favour is shown to current or recent former employees or anyone with whom they are in a personal relationship with when awarding contracts to businesses run by such persons or in which such persons are employed in a senior or relevant managerial capacity.

e) Employees must not purchase items and / or services for personal use through the Council's and / or Governing Body's contracts with external contractors.

8.2 Corruption, fraud and theft

a) It is a serious criminal offence for employees, in their professional and/or any official capacity, to corruptly receive or give any gift, loan, fee, reward or advantage for doing, or not doing, something or showing favour or disfavour to any person. If an allegation is made the employee must be able to show that any benefit has not been dishonestly gained or such conduct will be considered under the School's Disciplinary Procedure.

b) The deliberate falsification of documents is not acceptable. If an employee does this for money or other financial benefit for themselves or others it may be regarded as a criminal offence requiring police investigation as well as being deemed a serious breach of this Code of Conduct which will be given appropriate consideration in accordance with the school's Disciplinary Policy. If this is done for a non-financial benefit (e.g. failure to record contractual hours not worked) it will still be regarded as a serious breach of this Code of Conduct which again will result in the matter being considered in accordance with the school's Disciplinary Policy.

c) Theft of the Council's and / or school's funds or property is considered gross misconduct under the School's Disciplinary Procedure and may be reported to the Police. Borrowing Council and / or Governing Body and / or school money,

even when the employee has every intention of returning it within a very short period of time, is also considered as theft.

d) Any employee committing a fraudulent act against the Council / School or found to be involved with bribery in the performance of their duties will be subjected to the School's Disciplinary Policy and may be reported to the Police (whether or not the act is outside of their direct employee role). For instance Benefit fraud, the misuse of a Blue Badge, submitting a false Insurance Claim against the Council, Council Tax evasion, Council Tax Support fraud, falsely claiming Single Person's Discount, misuse of a Personal Budget, or other care services financially supported by the Council, are all offences against the Council that can be committed by employees outside of their direct role and which are likely to be subject to investigation under the school's Disciplinary Policy. The action taken by the school's managers in relation to such conduct from employees will be entirely separate to any criminal sanction which may be pursued by the police.

8.3 Use of financial information

a) School employees must ensure that they use these public funds in a responsible and lawful manner at all times. They should strive to ensure value for money to the community that the school serves and to avoid legal challenge to the Council and / or Governing Body.

b) The application of financial regulations safeguard the Council's and / or the school's assets, and the use of financial and other resources. Employees must comply with these regulations when using or collecting public funds. When placing orders for goods and services, employees must ensure that all rules are complied with, in particular the Financial and Contractual Procedures rules.

9. Safeguarding of Children

Safeguarding of children must always be a priority. Within this document there are references to 'pupils'. This is a generic term which applies to any child under 18 years of age, current and ex-pupils. Wakefield Council and the School are wholly committed to ensuring that the statutory guidance contained in 'Keeping Children Safe in Education' is fully implemented.

For additional information please refer to the Schools Model Safeguarding Policy for further information.

9.1 Responsibilities

It is important to highlight the responsibilities of the school and its employees in safeguarding pupils who depend on the school's services. All staff must be aware of and understand the school's Safeguarding Policy

Employees and managers in school have a responsibility to create and maintain a culture that will help deter, prevent and detect inappropriate or abusive behaviour. These responsibilities include:

- ensuring effective policies and procedures are in place;
- following the school's DBS Policy with regard to the recruitment of staff;
- setting acceptable standards of behaviour;
- taking concerns seriously;
- increasing awareness / commitment to safeguarding.
- adherence to the guidance included within the document 'Guidance for safer working practice for adults who work with children and young people' (which can be found at www.wakefieldlscb.org.uk/education-resources)
- reporting all safeguarding issues resulting in the termination of an employee's contract of employment to the DBS (and where appropriate the National College for Teaching and Leadership, or other professional body)

All behaviour or action on the part of employees will be open to scrutiny. This will include any conduct, behaviour, and / or relationships that may occur outside of the work role/place where it is felt that it conflicts with their role in school. Any behaviour or action between employees and children which involves secrecy is almost certainly inappropriate and is likely to constitute a serious breach of this Code of Conduct which will be given appropriate consideration in accordance with the school's Disciplinary Policy.

Employees are expected to report any incidences that suggest a child may be infatuated with another member of staff, in accordance with 'Keeping Children Safe in Education'.

9.2 Boundaries between personal and professional relationships with children

a) The school's duty of care towards its pupils must always be placed above all other interests. An employee must not compromise their relationship with pupils by pursing conflicts of interest such as unprofessional, emotional or physical interaction and / or sexual interaction.

b) Employees must ensure appropriate boundaries in terms of relationships with pupils are maintained. If an employee has difficulty enforcing or maintaining appropriate boundaries in terms of their professional relationship with a pupil because of the actions or responses of the pupil themselves, the issue must be referred to the Head teacher immediately to allow appropriate action to be taken and recorded.

c) Employees must understand the importance of establishing and adhering to boundaries to avoid being open to allegations of favouritism towards or in some cases abuse of a pupil.

d) The following are examples of prohibited behaviour which fall outside the boundary of what is acceptable behaviour with regard to maintaining a professional relationship with pupils. This list is not exhaustive but indicative of behaviour deemed to be unacceptable.

- Sexual relationships
- Kissing and intimate touching
- Other types of inappropriate physical contact (e.g. tickling and 'rough play')
- Indicating affection or love for a pupil
- Planned or pre-arranged social meetings in public or in private which are not directly related to the duties and responsibilities of the employee e.g. employees accompanying pupils on an outing
- Using illegal drugs with a pupil
- On-line (internet) contact with pupils which is of a social nature, such as becoming 'friends' on social networking sites
- Contact with pupils of a social nature using electronic communication systems such as e-mail, text messaging, web cameras or mobile phones
- Inviting pupils into an employee's home
- Transporting pupils in their private vehicle (other than in circumstances described in 9.3 below)

e) Employees assisting pupils to break the laws in relation to the use of cigarettes, alcohol and/or illegal drugs will be deemed to have committed a serious breach of this Code of Conduct which will be given appropriate consideration in accordance with the school's Disciplinary Policy.

f) If an employee reasonably suspects another employee is acting contrary to the provisions set out above they must report this to the appropriate person in school as referred to in the school's Safeguarding Policy immediately. Employees may also refer to the school's Whistleblowing Policy

g) Employees will be expected to report any serious or ongoing issues linked to safeguarding responsibilities to the appropriate school authority for their consideration including matters arising from an individuals' domestic circumstances e.g. if an immediate member of their household is subject to an investigation of alleged child harm. Similarly all employees are expected to remain vigilant and where appropriate report any concerns as required under the Prevent Duty with regard to the potential radicalisation of children.

h) Whenever it is suspected or alleged that an employee may have:

- Behaved in a way that has harmed, or may have harmed, a pupil;
- Possibly committed a criminal offence against, or related to, a pupil; or
- Behaved towards a pupil in a way that indicates they are unsuitable to work with pupils,

the school must report such concerns to the Local Authority Designated Officer within Children and Young Peoples Service in order that the matter be considered and action taken where required.

This is in line with the statutory guidance 'Working Together to Safeguard Children' (2015) https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf and Keeping Children Safe in Education https://www.gov.uk/government/publications/keeping-children-safe-in-education--2 . These links are also available via the Wakefield District Safeguarding Childrens Board website www.wakefieldlscb.org.uk

9.3 Transporting children

a) Employees should not ordinarily transport children outside of the regular requirements of their role. The exception to this would be if a child were at risk or danger of harm, or, by not doing so would put the child at risk of danger or harm.

b) Approved journeys should not be undertaken without prior agreement and a plan in place to do so safely which has been subject to an appropriate risk assessment.

c) Where the circumstances of the occasion/incident involve transporting a child alone, the journey should be for the minimum time possible, and employees are expected to notify their manager of the circumstances of the incidence including the nature, route and time of journey.

d) The child's welfare remains the responsibility of the employee during any such journey and all applicable professional standards and procedures apply until the child can be safely handed over to a responsible adult and the child's welfare is safely discharged. See also 14.2 Driving at Work

9.4 Position of trust

Under section 16 of Sexual Offences Act 2003 it is an offence for a person aged 18 or over (e.g. teacher) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. A situation where a person is in a position of trust could arise where the child is in full-time education and the person looks after children under 18 in the same establishment as the child, even if s/he does not teach the child

9.5 Childcare (Disqualification) Regulations 2009

All employees providing early years childcare or later years childcare (up to the age of 8) in before or after school settings (or other non-classroom settings), or who are directly responsible for managing such childcare as defined by the Childcare (Disqualification) Regulations 2009 must make an affirmation, every 5 years, that they are not disqualified from working in these settings.

Employees must bring to the attention of their manager any criminal convictions, cautions, police enquiry or pending prosecution during the course of their employment and also declare any such issues relating to anybody else

living within their household as required under these Regulations. An assessment will then be made as to whether the employee is disqualified from working with children in these specific settings. Any decision taken to disqualify an employee can be subject to a waiver being sought from Ofsted albeit the disqualification will remain in force pending Ofsted's decision. Employees will be reminded of this requirement on a regular basis. Further information about the disqualification criteria is available from the Head teacher.

10. Gifts, Hospitality and Sponsorship

10.1 Gifts and hospitality

a) It is against the law for public servants to take bribes. Employees need to take care that they do not accept any gift that might be construed by others as a bribe, or lead the giver to expect.

b) Employees must only accept offers of hospitality if there is a genuine need to pass on information, or represent the Council and / or Governing Body within the community. Similarly they may attend events hosted by organisations with which the Council and / or the Governing Body and/or school has formal partnership working arrangements if this is seen to be helping to strengthen the partnership. Offers to attend purely social or sporting functions must only be accepted when these are part of the life of the community or where the Council and / or Governing Body and / or school should be seen to be represented. If accepted on this basis, the same must be properly authorised and recorded by the Head teacher prior to the event taking place.

c) When hospitality has to be declined those making the offer must be politely informed of the Council's and / or Governing Body's procedures and standards.

d) Employees must not accept significant personal gifts from contractors and outside suppliers. Keeping insignificant items of token value, such as pens or diaries, is acceptable. Accepting personal gifts of small value from outside suppliers or private individuals may be allowed if it is provided for under the Governing Body's policy, which may supplement the framework set out in this Code.

e) If an employee receives a gift with more than a token value without warning, it must be reported immediately to the Head teacher, who will decide in consultation with the Governing Body whether the gift should be returned.

f) When receiving authorised hospitality employees must be particularly sensitive to timing in relation to any decision which the Council and / or Governing Body may be taking affecting those providing the hospitality.

g) Accepting hospitality by attending relevant conferences and courses is acceptable where it is clear the hospitality is corporate rather than personal and where the Council and/or Governing Body is satisfied that any purchasing decisions are not compromised. Where visits to inspect equipment etc. are

required, employees must ensure the school meets the cost of such visits to avoid risking the integrity of future purchasing decisions.

h) Employees accepting offers of hospitality are acting as ambassadors for the Council and / or school. They must act appropriately at all times, including acting responsibly when drinking alcohol.

i) Care must be taken to ensure that any hospitality provided by the Council and / or school is seen to be appropriate and justifiable in terms of the costs and value for money. Any spending relating to providing hospitality must be authorised by the appropriate budget holder, who will keep a record of the spending and the justification for it, in a way which allows for an open and transparent audit of such expenditure.

10.2 Gifts from pupils, parents or legal guardians

a) Under no circumstances must an employee accept a gift of money of any value from pupils, parent or legal guardian.

b) Under no circumstances must an employee solicit gifts from pupils, parents or legal guardians.

c) Employees must not have any financial dealings with any pupils, parents or legal guardians except where it is a specific requirement of their post, and then only within the boundaries of their duties.

d) Employees must not borrow money or other property from pupils, parents or legal guardians.

e) Employees must not give personal gifts to individual pupils, parents or legal guardians. This could be misinterpreted as a gesture either to bribe, or single out the pupil. It might be perceived that a 'favour' of some kind is expected in return. Any reward given to a pupil must be consistent with the School's Behaviour Policy, recorded and not based on favouritism.

f) There are occasions when pupils or parents/legal guardians wish to pass small tokens of appreciation to staff (e.g. at Christmas or as a thank you gift) and this is acceptable. Such gifts must be of a very small cash value where it would be difficult to avoid causing offence. It is unacceptable to receive gifts on a regular basis or of any significant value. Where an employee is in any doubt, they must refer the matter to the Head teacher.

10.3 Sponsorship

a) When an outside organisation wants to sponsor a school activity, whether by invitation, tender, negotiation or voluntarily, the basic rules about accepting gifts or hospitality apply. Particular care must be taken when dealing with contractors or potential contractors.

b) Where the school wishes to sponsor an event, employees or a person with whom an employee is in a personal relationship (as defined in section 4 of this Code), must not benefit in any way without there being full disclosure to the Head teacher of any such interest prior to the event. Similarly, where the Council and / or Governing Body and / or school gives support to the community through sponsorship, grant aid, financial or other means, employees' must ensure that impartial advice is given and there is not a conflict of interest.

11. Contact with the Press and Media

a) Unless specifically nominated and authorised by the Governing Body, employees must not give reports or speak to the press and media on matters relating to employment with the school or the business and / or decisions of the Council and/or Governing Body.

b) The Head teacher is responsible for dealing with the press and media. They may specifically nominate other employees. Employees with this responsibility must not give views which are contrary to a position taken by the Council and / or Governing Body or which may be deemed to be critical of such decisions. In the case of incidents at the school which may reach the public domain (e.g. court cases) then the Head teacher is advised to contact the Council's Press Office who will issue statements on behalf of the Governing Body and / or school.

c) Nothing in this Code is intended to inhibit or restrict the reasonable and legitimate role of Trade Union representatives but they are bound, in carrying out their role, to honour the intent of the Code. No representative should use unauthorised information in their union roles.

12. Social Media

The School recognises that many employees make use of social media in a personal and work capacity. While a large amount of activity on social media is either entirely harmless or non-work related, concern can arise where postings made by employees in a personal capacity express views which the school would not wish to be associated with.

Employees should ensure that they are familiar with the School's Social Media Policy which provides more detailed guidance on the behaviour expected when engaging with social media.

13. Use of Electronic Equipment

13.1 Context

All electronic equipment provided by the Council and / or school is for the use of employees in relation to their work or for users not directly employed by the Council but authorised to use the equipment by the Council and / or Governing Body and / or school. Employees should be encouraged to use electronic equipment at work for personal learning and development. All use must, however, comply with the expected standards and restrictions as stated below.

13.2 Standards expected

a) The Council and Governing Body require employees to use electronic equipment in a responsible and legal manner. The use of offensive, abusive or inappropriate language in e-mails or other communications is forbidden.

b) All material stored on the Council's and / or School's system is confidential and subject to the provisions of the Data Protection Act 2018 and the EU General Data Protection Regulation 2016. The Council and Governing Body expect the highest standards of confidentiality to be observed. Employees must clarify any queries about storage and the use of information with the Head teacher.

c) User codes and passwords are allocated to allow individuals' access to only those parts of the system that they need to access. User codes or passwords must not be disclosed by employees to any other user, including colleagues.

13.3 Restrictions on use

Use of the Council's and / or school's electronic equipment is strictly forbidden for any of the following purposes:

- Knowingly sending, receiving, accessing, downloading or posting any material that is illegal, obscene, indecent, abusive, racist, sexist, homophobic or libellous, in breach of copyright, defamatory or otherwise inappropriate.
- Pursuing personal business interests.
- Engaging in gambling.
- Knowingly engaging in any activity which threatens the integrity or availability of the Council's or school's systems.
- Using automated internet based information services which push information to the desktop, e.g. news ticker tape services (except for legitimate business use).
- Attempting to breach security systems (hack) whether inside or outside the Council or school.
- Transmitting, receiving, copying or storing digital media (including software, music, video etc.) except for legitimate purposes in a way that complies with the copyright and licensing regulations.

- Playing computer games, accessing chat rooms or similar entertainment.

If employees are in any doubt of usage, they must clarify this with their Head teacher.

13.4 Security clearance for data usage

a) Some posts may require an employee to undertake specific security checks where access to specific electronic channels is a requirement of the post.

b) If any such employee becomes subject to a criminal conviction, caution, pending prosecution or police enquiry, they must notify the Head teacher immediately.

c) Any information provided will be considered within the context of the duties of the post and is essential in helping to safeguard the Council and for general safeguarding.

13.5 Personal use

a) Internet and information systems are provided for work purposes and their use for work will always take precedence. Some personal use will be allowed but any personal use must be in the employee's own time (before or after working hours or during unpaid lunch breaks). All personal use must comply with the standards and restrictions set out in this Code.

b) The Council's and / or school's messaging systems (e-mail, SMS etc.) are primarily for business use. Occasional and reasonable personal use is allowed and must, wherever possible, be carried out in the employee's own time (before or after working hours or during unpaid lunch breaks) and must not interfere with the performance of their duties. All personal use must comply with the standards and restrictions set out in this Code.

13.6 Mobile phones / devices

Personal mobile phones and other devices such as smart watches should not be used in the presence of children and therefore should be limited to non-contact time. Calls may only be taken during staff breaks and in the staff member's own time.

Emergency contact of employees should be made via the school office, and employees should ensure that their family members, childcare providers etc. have the correct school contact number to use.

The use of cameras on personal mobile devices is strictly prohibited at all times whilst on school premises or educational visits.

An employee may seek *prior approval* from the Head teacher to keep their device available to them during contact time (where a genuine and short term

requirement arises, and where the circumstances of the employee mean contact arrangements cannot be handled as per the normal arrangements via the school office).

13.7 Photography and images of children

Providing the consent of parents or guardians are obtained, images of children are allowed to be captured in school or during official school trips / outings strictly for professional purposes and use within the school setting only e.g. displays, events, to provide a record of activities or achievement. Such images must only be captured using school devices. All images must be stored securely on school servers.

Under no circumstances should images be taken of children on personal devices or for personal use, and images must never be circulated / distributed outside of school.

For additional information please refer to the Schools Model Safeguarding Policy for further information.

14. Health and Safety

14.1 General

Employees must not act either wilfully or unintentionally in a way which could put pupils, members of the public, colleagues and / or themselves at risk. Employees must adhere to the duty of care set out within the Council's and school's Health and Safety policies and associated procedures and guidance. The Council's Health and Safety policies are available from the Council's Health and Safety Advisors or via the Health and Safety section of the VLE.

14.2 Driving at work

Employees who are required to drive a vehicle as part of their contractual duties (Council fleet vehicle, hire vehicle or private vehicle) must observe all aspects of the Council's Driving at Work Policy and Procedure.

14.3 Smoking

a) The Council has a Model Smoke Free Policy for Schools that applies to employees working in schools, which is incorporated into employees' contracts of employment. This complies with the Council's and school's Health and Safety policies and associated procedures and guidance. The full Policy along with its guidance is available via the Health and Safety section of the VLE.

b) Smoking (or vaping) is not permitted on school premises or in any vehicle being driven on behalf of the school.

14.4 Alcohol and drugs

a) All employees are expected to attend work without being under the influence of alcohol or drugs, or have their work performance impaired by alcohol or drugs.

b) The Head teacher will identify roles where drinking alcohol immediately before, or during the work day, will not be allowed on health and safety grounds (due to the nature of the job). Such jobs will be identified to the employees concerned as a condition of service for that role. Where jobs that are safety critical have been identified then the consumption of alcohol during the working day is not allowed under any circumstances.

c) Where involvement with illegal drugs or excessive use of alcohol by an employee takes place outside working hours, the Governing Body will consider the impact this may have on their employment. This will include a consideration of any impact on the school's reputation and / or public confidence.

d) Any behaviour contrary to 14.4a), b) or c) above will be deemed to be a serious breach of this Code of Conduct which will be given appropriate consideration in accordance with the school's Disciplinary Policy.

e) The school will seek to provide appropriate support to any employee who recognises they have an alcohol / drug dependency problem.

15. Conduct and Standards

15.1 Conduct outside working hours

a) Serious misconduct or criminal offences committed outside working hours, which bring the individual as a Council employee or the Council and / or school into disrepute, could lead to disciplinary action being taken against the employee under the school's Disciplinary Procedure. Any disciplinary action will be that considered appropriate in the circumstances, up to and including summary dismissal.

b) Employees must inform the Head teacher immediately of any issues of this nature to enable early consideration of their situation. This will be considered within the context of the duties of the post held and is essential in helping to safeguard the safety of pupils.

c) Where employees are acting in other capacities e.g. School Governors, they must be mindful of maintaining the reputation of the Council and the school at all times.

d) Employees must not 'post' sensitive, confidential or critical information relating to work on social networking sites such as 'blogs', Facebook and Twitter or by other electronic means, or information from which any individual or piece of work can be identified or identity inferred. Please refer to the

Wakefield Virtual Learning Environment (VLE) site for further guidance on using social networking sites safely and the school's Social Media Policy. See also section 12. Social Media

15.2 Professional standards

a) Employees must conduct themselves in a professional manner when at work. As such, all actions undertaken must be made in good faith with no detriment to the reputation of the school or to the welfare of the children and / or employees.

b) Conduct within or outside working hours, which in the opinion of the Governing Body, falls outside of the standards of behaviour stated within the employee's professional code of conduct may also be subject to the application of the School's Disciplinary Policy.

15.3 Standards of dress and appearance

a) Employees must ensure their standard of dress i.e. the type and style of clothing, accessories, body art etc. is appropriate to the nature of their duties. Inappropriate dress can create the view that the Council and / or school are inefficient, create offence or be interpreted as disrespectful by parents and the public generally.

b) It is for the Governing Body to determine an appropriate dress code to parental and public expectations.

c) The Council and Governing Body values and welcomes the ethnic diversity of its workforce. Dress codes will be sensitive to and take account of cultural and religious dress requirements where this does not negatively impact on service delivery.

d) In all cases employees will be required to conform to requirements for dress codes which apply for health and safety reasons.

15.4 Language

a) The use of swear words, offensive language and / or gestures in conversation and communication with children, parents, colleagues, visitors or members of the community which the school serves is unacceptable at all times.

b) Language which is perceived as patronising or overly familiar by children, parents, colleagues, visitors or members of the community which the school serves is also unacceptable. Examples of this type of language will include calling a service user "dear" or "love" and the suggestion that such terms are widely used within the geographical area of the Council is not an argument for the school's employees being permitted to use such colloquial terms in the course of their employment.