



SHERSTON C OF E



PRIMARY SCHOOL



Staff Behaviour & Code of Conduct Policy

Date Approved	Review Date	Signed
May 2025	May 2026	

Year	Amendments (in Yellow)
2024	KCSIE Date Change DFE Filtering and monitoring
2025	Removal of dates



Sherston Primary is dedicated to fostering a community where Learning, Caring & Achieving Together are not just words, but guiding principles. We are deeply committed to nurturing positive academic, social, and emotional growth for our children, ensuring they thrive in a safe and supportive environment. Our strong safeguarding ethos underscores every aspect of our work, prioritizing the well-being of both our children and staff. As we strive for excellence, we hold our staff to the highest standards of professionalism, fostering an atmosphere of mutual respect and collaboration among all members of our community. The governors will make sure that this policy reflects national and local requirements to protect and support the children and adults in our school.

We will fulfil our local and national responsibilities as laid out in the following key documents:

- Working Together to Safeguard Children
- Keeping Children Safe in Education
- The procedures of Safeguarding Vulnerable People Partnership (SVPP)

This policy:

- is based on the Guidance for Safer Working Practice for those working with children and young people in education settings (May 2019 with April 2020 Addendum).
- aims to provide a guide for adults about acceptable and desirable conduct to ensure that staff maintain safe working practice and so safeguard both children and adults.
- does not provide a complete checklist of appropriate behaviour for staff in every circumstance. Staff must make judgements about their behaviour to secure the best interests and welfare of the children in their charge and, in so doing, will be seen to be acting reasonably.

In *very exceptional* circumstances where a member of staff believes it is the best interest of a child to breach these guidelines, that person **must** tell the headteacher of the justification for any proposed, or action already taken, at the earliest opportunity. The headteacher will make a written record of that discussion including any areas of disagreement and actions taken.

This policy is consistent with all other policies adopted by the governors and should be read alongside the **Child Protection and Safeguarding policy**.

This policy applies to all staff and volunteers working at our school.

For the purposes of this policy:

- 'Staff' refers to all those working for the school, full time or part time, on a temporary basis, or permanent, in a paid or regular voluntary capacity.
- A 'volunteer' is a person who performs an activity that involves spending time, unpaid in this school (except for approved expenses).
- A 'position of trust' is one in which one party is in a position of power or influence over another, due to their work or the nature of their activity.
- 'Child' refers to all children up to the age of 18. All adults are in positions of trust in relation to every child (and student over the age of 18) at our school.

It does not apply to employees of external contractors and providers of services (e.g. contract cleaners). Such staff are covered by the relevant Code of Conduct of their employing body.



All staff:

- are familiar with this policy and have an opportunity to contribute to its review.
- understand their responsibilities to safeguard and promote the welfare of children.
- are aware that failure to meet the standards of behaviour and conduct in this policy may result in disciplinary action. This includes dismissal, criminal action and/or other proceedings including barring by the Disclosure & Barring Service (DBS) from working in regulated activity.

Confidentiality

The sorting and processing of personal information is governed by GDPR (General Data Protection Regulations 2018) - see Data Protection Policy.

Child records are shared with those who have a professional need to see them. When staff have access to confidential information about colleagues, children or their parents/carers, the staff must treat such information in a sensitive and confidential way, sharing it only in the interests of a child and when legally permitted to do so.

Governors and trustees should not routinely access child records. Exceptions to this would be for the purpose of an investigation in line with the school's complaint policy and procedures.

Staff, governors and trustees will not use their position to gain access to information for their own advantage and/or a child's or family's detriment.

If a member of staff is concerned that a child is being abused, is at risk of being abused or may have been abused in the past, they will follow the agreed procedure set out in the flowchart 'What to do if you are worried about a child', displayed in staff cloakrooms. See Safeguarding and Child Protection Policy

If a member of staff is ever in any doubt about whether to share information or not, they should get advice from the designated safeguarding lead.

Employees must take all reasonable steps to ensure that the loss, destruction, inaccuracy or improper disclosure of information does not occur as a result of their actions. This includes information relating to school business and pupil data.

Employees must not disclose personal or financial information about any other member of staff without the express consent of that individual or authorisation from the headteacher.

Confidential information, belonging to the school, should not be disclosed to any person not authorised to receive it.

Employees must not use any information obtained in the course of their employment to cause damage to the school or for personal gain or benefit. Nor should they pass information on to others who may use it in such a way.

Employees should also be aware that under Section 13 Education Act 2011 that it is a criminal offence to disclose the identity of a teacher who is the subject of an allegation of a criminal offence made by or on behalf of a pupil until a teacher is charged with this offence. This includes disclosing any information that could make that person identifiable. Further details are available from the headteacher



Staff responsibilities

Teaching staff must adhere to:

- the terms and conditions outlined in the school teachers pay and conditions document (STPCD). A copy of STPCD can be found for reference purposes in the school's administration office.
- the Teachers Standards as set out by the Department for Education. These cover both teaching standards and personal and professional conduct. Teacher's performance will be regularly reviewed against these professional standards.

What are the main points?

The public is entitled to expect the highest standards of behaviour from school employees.

Employees represent the school and are trusted to act in a way which promotes the school's interests and protects its reputation.

Employees are accountable for their actions and should ask the headteacher for advice if they are not sure of the appropriate action to take.


Staff relationships with children and parents

All staff know that:

- they are in positions of trust in relation to all children (and students over the age of 18) on roll. They ensure that the power imbalance is never used for personal advantage or gratification. They avoid behaviour which might be interpreted by others as an abuse of the position of trust and report any incident with this potential to the manager. This includes sharing personal contact details with children or families.
- They have a legal duty to protect the interests of children and accept the obligations inherent in that responsibility.
- it is important that they determine how best to build trusted relationships with children and young people which facilitate communication, using professional curiosity and speaking to the DSL if they have concerns about a child.
- they must not establish or seek to establish social contact with children to secure a friendship or to pursue or strengthen a relationship.
- they must inform the headteacher of any pre-existing (prior to the member of staff or child starting at the school) or new relationship with a child or close family member, which they feel, might compromise the school or their own professional standing.
- they should disclose any relationship or association (in the real world or online) that may impact on the school's ability to safeguard pupils.
- it is an offence (Sexual Offences Act 2003) for a member of staff in a position of trust to engage in **any** form of sexual activity with a child under the age of 18.

Certain behaviours are at odds with a position of trust. These include, but are not limited to:

- Harassment or discrimination based on any characteristic protected by the Equality Act 2010
- Loss of personal civility including, personal attacks or insults, displays of temper (such as throwing objects), unwanted physical contact (pushing, shoving, hitting) or the threat of the same.
- Staff must not swear, blaspheme or use offensive language in front of pupils, nor use language which is discriminatory and demeaning in any way.



Such behaviours are disciplinary offences and may be referred to Local Authority and/or the police.

Staff must use their professional judgement when requesting or accepting any social contact (including through social media).

This means that they must:

- not accept any request from pupils for contact via any social media platform.
- make a judgement about whether to maintain the connection in any cases where contacts were made before the child started at the school (e.g. teacher being friend with a parent). Staff must discuss any decision to maintain such contact with the headteacher.

We acknowledge that staff may have friendships and social contact with parents of children outside of school. Staff will not engage in conduct outside work that could damage their professional reputation or the reputation of the school community.

Any contact between staff and children and/or parents that is deemed to bring the school into disrepute or that might lead a reasonable person to question the staff member's motivation or intentions will always be investigated and could lead to disciplinary action.

Staff must not make sexual innuendos or any comments of a sexual nature to any pupil (other than in the context of sex and relationship education in the PSHE curriculum), nor make any comments trivialising alcohol or drug abuse.

Occasionally, pupils may develop an infatuation for a member of staff. In such situations, the advice of the Head/Deputy Head must be sought. Staff should deal with these situations sensitively and appropriately to maintain the dignity and safety of all concerned. They should remain aware, however, that such infatuations carry a high risk of words or actions being misinterpreted and should therefore make every effort to ensure that their own behaviour is beyond reproach.

Staff must inform the headteacher of any proposed or pre-existing arrangements between them and the families of children on roll that take place outside school e.g. baby-sitting, sports coaching, music tuition.

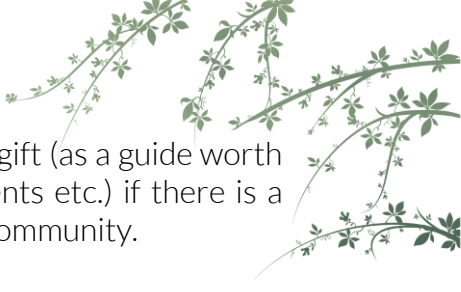
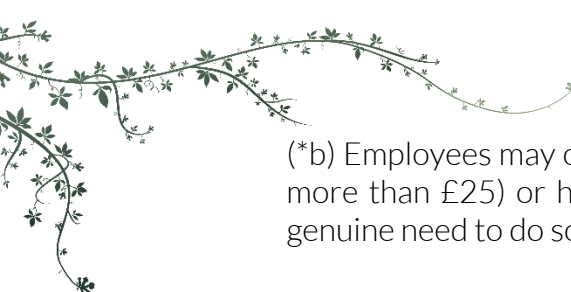
Staff are advised to wait until after an ex-pupil's 18th birthday before accepting any request on social media.

Gifts, Hospitality & Sponsorship

Employees must not accept any fee or reward for work done other than their pay and allowances as set out in their contract of employment except as set out in paragraphs (*a) and (*b) below.

It is an offence under the Prevention of Corruption Acts for employees to accept gifts, loans, fees or rewards as an inducement to act in a certain way in their official capacity.

(*a) Employees may accept small items (e.g. inexpensive pens, diaries, flowers, chocolates). They should check the process for this with the headteacher.



(*b) Employees may only accept an offer of a more significant gift (as a guide worth more than £25) or hospitality (e.g. visits, meals, sporting events etc.) if there is a genuine need to do so in order to represent the school in the community.

Gifts, benefits and hospitality offered to employees or members of their family as a consequence of their employment must be declared to the headteacher in writing whether accepted or not.

Employees should never accept significant gifts or hospitality from pupils, parents, carers, actual or potential contractors or outside suppliers.

If an external organisation wishes, or is sought, to sponsor a school activity the rules concerning acceptance of gifts or hospitality apply. Particular care must be taken when dealing with contractors or potential contractors. The headteacher must be involved in any decision.

Where the school wishes to sponsor an event or service no employee or member of their family must benefit unless full disclosure of interest has been made to the headteacher. All sponsorship must be recorded.

Physical contact including intimate/personal care and behaviour management



It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one child, in one set of circumstances, may be inappropriate in another, or with a different child. Any physical contact will be in response to the child's needs, of limited duration and appropriate to their age, stage of development, gender, background and any agreed support or care plan.

The use of physical intervention including the use of reasonable force will always be in line with the following policies: Special Needs Policy, Supporting Children with Medical Conditions Policy, Behaviour Policy.

Staff understand that:

- on a daily basis, it may be entirely appropriate and proper for staff to have physical contact with children and that they do so in ways appropriate to their professional role and in relation to the child's individual needs.
- some children are more comfortable with touch than others and/or may be more comfortable with touch from some adults than others. Whenever possible, adults seek the child's permission before initiating contact and are sensitive to any signs that the child may be uncomfortable *or* embarrassed.
- they have a responsibility to ensure the way they offer comfort to a distressed child is age appropriate.
- they must never touch a child in a way which may represent a misuse of authority or considered indecent.
- physical contact must never be secretive, or for the gratification of the adult.
- they should be aware of cultural or religious views about touching and be sensitive to the issues of gender.

If a member of staff believes that an action by them or a colleague could be misinterpreted, or if an action is observed which is possibly abusive, the incident and circumstances will be immediately reported to the headteacher/DSL and recorded in writing. If appropriate, the headteacher will consult with the Designated Officer for Allegations (DOFA).



Staff understand that a child who has suffered previous abuse or neglect may associate physical contact with such experiences. They recognise that such a child may seek out inappropriate physical contact and know to deter the child sensitively to help them to understand the importance of personal boundaries. Staff know that they must never indulge in play that involves rough-and-tumble or fun fights.

Children with disabilities may require more physical contact to assist their everyday learning. The arrangements are understood and agreed by all concerned, justified in terms of the child's needs, consistently applied and open to scrutiny. Staff always allow/encourage children, where able, to undertake self-care tasks independently.

If a child's behaviour presents a serious risk to themselves or others, a robust risk assessment and, where relevant, a physical intervention plan is always put in place and reviewed regularly. In all cases where physical intervention takes place, staff record the incident and subsequent actions and report these in line with the school's behaviour and safeguarding policies.

First aid

Staff adhere to the school Health and Safety Policy, the policy for supporting pupils with medical conditions and for administering first aid or medication.

One to one situations

Staff carefully consider the welfare needs of children when with them in a one to one situation. All spaces in the school are set up to allow any activity to be easily observed by other staff in the school. Windows and doors are kept clear from display materials to allow rooms to be overlooked. Internal doors remain open when practicable.

Children are provided with age/developmentally appropriate advice about managing distressing feelings that may arise during 1-1 situations in school. Staff will record any time a child has appeared upset/angry during a 1-1 session and will report this to their line manager.

Interests

Conflicts of interest may occur if a decision of the school could affect an employee, or close friends and relatives, either positively or negatively.

Interests could include: involvement with businesses which have existing or proposed contracts with the school;

Employees should ask themselves the question "Would a member of the public think that they or their family would benefit from the connection between their personal interest and their employment with the school?"

If the answer is yes then they must declare their interest to the headteacher in writing.

Employees may hold their own personal and political views but must act professionally at work and not allow these views to interfere with their work.

Outside Commitments



Employees should ensure that their activities outside work do not conflict with their duty to the school.

All teaching and support staff should inform the headteacher before engaging in any other business or accepting additional employment.

Any additional employment should not conflict with the school's interests or have the potential to bring the school into disrepute.

Employees may not set up a business, or accept a job with a business, which is in direct competition with the school. Employees should check with the headteacher where further clarification is required.

If an employee works for another organisation they may not act as a messenger between that organisation and the school. Formal channels of communication must be maintained.

Any secondary employment must not be carried out during an employee's contracted school working hours, nor whilst on standby for official call out purposes unless such employment can be undertaken from their home.

It is an employee's responsibility to monitor the number of hours they work and to ensure that they are rested and refreshed and able to carry out their role. Employees should not exceed an average of 48 hours working time per week calculated over a 17 week period as detailed in the Working Time Regulations.

Time, Facilities and Publications

Employees must spend all of their contracted hours working for the school.

Employees may not make personal use of the school's property or facilities (stationery, photocopiers, car parks etc.) unless authorised to do so by the head teacher. Computers and software may only be used in line with the school computer (IT) security policy and e-mail/internet use code of practice.

Employees may only use the school telephones to make or receive private calls in exceptional circumstances, and with the permission of the headteacher.

Any public funds entrusted to an employee must be used in a responsible and lawful manner.

Employees who want to publish any material which they have written in connection with their duties or in which they describe themselves as holding a position within the school must first gain the consent of the headteacher.

If, in the course of their work, an employee creates a copyright work (for example a procedures manual or a software programme); patentable invention; design capable of registration; this would become the property of the school and, if appropriate, they would be required to cooperate in the registration formalities.

Employees may retain fees for any lectures delivered with the agreement of the headteacher.

Equality



The school is firmly committed to the principles of equality and diversity and has a positive duty to promote these within the community it serves.

Employees must treat colleagues, pupils, parents, carers, governors and members of the public and the local community with respect and must not discriminate unlawfully against any person.

Employees involved in making appointments should ensure that decisions are based only on the ability of the candidate to undertake the duties of the post. If any applicant is a close personal friend or relative they should not be involved in the appointment process.

Employees should not be involved in any decisions relating to discipline, pay or promotion of close personal friends or relatives.

Home visits and transporting children

All work with children and parents/carers is whenever possible undertaken in the school. There are however occasions where it may be necessary to arrange a home visit e.g. as part of child's induction programme, during changes in operating practice due to a pandemic.

In such situations, these activities will only be undertaken with the knowledge and consent of senior leadership and parents/carers (unless there is a good reason not to, e.g. safeguarding concern). Where possible staff will work in pairs. A risk assessment will be undertaken and school will ensure staff understand the purpose and limitations of their home visit. Any member of staff transporting a child in their own vehicle will:

- have prior written permission from parents and the school headteacher
- have the appropriate vehicle insurance for business use
- have the correct ratio of children/adults
- ensure that all passengers wear seat belts
- ensure booster seats are used according to the current legislation

Educational Visits and After-School Activities

Staff remain in a position of trust during school activities that take place off the school site or out of school hours and so, they will ensure that their behaviour cannot be interpreted as seeking to establish an inappropriate relationship or friendship.

Organisers will conduct risk assessments and adhere to Health and Safety guidelines. Staff/child ratios will be specified and where overnight stays are involved, and the composition of groups of children and the supervising staff will be carefully planned to keep all children and staff safe.

Where out of school activities include overnight stays, careful consideration will be given to sleeping arrangements as part of the planning process. Children, staff and parents will be informed of these arrangements prior to the start of the trip and any proposed changes to the plans will be agreed with senior staff in the school in advance. Staff will not smoke or consume alcohol on any school trip.

Health and Safety arrangements require members of staff to keep colleagues aware of their whereabouts, during an out of school activity. This means staff will always have another adult present in out of school activities, unless otherwise agreed with senior staff in the school.



Staff appearance (Also applies to online and virtual teaching)

Staff must dress smartly, in clothing appropriate to the role, compliant with professional standards and not likely to be viewed as offensive, revealing or sexually provocative. It should not distract, cause embarrassment or give rise to misunderstanding. Political slogans must be avoided.

Suitable personal protective equipment will be issued and must be worn where a risk assessment indicates it is appropriate.

Speaking to the media

It is advisable for any approaches regarding school related issues, from all press, radio or TV stations or specialist press to be directed to the headteacher.

The acceptable use of technologies

Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute. Staff should ensure that they adopt suitably high security settings on any personal profiles they may have.

Staff must be circumspect in their use of **all** social media or any other web-based presence that they may have, including written content, videos or photographs, and views expressed directly or by association with websites/pages or posts established by others (e.g. 'liking', reposting or forwarding).

This includes the use of dating websites where staff could encounter parents or students either with their own profile or acting covertly.


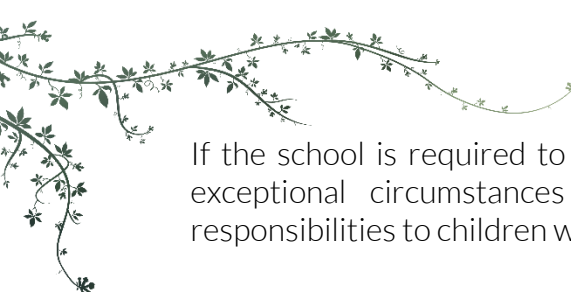
They must consider the long-term implications of any content published by them online, specifically how it might ever have an adverse effect:

- on their reputation as an individual working in an education setting
- their ability to maintain good professional boundaries with parents and with children
- on the reputation of the school.

Staff must not access any content from the internet on personal device during school hours, on the school site, or on a school computer or device at any time that could bring the school into disrepute or that might lead a reasonable person to question the staff member's motivation or intentions

All staff are aware of their part in ensuring the DFE Filtering and monitoring standards and cyber security standards are upheld. If staff become aware of misuse by another member of staff (in or out of school), they must report those concerns using the concerns and allegations against staff (including supply teachers, third-party & self-employed staff, volunteers, contractors) procedures. These procedures now include adults from organisations or individuals using school premises procedures.

Exceptional operating circumstances



If the school is required to change the way we offer our provision to children due to exceptional circumstances e.g. during a pandemic lockdown, staff safeguarding responsibilities to children will continue to apply, in line with the safeguarding policy.

The DSL will ensure staff, children, and families are provided with written:

- temporary changes to procedures for working with children e.g. online.
- timescales for such changes so that all children, families and staff understand when such arrangements will end, and arrangements revert to those in place prior to the events leading to the need for the temporary changes.

Photography and recording

Staff are not permitted to use their phones, cameras, smart technology, or any device that can be used for photographing or recording children, when on duty for any purpose. Any pictures taken of children by the school will be in accordance to the school published procedures.

Staff will not:

- take images of a child's injury, bruising or similar (e.g. following a disclosure of abuse)
- make audio recordings of a child's disclosure.

Use of Mobile phones

Staff must ensure mobile phones are switched off and out of sight at all times in school other than during designated break times when they may be used in the staffroom.

Staff must not store parents' or pupils' numbers on their phones nor give out the personal numbers of any other staff to any third-party including parents.

Concerns and allegations against staff (including supply teachers, third-party & self-employed staff volunteers and contractors, and adults from organisations or individuals using the school premises)



If a member of staff is concerned about the behaviour of a person working or volunteering at the school (including contractors), they will follow the agreed procedure set out in the flowchart 'Allegation against adults', displayed in staff cloakrooms. See Safeguarding and Child Protection Policy.

The school operates a 'low-level' concerns policy in accordance with KCSIE. 'Low-level' refers to behaviour that is: inconsistent with expectations set out in this policy, including inappropriate conduct outside of work, and/or does not meet the allegations threshold, or is otherwise not considered serious enough to consider a referral to the DOFA.

All concerns, no matter how small, will be shared responsibly and with the right person, recorded and dealt with promptly and appropriately. This will serve our commitment to create and embed a culture of openness, trust, and transparency in which the school's values and expected behaviour set out in this policy are constantly lived, monitored and reinforced by all staff.

'Low-level' concerns could include, but are not limited to:

- being over friendly with children;
- having favourites;
- taking photographs of children on their mobile phone;

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- engaging with a child on a one-to-one basis in a secluded area or behind a closed door; or,
 - using inappropriate sexualised, intimidating or offensive language.

We also encourage all staff to self-refer to their line manager or DSL where they have found themselves in a situation which could be misinterpreted, might appear compromising to others, and/or on reflection they believe they have behaved in such a way that they consider falls below the expected professional standards.

Whistleblowing

All staff and volunteers are expected and encouraged to raise concerns about poor or unsafe practice and potential failures in the school safeguarding regime. All staff within the school who wish to raise an issue relating to the organisation with someone in confidence can use the following whistleblowing procedures:

In the first instance, concerns about poor or unsafe practice within must be raised with Tommy Towers.

Where a staff member feels unable to raise an issue with Tommy Towers or feels that their genuine concerns are not being addressed, they should refer to the Whistleblowing Policy.

Induction

The welfare of all children on roll is of paramount importance. All staff including volunteers are informed of this policy at induction and given the chance to question and discuss the expectations set out.

Staff support

Work in schools is both rewarding and demanding. We support staff by prioritising time to discuss the challenges of their role linked to any aspect of this Staff Behaviour Policy with their line manager and seek further support as appropriate.

Misconduct

All employees should conduct themselves in a professional manner at work. Serious misconduct and/or criminal offences committed during or outside of working hours which bring them or the school into disrepute may be the subject of disciplinary action which could lead to dismissal.

It is essential that employees inform the headteacher of any regulatory body investigation, police investigation, charge, caution, reprimand, fine or conviction immediately. All such disclosures will be handled in confidence but this may result in a suspension from duties while an investigation takes place.

Are there any exemptions?

No – however some parts of the code of conduct will have more of an effect on senior, managerial and professional staff than others.

Many employees are responsible under their own professional codes of conduct. In cases where professional codes of conduct appear to conflict with the school's own code advice should be obtained from the headteacher.

Headteacher responsibilities:



Provide additional advice and guidance on any points within the code of conduct.

Signpost employees to relevant policies, documents and guidelines.

Further advice and information

The school may also operate a number of policies and schemes relating to conduct at work which employees are required to follow. For further information or clarification employees should speak to the headteacher.

Frequently asked questions

- **What should an employee do if they know that someone is breaching this code of conduct?**

Often it is those closest to an organisation who realise that there is something wrong. Sometimes people are reluctant to act upon their concerns because they think that they are being disloyal, or because they are afraid that they might be victimised if they speak up.

The school has in place a whistleblowing policy to enable employees to raise concerns in an appropriate manner and to ensure that they do not suffer any detriment as a result of doing so.

- **Can an employee's partner's business tender for a contract?**

The code of conduct does not preclude anyone from having the opportunity to tender for business. However, the process must be, and be seen to be, fair open and transparent. To this end employees would need to make the headteacher aware of their interest, take no part in the tendering process and ensure that they do not pass on any information which would give that business any advantage in the process.

- **Can an employee's relative apply for a job in the school?**

Yes. They can apply and would be considered on the basis of their suitability for the role. They should declare their relationship on the appropriate section of the application form.

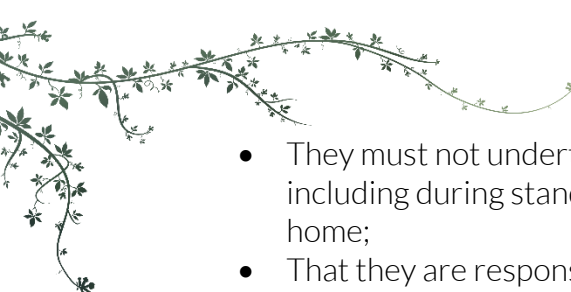

If the employee is involved in recruiting for the role they should not be involved in any stage of the appointment and should disclose the relationship as soon as they are aware that their relative or close personal friend is applying for the role so that someone else can be assigned to the appointments process.

- **Can an employee take an evening job?**

All teachers and support staff should inform their headteacher prior to taking on any additional work.

In all circumstances employees must remember:

- They should not do work which is in direct competition with the school;
- The work they are doing should not bring the school into disrepute;
- They may not act as a "go-between" between the school and the other business;

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- They must not undertake other work when they are on duty for the school, including during standby or call out duties unless the work can be undertaken from home;
 - That they are responsible for ensuring they get enough rest and do not exceed working time regulations.

- **What if a pupil buys an employee a box of chocolates – should they accept them?**

Generally gifts which are of low value (under £25) can be accepted. Employees should be guided by school procedures and by common sense.

- **Can employees accept discounts because they work for the school?**

Any other discount offered should be treated in the same way as gifts and hospitality and generally should not be accepted.

- **Can employees campaign for a political party outside of work?**

Employees may campaign on behalf of a political party however when engaged on school business they must remain politically neutral and not allow their personal or political views to interfere with their duties.

- **What types of interests should be declared?**

An interest is anything which could cause a reasonable member of the public, knowing all facts, to think that an employee might be influenced when making a decision in the course of their work.

Interests could include:

- Land or property ownership
- Relationships with people involved
- Acting as a school governor for another school
- Involvement with an organisation or pressure group which may oppose a school policy

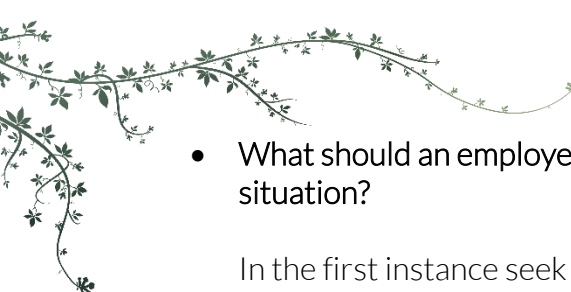

Individuals are free to take part in activities organised and authorised by the Trade Unions without declaring an interest.

- **Can an employee make a comment to the press if they are approached for example, as a union member on a picket line?**

In these circumstances the employee should direct the press to the correct contact. If an employee does make a comment to the press, whilst in their role as a member of a union, they will need to consider any potential conflict of interest or impact on their work role with the school and the school's reputation.

- **Can an employee use the school photocopier to make personal copies?**

Employees should get authorisation from the headteacher before using any work facilities for personal use.

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- What should an employee do if the code of conduct doesn't cover their specific situation?

In the first instance seek advice from the headteacher.