Diocese of Norwich Education and Academies Trust

Staff and Volunteer Code of Conduct

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Our Christian Ethos and Values

All policies within the Diocese of Norwich Education and Academies Trust (hereafter referred to as "the Trust"), whether relating to an individual academy or the whole Trust, will be written and implemented in line with our Christian ethos and values.

We have high ambition for all, and we truly value the wider educational experience.

We walk and talk our Christian values. We put people at the centre of the organisation and want to see them flourish and grow. Our schools are inclusive, welcoming those of all faiths and none.

Overall accountabilities and roles

The Trust has overall accountability for all its academies and staff. Through a Scheme of Delegation it sets out the responsibilities of the Trust, its Executive Officers, the Local Governance Committee and the Principal / Headteacher. The Principal / Headteacher of each academy is responsible for the implementation of all policies of the Trust.

All employees of the Trust are subject to the Trust's policies.

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1. Introduction

1.1 Purpose and scope

The purpose of this Code is to ensure that all staff and volunteers are aware of the standards of conduct required of them, and that our academies and associated places of work are environments where everyone is safe, happy and treated with respect.

The Code applies to all staff and volunteers and will help everyone to understand how they can fulfil their obligations in performing their role. The term 'staff' encompasses employees, officers, consultants, contractors, casual workers, agency workers and teachers on ITT placement (this list is not exhaustive).

The term 'volunteers' includes all those freely giving of their time to contribute to the work of the Trust and its academies.

The Code itself does not form part of any employee's contract of employment, or worker's contract of engagement, and may be amended at any time in consultation with the recognised Trade Unions.

Breach of this Code, or the policies, standards and guidance listed below, may result in disciplinary action up to and including summary dismissal. This will apply and disciplinary action may be taken regardless of whether the breach is committed on or external to the Trust's sites, and during or external to working hours.

It is acknowledged that this Code cannot cover every eventuality. As such the Trust will always have regard to the intent of this Code in its application to matters which may not be explicitly covered.

1.2 Key policies, standards and guidance

The following policies, standards and guidance set out specific requirements and responsibilities to be fulfilled by staff and volunteers, and each form part of this Code:

- S16 Safeguarding Policy
- Keeping Children Safe in Education
- Guidance for safer working practice for those working with children and young people in education settings February 2022
- NS14 Statement of procedures for dealing with allegations made against / low-level concerns raised in relation to teachers, including supply teachers, volunteers and contractors
- NS02 Staff and volunteer ICT Acceptable Use Policy
- S09 Data Protection Policy
- S28 Speak Up Policy
- Part two of the Teacher's Standards: Personal and Professional Conduct
- HR24 Reference Policy

- S05 Health and Safety Policy
- S17 Finance Policy *with relation to Gifts and Hospitality*
- S06 Equality and Diversity Statutory Duties and Objectives
- The seven principles of public life (Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, Leadership).

An employee who fails to bring a matter of concern to the attention of senior management and/or the relevant agencies is likely to be the subject of disciplinary action.

In addition to behaviours outlined elsewhere in this Code of Conduct and, the types of abuse and neglect as set out in Keeping Children Safe in Education, the following is a non-exhaustive list of some behaviours which would be a cause for concern and would be covered by the Code of Conduct.

An adult who:

- Allows a pupil to be treated badly; pretends not to know it is happening
- Gossips/shares information inappropriately
- Demonstrates inappropriate discriminatory behaviour and/or uses inappropriate language
- Dresses in a way that is inappropriate for the job role
- Does not treat pupils fairly – demonstrates favouritism
- Demonstrates a lack of understanding about personal and professional boundaries
- Uses their position of trust to intimidate, threaten, coerce or undermine
- Appears to have an inappropriate social relationship with a pupil or pupils
- Appears to have special or different relationships with a pupil or pupils
- Seems to seek out unnecessary opportunities to be alone with a pupil.

The above list is not intended to be exhaustive. Other policies and guidance which provide direction as to responsibilities and standards of conduct required may be deemed relevant when considering whether there has been a breach of this Code.

It is the responsibility of all staff and volunteers to read and be familiar with the above policies, standards and guidance and this Code.

2. Expected standards of personal and professional conduct at work

Our pupils/students, colleagues, the communities we serve and the wider public are entitled to expect the highest standards of conduct from all staff and volunteers. All staff and volunteers must uphold public trust in the Trust and our academies, and must always act with honesty, integrity, impartiality and in the interests of pupils/students.

This includes but is not limited to:

- Maintaining high standards of attendance and punctuality.
- Placing the well-being, safety and learning of children and young people at the centre of their work.
- Observing appropriate professional boundaries with pupils/students, colleagues and the wider Trust community, acting in a fair and transparent way that would not lead anyone to reasonably assume they were not doing so.
- Creating a safe learning and working environment, and not acting or omitting to act in a way which undermines this.
- Having high expectations for all pupils/students, a commitment to addressing underachievement, and working to help pupils/students progress regardless of their background and personal circumstances.
- Treating all pupils/students, colleagues and members of the Trust community fairly and with dignity and respect, taking their knowledge, views, opinions and feelings seriously, and valuing diversity and individuality.
- Modelling the characteristics they are trying to inspire in pupils/students, including enthusiasm for learning, a spirit of enquiry, honesty, tolerance, social responsibility, patience, and a genuine concern for other people.
- Reflecting on their own practice, developing their skills, knowledge and expertise, and adapting appropriately to learn with and from colleagues.
- Responding sensitively to the differences in the backgrounds and circumstances of pupils/students, recognising the key role that parents and carers play in education.
- Seeking to work in partnership with parents and carers, respecting their views and promoting understanding and co-operation to support learning and wellbeing in and outside of the academy.
- Ensuring that the same professional standards are always applied regardless of culture, disability, gender identity, language, racial origin, religious belief and/or sexual identity.
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.
- Not expressing personal beliefs in a way that may exploit the vulnerability of pupils/students or might lead them to break the law.
- Having proper and professional regard for the ethos, policies and practices of the Trust and its academies, and always acting within the statutory frameworks policies and guidance which set out their professional duties and responsibilities.
- Not behaving in a manner or taking action which may bring the Trust or any of its academies into disrepute.

3. Expected standards of personal and professional conduct outside of work

All staff and volunteers are expected to behave in ways outside of work that are not likely to bring the Trust or their academies into disrepute.

4. Outside commitments

- Each member of staff or volunteer off duty is their own concern, but their conduct at all times must not in any way bring the Trust or academies into disrepute.
- Members of staff may not undertake outside work or take up any additional appointments without the express consent of their academy or Trust. If this applies to a member of staff, it will be shown in their contract of employment. If a member of staff is in any doubt about their contractual obligations, they should seek the advice of their Headteacher or in respect of the Central Trust Team the CEO.
- Any member of staff or volunteer is expected to notify the Headteacher or the CEO in respect of the Central Trust Team of any convictions incurred while employed by the Trust irrespective whether the offence occurred on or off duty.

5. Personal conduct

5.1 Relationships at work

It is not acceptable for the member of staff to have a direct reporting relationship (such as line manager/subordinate) with a person who is a family member or somebody with whom they are either cohabiting or have an intimate personal relationship. Such relationships can give rise to challenges about integrity and suggestions of favouritism. It is therefore imperative that the Trust can ensure decisions around recruitment processes, disciplinary proceedings, pay, training, promotion or reimbursement of expenses are taken by individuals who have nothing more than a professional working relationship.

Member of or volunteers must be open about the existence of a personal relationship within a direct reporting relationship, and they are required to disclose the matter to their line manger who will inform the Headteacher or CEO in respect of the Headteacher or Central Trust Team member. Failure to disclose such relationship may result in disciplinary action. The line manager, in consultation with the Headteacher or CEO, will make such arrangements as are deemed necessary to ensure that there is no conflict of interest arising from such a situation. This may include re-allocation of duties of one or other of the parties in the interests of the individual academies or Trust. The decision to move a member of staff will be made for business reasons and not on the basis of status.

Where members of staff or volunteers develop close personal relationships over a period of time, and they are already in a direct reporting relationship, then the existence of the relationship should be reported as above.

6. Standards of appearance

All staff and volunteers must maintain an appropriate standard of dress and personal hygiene and appearance in their role, which promotes a positive and professional image and takes account of health and safety considerations. Clothing and footwear must be smart, safe and clean.

- Staff and volunteers must ensure they are dressed in ways which:
- Are appropriate to their role and not likely to be viewed as offensive or revealing.
- Should not distract, cause embarrassment or give rise to misunderstanding.
- Should be religious and culturally sensitive, free of any political or otherwise contentious slogans, and not considered to be discriminatory.

Within these general guidelines, cultural, religious or traditional dress, whether on a day to day basis or to mark particular occasions will normally be acceptable at the discretion of the Headteacher or CEO.

Lanyards and identity cards, or identity labels, provided by the Trust must be worn whilst on Trust premises, and where clothing is provided for health, safety and hygiene and/or uniform purposes, it must be worn.

7. Safeguarding children and young people

7.1 Safeguarding is the responsibility of everyone

The Trust and all the Trust's academies are committed safeguarding and promoting the welfare of all children and young people, and we require all staff and volunteers to share this commitment.

All staff and volunteers have a duty to provide a safe learning environment, to safeguard children, young people and vulnerable adults from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, and neglect.

In doing so they must familiarise themselves with and implement the requirements in:

- The relevant academy Child Protection and Safeguarding Policy
- Part 1 of Keeping Children Safe in Education: Information for all school and college staff
- Guidance for safer working practice for those working with children and young people in education settings
- Statement of Procedures for Dealing with Allegations made against / Low Level Concerns raised in relation to teachers, including supply teachers, other staff, volunteers and contractors
- Staff and volunteer ICT Acceptable Use Policy

7.2 Reporting allegations or low-level concerns

Allegations of abuse or any low level concerns arising in relation to people working in, for or on behalf of an academy must immediately be reported and managed in accordance with the Trust's Statement of Procedures for Dealing with Allegations made against / Low Level Concerns raised in relation to teachers, including supply teachers, other staff, volunteers and contractors.

7.3 Allegations

Allegations which may meet the harm threshold are those which indicate that a member of staff, a person with permission to be on the premises or carrying out any activity on behalf of the academy or a volunteer may have:

- Behaved in a way that has harmed a child, or may have harmed a child;
- Possibly committed a criminal offence against or related to a child;
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children; or
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children; including behaviour outside of work. This is known as transferable risk.

This applies to any child the member of staff or volunteer has contact with in their personal, professional or community life.

Employees subject to any external investigation regarding an allegation during their employment (for example police or LADO investigation) relating to their conduct or suitability to work with children must inform the relevant Headteacher, or for colleagues working central the HR Director immediately. Failure to inform, may result in disciplinary action up to and including summary dismissal.

7.4 Low level concerns

Low level concerns are concerns which may not meet the threshold set out above, but may indicate that an adult working in or on behalf of the academy may have acted in a way that, is inconsistent with this Code, including the requirements of Guidance for Safer Working Practice for those working with children and young people in education settings February 2022 (including inappropriate conduct outside of work)

Examples of such behaviour could include, but are not limited to:

Being over friendly with children, young people or vulnerable adults;

- Having favourites;
- Taking photographs of children, young people or vulnerable adults on their mobile phone;
- Engaging with a children, young people or vulnerable adults 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 staff and volunteers to self-refer if they find themselves in a situation that could be misinterpreted. If unsure as to whether behaviour would be deemed a low-level concern, we encourage you to report it.

All reports will be handled in a responsive, sensitive and proportionate way.

Unprofessional behaviour will be addressed, and the member of staff or volunteer supported to correct it at an early stage.

This creates and embeds a culture of openness, trust and transparency in which our values and expected behaviour are constantly lived, monitored and reinforced by all staff, while minimising the risk of abuse.

7.5 Speak Up

The Trustees within the Trust are committed to the highest possible standards of transparency, probity and accountability. Concerns raised will be taken seriously and investigated in line with the speaking up process.
In line with this commitment, staff or volunteers with genuine concerns regarding any aspect of the Trust or an academy's work are encouraged to come forward and voice those concerns and can be confident that they can do so without fear of reprisal or victimisation. The Speak Up Policy provides a framework to be used by staff and volunteers to raise concerns, and to be used by the Trust in seeking to address and resolve them. It aims to ensure that any concerns are managed in a fair, consistent, prompt and supportive manner and provides channels for workers to pursue their concerns further if they are dissatisfied with the response of the Trust.

Should circumstances arise where workers have concerns in relation to poor or unsafe practice, or potential failures within an academy's safeguarding regime, which are such that immediate referral to the academy's Designated Safeguarding Lead, Deputy Designated Safeguarding Lead, Headteacher, Local Authority Designated Officer or the Police is not required to safeguard children or young people, the Speak Up Policy provides both internal and external channels for them to raise their concerns.

8. ICT Acceptable Use

8.1 General

The Trust ICT Acceptable Use Policy sets out the standards of conduct required of all staff and volunteers when accessing and using the Trust's ICT facilities and systems, and where relevant the standards of conduct required external to the workplace. All staff and volunteers must comply with the requirements of the Policy, including those relating to the use of social media and personal devices, a summary of which is provided below. Please refer to the ICT Acceptable Use Policy for further guidance.

8.2 Responsible use of social media

All staff and volunteers must ensure that they establish safe and responsible online behaviours, and ensure that any communication with pupils/students, parents or carers through web based or telecommunication interactions take place within explicit professional boundaries. Staff and volunteers must only communicate with pupils/students, parents and carers using official Trust systems, and any such communication must be in a professional tone and manner.

Staff and volunteers must never send requests to or accept requests from pupils/students to communicate via any form of social media, and should not give their personal contact details to pupils/students for example e-mail address, home or mobile telephone numbers or details of web based identities. If pupils/students locate these by any other means and attempt to contact or correspond with a member of staff or volunteer, they should not respond and must report the matter to the academy's Designated Safeguarding Lead.

Staff and volunteers must also ensure that they do not bring the Trust or any academy into disrepute through their use of social media. As part of this staff and volunteers must ensure that appropriate privacy and security settings are in place. Staff and volunteers should be aware that even in circumstances where they consider their use of social media to be private, inappropriate actions may still amount to a conduct matter to be managed in accordance with the Trust's Disciplinary Procedure.

8.3 Use of personal devices

Staff and volunteers must only communicate with pupils/students and parents or carers using official Trust systems, and any such communication must be in a professional tone and manner.

Staff and volunteers must ensure that if they bring any personal equipment on to a Trust site that there is no inappropriate content on it, and that it is not accessed by pupils/students at any time.

Any data, including images, which belong to the Trust or pupils/students, must only be stored on Trust owned equipment or systems, and must never be uploaded or downloaded to any personal device for any purpose except in a professional capacity by Governors, Trustees and Members.

Personal devices must never be used to take photos or videos of pupils/students, or to make contact with pupils/students, parents or carers in a professional capacity, unless required in an emergency, for example to make phone contact whilst on a trip or visit if the Trust equipment is not available.

Staff and volunteers should not use personal mobile phones during working hours and phones should be switched off or switched to 'silent mode'. Staff may use personal mobile phones during break periods if they are not on duty and are out of sight of pupils/students.

Staff and volunteers (except Governors, Trustees and Members) must not use their personal email addresses for work related matters, unless formally authorised by the Headteacher or CEO.

Where staff or volunteers have relationships with pupils/students, parents or carers by way of family connections or appropriate friendships external to the Trust context, they should declare this to the relevant Headteacher, or for colleagues working centrally the HR Director, to ensure that any personal communication is on record and cannot be misconstrued.

9. Confidentiality

All staff and volunteers are expected to comply with the relevant provisions of the Data Protection Act 2018 and the General Data Protection Regulation, and will receive appropriate training and guidance. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust Data Protection Policy. Nothing shall prevent a person from disclosing information that they are entitled to disclose under the Public Interest Disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

10. Data Protection

The Trust is required by law to comply with the latest Data Protection Act and GPDR. All members of staff and volunteers must ensure that personal information is processed lawfully and fairly. Personal information is information relating to a living individual who can be identified. It is the responsibility of each staff member or volunteer to handle all personal information properly no matter what, how it is collected, recorded and used, whether on paper, in a computer, or on other material. A member of staff or volunteer will not disclose personal information to others unless authorised to do so.

11. Health and safety

11.1 General

All staff and volunteers are required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the Trust Health and Safety Policy, and in any risk assessments relevant to specific roles or circumstances. Both can be accessed via managers, and staff and volunteers are required to comply with these and to use any protective clothing or equipment as instructed at all times.

11.2 No smoking or vaping policy

The Trust operates a no smoking or vaping policy. This applies to all Trust buildings and sites, and to those where Trust services are provided. Staff and volunteers should not allow pupils/students to see them smoking or vaping off site during breaks, or prior to starting or when ending work on site.

11.3 Misuse of alcohol or drugs

Staff and volunteers must never jeopardise their own health and safety or that of others, or bring the Trust or its academies into disrepute, through the misuse of alcohol or drugs, whether illegal or legal, including prescribed medication. Where alcohol or drug misuse is identified staff and volunteers will be offered appropriate support, and individual circumstances will be considered with respect to any disciplinary action that may be taken. Staff and volunteers where the Trust have evidence to suggest that they may be under the influence of alcohol or drugs whilst on the Trust's premises, should contact their named HR Officer immediately for advice. Staff and volunteers in this situation may be asked if they provide their voluntary consent to take a drugs/alcohol test due to the Trust's concerns, which would be provided by the Trust.

12. Conclusion

This policy does not try to cover every situation. It tries to give an indication of the standards of behaviour of conduct that the Trust expects.

Anyone in doubt about how this policy applies to them should speak to their line manager in the first instance.

Appendix A: List of Examples of Misconduct

1. Gross Misconduct

This means that the employee does something that the Trust is entitled to regard as a fundamental breach. If a member of staff or a volunteer did something like this, then the Trust could not allow them to remain at work.

List of examples:

- Conduct incompatible with, or prejudicial to, the religious character of the Trust.
- Conduct that is likely to bring the Trust into disrepute.
- Failure to uphold the safeguarding standards detailed in the latest copy of 'Keeping Children Safe in Education.'
- Dishonesty – examples of which would include:
    - Theft of property belonging to the Trust, school, students, parents of students or other members of staff. This could include abuse of a position of trust.
    - Deliberate falsification of timesheets, expense claims, claims for financial gain etc. flagrant abuse of any flexitime scheme.
    - Demanding or accepting monies or other consideration as an inducement for the use of school/Trust property, provision of school/Trust services, placing of school/ Trust orders/contracts or the showing of favour on behalf of the school or the Trust.
    - Acceptance of any gift or reward for the performance of official duties unless specifically authorised by the headteacher or CEO, or regarded by them as appropriate in the circumstances.
    - False statements made when applying for appointment, especially in respect of qualifications which are a stated requirement of employment or which result in financial gain.
    - Failure to disclose unspent criminal convictions (or, in respect of posts exempt under the terms of the Rehabilitation of Offenders Act 1975, any conviction, irrespective of whether spent or not and whether incurred before or after appointment). This could include police cautions which form part of a criminal record.
- Deliberate and sustained refusal to carry out a reasonable, lawful and safe instruction or the normal duties of the post which constitute a fundamental feature of the job.
- Gross negligence in failing to attend to, or carry out, the normal duties of the job.
- Wilful serious infringements of safety rules or other negligent actions, which seriously place the health and safety of the members of staff or other persons at risk – examples of which would include:

- Smoking in identified ‘no smoking’ areas containing combustible, inflammable or explosive materials.
- Driving a vehicle owned by a school within the Trust in a reckless manner that leads, or could have led, to otherwise avoidable serious injury or death of other persons.
- Being unfit to perform duties satisfactorily as a result of taking alcohol or drugs not in accordance with medical advice. This would particularly relate to members or staff while in charge of vehicles and members of staff who are responsible for children.

- Wilful unauthorised disclosure of information or misuse of a position of trust in a manger which could be harmful to the Trust, school, its students, or members of staff, or for financial or other gain. For example:
  - The misuse of personal information on members of staff, students, etc.
- Serious misuse of the Trust or school’s property, including computers and telephones. For example:
  - Inappropriate use of the internet – see guidelines for use of the internet and social media available on the intranet or on request from the line manager. Examples of this would include excessive use, accessing, posting (i.e. on Facebook) or downloading pornographic or other unsuitable material, publishing anything that may breach the equality act e.g. anything considered sexist, racist, ageist, homophobic or anti faith, conducting bullying, harassment and victimisation via social networking channels e.g. posting photographs or offensive or threatening comments about colleagues.
  - Unauthorised use of software e.g. uploading software in violation of copyright or downloading any software or electronic files.
  - Unauthorised access.
  - Abuse of the facility to use computers for private purposes.
  - Sending emails that could be reasonably construed by the recipient as offensive.
  - Inappropriate use or excessive use of texts, mobile telephones.
- Acts pf violence or vandalism in the course of employment directed towards members of the public, students, parents, members of staff or governors/directors. For example:
  - Malicious damage to property belonging to others.
  - Actual physical violence to or assault of others or, in certain circumstances, threatened physical violence.
  - Physically or verbally abusive or threatening behaviour towards others.
- Sexual misconduct at work, or sexual relations with people whom the Trust has a responsibility of care, by those who have contact with them, in the course of work.
- Unlawful discrimination or acts of victimisation or harassment on the grounds of race, gender, disability, sexual orientation, age, religion or any other grounds.

2. Off-duty Misconduct

This is behaviour, which in context of the nature of the employment fundamentally undermines the Trust or school's confidence or trust in the member of staff or there is a real risk of the Trust or school being brought into disrepute. This does not relate solely to the reputation of the Trust or the local school, but also to the suitability of the member of staff continuing in their job if the misconduct relates directly to employment. For example:

- Drug offences, criminal offences or sexual misconduct by members of staff.
- A conviction for theft of any member of staff whose job involves handling cash or valuable goods, entering families' homes or access to sensitive information.
- Any conviction for violent behaviour, for example affray, harassment, assault or criminal damage.
- Inappropriate use of personal web pages and blogs, for example making defamatory remarks about the Trust, Church of England or local school within the Trust, colleagues or students or their parents/carers, misrepresenting the Trust/school by posting false or inaccurate statements about the work of the Trust or school, including any information, sourced from the Trust or school, which breaches copyright, publishing any material or comment that could undermine public confidence in them as members of the staff of the Trust or school and/or in a position of trust within the community.
- Revealing any information that is confidential to the Trust or any local school or any third party or disclose personal data or information about any individual/colleague which could be in breach of the Data Protection Act.

3. General misconduct

Although this would be regarded seriously, it would not be seen as a major breach in employment relationship and, for a first offence, a warning would normally be sufficient. Some more serious acts of misconduct might justify the issuing of a final warning in the first instance. The main purpose of any action taken by management would be to ensure the member of staff modifies their future behaviour. Only when a warning(s) has not been heeded would misconduct lead to action being taken, which could result in a member of staff's dismissal. For example:

Absenteeism and lateness

- Unauthorised absence from work during working hours without good reason.
- Frequent failure to attend punctually (or in accordance with any flexitime scheme, where applicable).
- Failure to comply with procedures and regulations regarding the notification of sickness absence.

Dishonesty

- Abuse of the facility to make private telephone calls.
- Sending personal mail at the school's expense.
- Failure to report any loss or damage to any property issued to (or used by) the member of staff, or to notify the appropriate officer of accidents occurring while driving a vehicle owned by the Trust or any school within the Trust.
- Failure to report driving offences.
- Failure to report a direct reporting relationship with a member of staff to whom they (the employee) are related, cohabiting with or have an intimate personal relationship with.

Other misconduct

- Failure to wear protective clothing, use the protective equipment or adopt safe working practices where required by law or management.
- Negligent use of the Trust or school's property in such a way that is likely to cause serious damage or loss.
- Unauthorised use of protective clothing or other comparable items of the Trust or school's property while off duty.
- Failure to comply with the Trust or local school's policy, procedure and guidance e.g. 'Use of Resources (inc. mobile phones, internet etc.)
- Failure to carry out, without good reason, the obligations which the law or the contract of employment place on members of staff.
- Failure to comply with security guidelines e.g. computers, laptops etc.
- Insubordination and/or failure to carry out a reasonable, lawful and safe instruction or the normal duties of the post.

Inappropriate behaviour towards other people, whether members of the public, partner organisations, persons in care, students, other members of staff or governors/directors. For example:

- Adopting persistently uncooperative or unhelpful attitudes, rudeness, abusive behaviour or offensive language and behaviour involving elements of discrimination, harassment or victimisation.

  In certain circumstances, this may constitute gross misconduct.

Appendix B: Secondary Employment Request Form

Personal Details			
Name		Job Title	
Line Manager		Academy & Federation	

Details of Secondary Employment	
Name of employer	
Location of employment	
Proposed start date	
Proposed working pattern	
Please describe the nature of the work you will be undertaking:	
Please provide any other details that may be relevant to your request. For example, possible conflict of interest with your current role, potential impact on health and safety or performance/attendance etc.	

I confirm that the information given above is correct and I understand the legal working time limits, as specified in The Working Time Regulations 1998.			
Employee Signature		**Date**	

PLEASE PASS THIS COMPLETED FORM TO YOUR LINE MANAGER FOR REVIEW

For completion by your Line Manager			
I confirm that your request to undertake secondary employment as been agreed. You must notify your Line Manger immediately if any of the information provided above changes.			
Line Manager		**Job Title**	
Signature		**Date**	