



Code of Conduct

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Version Control

Current version	Previous version	Summary of key change(s)
1.0	NA	Introduction of a Trust wide policy.
2.0	1.0	Updated to include 2 new sections on social contact with students and conduct outside of work and at work related functions.
3.0	2.0	Updated to include a new section on photography, videos, and other images/media.

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1. Scope

This Code of Conduct applies to all staff within Gosforth Federated Academies Limited ('the Trust').

2. Purpose

This code outlines the rules that apply to staff employed by the Trust and provides guidance to help keep to them. The code sets out the minimum standards that are expected of employees and provides a framework that will help to prevent misunderstandings or criticism.

3. Roles and responsibilities

- 3.1. **Board of Trustees:** This body has a general role in ensuring that appropriate standards of conduct are established and maintained. Members of the Board of Trustees may also be involved in dealing with specific declarations made by employees under the code.
- 3.2. **Chief Operating Officer (COO):** The COO is responsible for ensuring that all staff in the Trust are made aware of the Code of Conduct as part of their induction programme. The COO will also consider declarations made by the employees under the code and will ensure appropriate action is taken to deal with any alleged breaches.
- 3.3. **Employees:** All staff employed by the Trust are required to keep to the standards of this code and carry out their duties honestly and fairly. Failure to do so is a serious matter and could result in disciplinary action including dismissal. Staff should therefore read the document carefully and if they have any queries contact their immediate line manager or COO.

4. Principles

- 4.1. The Trust endorses the Seven Principles of Public Life proposed by the Committee on Standards in Public Life chaired by Lord Nolan. These are:

Selflessness

People who work for the public should take decisions by thinking only of the public interest. They should not do so in order to gain any benefits for themselves, their family or their friends.

Integrity

People who work for the public should not put themselves under any financial or other obligation to any outside person or organisation that might influence them in carrying out their official duties.

Objectivity

In carrying out public duties, including making public appointments, awarding contracts, or recommending individuals for rewards or benefits, choices should only be made on merit.

Accountability

Those working for the public must answer for their decisions and actions to the public and be open to whatever questioning is appropriate to their job.

Openness

People who work for the public should be as open as possible about and give reasons for decisions and actions they take. They should restrict information only when the wider public interest clearly requires this.

Honesty

Those working for the public have a duty to declare any private interests to do with their public duties. They must resolve any possible conflicts of interest in a way which protects the public interest.

Leadership

People who work for the public should promote and support these principles by leadership and example.

- 4.2. The governing Board of Trustees also expect employees to operate in accordance with the codes of conduct provided by their relevant professional body.

5. General standards

- 5.1. All employees are expected to give the highest possible standard of service to the community they serve and to carry out their duties honestly and fairly.
- 5.2. All employees must report to the COO or in the case of an allegation against the COO or Chief Executive Officer (CEO), to the chair of the Board of Trustees, anything illegal, improper or a breach of procedure. Employees will not be penalised for doing this as long as they act in good faith. The COO, or chair, must record, investigate and take appropriate action on such reports.
- 5.3. It is not enough for people working for the public to avoid doing wrong. All employees should avoid anything which could give the impression or appearance of doing wrong.

6. General professional standards of behaviour

- 6.1. Staff must model high standards of conduct in order to encourage students to do the same. This includes calm responses to confrontation, diffusion techniques, respect, courtesy, empathy and patience;
- 6.2. Staff must act in a fair, reasonable, courteous and mature manner to students, colleagues and other Academy users (i.e. anyone else who uses or comes into contact with any of the Trust's academies or services);
- 6.3. Staff must take reasonable care of students under their supervision to ensure their safety and welfare;
- 6.4. Staff must inform the appropriate senior colleague if they believe that a colleague is behaving in a way that compromises the safety or well-being of a child;
- 6.5. Staff must respect the rights and opinions of all Academy/Trust users;
- 6.6. Staff must co-operate, liaise and work with colleagues, as appropriate, to ensure students receive a good educational service;
- 6.7. Staff should adopt a positive attitude to the Academy/Trust, the achievement of quality and equality, particularly in communication with the people outside the Academy/Trust;
- 6.8. Staff must recognise the professional boundaries expected of their behaviour towards students. They must not therefore share personal information, become overly familiar or involve students in emotional situations where it is not appropriate;

- 6.9. Staff must not socialise with students outside of the Academy, this includes contact on social networking sites;
- 6.10. Staff must not engage in inappropriate use of social network sites which could bring themselves, the Academy or the Trust into disrepute. Staff must exercise extreme caution when using information technology especially when using social networking sites. Any comments made on such sites that are likely to bring the Academy, the Trust or students into disrepute will be deemed unacceptable behaviour. Comments regarding students, the Academy or the Trust business must not be made on social networking sites and staff who do so may be subject to disciplinary action. If staff have any queries regarding this area they must speak to the COO.
- 6.11. Members of staff's off-duty time / hours are their own private concern. However, staff must not:
- put themselves in a position where their duty and private interests seriously conflict;
OR
 - do anything which could seriously adversely affect their suitability to carry out their duties, which could damage the reputation or standing of the Academy or the Trust, or could bring the Academy or the Trust into disrepute.
- 6.12. Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money as well as the use of Academy and Trust property and facilities;
- 6.13. Staff must present a professional image of the Academy and Trust through appropriate standards of dress and appearance whilst at work. Staff should always dress in a manner that befits the professional role that they have;
- 6.14. Staff must take responsibility for the behaviour and conduct of pupils in the classroom, as appropriate, and share such responsibility elsewhere on Academy/Trust premises;
- 6.15. Staff should attend work unless they are off work due to sickness or for other authorised reasons, and must not come into work if they are adversely influenced by drugs, alcohol;
- 6.16. Staff not able to arrive at work at their normal start times, because of being delayed, should make every reasonable effort to contact the appropriate member of staff as soon as possible to notify them of this;
- 6.17. Staff must notify the appropriate member of staff of sickness absences as soon as possible on the first day of sickness absence, in accordance with Academy's/Trust's sickness absence procedure;
- 6.18. Staff wishing to take authorised leave of absence from work (either paid or unpaid) must contact their line manager and seek authorisation prior to taking time off work, unless there are exceptional circumstances. Exceptional circumstances are subject to management discretion but are generally those that are unforeseen and would reasonably prevent an individual from seeking prior authorisation;
- 6.19. Staff should be familiar with job requirements (eg proper preparation, use of suitable methods/systems, maintenance of appropriate/required records), including keeping up-to-date with developments relevant to the job.
- 6.20. Staff should be familiar with communication channels and Academy and Trust procedures applicable to both pupils and staff;

- 6.21. Staff must ensure all assessments/exams/tests are conducted in a fair and proper (prescribed) manner in accordance with relevant procedures and these are strictly adhered to and appropriate confidentiality and security and any other appropriate measures are in operation;
- 6.22. Staff should take all reasonable precautions to avoid putting themselves at risk of allegations of unprofessional conduct. If they are concerned this could happen (or may have already happened) they should report their concerns to the COO straight away.
- 6.23. In addition, teachers are also required to work in accordance with and meet the [Teachers' Standards](#). These standards are set out in [Annex E](#).
- 6.24. Serious criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are very likely to be regarded as unacceptable and could jeopardise the employee's employment.
- 6.25. This list is not exhaustive and further information about standards of behaviour are contained in other Academy and Trust policies and procedures including the staff handbook, disciplinary procedure and safeguarding and child protection policy(s). If in any doubt, please seek advice from Human Resources (HR).

7. Safeguarding and protecting the welfare of children and young people

- 7.1. All staff are required to work within the statutory guidance '[Keeping children Safe in Education](#)' and any additional guidance provided by the Academy and/or Trust. This aims to safeguard and protect the welfare of children and young people and reduce the risk of staff and other adults in the Trust being falsely accused of improper or unprofessional conduct.
- 7.2. If staff have safeguarding concerns, or an allegation is made or information received, about any adult who works in our setting which indicates that they may be unsuitable to work with children, including allegations of child abuse, the member of staff with the concerns/receiving the information should inform the Principal/DSL immediately, as set out in the Trust's Policy and Procedure for Managing Allegations of Abuse and Low Level Concerns. This includes concerns relating to agency and supply staff, contractors and volunteers. If the allegations are against the Principal, the information should be reported to the appropriate person in line with the Trust's Policy and Procedure for Managing Allegations of Abuse and Low Level Concerns.

8. Social contact with students

- 8.1. Employees should not establish or seek to establish social contact, via any channels (including social media), with students for any purpose. Employees should communicate electronically with students via a Trust email address and using Trust equipment only. Staff should refrain from giving personal information of any kind to students, including personal email address, phone numbers, social media handles, etc. where communication is required, for example during a school trip, a Trust device should be used.
- 8.2. Staff should not have connections on social media with any current student within the Trust.
- 8.3. Staff are strongly advised to proceed with caution regarding requests for communication from past pupils of the Trust on social media
- 8.4. Staff should refrain from communicating with parents/carers via social media or any other means except Trust email. Any requests for information via this means should be politely declined and referred to a more suitable form of contact.

8.5. Our Trust is part of our community, and we recognise that, as members of the community, employees may encounter students outside of the Academy. Staff should use their professional judgement in each situation, and act accordingly, ensuring that they do not breach professional expectations. Where staff are concerned about any situation outside of the Academy or believe that they may have been involved in a situation that might be misinterpreted, this should be reported to the Principal without delay.

8.6. Employees should read and understand our E-safety policy.

9. Photography, videos and other images/media

Many educational activities involve recording images. These may be undertaken for displays, publicity, to celebrate achievement and to provide records of evidence of the activity. The academy/Trust will provide equipment for such purposes. Under no circumstances should employees use their personal equipment to take, store or share images of students at or on behalf of the academy / Trust.

10. Conduct outside of work and at work related functions

10.1. Unlike some other forms of employment, working at our Trust means that an employee's conduct outside of work could have an impact on their role.

10.2. Staff are expected to demonstrate consistently high standards of personal and professional conduct. This also includes conduct outside of work, and work offsite including when attending work related function, when representing the Academy/Trust and work-related social events that take place outside normal working hours.

10.3. Staff must be mindful of personal conduct when not at work and should not engage in conduct outside work which could damage the reputation and standing of the Academy/Trust or the employee's own reputation or the reputation of other members of the Academy/Trust community.

10.4. Staff must ensure that their conduct outside of work does not impact on their suitability to work with children. This includes behaviours which may not involve a child/children. Should the Trust become aware of any such incident or behaviours, the issue may be treated as a safeguarding matter. In such cases, the Trust will manage the occurrence in accordance with the Keeping Children Safe in Education statutory guidance document.

10.5. Where employees believe that they may have engaged in improper conduct outside of work or at a work related function or are party to any situation that may cause damage to the reputation of the Trust, they are advised to declare it immediately to the Principal / COO.

10.6. Employees should be aware that where the Trust becomes aware of any conduct that may impact on the employee's role within the Trust, or affects the Trust's reputation, this may be addressed under our disciplinary procedure.

10.7. Employees should be aware that where any behaviours occur that lead to an impact on an employee's suitability to work with children, these will be dealt with under the Trust's disciplinary procedure and may lead to a referral to the Disclosure and Barring Service (DBS) and the Teaching Regulation Agency (where appropriate).

11. Disclosure of information / confidentiality

- 11.1. The law requires that certain types of information must be open to Trustees, auditors, government departments, service users and the public. An employee should always check first with the COO if they are in any doubt as to whether the particular information should be released.
- 11.2. Employees must not use any information they get in the course of their employment for personal gain or benefit. They must not pass information on to others who might use it for their own gain.
- 11.3. Employees must only give confidential information or documents including those held on computer systems to those who have a legitimate right to them and must adhere to the Data Protection Act 2018/ General Data Protection Regulation 2018. [See Annex A.](#)
- 11.4. Employees should maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters. They should take care not to discuss issues of particularly sensitive matters within the Academy or Trust community which could cause distress to staff, pupils or parents.
- 11.5. Where staff have access to confidential information about students or their parents/carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the student and for whom it is necessary that they are informed.
- 11.6. All staff are likely to witness actions which need to be kept confidential; these need to be reported and dealt with in accordance with the appropriate Academy and Trust procedures. It must not be discussed outside of the Academy except with a senior member of staff with the appropriate role and authority to deal with the matter.
- 11.7. If any employee has any queries regarding the confidentiality of Academy or Trust information or whether the information should be disclosed to a particular person or party the employee should raise the matter with their line manager, Principal or COO. All Academy and Trust business must be dealt with in an appropriate, professional manner. Breaches of confidentiality may be subject to disciplinary action.
- 11.8. Employees other than the CEO should not make statements directly to the press or other media without first obtaining the approval of the CEO, except in the case of trade union representatives who are communicating with the media in that role. The CEO should consult with their Chair of Trustees before making statements to the press or other media on major policy issues.

12. Political neutrality

- 12.1. Employees serve their Board of Trustees as a whole and must treat all Trustees equally and make sure that their individual rights are respected.
- 12.2. Employees must not allow their own political opinions to interfere with their work.
- 12.3. Employees may not display political posters, including election material, in areas of the Academy or Trust premises which the public has access to. Trade union representatives may display trade union/association views on current issues on the appropriate authorised notice boards within the Academy or Trust premises.
- 12.4. Where political views are brought to the attention of pupils within the Academy or during extracurricular activities they should be in the form of a balanced presentation of opposing views and in accordance with appropriate Academy and Trust policies / practices. If you are unsure as to what this means please contact your Principal.

13. Relationships

- 13.1. **Trustees/Local Advisory Group (LAG) members:** Mutual respect between employees and Trustees/LAG members is essential to good Academy governance. An employee who believes that a Trustee/LAG member has acted improperly towards them may report the matter to the COO who will take appropriate action.
- 13.2. **With the local community and service users:** Employees are expected to be polite, efficient, fair and impartial when they provide services to all groups and individuals within the community they serve.
- 13.3. **With contractors and suppliers:** All relationships of a business or personal nature outside work with external contractors or suppliers must be declared to the COO at the earliest opportunity on form CCES.1 (available on request from HR). Orders and contracts must be awarded on merit and no special favour should be shown to anyone.
- 13.4. A personal relationship covers: your partner (i.e. your spouse, civil partner or anyone whom you live with, in a similar capacity); your parent or parent-in-law; any child, stepchild or sibling of you or your partner; your grandparent, grandchild, aunt, uncle, nephew or niece; and the partners of any of those people.
- 13.5. An employee is deemed to have a 'close association' with someone if the relationship is such that a reasonable member of the public might think the employee would be prepared to favour or disadvantage that person when deciding or influencing a matter which affects them.

14. Recruitment and other employment matters

- 14.1. In order to avoid any possible accusation of bias, employees must not be involved in any appointment where they are related to or have a close personal relationship outside work with the person applying. Staff shall disclose to the Principal or HR on form CCES.2 (available on request from HR) any relationship with any person who they know is an applicant for a post at the Academy.
- 14.2. Employees should not be involved in, or try to influence, decisions relating to discipline, promotion or pay for any employee who is a relative or with whom they have a close personal relationship outside work.

15. Commitments outside work

- 15.1. Teaching staff or support staff graded above N6 (or its equivalent) may not carry out any other business or take up any additional employment (or work for which they receive payment) without the permission of the Board of Trustees. Employees should complete form CCES.3 (available on request from HR) and submit it to the COO. The Board of Trustees will not unreasonably prevent staff carrying out other employment. However, this employment must not, in the view of the Board of Trustees, conflict with its interests and specific conditions may be laid down.
- 15.2. Staff may undertake work outside the Academy, either paid or voluntary, provided that it does not conflict with the interests of the Academy or Trust nor be to a level which may contravene the working time regulations or affect an individual's work performance.
- 15.3. The following conditions apply to all employees regarding their commitments outside work:
 - employees must not carry out private work (whether paid or unpaid) relating to academies within the Trust without permission from the COO;

- employees must not carry out any work related to a private interest (including taking or making telephone calls) during normal working hours;
- an employee must not use the Academy's or Trust's facilities or equipment or confidential information; and
- all approvals will be reviewed and may be withdrawn if thought necessary.

15.4. Some staff, particularly teachers, may wish to use their professional expertise to do other work, for example, examination marking or private tuition. It is recognised that this can be of value to the Academy and the Trust. The Board of Trustees will not normally prevent employees from undertaking additional employment if it is satisfied that it does not conflict with the interests of or weaken public confidence in the Academy or Trust.

15.5. The provisions of this section are not intended to apply to trade union officers engaged in legitimate trade union duties and activities.

16. Personal interests

16.1. Employees must declare to the COO on form CCES.4 (available on request from HR) any financial or non-financial interests that could conflict with the Academy's or Trust's interests.

16.2. The Executive Team and budget holders must declare to the Trust on a Declaration of Pecuniary Interests form any pecuniary interests, including any relevant material interests from close family relationships (as defined in the Academies Financial Handbook) including:

- Directorships, partnerships and employments with businesses;
- Trusteeships and governorships and other educational institutions and charities;
- For each interest the name and nature of the business, the nature of the interest and the date the interest began.

16.3. Employees must not be involved in decisions about matters in which they have a personal interest.

16.4. Employees must declare membership of any organisation that is not open to the public, does not have formal membership and has secrecy about rules, membership or conduct. A definition of such an organisation is provided in [Annex B](#). Employees should complete form CCES.6 (available on request from HR) and sent it to the COO or, in the case of the COO or CEO to the Chair of Trustees.

17. Equality

All members of the local community and employees have a right to be treated fairly and equally. Employees must follow the Trust's policies on equalities.

18. Tendering procedures

18.1. Employees involved in the tendering process or dealing with contractors should make sure that they know the separate roles of client and contractor. A summary of key legal conditions is provided in [Annex C](#).

18.2. Employees must deal fairly and impartially with all customers, suppliers and other contractors and sub-contactors.

- 18.3. Employees who have access to confidential information on tenders or costs relating to contractors must not give that information to any unauthorised person or organisation.

19. Corruption

It is a serious criminal offence under the Bribery Act 2010 for employees to corruptly receive or give any gift, loan, fee, reward or advantage or to show favour or disfavour to any person. If an allegation is made it is for the employee to prove that any rewards have not been corruptly gained or given. A summary of the legal provisions appears in [Annex D](#).

20. Use of financial resources

- 20.1. Employees involved in financial activities and transactions must follow the Academies financial regulations and guidance.
- 20.2. They must use public funds in a responsible and legal way, try to make sure that the Academy and Trust provides value for money to the local community and avoid legal challenges to the Academy or Trust.

21. Gifts and other benefits

- 21.1. The offer of gifts or benefits in kind to employees (or their partners or family members) arising from their official duties could cause conflict between their private and public interests.
- 21.2. Employees must not accept excessive, frequent, or regular gifts, hospitality, entertainment, or other services from existing or prospective suppliers. When considering whether to accept such offers, they should consider whether they could affect their independence or cause concern that might affect their independence.
- 21.3. The Trust maintains a register of gifts and favours offered and whether these are accepted or rejected. Individuals are required to inform the COO and they will be advised how to proceed.
- 21.4. The exception is where the token value of the gift is up to a maximum of £25 such as:
- gifts made at the end of a courtesy visit to an organisation that are of a promotional nature and of a kind normally given by the organisation;
 - gifts of token value such as diaries, calendars and pens, a bottle of wine; or
 - gifts of token value given by pupils or parents at Christmas or at the end of term.

22. Hospitality

- 22.1. A modest amount of entertainment is a normal part of public life but it is important not to risk undermining public confidence or allow it to appear that it may improperly influence the way employees carry out their duties.
- 22.2. Employees must be particularly careful if they are offered hospitality by someone who wants to do business with or obtain a decision from the Academy or the Trust. It is important to avoid any suggestion of improper influence. Employees should accept an offer of hospitality only if they genuinely need to go to an event to receive or give information, represent the Academy or the Trust in the community or make prior visits to check arrangements, particularly in relation to health and safety (for commercially organised visits, journeys or activities involving pupils).

22.3. Offers should only be accepted to attend purely social, cultural entertainment or sporting occasions if these are part of the life of the community or the Academy or the Trust should be seen to be represented.

22.4. If hospitality has to be declined, this should be done politely with an explanation of the rules on hospitality.

22.5. Employees should use form CCES.8 (available on request) to obtain approval before accepting offers of hospitality from the COO, or the Chair of Trustees if the offer is made to the COO or the CEO. This is not required if the hospitality is of token value, for example a single drink.

23. Sponsorship

23.1. The above rules relating to gifts and hospitality also apply where an outside organisation wishes to sponsor or is approached to sponsor an Academy or Trust activity. This may be by invitation, tender, negotiation or voluntarily. Employees should be particular careful when dealing with current or potential contractors.

23.2. Any employee who, or whose partner or family member, would directly benefit from sponsorship of an activity by the Academy or Trust, must declare this on form CCES.5 (available on request from HR) and send it to the COO, or the Chair of Trustees in the case of the COO or CEO.

23.3. Employees must give impartial advice and avoid any conflict of interest where the Academy or Trust gives support in the community through sponsorship, grant aid or financial or other means.

24. Retention and access to declarations

24.1. Declarations made on forms outlined below are subject to the retention periods and access categories set out below:

Declaration	Retention	Access
CCES.1 Relationship with external contractor or supplier	Kept for 3 years after end of employment	Public access
CCES.2 Relationship with candidate for employment	Kept for 3 years	Internal access
CCES.3 Approval for outside interests or employment	Kept for 3 years after end of employment	Internal access
CCES.4 Declaration of personal interests	Kept for 3 years after end of employment	Internal access
Declaration of pecuniary interests	Kept for 3 years after end of employment	Internal access
CCES5 Financial interest in contract	Kept indefinitely	Public access
CCES6 Membership of secret societies or organisations	Kept for 3 years after end of employment	Access controlled by monitoring officer
CCES8 Offers of hospitality	Kept for 3 years	Public access

24.2. Public access is allowed in situations that can raise particular public concerns (since they relate to financial interests) and the public interest in being able to see that appropriate declarations are made and the extent to which employees have such relationships overrides the need to protect the personal privacy of employees.

- 24.3. Internal access by Trustees or trust auditor where declarations relate primarily to the personal interests of employees. This is to maintain a balance between public interest and privacy issues.
- 24.4. The Chair of Trustees controls access to declarations of membership of secret societies or organisations. Membership of these organisations is not unlawful. Disclosure is required so that the Trust can satisfy themselves on matters of propriety that may arise in connection with such organisations. Access will only be provided where the chair of the Board of Trustees, is satisfied that there are reasonable grounds for access in connection with investigations of a complaint or other legitimate concerns.

25. Relationship with Academy/Trust policies and procedures

- 25.1. Disciplinary Procedure: This procedure should be used to deal with an allegation against a member of staff that they have acted in breach of this Code of Conduct.
- 25.2. Safeguarding and Child Protection Policy: This sets out the Academy's and the Trust's arrangements for safeguarding the welfare of children and young people.

ANNEX A - Data Protection Act 2018 / General Data Protection Regulation 2018 (GDPR)

The Data Protection Act 2018 applies the standards of the EU's General Data Protection Regulation (GDPR). GDPR took effect from 25 May 2018 and was introduced to further harmonise and modernise and greatly enhance data protection procedures. The below is a brief summary of the Regulation and how the UK through the Data Protection Act 2018 complements the Regulation.

The GDPR aims to protect the public from people not using their personal information correctly. The Information Commissioner oversees the Regulations but it is up to us and our staff to make sure we keep to the conditions of the Regulations.

The basic conditions of the Regulations are that personal information held is:

- accurate;
- relevant;
- not excessive for the purposes registered; and
- held for no longer than is needed.

If you are going to give personal information to someone else, you must make sure that you do this according to the conditions of the Regulations and the conditions of registration. If you give out information regularly, you should make sure you are familiar with the relevant conditions. If you are in any doubt about the requirements of the Regulations, advice is available from our Data Protection Officer.

Enforcement - The fines that may be imposed for breaches of the GDPR have been significantly increased depending upon the type of breach.

Consent - This concept has been restated and revised so that there is now a requirement for demonstrable consent by the individual. Consent in this context means clear affirmative action, and the consent should be informed, specific, unambiguous and given freely.

Accountability, Compliance and Governance - One of the key changes is the enhanced focus on accountability and governance which will require increased awareness of the GDPR requirement.

Enhanced rights of individuals - The rights of individuals as data subjects are strengthened and some new ones have been introduced:

- Right to be informed
- Right of access
- Right of erasure or rectification
- Right to restrict processing
- Right to data portability
- Right to object
- Rights in relation to automated decision making and profiling

Data Breach notification - A data breach is a breach of security leading to the destruction, loss, alteration, unauthorised disclosure of, or access to personal data. The GDPR introduces a requirement to notify the relevant supervisory authority of any data breach that is likely to result in a risk to the rights and freedoms of the individual affected.

The GDPR expands the definition of personal data beyond the previous Data Protection Act (1998) to also include information that could be used to indirectly identify individuals, such as ID numbers,

location data and online identifiers including IP addresses and web cookies. Other examples include HR records, Health records, CCTV, client records.

The six key principles of the GDPR are that personal data shall be: Processed lawfully, fairly and in a transparent manner; Collected for specified, explicit and legitimate purposes; Adequate, relevant and limited to what is necessary; Accurate and, where necessary, kept up to date; Retained only for as long as necessary; and Processed in an appropriate manner to maintain security.

If you have any queries regarding this matter you should speak to the person within the Trust who has responsibility for data protection.

ANNEX B - Organisations to which rules about personal interests apply

Any lodge, chapter, society, trust or regular gathering or meeting, which:

- (a) is not open to members of the public who are not members of that group;
- (b) includes an obligation on the part of the member to make a commitment of allegiance to the lodge, chapter, society or gathering or meeting; and
- (c) includes a commitment of secrecy about the rules, membership or conduct of the lodge, chapter, society, trust, gathering or meeting.

A lodge, chapter, society, trust, gathering or meeting is not to be regarded as a secret society if it forms part of the activity of a generally recognised religion.

ANNEX C - Local Government Competition Regulations

The following summarises some of the key principles to be observed:

All staff should:

- avoid acting in a way which restricts or prevents competition or is likely to have that effect;
- do nothing that would distort or inhibit competition; or
- treat outside bidders or contractors equally with the authority's direct service organisation. For example, information given to the direct service organisation about the work which is subject to competition must be made available to all bidders.

ANNEX D - The Bribery Act 2010

Under the Bribery Act 2010, it is an offence for you to:-

1. Bribe another person
2. Be bribed
3. Bribe a foreign public official

There is also a 'corporate offence' of failing to prevent bribery. Under this, the Council will be guilty of an offence if an "associated person" bribes someone else intending to obtain or retain business, or a business advantage, for the Council. "Associated persons" may include employees, agents and subsidiaries.

ANNEX E - Teachers' Standards

Preamble

Teachers make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

Part One: Teaching

A teacher must:

1. Set high expectations which inspire, motivate and challenge pupils

- establish a safe and stimulating environment for pupils, rooted in mutual respect
- set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions
- demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils.

2. Promote good progress and outcomes by pupils

- be accountable for pupils' attainment, progress and outcomes
- be aware of pupils' capabilities and their prior knowledge, and plan teaching to build on these
- guide pupils to reflect on the progress they have made and their emerging needs
- demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching
- encourage pupils to take a responsible and conscientious attitude to their own work and study.

3. Demonstrate good subject and curriculum knowledge

- have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain pupils' interest in the subject, and address misunderstandings
- demonstrate a critical understanding of developments in the subject and curriculum areas, and promote the value of scholarship
- demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teacher's specialist subject
- if teaching early reading, demonstrate a clear understanding of systematic synthetic phonics
- if teaching early mathematics, demonstrate a clear understanding of appropriate teaching strategies.

4. Plan and teach well structured lessons

- impart knowledge and develop understanding through effective use of lesson time
- promote a love of learning and children's intellectual curiosity

- set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired
- reflect systematically on the effectiveness of lessons and approaches to teaching
- contribute to the design and provision of an engaging curriculum within the relevant subject area(s).

5. Adapt teaching to respond to the strengths and needs of all pupils

- know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively
- have a secure understanding of how a range of factors can inhibit pupils' ability to learn, and how best to overcome these
- demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils' education at different stages of development
- have a clear understanding of the needs of all pupils, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.

6. Make accurate and productive use of assessment

- know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements
- make use of formative and summative assessment to secure pupils' progress
- use relevant data to monitor progress, set targets, and plan subsequent lessons
- give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback.

7. Manage behaviour effectively to ensure a good and safe learning environment

- have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour policy
- have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- manage classes effectively, using approaches which are appropriate to pupils' needs in order to involve and motivate them
- maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.

8. Fulfil wider professional responsibilities

- make a positive contribution to the wider life and ethos of the school

- develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- deploy support staff effectively
- take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues
- communicate effectively with parents with regard to pupils' achievements and well-being.

Part Two: Personal and professional conduct

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

- treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
- showing tolerance of and respect for the rights of others
- 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
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.
- Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.