Cornwall Education Learning Trust

Code of Conduct

Safeguarding Policy Suite

Cornwall Education Learning Trust Policies
Cornwall Education Learning Trust (CELT), Atlantic Centre, Trenance Leisure Park, Newquay, Cornwall TR7 2LZ

Our Mission

At Cornwall Education Learning Trust (CELT), our mission is clear: to provide every learner with an **exceptional educational experience.** One that enables them to thrive, achieve and succeed in life. We believe in a **100%** mindset, that every learner, in every classroom, in every school, deserves the very best we can offer. For us, 100% means no compromise: no learner left behind, no community overlooked, and no opportunity wasted.

Our strategic goals reflect this ambition. We are committed to empowering and growing our people, building an ambitious all-through entitlement, forging exceptional relationships with our communities, transforming provision through meaningful partnerships, and leading an ethical, effective and innovative organisation. These are not just aspirations; they are promises that shape the way we work and the culture we are building together.



Our Values

Our values are at the heart of everything we do. We believe in the power of **Collaboration**, building strong relationships and working together as one team to achieve our collective goals. We are committed to **Empowerment**, creating a culture where initiative, innovation and trust flourish, and where every individual feels valued, respected and motivated.

As a Trust, we are grounded in promoting **Leadership**, sharing a moral and ethical purpose to improve the lives of others and make a lasting difference for our learners and communities. And we embrace **Transformation**, approaching change positively so that we can all become our best selves and do our best work.

These values guide every decision we make and every action we take. They are the foundation of our Trust and the reason we can offer such exceptional opportunities for our learners and staff. If you choose to join CELT, you will be part of a values-driven organisation where people are supported to grow, contribute, and thrive.

Policy Contents

1. Policy Overview 4
2. Purpose 5
3. Scope 5
4. Safeguarding and promoting the welfare of children and recognising low-level concerns 6
5. Duty of Care 7
6. Health and Safety 8
7. Honesty and personal integrity 8
8. Tackling discrimination and harassment 9
9. Professional boundaries and relationships 10
10. Confidentiality and data 10
11. Physical contact with learners 11
12. Behaviour Management 12
13. Social contact with learners, parents and carers 12
14. Social media 13
15. Communication – contact with the media 13
16. Photography, video and other images/media 13
17. Acceptable use of technology 14
18. Personal devices and tablets 14
19. Personal belongings 15
20. Working one-to-one with learners 15
21. Curriculum 16
22. Showers and changing 16
23. Dress and appearance 16
24. Gifts and hospitality 17
25. Alcohol and substance misuse 17
26. Keeping within the law 18
27. Conduct outside of work and at work related functions 19
28. Agency Workers 20
29. Whistleblowing 20

1. Policy Overview

Safeguarding is everyone's responsibility

At Cornwall Education Learning Trust (CELT) we are committed to safeguarding and promoting the welfare of children and we expect all members, trustees, community champions, staff and volunteers to share this commitment.

This policy is part of the following suite of annually updated safeguarding policies:

1. Child protection and safeguarding
2. Supporting children and school with medical needs/ managing medicines
3. Online safety
4. Child-on-child abuse including anti-bullying
5. Attendance
6. **Code of conduct**
7. Whistleblowing

1.2 Policy Approval and Review

Policy Version Number:	4
Approved By:	Trustees
Approved On (Date):	
Review Period:	Annually

This code of conduct is reviewed and amended annually by CELT. We will monitor the application and outcomes of this code of conduct to ensure it is working effectively.

1.3 Policy Version History

Policy Version	Date Issued	Summary of Changes
1	30.11.2022	First Issue – No Changes
	29.08.2024	Annual review
	17.08.2025	Students/Pupils to learners
	07.08.2026	Use of mobile phones Reference to Preventing sexual harassment Reference to prevent and radicalisation Changes in blue

2. Purpose

2.1 The aim of this code of conduct for employees is to set out the standards of conduct expected of all staff and to provide further information for employees. This should be read in conjunction with our disciplinary procedure, CELT safeguarding suite of policies, Headteacher's standards, Teachers' Standards and the statutory guidance Keeping Children Safe in Education.

2.2 This code should make it clear to employees the expectations that Cornwall Education Learning Trust (CELT) has of them. Employees should note that this code is not exhaustive in defining acceptable and unacceptable standards of conduct and employees must use common sense in adhering to the underpinning principles. If any employee is ever unsure what the expectations are in any given circumstance they should speak to their line manager.

2.3 This code does not form part of any employee's contract of employment, and it may be amended at any time.

3. Scope

3.1 The code applies to all staff regardless of their position, role of responsibility or length of service including those in their probationary period. References to 'staff' throughout the policy relate to all of the following groups:

3.1.1 All members of staff including teaching and support staff

3.1.2 Volunteers, including community champions and trustees

3.1.3 Consultants, casual workers

3.1.4 Temporary and supply staff, either from agencies or engaged directly

3.1.5 Student placements, including those undertaking initial teacher training and apprentices

3.1.6 Although, unlike employees, breaches of the code will not be managed through the disciplinary procedure).

3.2 As recognisable figures in the local community, the behaviour and conduct of staff at CELT outside of work can impact on their employment. Therefore, conduct outside work may be treated as a disciplinary matter if it is considered that it is relevant to the employee's employment.

3.3 School staff are in a unique position of trust and influence as role models for learners. Therefore, staff must adhere to behaviour that sets a good example to all learners within the school.

3.4 This code of conduct is not an exhaustive list of acceptable and unacceptable standards of behaviour. In situations where guidance does not exist in this policy, staff are expected to exercise their professional judgement and act in the best interests of the learners, and the school.

4. Safeguarding and promoting the welfare of children and recognising low-level concerns

4.1 All employees are responsible for safeguarding children and promoting their welfare. This means that employees are required to take action to protect children from maltreatment, prevent impairment of children's health or development and ensure that children grow up in circumstances consistent with the provision of safe and effective care. This will enable all children to have the best outcomes.

4.2 All employees should be prepared to identify children who may benefit from family help. Family help means providing support as soon as a problem emerges at any point in a child's life, from the foundation years through to the teenage years.

4.3 All employees must complete all mandatory safeguarding training, updates and briefings within required timescales and engage fully with any safeguarding knowledge checks, assessments or assurance activities required by CELT. Where a knowledge check identifies a gap in understanding, staff must engage promptly with any additional training, support or follow-up required.

4.4 All employees must be aware of the signs of abuse, neglect and other safeguarding issues and take action to take if these are identified.

4.5 All employees must be aware of low-level concerns, no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' that an adult working in or on behalf of the school or college may have acted in a way that:

4.5.1 Is inconsistent with the staff code of conduct, including inappropriate conduct outside of work; and

4.5.2 Does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the local authority designated officer (LADO).

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

4.6.1 Being over friendly with children.

4.6.2 Having favourites.

4.6.3 Taking photographs of children on their mobile phone.

4.6.4 Engaging with a child on a one-to-one basis in a secluded area or behind a closed door; or,

4.6.5 Humiliating children.

4.7 To do this, employees must have fully read and understood our CELT managing allegations including low-level concerns policy and must follow the guidance in this policy at all times, understanding that any low-level concern will be recorded securely on 'Staff Safe' software.

4.8 All employees must cooperate with colleagues and with external agencies where necessary.

4.9 As a trust, we are required to have due regard to the need to prevent people from being drawn into terrorism. This is known as the Prevent duty. To discharge this duty, staff must be alert to changes in a student's behaviour or attitude that could indicate that they are at risk of being radicalised or drawn into extremism or terrorism, including non-violent extremism. Concerns of this nature should be reported in the same way as any other safeguarding concern, in accordance with our safeguarding and child protection policy. Staff must not, in any context, whether inside or outside work, promote or encourage, extremist or terrorist ideologies. This obligation applies equally to online activity, social media, and any other form of communication.

4.10 All employees are responsible for ensuring that their safeguarding knowledge remains current and seek advice or clarification from the Designated Safeguarding Lead where they are unsure about any aspect of safeguarding practice.

4.11 The wearing of lanyard and ID card is compulsory and must be worn at all times when in a CELT school or working in a professional capacity in a different setting e.g. educational visit.

4.12 Green lanyards will be issued to visitors where safeguarding checks have been carried out and are clear. Red lanyards will be issued to visitors where checks have not been carried out. These visitors must be always accompanied.

5. Duty of Care

Staff must:

5.1 Understand the responsibilities, which are part of their employment or role, and be aware that sanctions will be applied if these provisions are breached.

5.2 Always act, and be seen to act, in our students' best interests.

5.3 Avoid any conduct which would lead any reasonable person to question their motivation and/or intentions.

5.4 Avoid any conduct that could amount to discrimination or harassment.

5.5 Ensure their actions are warranted, proportionate, safe, and applied equitably; and

5.6 Take responsibility for their own actions and behaviour.

6. Health and Safety

All employees must ensure that they:

6.1 Familiarise themselves with the health and safety statements produced by CELT.

6.2 Read and understand CELT's health and safety policy.

6.3 Comply with health and safety regulations or instructions and use any safety equipment and protective clothing which is supplied to you by the school/trust.

6.4 Comply with any hygiene requirements.

6.5 Comply with any accident reporting requirements.

6.6 Never act in a way which might cause risk or damage to any other members of the school's or trust's community, or visitors; and

6.7 Inform their line manager of any paid work undertaken elsewhere. This is to comply with the Working Time Regulations, which are a health and safety initiative.

7. Honesty and personal integrity

7.1 Employees are 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 at CELT.

7.2 Employees must comply with any lawful or reasonable instructions issued by managers or governors.

7.3 Employees uphold public trust at CELT and maintain high standards of ethics and behaviour, within and outside school, by:

7.4 Treating learners with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to their professional position.

7.5 Having regard for the need to safeguard learners' wellbeing, in accordance with statutory provisions.

7.6 Showing tolerance of, and respect for, the rights of others.

7.7 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; and

7.8 Ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.

7.9 Employees must have proper and professional regard for the ethos, policies, and practices of school and CELT and maintain high standards in their own attendance and punctuality. Employees must treat all colleagues with respect, dignity, fairness, and courtesy at all times.

7.10 Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school and CELT property and facilities.

8. Tackling discrimination and harassment

8.1 Employees are required to understand the types of discrimination, harassment, and bullying that learners and colleagues may be subject to. Employees are required to have read and understood CELT equity, diversity and inclusion policy and preventing sexual harassment at work policy.

8.2 The law protects employees, workers, contractors, self-employed staff, apprentices, those undertaking vocational training, volunteers, former workers and job applicants from sexual harassment and CELT has a duty to take reasonable steps to prevent sexual harassment of its staff at work. Examples of sexual harassment include, but are not limited to:

8.2.1 Flirting, gesturing, making sexual remarks about someone's appearance in any means of communication.

8.2.2 Asking questions about someone's sex life.

8.2.3 Telling sexually offensive jokes/pranks and or sharing pornographic or sexual images.

8.2.4 Unwanted touching, kissing, or assault.

8.3 For details of how CELT responds to a report of sexual harassment and how to report an incident of sexual harassment please refer to the preventing sexual harassment at work policy.

8.4 Employees must not ignore any form of discrimination or harassment. Employees must positively promote equality, diversity, and inclusion at all times and not display any behaviour that constitutes any form of discrimination, bullying, or harassment.

8.5 Employees have a duty to not discriminate against or harass other people including employees, former employees and job applicants treating them with dignity at all times. Employees should also apply this to how they treat members of the public in the provision of services and should support CELT in meeting its commitment to provide equal opportunities for all and promoting diversity in the workplace.

9. Professional boundaries and relationships

2.4 Employees at CELT are in a position of trust in relation to our learners, which means that the relationship between an employee and a learner is not one of equals. It is a specific offence for a person aged 18 or over (e.g., teacher, youth worker) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual.

2.5 Employees must ensure that they avoid behaviour which might be misinterpreted by others. This includes any type of communication that they may have with learners. No learner should be in or invited into the home of an adult who works with them, unless the reason for this has been firmly established and agreed with parents, carers and senior leaders or the home has been designated by the school as a workplace e.g. childminders, foster carers.

2.6 Employees must not make sexual remarks to any student or discuss their own sexual relationships with, or in the presence of learners. Employees must not discuss a learner's sexual relationships in inappropriate settings or contexts. Any sexual behaviour by a member of staff towards any learner is unacceptable and illegal.

2.7 Employees must ensure that professional boundaries are maintained at all times. This means that employees should not show favouritism to any learner and should not allow learners to engage in any type of behaviour that could be seen to be inappropriate. Learners are not employees' friends and should not be treated as such.

2.8 Employees should be aware that it is not uncommon for learners to become strongly attracted to a member of staff or to develop an infatuation. If any member of staff becomes aware of an infatuation, they should discuss it with their line manager immediately so that they can receive support on the most appropriate way to manage the situation.

2.9 For employees who are in a relationship with a colleague, parent or carer, or any other person associated with CELT we expect that they identify this to the headteacher or Trust leader and ensure that this does not create a conflict of interest or affect their professional judgement or responsibilities in any way. Where an employee has managerial authority over another employee with whom they are in a close personal relationship, CELT reserves the right to transfer one or both employees to another role within CELT following appropriate consultation with both employees in order to seek agreement to the transfer.

10. Confidentiality and data

10.1 Members of staff may have access to confidential information about students, colleagues or other matters relating to CELT. This could include personal and sensitive data, for example information about a student's home life. Employees should never

use this information to their own personal advantage, or to humiliate, intimidate or embarrass others. Employees should never disclose this information unless this is in the proper circumstances and with the proper authority.

10.2 If an employee is ever in doubt about what information can or cannot be disclosed, they should speak to the school data champion or CELT Data Protection Officer (CELT DPO).

10.3 We will comply with the requirements of data protection legislation (including the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and any implementing laws, regulations and secondary legislation, as amended or updated from time to time). Records will be kept on the employee's personal file in accordance with CELT records retention policy and in line with the requirements of data protection legislation. Employees are expected to comply with CELT's systems as set out in our data protection policy. If any employee becomes aware that data is at risk of compromise or loss, or has been compromised or lost, they must report it immediately to the Data Protection Officer, in order (where applicable) for relevant breaches to be reported to the Information Commissioners Office within 72 hours.

10.4 Employees must read and understand our data protection policy and other relevant policies including in relation to criminal records information, recruitment and safer recruitment, internet, email and communications, information security, copies of which are available from the CELT DPO.

11. Physical contact with learners

11.1 There are occasions when it is entirely appropriate and proper for staff to have physical contact with learners. Employees must ensure that they only do so in ways that are appropriate to their professional role and in response to the learner's needs at the time. This should be of limited duration and appropriate to the age, stage of development, gender, and background of the learner. Employees should always be able to explain why they have made physical contact with a learner.

11.2 There may also be occasions where a learner is in distress and needs comfort and reassurance which may include age-appropriate physical contact. If an employee is in this position, then they should consider the way in which they offer comfort, ensuring that it is not open to misinterpretation and is always reported to the school's designated safeguarding lead.

11.3 Staff may legally physically intervene with learners to prevent them from committing a crime, injuring themselves or others, causing damage to property, engaging in behaviour prejudicial to good order and to maintain good order and discipline. Physical force should never be used as a form of punishment.

11.4 Sexual contact, including grooming patterns of behaviour with students is unlawful and unacceptable in all circumstances.

11.5 If providing intimate care for a learner, follow the intimate care policy guidance.

12. Behaviour Management

12.1 Employees should not use any form of degrading or humiliating treatment to punish a learner. The use of sarcasm, demeaning or insensitive comments towards learners is completely unacceptable.

12.2 Where learners display difficult or challenging behaviour, employees should follow the school's behaviour policy using strategies appropriate to the circumstance and situation.

13. Social contact with learners, parents and carers

13.1 Employees should not establish or seek to establish social contact, via any channels (including social media), with learners for the purposes of securing a friendship or to pursue or strengthen a relationship. Employees should use their work provided equipment only for communicating electronically with learners. If there are any circumstances in which an employee has had to provide their personal contact details, including phone numbers, email address etc, to any learner then they should report this to their line manager.

13.2 CELT's advice to staff is not to connect to learners via social media or other communication channels unless this is for professional purposes, and that the employee can demonstrate that this is the case.

13.3 CELT is part of our community, and we recognise that, as members of the community, employees will come into contact with learners outside of CELT. We expect staff to use their professional judgement in such situations and to report to their line manager any contact that they have had with a learner outside of school, that they are concerned about or that could be misinterpreted by others.

13.4 Staff must not make contact with learners or ex- learners, must not accept or initiate friend requests nor follow learner or ex-learner accounts on any social media platform. Staff must not communicate with learners or ex- learners via social media, websites, instant messenger accounts or text message. The only acceptable method of contact is via the use of school email accounts or telephone equipment.

13.5 Staff should not make contact with learners' family members, accept or initiate friend requests or follow learners' family members' accounts on any social media platform.

13.6 However, CELT acknowledges that staff who are also parents/carers may wish to make contact with other parents and carers, who are friends, over social media. Staff

must exercise caution and professional judgement in these circumstances and should not have any contact with learners' family members via social media if that contact is likely to constitute a conflict of interest or call into question their objectivity.

14. Social media

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

14.2 Staff should remain mindful of their digital tattoo and exercise caution in all their use of social media or any other web-based presence they have. This includes written content, videos or photographs and views expressed either directly or by 'liking' certain pages or posts or following certain individuals or groups. Staff should exercise care when using dating websites where staff could encounter learners.

14.3 Staff must not post disparaging or defamatory statements about any aspect of CELT, our learners or their parents or carers; our community champions or staff; suppliers and vendors; and other affiliates and stakeholders. Staff should avoid social media communications that might be misconstrued in a way that could damage CELT's reputation, even indirectly.

14.4 If you see content in social media that disparages or reflects poorly on our Trust or our stakeholders, you should print out the content and contact your line manager. All staff are responsible for protecting our Trust's reputation.

15. Communication – contact with the media

15.1 Only designated persons are entitled to communicate with the press, radio or television companies. Refer to individual school for a list of designated persons.

16. Photography, video and other images/media

16.1 Many school activities involve recording images as part of the curriculum, extra school activities, publicity or to celebrate an achievement. In accordance with The Data Protection Act 1998, the image of a learner is personal data. Therefore, it is a requirement under the Act for consent to be obtained from the parent/carer of a learner for any images made. It is also important to take into account the wishes of the learner, remembering that some learners do not wish to have their photograph taken or be filmed.

16.2 Using images for publicity purposes will require the age-appropriate consent of the individual concerned, including staff, and their parent or carer. Images should not be displayed on websites, in publications or in a public place without their consent. Staff should also be clear about the purpose of the activity and what will happen to the photographs/images/video footage when the lesson or activity is concluded.

16.3 Photographs or video footage of learners should ensure they are fully clothed (not in swimwear) and only be taken using school equipment for purposes authorised by the school and should be stored securely and only on school equipment/hardware.

16.4 Staff should ensure that a member of the senior leadership team is aware of the proposed use of photographic and video equipment. All photographs and video footage should be available for scrutiny and staff should be able to justify all images and video footage made.

16.5 Staff should remain aware of the potential for images of learners to be misused to create indecent images of children and/or for grooming purposes. Therefore, careful consideration should be given to how activities which are being filmed or photographed are organised and undertaken. Particular care should be given when filming or photographing young or vulnerable learners who may be unable to question how or why the activities are taking place. Staff should also be mindful that learners who have been abused through the use of video or photography may feel threatened by its use in a teaching environment.

17. Acceptable use of technology

17.1 Staff should only use ICT systems and resources (email and phone) for all business or only in line with what is allowed.

17.2 Staff should follow the Trust's online safety policy at all times and have regard for the school's online safety policy.

17.3 Staff should be aware of the lengths that cyber criminals will go to in order breach a system. The average length of time spent before an attack happens is 200 days, during this time they are probing a school's defences, staff need to be vigilant to this and report incidents of potential infiltration to IS staff immediately. We operate a no blame culture as many of these attacks, phishing and spear phishing are highly sophisticated. Reporting incidents will help to keep the Trust, learner and staff data safe, the IS team are always supportive and helpful in such incidents and are also monitoring for attacks. From time to time testing our defences take place and you may be subject to cyber security tests, if you find that you have succumbed to these it is your responsibility to complete the follow up training that aid keeping the trusts data safe.

18. Personal devices and tablets

18.1 Staff should not use personal mobile phones or other smart technology with similar functionality to mobile phones (such as smart watches and glasses) for personal reasons in front of learners throughout the school day, including during lessons, times between lessons, breaktimes and lunchtimes. This does not apply where an exception has been agreed in advance with the headteacher where this is necessary as a

reasonable adjustment for a disability, to manage a medical condition, or due to other individual circumstances.

18.2 During the school day, personal mobile phones and similar devices should be stored securely and kept out of sight. Staff should refer to the provisions on personal belongings at paragraph 19 of this code.

18.3 Personal mobile phones should only be used during authorised times and outside of the school day in areas of the school where learners are not present.

18.4 Where staff need to carry out professional tasks during the school day, such as issuing homework, recording rewards or sanctions school equipment should be used. A personal mobile phone or similar device may only be used for purposes such as completing multi factor authentication not in front of learners.

18.5 Where staff need to carry out professional tasks during the school day, such as maintaining appropriate professional contact during school trips, activities and events permission must have been requested from line manager and recorded in advance.

19. Personal belongings

19.1 Staff are expected to maintain responsibility for their personal belongings at all times while on CELT premises or taking part in any school activities, such as trips. CELT is not liable for any loss, theft, or damage to personal property. Staff should ensure that their belongings are stored securely and are not disruptive to the workplace environment and not left in places where they might be vulnerable. Staff are strongly advised against bringing items of significant or sentimental value into school/setting.

19.2 Any electrical items brought into work should meet all health and safety requirements and it is the staff member's responsibility to ensure this.

19.3 Should staff bring any items into work, for purposes of supporting teaching and learning or to assist them in undertaking their duties, they should ensure the items are not hazardous and dangerous. Staff should ensure they have approval from their line manager, where items would not be considered everyday resources.

19.4 Respect for the personal property of others is paramount, and any interference with or damage to another person's belongings may result in disciplinary action.

20. Working one-to-one with learners

20.1 There will be times where an employee is working one-to-one with a learner and this is acceptable. Employees need to understand that this means that they may be more vulnerable to allegations being made against them. Therefore, it is important that employees:

20.1.1 Avoid meeting on a one-to-one basis in secluded areas of the school/setting.

20.1.2 Ensure that the door to the room is open or that there is visual access into the room.

20.1.3 Inform a colleague or line manager of the meeting, preferably beforehand; and

20.1.4 Report to their line manager if the student becomes distressed or angry.

21. Curriculum

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

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

22. Showers and changing

22.1 Learners are entitled to respect and privacy whilst they are changing or showering after PE/games or swimming. However, there needs to be an appropriate level of supervision in order to safeguard young people, meet health and safety requirements and to ensure that bullying does not take place. The supervision should be appropriate to the needs and age of the learners and sensitive to the potential for embarrassment.

22.2 Staff should be vigilant about their own behaviour and announce their intention of entering a changing room. Personal and school devices with a camera or video function should not be taken into areas where children are showering or changing. Staff must not change or shower in the same place as learners.

22.3 Staff should follow the guidance in Keeping Children Safe in Education around toilet and changing arrangements.

23. Dress and appearance

23.1 Staff are expected to exercise professional judgement and take personal responsibility for their dress and appearance. Staff should present themselves in a way that is

appropriate to their professional role, the activities being undertaken and the educational environment.

23.2 Dress and appearance must be clean, appropriate and safe, taking account of the nature of the role and any relevant health and safety requirements. Clothing or appearance must not be revealing, offensive, discriminatory or reasonably likely to cause embarrassment or undermine professional standards.

23.3 CELT recognises that appropriate dress may vary according to role, activity and individual circumstances. Reasonable and appropriate adjustments will be made in relation to disability, religion or belief, pregnancy and other relevant protected characteristics

24. Gifts and hospitality

24.1 Staff should be aware of CELT's finance policy regarding arrangements for the declaration of gifts received and given. Staff need to take care that they do not accept any gift that might be construed as a bribe by others or lead the giver to expect preferential treatment. For many of our employees there will be a limited opportunity to accept gifts and hospitality, but all staff must be aware that it is not acceptable for staff to accept bribes. Therefore, any gift, promotional offer or hospitality, intended either for the employee or for the school that exceeds a nominal value of £10.00 must be declared to their line manager and permission must be obtained before accepting. If an employee is ever unsure, then the best course of action is to politely decline the offer.

24.2 It is traditional for learners and their parents or carers to give gifts as a small token of appreciation or as a thank you to members of staff at certain times throughout the academic year. This code of conduct is not designed to stop that practice. Staff may accept gifts from learners, parents or carers provided that they meet this definition. Any member of staff receiving a gift with a value of greater that £10.00 should inform their line manager. They will then decide whether the gift can be accepted. Staff should make their line manager aware of any learner who is giving them gifts on a regular basis, or any learner, parent or carer who expects something in return for a gift, as this would not be acceptable.

24.3 Personal gifts must not be given by staff to learners and any reward to learners should be in accordance with the behaviour policy, recorded and not based on favouritism.

25. Alcohol and substance misuse

25.1 CELT schools and offices are all non-smoking, including e-cigarette, sites.

25.2 We accept that it is an individual's choice to smoke or use an e-cigarette. However, our staff are role models for our learners and smoking is not a healthy choice for

learners to make, staff seeking support to give up smoking can speak to CELT's HR Team.

25.3 Employees who wish to smoke or use an e-cigarette may only do so in their own time. Staff must not smoke on school or CELT premises or outside school gates, or at entrances to CELT offices. Any member of staff wishing to smoke or use an e-cigarette must leave the school grounds.

25.4 Staff must not smoke or use an e-cigarette whilst working with or supervising learners offsite.

25.5 Staff must not promote smoking in any form to learners. This includes the purchasing of; selling to; or sharing of cigarettes, e-cigarette or other products that can be smoked to any learner regardless of whether they are of a legal age to smoke.

25.6 Staff are expected to arrive at work fit to carry out their job and to be able to perform their duties safely without any limitations due to the use or aftereffects of alcohol or drugs. In this policy drug use includes the use of controlled drugs, psychoactive (or mind-altering) substances formerly known as 'legal highs', and the misuse of prescribed or over-the-counter medication.

25.7 Alcohol and drug-related problems may develop for a variety of reasons and over a considerable period of time. Therefore, CELT, will seek, where appropriate, to treat these problems in a similar way to other health issues. Support may be provided at this point, in order to aid a full recovery, allowing a return to work/effective performance and the full range of duties.

25.8 Staff must not consume or be under the influence of alcohol, illicit drugs or other illegal substances on or near school premises or at external venues where staff are in attendance as part of an organised school visit or event.

25.9 The consumption of alcohol at employee events or meetings is subject to the authorisation of the leadership of the school or Trust.

25.10 Staff must not consume alcohol when in loco parentis on school residential trips.

26. Keeping within the law

26.1 Staff are expected to operate within the law. Unlawful or criminal behaviour, at work or outside work, may lead to disciplinary action, including dismissal, being taken. However, being investigated by the police, receiving a caution, or being charged will not automatically mean that an employee's employment is at risk.

26.2 Employees must ensure that they:

26.2.1 Uphold the law at work.

26.2.2 Never commit a crime away from work which could damage public confidence in them or the trust, or which makes them unsuitable for the work they do. This includes, for example:

(a) Submitting false or fraudulent claims to public bodies (for example, income support, housing, or other benefit claims).

(b) Breaching copyright on computer software or published documents.

(c) Sexual offences which will render them unfit to work with children or vulnerable adults; and

(d) Crimes of dishonesty which render them unfit to hold a position of trust.

26.2.3 Write and tell the headteacher/service lead or if they are the headteacher/service lead to tell the trust lead immediately if they are questioned by the police, charged with, or convicted of, any crime or become subject to any DBS barring decision whilst they are employed at CELT (this includes outside of their working hours). The headteacher/service lead/trust lead will then need to consider whether this charge or conviction damages public confidence in the trust or makes the employee unsuitable to carry out their duties.

27. Conduct outside of work and at work related functions

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

27.2 Staff must not engage in conduct outside work which could seriously damage the reputation and standing of CELT, or the employee's own reputation or the reputation of other members of CELT community. Employees should be aware that any conduct that we become aware of that could impact on their role within CELT or affect the trust's reputation will be addressed under our disciplinary procedure.

27.3 Employees are required to demonstrate responsible behaviour at work-related functions and work-related social events that take place outside of normal work hours and to act in a way that will not have a detrimental effect on our reputation.

27.4 Staff must not behave in a way outside work that may impact on their suitability to work with children. This includes behaviour which does not directly involve a child/children. Should we become aware of any such incident or behaviour, we may treat the issue as a safeguarding matter and manage it in accordance with the Keeping Children Safe in Education statutory guidance document. Employees should be aware that any behaviour that we consider may impact on an employee's suitability to work with children will be addressed under our disciplinary procedure and

may lead to a referral to the Disclosure and Barring Service (DBS) and the Teaching Regulation Agency (where appropriate).

27.5 We therefore expect employees to make the headteacher/ service lead/ trust lead aware immediately of any such situations that have happened outside of CELT and specifically if this may affect their suitability to work with children.

28. Agency Workers

28.1 We will investigate allegations made against agency workers with the cooperation of the agency. Whilst we may decide to cease using the services of an agency worker, this will not prevent us from investigating allegations and liaising with the local authority designated officer (LADO) to determine a suitable outcome. We expect agency workers and agencies to cooperate with our investigations and with external agencies where applicable.

28.2 We will discuss with the agency whether it may be appropriate for them to consider suspending an agency worker, or whether we are prepared to redeploy an agency worker during an investigation.

29. Whistleblowing

29.1 Whistleblowing is the mechanism by which staff can voice their concerns, made in good faith, without fear of repercussion. Please refer to the CELT whistleblowing policy. Staff should acknowledge their individual responsibilities to bring matters of concern to the attention of senior leadership and/or relevant external agencies. This is particularly important where the welfare of children may be at risk.

29.2 Report any behaviour by colleagues that raises concerns.

29.3 Report any low-level concerns to the designated safeguarding lead or headteacher.