HEARTSACADEMYTRUST

Code of Conduct

Adopted by Trustees: September 2018
To be reviewed: September 2021

HEARTS Academy Trust is committed to providing a happy, caring and safe learning environment for all within a values led context, where everyone feels valued and grows in confidence and independence.

We promote **HAPPINESS** through a creative, exciting and practical curriculum, which generates a love of, and interest in, learning and a resilience and hope which supports us through challenging times.

Great value is placed on pupils' self **ESTEEM** which is developed through a positive and motivated attitude to learning, a healthy lifestyle, good social skills, self-discipline and a positive self-image.

We promote the highest standards of **ACHIEVEMENT** in all areas of the curriculum and help all pupils to fulfil their potential regardless of gender, race or ability.

We foster **RESPECT and RESPONSIBILITY** for all by establishing good relations between the school, home and community. Pupils are taught respect for themselves, others and the environment. They are also taught to take full responsibility for their own choices and responsibility for themselves and their community.

We encourage **TRUTH** and honesty in all aspects of school life – relationships, work and the curriculum and learn to trust and accept others' individuality and uniqueness.

We develop **SPIRITUALITY and SERVICE** so that calm, quiet, reflective times which support deep thought are part of school life and beauty is appreciated. We promote a service culture that reflects our duty to support and show compassion to all members of the community and not just ourselves.

Children at the HEART

Contents

1.   Introduction

The overriding expectation is that employees, volunteers and those engaged to work in the Trust will adopt the highest standards of personal integrity and conduct both in and outside work. As role models they must behave, through their words and actions, at all times in a manner which demonstrates their suitability to work with children and which upholds the standards and reputation of the Trust.

This Code of Conduct provides an overall framework of the behaviours expected of individuals who work in the Trust. The Code is not intended to be exhaustive and individuals should use sound professional, ethical and moral judgement to act in the best interests of the Trust, its pupils and its community.

The Code should be read in conjunction with:
- other Trust policies and procedures;
- the terms of any employment or service contacts and agreements;
- relevant professional standards;
- the HEARTS values which form the basis of our aims for pupils, staff, volunteers and governance.

2.   Scope

This Code applies to all individuals employed by the Trust or those engaged by the Trust including:

The Code applies to:
- relief/casual staff employed on zero hours contracts;
- supply staff;
- third parties providing services to the Trust (including self-employed individuals); and
- voluntary workers.

For the purpose of elements of this Code applying to all individuals set out above, they are collectively referred to as "workers".

3.   Roles and responsibilities

3.1   Trustees

It is the responsibility of the Trustees to establish and monitor standards of conduct and behaviour within the Trust, including the establishment of relevant policies and procedures.
Local Advisory Board members and Trustees are subject to their own Code of Conduct.

3.2   Heads of Schools and Line Managers

It is the responsibility of Heads of Schools and Line Managers to address promptly any breaches of good conduct and behaviour, using informal procedures where possible but implementing formal procedures where necessary.

3.3   Employees

It is the responsibility of all employees to familiarise themselves with, and comply, with this Code.

Any breaches of this Code of Conduct will be regarded as a serious matter which could result in disciplinary action, and in certain circumstances could potentially lead to dismissal.

3.4   Engaged workers/Volunteers

Engaged workers and volunteers are required to familiarise themselves, and comply, with this Code in so far is it is relevant to their role. Any breaches of this Code may result in the engagement of the worker/volunteer being terminated, in accordance with any applicable terms of engagement.

4.   Reporting breaches of standards of good conduct

The Trust wishes to promote an open environment that enables individuals to raise issues in a constructive way and with confidence that they will be acted upon appropriately without fear of recrimination.

All employees, engaged workers and volunteers are expected to bring to the attention of an appropriate manager/Trustee any impropriety, deficiency in the provision of service or breach of policy or this Code. Where appropriate, individuals should also refer to the Trust's Whistleblowing Policy which is available from the school office and on the website.

5.   The Code of Conduct

5.1   Safeguarding and Child Protection

It is essential that all adults working with children understand that the nature of their work and the responsibilities related to it, place them in a position of trust. Adults must be clear about appropriate and safe behaviours for working with children in paid or unpaid capacities, in all settings and in all contexts, including outside work.

The relevant requirements specific to safeguarding and child protection are set out in:
- the Trust's Child Protection and Behaviour Management Policies and Procedures
- the Department for Education Statutory Guidance "Keeping Children Safe in Education" (September 2018, as amended from time to time).
  This is the key statutory guidance which all employees must follow and all employees and volunteers must, as a minimum, read Part 1 of that Document.

"Guidance for Safer Working Practice for those working with Children and Young People in Education Settings" issued by the Safer Recruitment Consortium sets out key expectations for adult interactions with children and young people – the full guidance is available at http://www.saferrecruitmentconsortium.org/GSWP%20Oct%202015.pdf.

In addition, individuals should be aware that it is criminal offence (s 16. Sexual Offences Act 2003) for a person aged 18 or over 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.

Individuals should familiarise themselves with these documents, in conjunction with the body of the Code of Conduct and other relevant Trust policies and procedures.

5.2   Conduct outside work

The Trust recognises and respects individuals' right to a private life without interference. However, individuals connected with the Trust must not act in a way that would bring the school, Trust or their profession, into disrepute or that calls into question their suitability to work with children. This covers relevant criminal offences, such as violence or sexual misconduct, inappropriate behaviour such as lewd or offensive action, as well as negative comments about the school, Trust or its community.

Workers must disclose to the school (Head of School/Executive Headteacher or Chair of Trustees) immediately, any wrongdoing or alleged wrongdoing by themselves (regardless of whether they deny the wrongdoing/alleged wrongdoing), including any incidents arising from alternative employment or outside of work which may have a bearing on their employment or engagement with the Trust.

Employees should also refer to the expectations set out in their contract of employment and the disciplinary procedures.

In addition, any worker engaged in a post covered by the Childcare (Disqualification) Regulations 2009 ("the Regulations") must immediately inform the Trust of any events or circumstances which may lead to their disqualification from working in the post by virtue of the Regulations. The statutory guidance relating to Disqualification under the Childcare Act 2006 can be found at the following link: Disqualification under the Childcare Act 2006.

5.2.1   Secondary employment

The Trust does not seek to unreasonably preclude employees from undertaking additional employment but employees are required to devote their attention and abilities to their duties at the Trust during their working hours and to act in the best interests of the Trust at all times. The Trust also has a duty to protect health and safety in relation to employee working hours. Accordingly, employees must not, without the written consent of the Trust, undertake any employment or engagement which might interfere with the performance of their duties. In addition, employees should avoid engaging in business or employment

activities that might conflict with the Trust's interests.

5.3   Confidentiality

Confidential information can take various forms and be held and transmitted in various ways e.g. manual records (files, reports and notes), verbal discussions and electronic records.   As a general rule, all information received in the course of employment or whilst volunteering/being engaged by the Trust, no matter how it is received, held or transmitted, should be regarded as sensitive and confidential and must not be disclosed or divulged within or outside the Trust other than in accordance with the requirement of the role and/or where specific permission has been provided.

NOTE: All workers must be aware that they are obliged to disclose information relating to child protection issues and should make it clear to the individual either that confidentiality cannot be guaranteed and/or decline to receive the information and direct them to a more appropriate person e.g. the Designated Safeguarding Lead.

The Trust is committed to being transparent about how it collects and uses the personal data of its workforce, and to meeting its data protection obligations. The Data Protection Policy sets out the Trust's commitment to data protection, and individual rights and obligations in relation to personal data.

Any actual or suspected/potential breach of data protection must be reported immediately to the Trust's Data Protection Officer.

5.3.1   Preserving anonymity

The Education Act 2011 contains reporting restrictions preventing the publication of any material which could lead to the identification of a teacher in the event of an allegation against them made by a pupil at the same school. Any individual who publishes material which could lead to the identification of the employee who is the subject of an allegation of this kind may be subject to criminal and disciplinary action, up to and including dismissal.

 "Publication" includes any speech, writing, relevant programme or other communication in whatever form, which is addressed to the public at large or any section of the public. For the avoidance of doubt, this includes publishing details of an allegation or other information on a social media site which could lead to the identification of the teacher.

5.3.2   Media queries

Workers must not speak to the press or respond to media queries on any matter relating to the school or Trust. All media queries should be referred immediately to the Head of School/Trust Business Manager.

5.4   Use of computers, email and the internet and social media

The Trust recognises that electronic devices and media are important tools and resources in an

educational context and can save time and expense.

Those using the Trust's equipment and networks are expected to do so responsibly and to comply with all applicable laws, policies and procedures, and with normal standards of professional and personal courtesy and conduct.

Personal use of social media and other on-line applications which may fall into the public domain should not be such that it could bring the school or Trust into disrepute and/or call into question an individual's suitability to work with children.

An email good practice guide can be found at Appendix A.
The acceptable Use of ICT Policy can be found at Appendix B

Any worker who is unsure about whether or not something he/she proposes to do might breach that policy or if something is not specifically covered in the policy they should seek advice from their line manager or a member of the Senior Leadership Team.

We do not expect staff members/Trustees/LAB members/volunteers to name pupils, other staff or their place of work on their personal email/social media accounts.

5.5   Relationships

5.5.1   The internal school and Trust community
All workers are expected to treat members of the school and Trust community with dignity and respect and to work co-operatively and supportively. Bullying, Harassment and Victimisation will not be tolerated (see also the Trust's Grievance Procedure and the HEARTS values)

5.5.2   The wider community and service users
All workers have a responsibility to ensure courteous, efficient and impartial service delivery to all groups and individuals within the community. No favour must be shown to any individual or group of individuals, nor any individual or group unreasonably excluded from, or discriminated against, in any aspect of Trust business.

5.5.3   Contracts
All relationships of a business or private nature with external contractors, or potential contractors, must be made known to Board of Trustees. Orders and contracts must be in accordance with standing orders and financial regulations of the Trust. No special favour should be shown to businesses run by, for example, friends, partners or relatives in the awarding of contracts, tendering process or any other business transaction.

5.5.4   Gifts and Hospitality

Workers may not accept any gift or hospitality from a person intended to benefit from their services (or those whom they supervise) or from any relative without the express permission of the Trust.

Where an outside organisation wishes to sponsor or is seeking to sponsor a school activity, whether by invitation, tender, negotiation or voluntarily, the sponsorship should always be related to the school's interests and never for personal benefit.

The Trust's policy on gifts and hospitality is available from the school office and the Trust website. Any breaches of this policy may lead to disciplinary action.

5.5.5   Neutrality

Workers must not allow their own personal, political, religious or other views and opinions to interfere with their work. They are expected to be neutral in their views in the course of their work at the Trust and to present a balanced view when working with pupils.

5.6   Close personal relationships at work

Close personal relationships are defined as:

- workers who are married, dating or in a partnership or co-habiting arrangement;
- immediate family members for example parent, child, sibling, grandparent;
- other relationships for example extended family (cousins, uncles, in-laws), close friendships, business associates (outside the Trust).

5.6.1   Applicants

Applicants are required to disclose on their application form if they have a close personal relationship with any person connected with the Trust.

Applicants are asked to state the name of the person and the relationship. Failure to disclose such a relationship may disqualify the applicant.

Workers should discuss confidentiality with their Head of School/line manager, any relationships with an applicant.

It is inappropriate for any worker to sit on a shortlisting, interview or appointment panel, for those with whom they have a close personal relationship.

5.6.2   References

It is expected that, for those working with children, professional references, and not personal references, are sought and provided. All references provided on behalf of the school or Trust must be signed by the Head of School (Executive Headteacher for the Head of School, CEO for the Executive Headteachers and Chair of Trust for CEO).

Anyone agreeing to act as a personal referee must make it clear in the reference that it is provided as a personal or colleague reference, use their own address and make no reference to the school, Trust or their employment. Personal or colleague references must not be provided on school or Trust headed paper.

5.6.3 Relationships at work

It is also recognised that situations arise where close personal relationships can be formed at work. Such relationships should be disclosed, in confidence, to the line manager/supervisor by the individuals concerned as this may impact on the conduct of the Trust.

Whilst not all such situations where those in close personal relationships work together raise issues of conflict of interest, implications can include:

- effect on trust and confidence;
- perception of service users, the public and other employees on professionalism and fairness;
- operational issues e.g. working patterns, financial and procurement separation requirements;
- conflicting loyalties and breaches of confidentiality and trust.

Open, constructive and confidential discussion between workers and managers/supervisors is essential to ensure these implications do not occur and that all parties can be protected.

No-one should be involved in discipline, promotion, pay or other decisions for anyone where there is a close personal relationship.

It may be necessary in certain circumstances to consider transferring workers that form close personal relationships at work. Any such action will be taken wherever possible by agreement with both parties and without discrimination. Staff will not be line managed by family members or by someone with whom they have a close personal relationship.

Colleagues who feel they are affected by a close personal relationship at work involving other colleagues should at all times feel that they can discuss this, without prejudice, with their Head of School/line manager, other manager or Chair of Trustees.

5.6.4 Workers related to pupils

Any workers related to, or who are the carer of a pupil are expected to separate their familial and employment role.

Workers must not show or provide any preferential treatment to them or become involved in their education or care beyond their specific role as an employee/volunteer or their role as a parent/carer/relation.

5.7 Dress code

The dress code for staff is found at appendix C.

5.8 Use of financial resources

Workers must ensure that they use public and any other funds entrusted to them in a responsible and lawful manner. They must strive to ensure value for money and ensure rigorous adherence to Financial Regulations.

5.9 School/Trust Property and personal possessions

Workers must ensure they take due care of school and Trust property at all times, including proper and safe use, security, appropriate maintenance and reporting faults. If employees are found to have caused damage to school or Trust property through misuse or carelessness this may result in disciplinary action.

Workers are responsible for the safety and security of their personal possessions while on Trust premises. The Trust will not accept responsibility for the loss or damage of personal possessions.

Appendix A – Email Good Practice Guide

Good Practice	
Read receipt	When it is important to know that a recipient has opened a message, it is recommended that the sender invoke the 'read receipt' option.
Attachment formats	When attaching a file it will have a specific format. Be aware of the possibility that a recipient may not have the software necessary to read the attachment. Format incompatibility can occur even between successive versions of the same software, e.g. different version of Microsoft Word.
E-mail address groups	If messages are regularly sent to the same group of people, the addressing process can be speeded up by the creation of a personal group in the personal address book.
Message header, or subject	Convey as much information as possible within the size limitation. This will help those who get a lot of e-mails to decide which are most important, or to spot one they are waiting for.
Subject	Avoid sending messages dealing with more than one subject. These are difficult to give a meaningful subject heading to, difficult for the recipient to forward on to others for action, and difficult to archive.
Recipients	Beware of sending messages to too many recipients at once. When sending messages for more than one-person's use be sure to indicate people for whom there is some expectation of action or who have central interest. cc to indicate those who have peripheral interest and who are not expected to take action or respond unless they wish to do so.
Replying	When replying to a message sent to more than one person, do not reply to all recipients of the original message, unless you are in leadership or you have been requested to do so. Consider who needs to read your reply, e.g. if the sender is organising a meeting and asking you for availability dates, you need only reply to the sender. One drive settings should be set to default to reply.
Absent	If you have your own e-mail address, it is possible, for users of MS Exchange or have local enhancements to MS-mail, to set the 'out of office' message when you are going to be away for some time, e.g. on annual leave. You won't lose your messages, they will await your return, but the sender will know that you're not there and can take alternative action if necessary.
Evidential record	Never forget that electronic conversations can produce an evidential record which is absent in a telephone conversation. Comments made by an employee during the course of an exchange of e-mails could be used in support, or in defence, of the school's legal position in the event of a dispute.
Legal records	Computer generated information can now be used in evidence in the courts. Conversations conducted over the e-mail can result in legally binding contracts being put into place.

Distribution lists	Keep personal distribution lists up-to-date and ensure you remove individuals from lists that no longer apply to them
E-Mail threads	Include the previous message when making a reply. This is called a thread. Threads are a series of responses to an original message. It is best that a response to a message is continued by using reply accessed on the quick menu bar, rather than start an entirely new message for a response. Keep the thread information together. It is easier for the participants to follow the chain of information already exchanged. If the message gets too long the previous parts can be edited while still leaving the essence of the message.
Context	E-mail in the right context, care should be taken to use e-mail where appropriate. There may be occasions when a telephone call would be more appropriate especially on delicate matters. Beware of the use of excessive use of capitals. It can be interpreted as shouting so consider how the style of your email may be interpreted by its recipient.
Forwarding e-mails	Consideration should be given when forwarding e-mails that it may contain information that you should consult with the originator before passing to someone else.
Large e-mails	For larger e-mails, particularly Internet e-mails, where possible send at the end of the day as they may cause queues to form and slow other peoples e-mail.
Data protection	Emails with attachments that hold special information should have their attachments password protected. Telephone the recipient with the password. Always be aware that emails can be requested as part of a subject access request and should not include information that you are not happy to share with the subject. Emails about a pupil or staff member should refer to the pupil with initials or a first name only.

Appendix B – ICT Acceptable Use Policy

1. Introduction

ICT (including data) and the related technologies such as computers, email, the internet and mobile devices are an expected part of daily working life in school and the use of electronic communication and resources is encouraged.

All members of the Trust community are expected to use ICT responsibly and to comply with all applicable laws, policies and procedures, and with normal standards of professional and personal courtesy and conduct.

This policy is designed to ensure that all workers are aware of their professional responsibilities when using any form of ICT.

Failure to follow this policy may result in the withdrawal of access to Trust computers, email and internet and/or to disciplinary action, depending on the circumstances of the case.

Technology and the law change regularly and this policy will be updated as and when necessary. Workers will be informed when the policy has changed but it is their responsibility to read the latest version of this document.

2. Use of School and Trust Equipment/Networks

Computers, Mobile Phones and other devices provided by the Trust are loaned to individuals to support their professional responsibilities and must be used in accordance with this policy.

Workers are responsible for the safe and proper use, care and security of equipment and systems provided. Devices must be secured appropriately especially when leaving the Trust premises (i.e. not left unattended) and protected from unauthorised access or use (i.e. not accessed by family members). Any loss, damage or unauthorised access must be reported immediately.

Workers must not use Trust equipment, networks or system to access, download, send or receive, store, create, copy or distribute any material which may be malicious, illegal, libellous, immoral, dangerous or offensive (this includes but is not limited to pornographic, sexual, violent or criminal content and racist, sexist, or otherwise discriminatory material).

Any appropriate and authorised electronic communication with pupils must be through official Trust network, channels, systems and on Trust equipment.

3. Use of Email

Trust business must always be conducted through official email addresses, which must be secured with password controls. Workers should respond to emails during working hours in a timely and appropriate fashion. Occasionally a member of staff may choose to send emails outside of their normal working hours, but there is no obligation for emails received to be checked or responded to.

Email should be treated like any other form of written communication and, as such, the content should be appropriate and accurate and data protection compliant.

Extreme care must be taken with attachments from third parties, particularly unidentified third parties, as these may contain viruses.

Email must not be used to receive, send or forward messages that are defamatory, obscene or otherwise inappropriate. If such an email is received, whether unwittingly or otherwise and from whatever source, this must not be forwarded to any other address and must be reported immediately.

Reasonable access and use of the internet/intranet and email facilities is available to recognised representatives of professional associations' i.e. union officers for the performance of their official duties and activities.

4. Social Networks

Social networking applications include but are not limited to:

- Blogs
- Online discussion forums, for example Facebook;
- Media sharing services for example YouTube;
- Professional networking sites, for example Linked In
- 'Micro-blogging' application for example Twitter

Where the school/Trust operates official networking sites, these must be managed and used in accordance with this policy. This includes the following requirements:

- use of official (i.e. not personal) email addresses for user accounts;

- appropriate feedback and complaints information must be published in a prominent place which is easily accessible to other users;

- the school/Trust logo and other branding elements should be used to indicate the school/Trust support. The school/Trust logo should not be used on social networking applications which are unrelated to or are not representative of the school/Trust;

- users should identify themselves as their official position held within the school/Trust on social networking applications eg through providing additional information on user profiles;

- any contributions on any social networking application must be professional, uphold the reputation of the school/Trust and be in accordance with data protection requirements;

- users must not promote or comment on personal matters (including personal/ financial matters), commercial ventures, political matters or campaigns, religion or other matters;

- users should not respond to personal requests, abuse or questionable comments by parents or members of the public.

5. Personal use of Trust Equipment/Networks

Trust equipment, internet services, systems and email may be used for incidental personal purposes, with the approval of the line manager, provided that it:

- does not interfere with the Trust's operation of computing facilities or email services;
- does not interfere with the user's employment or performance of professional duties or other obligations to the Trust;
- is of a reasonable duration and frequency;
- is carried out in authorised break times or outside their normal working hours;
- does not over burden the system or create any additional expense to the Trust;
- is not uses to access, send, receive or store inappropriate material; and
- does not bring the Trust and its community into disrepute.

Workers must notify the Trust of any significant personal use.

Reasonable access and use of the internet/intranet and email facilities is available to recognised representatives of professional associations' i.e. union officers for the performance of their official duties and activities.

Email should be treated like any other form of written communication and, as such, the content should be appropriate and accurate and data protection compliant.

Trust equipment/networks/systems must additionally not be used for

- commercial purposes not under the auspices of the Trust;
- personal financial gain;
- personal use that is inconsistent of other Trust policies or guidelines; or
- ordering of goods to be delivered to the school/Trust address or in the school/Trust's name.

6. Used of personal ICT equipment in school/Trust

Mobile Phones
It is accepted that individuals may bring personal mobile phones to school. Personal mobiles should have security codes to prevent access by other persons and must be stored securely and not accessible to pupils at any time.

Workers are not permitted to use their personal mobile phones to call, text, email or in any other way message pupils. Nor may they divulge their personal telephone number(s) or other contact details to pupils under any circumstances.

Workers are required to ensure mobile telephones are switched off/to silent during working hours and accessed only during authorised breaks.   Any urgent phone calls or messages must be directed to the office who will notify workers immediately. Workers who need to use their mobile telephone to make or receive an urgent call during working hours should where possible obtain prior authorisation from their line manager to do so.

Workers and volunteers must not have mobile phones in classrooms.

Other electronic devices

Workers should not bring other electronic devices onto school premises unless this has been specifically authorised by an appropriate manager. In such circumstances, the computer / equipment must be kept securely (at the risk of the owner) and security protected so that it cannot be accessed by pupils or others at the school.

Any personal use of such equipment must be restricted to an employee's break times or outside their normal working hours and must not impact on their duties in any way.

Additionally, specific permission must be obtained prior to connecting any device to school networks/systems and the device(s) must have adequate virus protection.

Workers must ensure that no personal information regarding school/Trust business, its pupils or staff is stored on such personal equipment.

Where exceptionally, specific permission is granted to use personal equipment for work purposes e.g. to give a presentation, the employee must be extremely vigilant that personal files/data etc. are not inadvertently accessed or displayed.

No pictures or videos may be taken within school or at any school related activity, on personal devises.

7.   Personal social networks

The Trust recognises individual rights to privacy and a private life. However, the law generally views social media as in the public domain, irrespective of privacy settings.   Workers are therefore advised to be mindful of their duties and obligations to uphold the reputation of the Trust, to comply with the Code of Conduct and other policies and contractual terms in their use of personal social media – being mindful of the real possibility for material to be posted, shared and made public inadvertently or by other contacts.

The Trust may require the removal of content it considers inappropriate.

It is totally unacceptable for any worker to discuss pupils, parents, work colleagues or any other member of the Trust community or any Trust related business on any type of social networking site.

Other posting/ liking or retweeting etc on personal sites may also impact on the reputation of the school/Trust or the suitability/conduct of the employee, for example if an employee is off sick but makes comments on a site to the contrary, postings of indecent, racist, sexist, discriminatory or inappropriate images/activities etc.

Workers must not accept or propose contact, nor engage in any conversation with pupils on any personal social networking sites and should be circumspect in personal network contact with former pupils, particularly those under the age of 18 years.

Individuals working in the school should not use or access social networking sites of pupils.

Employees, volunteers, Trustees or LAB members should not name schools, the Trust or pupils, parents, carers on social media sites.

8. Security

The Trust follows sound professional practices to secure data, system programmes, email records and networks under its control.

Workers must take all reasonable precautions to maintain security and confidentiality and to protect data. This includes:

- using appropriate security measures such as encryption/password protection to transmit confidential or sensitive information;
- ensuring all devices and system access are password protected Using secured memory sticks (all laptops, memory sticks and devices used must be encrypted);
- ensuring that pupils are not exposed to any inappropriate images or web links; and
- respecting all copyrights and not copy, retrieve, modify or forward copyrighted materials except as permitted by the copyright owner.

Users must not:

- use, transfer or tamper with other people's accounts and files;

- use anonymous mailing services to conceal identity when mailing through the Internet, falsify e-mails to make them appear to originate from someone else, or provide false information to any Internet service which requests name, e-mail address or other details;

- use electronic media and services in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system;

- store sensitive or confidential data on their own equipment – this extends to personal cameras, mobile phones and other similar devices;

- use the internet/intranet facilities or equipment to deliberately create any virus, worm, Trojan horse or any such other programme that is harmful to normal computer operations.

- monitor or intercept the files or electronic communications of other workers or third parties;

- hack or obtain access to systems or accounts they are not authorised to use;

- use other people's log-ins or passwords; or

- breach, test, or monitor computer or network security measures without authorisation.

Where any security breach or inappropriate connection or ICT activity occurs, the user must immediately disconnect/log out and report immediately.

9.   Privacy and Monitoring

The Trust respects workers' privacy and will not routinely inspect or monitor emails, data or internet usage.

However, workers should not have any expectation of absolute privacy in his or her use of the Trust systems or equipment (including but not limited to networks/servers/internet usage/networks/Wi-Fi). Under the following circumstances the Trust reserves the right, at its discretion, to review any electronic files and messages to the extent necessary to ensure systems are being used appropriately:

- when required by law;

- if there is a substantiated reason to believe that a breach of the law; or Trust policy has taken place;

- if the Trust suspects that the employee has been viewing/transmitting offensive or illegal material;

- if the Trust suspects that the employee has been spending an excessive amount of time on activity which is not work related;

- where required for compliance checks eg auditors, data protection; or

- where there are emergency or compelling circumstances.

The Trust will endeavour to notify affected individuals of any monitoring which will take place and the reason for it, save in exceptional circumstances (see below).

Workers will normally be notified of what information will be recorded and retained, and for how long, who will have access and how such information will be used, which will include using such information for disciplinary purposes where applicable.

When monitoring emails, the Trust will, save in exceptional circumstances; confine itself to looking at the address and heading of the emails. Workers should mark any personal emails (where these are permitted by the Trust) as such and encourage those who send them to do the same. The Trust will avoid, where possible, opening emails clearly marked as private or personal.

The Trust considers the following to be valid reasons for checking an employee's email:
- if the employee is absent for any reason and communications must be checked for the smooth running of the Trust to continue;
- if the Trust suspects that the employee has been viewing or sending offensive or illegal

material, such as material containing racist terminology or nudity (although the Trust understands that it is possible for workers inadvertently to receive such material and they will have the opportunity to explain if this is the case);

- if the Trust suspects that an employee has been using the email system to send and receive an excessive number of personal communications (or any personal emails if this is prohibited by the Trust); and
- if the Trust suspects that the employee is sending or receiving emails that are detrimental to the Trust or its pupils.

The Trust may monitor communications without notification in certain specific circumstances, including but not limited to;

- establish the existence of facts relevant to the Trust e.g. whether a contract was entered into by email;
- ascertain compliance with regulatory or self-regulatory practices e.g. checking that the Trust is complying with external or internal regulations;
- ascertain or demonstrate standards that are or ought to be achieved by workers using the system;
- investigate or detect unauthorised use of the telecommunication system, which would include checking that workers are not breaching the Trust's policy on email and internet use; and
- ensure the effective operation of the system, for example through virus monitoring.

Monitoring will be reasonable and in accordance with current legislation. CEO/EHT approval will be required.

10. Covert monitoring

The use of covert monitoring will only be used in exceptional circumstances, for example, where the Trust suspects criminal activity or where telling the employee about the monitoring would make it difficult to prevent or detect such wrongdoing.

If the Trust considers covert monitoring to be justified, this will only take place as part of a specific investigation, and will cease when the investigation has been completed. CEO/EHT approval will be required. Misuse of the facility to monitor an employee's email account will be a conduct issue and dealt with via the discipline policy.

Appendix C – Dress Code

The way we present ourselves gives an important first impression, not only of ourselves but of the whole school. We believe our pupils have the right to be in an environment that makes them feel safe, does not make them feel uncomfortable and gives them high aspirations. No adult will be discriminated against in the area of dress and appearance on the grounds of gender, race, religion, disability or background. This code has been formulated in line with the school's overall 'Equality Statement'. Staff should wear clothing that:

- · is appropriate to their role;
- · is not likely to be viewed as offensive, revealing, or sexually provocative;
- · does not distract, cause embarrassment or give rise to misunderstanding;
- · is absent of slogans;
- · is not considered to be discriminatory and is culturally sensitive;
- · does not place themselves or others at risk.

Suitable clothing
Smart trousers
Dresses
Skirts
Shirt and tie or smart blouse/top

Footwear must be safe, sensible, in good order, smart and clean and have regard to medical or health and safety considerations. Employees need to be aware that in an emergency situation, they may be required to move swiftly. Therefore, by wearing high heeled, open-toed or open-backed types of footwear, they may put themselves at risk of injury. In such an event, the school will take no responsibility for any injuries thus incurred.

Headgear worn for religious purposes is permitted. It must be adjusted in a way that the wearers face remains visible and should be fixed in such a way that it allows quick release.

Extra-curricular
If there is a need to wear sports clothing for PE, please change back into work wear straight after the session.

When taking part in school visits, staff should wear comfortable clothing that is suitable for the activity taking place, taking into account all of the above.

Hair, tattoos and piercings
Hair should not be coloured or styled dramatically and any tattoos should be covered, in line with HEARTS values. Unusual piercings must be kept hidden or removed.

Housekeeping staff
Housekeeping staff should wear clothes which are appropriate for their work and do not cause any health and safety concerns. Hair should be tied back, and appropriate PPE worn where provided.

If you are unsure what to wear for work please ask the Head teacher or senior member of staff who will be able to advise you.

Additional clarity regarding the dress code:

- For clarity, leggings may not be worn as they are not a 'smart trouser'.
- 'Ugg' boots or 'style of' are not part of the dress code.
- Staff polo shirts may be worn for PE, school trips or for days when not working directly with children.
- In the line: Shirt and tie or smart blouse/top, 'top' is defined as a tunic. A smart jumper or cardigan may be worn over the 'shirt and tie or smart blouse/top'.
- Headteachers may adjust the dress code in line with weather conditions for brief periods if they feel it is appropriate.