



Inspire Education Trust

Together we achieve, individually we grow

All Trust Staff - Code of Conduct Policy

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Document History

Version	Status	Date	Author	Summary Changes
V2		September 2022	Josh Smith	Merged primary and secondary code of conduct policies. Addition of managing low-level concerns policy appendix. Addition of mobile phone policy appendix. Addition of email etiquette protocol appendix. Detailed changes available upon request josh.smith@ietrust.org

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1 Purpose

- 1.1 A Code of Conduct is designed to give clear guidance on the standards of behaviour all Trust staff are expected to observe.
- 1.2 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, Headteacher or an Executive Leader.
- 1.3 This Code does not form part of any employee's contract of employment and it may be amended at any time.

2 Scope

- 2.1 The Code applies to all employees regardless of length of service including those in their probationary period. It also applies to consultants, contractors, casual and agency staff and volunteers (collectively referred to as staff in this policy) although, unlike employees, breaches of the Code will not be managed through the disciplinary procedure.
- 2.2 Staff are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all the pupils/students within the Trust. As recognisable figures in their communities, the behaviour and conduct of staff of the trust outside of work can impact on their employment. Therefore, conduct outside of work may be treated as a disciplinary matter if it is considered that it is relevant to the employee's employment.
- 2.3 If an employee's actions or behaviour fall below the standards set out in this Code, then the Trust may take formal disciplinary action which may include the full range of disciplinary sanctions. Serious misconduct, criminal offences or other acts committed outside of working hours, which bring the School or Trust into disrepute or impact on the employee's ability to carry out their role, may also result in formal disciplinary action being taken, in accordance with the Trust's procedures.

3 Principles

In everyday practice the principles of this Code of Conduct mean that:

- Employees have a responsibility for ensuring a safe environment for children and young people within our establishment.
- Employees have a responsibility for their own actions and behaviour, and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.

- Employees must dress in a manner that is appropriate to a professional role and promoting a professional image.
- Employees should discuss and/or take advice promptly acting within a reasonable/agreed time period from their line manager or another appropriate senior member of staff over any incident, which may give rise to concern.
- Employees should comply with statutory provisions, policies and procedures of the Trust / school.
- Employees should know the name of their designated person for safeguarding, be familiar with safeguarding children arrangements and understand their responsibilities to safeguard and protect students / pupils.
- Employees should set an example of behaviour and conduct which can be copied by students / pupils.
- Employees working with young people are in a position of great trust. Serious breaches of that trust; assault or sexual misconduct or deliberate disregard of policies and procedures meant to safeguard vulnerable service users and other recipients of Trust / School services may be regarded as potential gross misconduct.
- Employees must avoid using inappropriate or offensive language. Professional standards must always be maintained when dealing with both staff, students / pupils, parents and visiting adults equally, and with respect.
- Employees are required to understand the types of discrimination and bullying that students / pupils and colleagues may be subject to. Employees must not ignore any form of discrimination and must promote positive equality, diversity and inclusion at all times.
- Employees must comply with Health and Safety Regulations or instructions and use any safety equipment and protective clothing which is supplied to by the Trust.
- Employees should be aware that breaches of the law, their contract or Trust policy could result in criminal or disciplinary action being taken against them.
- If an employee does not follow this Code of Conduct, disciplinary procedures may be invoked.

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 early help. Early 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 be aware of the signs of abuse and neglect and know what action to take if these are identified.
- 4.4 All employees must be aware of low level concerns for staff (further information in **Appendix 1 – Managing Low Level Concerns Policy**).
- 4.5 All employees must cooperate with colleagues and with external agencies where necessary.
- 4.6 Employees should endeavour to minimise putting themselves at risk of allegations of abusive or unprofessional conduct by taking proper precautions, such as:
- Being visible to others
 - Telling other adults where you are / what you are doing
 - Never locking doors, covering windows or using 'Do not disturb' signs when alone with students / pupils
 - Never offer lifts in a car to students / pupils, unless there is an emergency and permission has been granted by the DSL, Headteacher or Executive Leader
 - Record and report any incidents or perceived incidents immediately
 - Always avoid unnecessary contact with students / pupils, and discourage student-initiated contact
 - Contact during class activity should be restricted to what is appropriate and visible to others.
 - Avoid comforting a distressed student in an isolated area
- 4.7 All members of staff are issued with identity badges with a staff lanyard. All staff must wear these badges, with the lanyard provided, at all times including in the school / trust and when they represent the School / Trust externally. Where the Head Teacher or Executive Leader decides that it is not practical to wear identity badges on a lanyard, staff should have them available for inspection at all times.

Relationships

- 4.8 Relationships with students / pupils must be professional at all times; physical relationships with students are not permitted and may lead to a criminal conviction. The 2003 Sexual Offences Act states it is an offence for a person over 18 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.
- 4.9 There are occasions when physical contact with a student, other than reasonable force, is proper and necessary. Examples include:
- Comforting a distressed student (discretion should be used over the level and justification)

- When a student is praised / congratulated
- Demonstrating how to use a musical instrument or technical equipment in a subject such as technology
- Demonstrating how to use PE equipment or complete PE activities
- To administer first aid

4.10 Other forms of school contact with students, such as via telephone or email, must be via school authorised mechanisms. At no time should personal telephone numbers, email addresses or communication routes via personal accounts on social media platforms be used to communicate with students. Staff and students should always use Trust / school email addresses. In the case of consortium students / pupils, staff should use their home school email address.

4.11 Should a student / pupil contact a member of staff from a personal email account the member of staff should reply if appropriate, copy in the student's school email address and ask the student to use that address in all future correspondence. If contact is made outside of school, please advise the DSL (Designated Safeguarding Lead) for your own protection.

4.12 Employees should gain permission from their Headteacher or an Executive Leader if there is a need for them to give their personal details such as home/mobile phone number: home or email address to a child or young person. Under normal circumstances this would be discouraged because of the potential implications from such an action. The process of gaining permission examines the reason for the need and allows it to be 'noted' - in the interest of seeking to protect the employee.

4.13 If contacted by a student by an inappropriate route, staff should report the contact to the Headteacher or Executive Leader immediately. Such examples could be related to internet social networking sites (i.e. being asked to be a 'friend' on 'Facebook')

4.14 Staff members should not travel alone with students unless in an emergency or where the child is at risk. In this instance the Designated Safeguarding Lead must be informed as soon as possible. If a staff member is using their own vehicle, it should be road worthy with the appropriate licences and insurance held. Staff should not travel alone with students in a private car, unless in an emergency or with permission from the DSL, Headteacher or Executive Leader.

5 Dress and Personal Appearance

5.1 All employees act as ambassadors for the Trust and role models for the pupils/students, therefore an acceptable standard of dress and appearance is required for the workplace.

5.2 Whilst at work, employees must be clean and tidy and ensure good personal hygiene. Where clothing is provided for health, safety and hygiene and/or uniform purposes, it must be worn. Name badges and identity passes must be worn whilst on school premises.

5.3 Clothes should provide sufficient bodily cover not to be offensive and should not present a risk to health and safety.

- 5.4 Employees engaged in teaching physical activities with the children are expected to wear appropriate clothing i.e. Training shoes, track suits etc. whilst undertaking this activity.
- 5.5 Within these general guidelines, clothes worn for cultural, religious or traditional reasons, whether on a day to day basis or to mark particular occasions will normally be acceptable in all but the most exceptional circumstances.
- 5.6 Employees who have tattoos must ensure that tattoos with inappropriate wording and pictures are covered with clothing at all times. Employees are expected to cover any tattoos if asked to do so by the Head Teacher or Executive Leader.

6 Working Safely

- 6.1 It is the duty of all employees to take reasonable care of their health and safety and that of others who are affected by what they do or do not do. They should also ensure that they keep up to date with health and safety guidance as provided by the employer.
- 6.2 Staff working in one to one situations with children and young people may be more vulnerable to allegations. They should therefore assess the need to have another adult present and consider the location and facilities to ensure their own security and safety and that of the child/young person.
- 6.3 An employee should use any safety clothing and equipment provided by the employer that is needed in their role and ensure that the equipment is not misused, neglected, or damaged.
- 6.4 An employee must report any accident or "near misses" they have at work as soon as possible and accurately complete an accident report form, this includes verbal and physical assaults.
- 6.5 Employees must take reasonable care of pupils under their supervision with the aim of ensuring their health and safety.
- 6.6 Alcohol should not be consumed during the working day unless agreed beforehand by the Headteacher or Executive Leader for a specific occasion. Employees should make sure that if they do drink alcohol at any time when they are off duty, it does not affect their ability to carry out their work or in any way damage the reputation of the School / Trust.
- 6.7 Employees should not take any non-medical substance, such as drugs, that may affect their performance at work. Prescribed drugs may be taken but if a GP gives an employee any medication that may have a negative effect on their performance, they should tell their Line Manager in confidence. The use of illegal substances may not only result in formal action, including the possibility of summary dismissal, but may also be reported to the police.

7 Gifts

- 7.1 An employee's actions must not be influenced by offers of gifts or hospitality and must not give the impression to another member of staff, parent, pupil or service user that they are influenced in this way.
- 7.2 Employees should only accept gifts of a modest and token value (i.e. less than £30).
- 7.3 Employees should not knowingly accept a gift of hospitality from anyone who is, or may be in the foreseeable future, tendering for any contract with the School or may be seeking employment with the School. Employees should decline any offer of hospitality if they think the giver has an ulterior motive.
- 7.4 If employees accept any bribes from an individual (e.g. parent) that provides the School with goods or services, they may be guilty of corruption. Employees should **inform** their Head Teacher/Line Manager if anyone tries to bribe them or if there is evidence of improper behaviour by others.
- 7.5 The giving of gifts or rewards to children or young people should be part of an agreed policy for supporting positive behaviour or recognising particular achievements. The giving of a personal gift for a specific reason is only acceptable practice where, in line with the agreed policy, the employee has first discussed this with their Line Manager.
- 7.6 Employees should be cautious when selecting children and/or young people for specific activities or privileges to avoid perceptions of favouritism or unfairness. Methods and criteria for selection should always be transparent and subject to scrutiny.

8 Working with Integrity

- 8.1 If a school wishes to sponsor an event or service, no employee, relative or friend should benefit from such sponsorship in a direct way without there being full disclosure to, and prior approval by the Head Teacher/Line Manager.
- 8.2 Employees are required to declare to the Line Manager, any pecuniary interests which could conflict with the School's interests, including any Directorships or equivalent position, which they may hold.
- 8.3 Deliberately giving false information on claims such as mileage, travel/subsistence allowances, self-certification forms or attendance records will be deemed as fraud. All documents/forms/records should be completed honestly.
- 8.4 Activities/private interests/outside employment, which employees may participate in when they are not at work, must not bring the School into disrepute. Employees should not put themselves in a position which could result in public confidence in the School being weakened.

- 8.5 Employees have a duty at all times to uphold the law.
- 8.6 Teaching is a notifiable occupation, which means that the police report any conviction or caution given to a teacher to the Department for Education (DFE). Offences involving a risk of harm to children or to vulnerable adults are considered by the Disclosure and Barring Service (DBS) All other convictions and cautions are passed to The Teaching Agency which has a role in determining if a caution or criminal offence is relevant to a teacher's registration.
- 8.7 An employee should inform their Line Manager if they are charged with any offence, including driving offences and if they receive any criminal conviction. The Line Manager will then consider if any follow up action is necessary and decide if the matter should be referred and considered at a disciplinary hearing. Some offences would be classed as serious and would fall under the definition of gross misconduct.
- 8.8 Employees must comply with the requirements of statutory bodies relating to the examination, assessment and evaluation of pupil achievement and attainment. They must not alter, falsify, or add to; scripts for SAT's, and should not provide unauthorised photocopies of forthcoming examination papers to students.
- 8.9 Employees should ensure that they use Trust funds entrusted to them in a responsible and lawful manner.
- 8.10 Employees should follow the Trust's policy and procedures on computer virus protection. A virus, which is maliciously hidden in a programme, can corrupt and damage computer files and discs. Employees need to be made aware that if they knowingly introduce a computer virus, this is not just a contravention of expected behaviour within their employment, they are breaking the law.
- 8.11 Employees should ensure that they follow the Trust's security procedures in relation to the use of computers and the proper management of computer held information. Particular care must be taken to observe established procedures when using passwords and logging on and off. Employees should never share a password or similar security device that may lead to unauthorised access to the Trust's systems or property.
- 8.12 Employees should gain proper prior approval from the owner of the copyright before copying computer programmes (software) and other literature for personal use as it is an offence (Copyright, Designs and Patents Act 1988).
- 8.13 Employees should return any property or equipment which they have been allowed to borrow by the Trust as soon as they leave their job or when requested by their Line Manager.

9 Recruitment and Selection and Other Employment Matters

- 9.1 If employees are involved in recruitment and selection, they are expected to ensure that all appointments are made strictly on the basis of merit in accordance with the Trust's recruitment and selection process. Employees should not be involved in an appointment where they are related to an applicant or have a close personal relationship outside work with them.
- 9.2 Any reference provided by a Line Manager in relation to another employee on behalf of the Trust, whether it is written or verbal, should be factual and give an honest representation of the experience, skills, abilities and/or other qualities of that employee.
- 9.3 Employees must not misuse or misrepresent their professional position, qualifications or experience, nor should they falsify a reference.

10 Outside Commitments and Private Work

- 10.1 Employees should notify their Line Manager before taking up any outside employment. The Line Manager should assess if the nature of the work might be seen to conflict with the interests of the Trust and advise accordingly.
- 10.2 Any secondary employment cannot be carried out by employees during the time the Trust employs them (i.e. when they should be in attendance at the School/Trust undertaking work for the School/Trust under their contract of employment for those specific hours), which includes periods of sickness absence.

11 Conduct outside work

- 11.1 Employee must not engage in conduct outside work which could damage the reputation and standing of the school/Trust or the employee's own reputation or the reputation of other members of the school/Trust community.
- 11.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct shall be regarded as unacceptable.
- 11.3 Employees must exercise caution when using information technology, including social networking sites and apps, and be aware of the risks to themselves and others.
- 11.4 Employees may undertake work outside school/Trust, either paid or voluntary, provided that it does not conflict with the interests of the school nor be to a level which may contravene the working time regulations or affect an individual's work performance.
- 11.5 Employees must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute. Staff members should ensure that they adopt suitably high security settings on any personal profiles they may have and should not have contact with students through social media or other electronic means, apart from through official school channels.

11.6 Photographs/stills or video footage of students should only be taken using school equipment, for purposes authorised by the Trust. Any such use should always be transparent and only occur where parental consent has been given. The resultant files from such recordings or taking of photographs must be stored in accordance with the school's procedures on school equipment. If personal cameras or video equipment is used to take photographs/stills or video footage of students/pupils approval must be sought from the Headteacher, Designated Safeguarding Lead or Executive Leader prior to pictures/footage being taken. Photos must then be deleted and transferred to the school network/equipment, unless by prior arrangement with the Headteacher / Executive Leader.

12 Confidentiality

12.1 Where staff have access to confidential information about pupils/students or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil/student.

12.2 All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil/student is bullied by another pupil/student (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate Trust procedure. It must not be discussed outside the school / Trust.

12.3 However, staff have an obligation to share with their manager or the DSL any information which gives rise to concern about the safety or welfare of a student. Staff must **never** promise a student that they will not act on information that they are told by the pupil/student.

13. Disciplinary action

13.1 All staff need to understand that failure to meet these standards of behaviour and conduct may result in disciplinary action, up to and including dismissal. The following is a list of behaviours which would be considered misconduct (taken from the Trust's Disciplinary Policy)

- 1.1.1 Breaches of the Trust's policies;
- 1.1.2 Breaches of an employee's contract of employment;
- 1.1.3 Damage to, or unauthorised use of, the Trust's property;
- 1.1.4 Poor timekeeping or poor use of time;
- 1.1.5 Unauthorised absence from work;
- 1.1.6 Refusal to follow instructions;
- 1.1.7 Excessive use of the Trust's telephones, email or internet usage for personal reasons;

- 1.1.8 Inappropriate or other offensive behaviour, including using obscene language, victimisation or harassment of other members of staff or pupils;
- 1.1.9 Negligence in the performance of duties;
- 1.1.10 Smoking in no-smoking areas, which applies to anything that can be smoked and includes, but is not limited to, cigarettes, electronic cigarettes, pipes (including water pipes such as shisha and hookah pipes), cigars and herbal cigarettes; or
- 1.1.11 Poor attendance.

This list is intended as a guide and is not exhaustive.

17.1 The following are examples of matters that are normally regarded as gross misconduct:

- i. Theft, or unauthorised removal of property or the property of a colleague, contractor, pupil or member of the public;
- ii. Fraud, forgery or other dishonesty, including fabrication of expense claims and time sheets, pupil's work, examinations or assessments;
- iii. Actual or threatened violence, or behaviour which provokes violence;
- iv. Deliberate damage to the buildings, fittings, property or equipment of the Trust, or the property of a colleague, contractor, pupil or member of the public;
- v. Inappropriate conduct with children or young people, including failing to maintain appropriate professional boundaries;
- vi. Serious failure to follow the Trust's child protection and safeguarding policies;
- vii. Behaving in a way, either inside or outside of work, which could cause harm to a child, or could indicate that you pose a risk of harm to children/may not be suitable to work with children;
- viii. Making a false declaration or failing to disclose information in relation to the disqualification from childcare requirements, or becoming disqualified from providing childcare;
- ix. Serious misuse of the Trust's property or name;
- x. Deliberately accessing internet sites at work or at home, using Trust equipment, which contain pornographic, offensive or obscene material;
- xi. Repeated or serious failure to obey instructions, or any other serious act of insubordination;
- xii. Bringing the Trust into serious disrepute;

- xiii. Being under the influence of alcohol, illegal drugs or other substances during working hours or not being capable of fulfilling your duties because of the effects of alcohol or illegal drugs or other substances;
- xiv. Causing loss, damage or injury through serious negligence;
- xv. Serious or repeated breach of health and safety rules or serious misuse of safety equipment;
- xvi. Unauthorised access, use or disclosure of confidential information or failure to ensure that confidential information in your possession is kept secure;
- xvii. Acceptance of bribes or other secret payments;
- xviii. Conviction or caution for a criminal offence that in the opinion of the Trust may affect our reputation or our relationships with our staff, pupils, parents or the public, or otherwise affects your suitability to continue to work for us;
- xix. Possession, use, supply or attempted supply of illegal drugs;
- xx. Serious neglect of duties, or a serious or deliberate breach of your contract or operating policies;
- xxi. Unauthorised use, processing or disclosure of personal data contrary to our Data Protection Policy;
- xxii. Harassment of, or discrimination against, employees, pupils, parents or members of the public, related to any of the protected characteristics contrary to our Equal Opportunities Policy or our Anti-harassment and Bullying Policy;
- xxiii. Refusal to disclose any of the information required by your employment or any other information that may have a bearing on the performance of your duties;
- xxiv. Giving false information as to qualifications or entitlement to work (including immigration status);
- xxv. Making a disclosure of false or misleading information under our Whistleblowing Policy maliciously, for personal gain, or otherwise in bad faith;
- xxvi. Making untrue allegations in bad faith;
- xxvii. Victimising a colleague who has raised concerns, made a complaint or given evidence information under the Whistleblowing policy, Anti-harassment and Bullying policy, Grievance Policy, Disciplinary Policy or otherwise;
- xxviii. Serious misuse of our information technology systems (including misuse of developed or licensed software, use of unauthorised software and misuse of email and the internet) contrary to our Acceptable use of ICT Policy
- xxix. Undertaking unauthorised paid or unpaid employment during your working hours;

- xxx. Unauthorised entry into an area of the premises to which access is prohibited;
- xxxi. Making covert recordings of colleagues or managers.

This list is intended as a guide and is not exhaustive. Please see the Disciplinary policy for more information.

14. Monitoring and Review of Policy

- 14.1 This policy is reviewed every 2 years in consultation with the staff consultation committee.
- 14.2 The Trust will continue to review the effectiveness of this policy to ensure it is achieving its stated objectives
- 14.3 The policy will be monitored to ensure consistency of application and adherence to equalities legislation, to ensure the policy operates in accordance with duties to promote equality, to eliminate discrimination and to promote good relations between staff with protected characteristics as required under the Equality Act 2010.

Appendix 1 – Managing Low Level Concerns Policy

1 Managing low level concerns

- 1.1 This part of the policy will be followed when dealing with low level concerns raised in relation to members of staff, including supply staff, contractors or volunteers and may be adapted to each case as required. It will be used alongside the Trust complaints procedure, child protection and safeguarding policy, code of conduct and disciplinary procedure.
- 1.2 The Trust promotes a culture in which all concerns about all adults working in or on behalf of the Trust (including supply teachers, contractors and volunteers) are addressed appropriately.
- 1.3 This policy is designed to:
 - 1.3.1 promote and support a culture of openness and trust where staff are clear about the behaviours expected of themselves and their colleagues
 - 1.3.2 ensure staff are comfortable to raise low-level concerns; and
 - 1.3.3 provide for efficient and proportionate handling of those concerns

2 Recognising low level concerns

- 2.1 This policy will be used to manage 'low-level' concerns, defined in Part 4 of Keeping Children Safe in Education 2022 as any concern – 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:
 - 2.1.1 is inconsistent with the staff code of conduct, including inappropriate conduct outside of work; and
 - 2.1.2 does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the Local Authority Designated Officer (LADO).
- 2.2 Examples of such behaviour could include, but is not limited to:
 - 2.2.1 being over friendly with children;
 - 2.2.2 having favourites;
 - 2.2.3 taking photographs of children on their mobile phone;
 - 2.2.4 engaging with a child on a one-to-one basis in a secluded area or behind a closed door; or
 - 2.2.5 using inappropriate sexualised, intimidating or offensive language.

3 Sharing low level concerns

- 3.1 For our culture of openness and trust to prevail, all staff should share any low level concerns they have. Serious Case Reviews and Safeguarding Practice Reviews have often evidenced how low level concerns felt and/or expressed by staff relating to individuals who were later found to have sexually abused children at a school were not recorded. When they are not recorded, they cannot be reviewed or studied for patterns of behaviour.
- 3.2 To minimise and hopefully eradicate the risk of those opportunities being missed, it is critical that staff understand their role in identifying and reporting low level concerns.
- 3.3 All staff are encouraged to immediately report low level safeguarding concerns as defined in this policy so that the identified behaviours can be investigated and managed appropriately.
- 3.4 All low level concerns in relation to staff, supply staff, contractors or volunteers should be reported immediately to the Head Teacher (academy staff) or CEO (central staff). Concerns about the Head Teacher (Primary) should be reported to the Head of Education, Primary. Concerns about the Head Teacher (Secondary) should be reported to the CEO. Concerns about the CEO should be reported to the Chair of Directors.
- 3.5 The procedure for reporting low level concerns is consistent with that for reporting allegations of abuse as set out in part one of this policy. Staff do not need to determine whether their concern meets the threshold set out in part one of this policy or is a low level concern. The Head or CEO (as appropriate) will make this determination once the staff member has reported the issue.

4 Responding to low-level concerns

- 4.1 The Head or CEO (as appropriate) will review the concern to confirm that it is not a more serious issue that should be dealt with under part one of this policy. An issue reported as a low level concern would be dealt under part one of this policy where it meets the threshold set out in part one or there is a pattern of low level concerns expressed about the individual or wider staff practices generally. If necessary, the Head or CEO (as appropriate) will discuss the concern with the LADO to determine whether it should be dealt with under part one of this policy.
- 4.2 The Head or CEO (as appropriate) will discuss the concern with the individual who raised it and will investigate it as appropriate.
- 4.3 Most low-level concerns are likely to be minor and can be dealt with by means of management support or additional training. Where necessary, action may be taken in accordance with the Trust's code of conduct and disciplinary procedure.
- 4.4 If the concern has been raised via a third party, the Head or CEO (as appropriate) will collect evidence by speaking directly to the person who raised the concern (unless it has been raised anonymously), the individual involved and any witnesses.

- 4.5 Where a low level concern is raised about a member of supply staff or a contractor, the concern will be shared with supply agency so they can take appropriate steps in accordance with their own policies and statutory guidance.

Recording low-level concerns

- 4.6 All low-level concerns will be recorded in writing and will include details of the concern, the context and action taken. The records will be kept confidential and held securely in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulation.
- 4.7 Records of low-level concerns will be reviewed so potential patterns of concerning, problematic or inappropriate behaviour can be identified. If patterns are identified, the Trust will decide on an appropriate course of action and will refer the matter to the LADO where the behaviour moves from a concern to meeting the threshold set out in the first part of this policy.

The record of the low-level concern will be kept at least until the person leaves our Trust.

Appendix 2 – Work Mobile Phone Policy

Introduction

- 1.1 Work mobile telephones are provided at the discretion of the trust on the basis of business need which is usually dependent on the role that you perform.

Scope

- 2.1 This policy applies to all employees at the trust who are provided with a work mobile phone. It should be read in conjunction with our ICT user policy which sets out obligations on the employee in terms of use of equipment as well as how systems are monitored in accordance with relevant legislation.

Personal Use

- 3.1 If you are issued with a work mobile telephone, these are for use connected to the business of the trust.
- 3.2 However, we recognise that there may be occasions when you may need to use the handset for personal matters. Usage is reviewed on a monthly basis to ensure levels of use (text, data and phone charges) are appropriate and you may be sent an itemised bill for your personal usage. You will be required to pay this direct to the organisation or the organisation may deduct the sum owed from your salary/wages.

Responsibility

- 4.1 The mobile phone must be returned to the organisation on the last day of your employment.
- 4.2 The security of your work mobile telephone is your responsibility, including all communications made from it.
- 4.3 Do not leave it in a visible place such as in an unattended car. You must ensure the use of a personal identification number (PIN) or a password for security.
- 4.4 Theft of a work mobile telephone must be notified to the police in the first instance.
- 4.5 Loss or theft of a work mobile phone must be reported to the network provider immediately to prevent or minimise the unauthorised use of the device.

Driving

- 5.1 Drivers must comply with current legislation and so you must not use your device whilst driving.
- 5.2 You should not endanger yourself or others when on business for the trust and should concentrate on driving and avoid distractions. This includes answering and making telephone calls, sending text messages or faxes, and accessing the internet, etc.

- 5.3 Even if the telephone or equipment is hands free, it's use can be dangerous. Wherever possible you should wait until the vehicle is stationary and in a safe place before using a hands-free telephone.
- 5.4 You should familiarise yourself and comply with the following relevant policies: ICT user policy
- 5.5 You are not permitted to use the mobile phone for any of the following:
- Any communication that could constitute bullying and harassment (see our anti-bullying and harassment policy)
 - Inappropriate or excessive personal use
 - Streaming data whilst not connected to WiFi incurring unacceptable data charges
 - Gambling
 - Accessing pornography
 - Taking photos of, downloading or storing offensive images
 - Illegally downloading or distributing copyright information
 - Using the device in breach of this policy

This list is intended as a guide and is not exhaustive.

- 5.6 Any unauthorised use or breach of this policy will be managed through the disciplinary procedure. A serious breach of this policy may be considered as gross misconduct which could lead to dismissal. Whether it is minor or gross misconduct will depend on the circumstances, but you should expect any breach of the driving provisions to be considered as gross misconduct
- 5.7 If you reasonably believe that a colleague has breached this policy you should report it without delay to your line manager or a senior member of staff.

Appendix 3 – Email Etiquette

The Trust encourages all employees to observe the rules of the email etiquette. It is important to emphasise that this is an etiquette and as such, would not constitute a breach of policy if these rules were not adhered to. The etiquette is in place to encourage polite behaviour and respect the work-life balance and wellbeing of colleagues.



Inspire Education Trust
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EMAIL ETIQUETTE



Please check and read your emails to suit your **preferred working pattern**. Staff are not expected to reply to emails outside of their working pattern.



Staff should use the **'delay deliver'** function on outlook if sending emails before **7am**, after **7pm** on **weekdays** or anytime **during weekends**.



Only send an email to the **relevant people** – 'CC' is used to keep other people 'looped in' with no expectation of a reply from them.



Use **'Forwarding'** appropriately - have you got permission to forward someone else's email onto another colleague?



When inviting a person to a meeting, please be **clear** on the **purpose** to avoid any confusion or **concern** and allow time for the recipient to **prepare**.



Some things are better said **face-to-face** and not via email as the tone and intonation is lost via email and the original intention can be lost.



Remember that **CAPITALS** are interpreted as 'shouting' and are not appropriate in an email.



If you are using outlook on your personal devices consider using the **'Do Not Disturb'** feature so you're not interrupted out of hours.

Reviewed by:

Josh Smith

September 2022

Next Review Date:

September 2024

Approved by Directors:

14 December 2022

Signed:



Lois Whitehouse
CEO



David Bermingham
Chair of Trust Board