



STAFF CODE OF CONDUCT POLICY

This policy has been approved and adopted by the Christus Catholic Trust across all their academies and it will apply to all staff within the Trust.

It was ratified by the Trust Board on:	January 2023
Monitored and reviewed by:	Trust Board

The Christus Catholic Trust wishes to build a welcoming community of faith that has Christ at the centre, where all within our schools' communities have a love of God and a love of one another. Prayer and liturgy will shape our daily life.

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1. INTRODUCTION

The overriding expectation is that employees, volunteers and those engaged to work within 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 academy and Trust.

This Code of Conduct provides an overall framework of the behaviours expected of individuals who work within 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 academy, trust, its pupils and its community.

The Code should be read in conjunction with:

- Other academy and Trust policies and procedures;
- the terms of any employment or service contracts and agreements;
- relevant professional standards.

2. SCOPE

This Code applies to all individuals employed and engaged by the Academies and Central Team

The Code also applies to:

- relief/casual staff;
- supply staff;
- third parties providing services to the academies (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

Each member of staff and volunteer is expected to support the Catholic ethos of the Christus Catholic Multi Academy Trust & academy and not behave in a way that is incompatible with, or prejudicial to, the religious character of the Christus Catholic Trust, or the precepts or tenets of the Catholic Church. Each member of staff and volunteer is expected to behave in ways which are not likely to bring the Christus Catholic Multi Academy Trust, academy or the Church into disrepute. Each member of staff and volunteer is expected to follow Christus Catholic Trust and local policies (including behaviour, anti-bullying and anti-racism) and show politeness, courtesy

and respect to all members of the academy/trust community, stakeholders and visitors. Members of staff and volunteers must not use any form of degrading treatment to punish a pupil. The use of sarcasm, demeaning or insensitive comments towards pupils is not acceptable in any situation. Deliberately intimidating pupils by shouting aggressively, hectoring or overbearing physical presence is not acceptable in any situation.

3.1 Local Governing Committees/Trustees

It is the responsibility of the Trust Board to establish and monitor standards of conduct and behaviour within the academies and Trust, in conjunction with their Local Governing Committees. The Trust Board in conjunction with their HR department is to ensure that relevant policies and procedures are established. Governors and Trustees are subject to their own Code of Conduct.

3.2 Headteacher, Line Managers and CSEL

It is the responsibility of Headteacher and Line Managers to address promptly any breaches of good conduct and behaviour, using informal procedures where possible but implementing formal procedures where necessary. They must inform the Trust HR Manager accordingly who will advise and support.

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 as 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/Governing Committee/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 academy's staff room.

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 academy's Child Protection and Behaviour Management Policies and Procedures
- the Department for Education Statutory Guidance "Keeping Children Safe in Education" (September 2022 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, confirm they have read and understood 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

<https://www.saferrecruitmentconsortium.org/GSWP%20May%202019%20final.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 academy and Trust policies and procedures.

5.2 Conduct during Coronavirus Pandemic

The Trustees and Local Governing Committees expect the whole school community to behave responsibly during the Pandemic, by following our ethos and acting in a way which protects and minimises the risk to themselves and others and enables maximum attendance by both staff and pupils.

There are strict measures in each of our schools, governed by risk assessments and guidelines, which everyone employed/engaged by the schools and Trust is expected to familiarise themselves with, including any updates as they occur. Any individuals who require clarification of any aspect of the measures/risk assessments must seek guidance/clarification from their line manager without delay.

All guidelines and requirements set out in the risk assessments and through reasonable management instruction must be complied with at all times whilst working at the schools.

In addition, all individuals employed/engaged by the schools/Trust (including staff, volunteers and third-party workers) are expected to behave responsibly and act in line with current latest Government Regulations and Guidelines on Covid-19 outside of work to protect themselves and others.

This includes:

- Keeping your distance from people outside your household or support bubble;
- Limiting social interactions in line with limits set by the Government;
- Ensuring high levels of hygiene are maintained, particularly regular hand washing;
- Wearing face coverings where required to do so by Government guidelines and regulations, except where exempt;
- Following Government guidance on testing and ensure that where symptoms are present a test is taken as soon as reasonably practicable and self isolating, along with any household members, until the outcome is available.
- Any individuals who test positive for Covid-19 must notify the school immediately and self-isolate until the end of the recommended period;
- Fully co-operating with the NHS track and trace service, observing any requirement to self-isolate following contact with an infected person and not returning to school until the recommended period of self-isolation has been completed;
- Continuing to report absence in line with school/Trust requirements, including where any absence relates to Covid-19 or the need to self-isolate;
- Not booking holidays which it is known require quarantine on return to the UK and will thereby prevent the fulfilment of contractual obligations to attend work.

All individuals working at the school are responsible for ensuring the steps set out above are complied with to meet the following objectives:

- maximising levels of attendance for adults and students;
- enabling the school to maintain high quality provision of education to all students;
- maintaining public confidence in the profession and the school;
- avoiding reputational damage to the school.

The school reserves the right to take appropriate action, including disciplinary action, where these objectives are put at risk by an individual's conduct. ***This clause will be reviewed annually by the Trust Board***

5.3 Conduct outside work

The Trust recognises and respects individuals' right to a private life without interference. However, individuals connected with the academy and Trust must not act in a way that would bring the academy and 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 academy or its community.

Workers must disclose to the academy (Headteacher and in the case of the Headteacher to the Chair of Governors) 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 academy/Trust. The Trust HR Manager must be advised of those allegations so they can support accordingly.

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 academy 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: <https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act2006#disqualification-under-the-childcare-act>.

The Trust HR Manager must be informed accordingly.

5.4 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 academy/Trust during their working hours and to act in the best interests of the academy at all times. The employer 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 academy's and/or Trust's interests.

5.5 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 academy/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 academy/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 academy'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 academy's Data Protection Officer.

5.6 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 academy. 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.

5.7 Media queries

Workers must not speak to the press or respond to media queries on any matter relating to the academy/trust. All media queries should be referred immediately to the CSEL.

5.7.1 All references written by staff for pupils must be shown to and approved by the Headteacher before being sent.

5.8 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 academy/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 academy and/or Trust into disrepute and/or call into question an individual's suitability to work with children.

Detailed expectations are set out in the Computer, Mobile Phone, Email and Internet Policy or ICT Acceptable Use Policy at Appendix A.

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, member of the Senior Leadership Team or the Trust HR Manager.

5.9 Relationships

5.9.1 The internal academy/trust community

All workers are expected to treat member of the academy/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).

5.9.2 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 academy/trust business.

5.9.3 Relationships at Work

Appointments to posts within the Christus Catholic Trust are made on the basis of merit and the ability of the candidate to undertake the duties of the post. To avoid any accusation of bias the member of staff should ensure that they are not involved in an appointment procedure where they are related to an applicant or have a close personal relationship with them outside work.

It is not acceptable for the member of staff, Governor or Trustee to have a direct reporting relationship (such as line manager/subordinate) with a person who is a family member or somebody with whom they are either cohabiting or have an intimate personal relationship. Such relationships can give rise to challenges about integrity and suggestions of favouritism. It is therefore imperative that the Christus Catholic Trust can ensure decisions around recruitment processes, disciplinary

proceedings, pay,

training, promotion or reimbursement of expenses are taken by individuals who have nothing more than a professional working relationship.

Members of staff, Governors and Trustees must be open about the existence of a personal relationship within a direct reporting relationship and they are required to disclose the matter to their line manager who will inform the head teacher and Trust representative. Failure to disclose any such relationship may result in disciplinary action. The line manager, in consultation with the Headteacher and Trust HR Manager, will make such arrangements as are deemed necessary to ensure that there is no conflict of interest arising from such a situation. This may include re-allocation of duties of one or other of the parties in the interests of the academy or the Christus Catholic Multi Academy Trust. The decision to move a member of staff will be made for business reasons and not on the basis of status.

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

5.9.3.1 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.

5.9.4 Contracts

All relationships of a business or private nature with external contractors, or potential contractors, must be made known to the Local Governing Committee of the relevant academy and the Trust. Orders and contracts must be in accordance with standing orders and financial regulations of the academy/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.

5.10 Gifts and Hospitality

It is against the law for public servants to take bribes. Staff and volunteers need to take care that they do not accept any gift that might be construed by others as a bribe, or lead the giver to expect preferential treatment. There are occasions when pupils or parents wish to pass small tokens of appreciation to staff e.g. at Christmas or as a thank-you and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant** value.

If, in the course of a member of staff's work, (s)he, or a member of their family is offered a reasonable* gift, concession or some other benefit by an organisation, or member of the public, the member of staff must inform his/her line manager of this gift, concession or benefit. If the member of staff is offered a gift, concession or

benefit of more than £25.00 in value, (s)he must seek approval of the local head teacher or CSEL before it can be accepted.

Minor items of a promotional nature such as diaries, calendars, mugs and other objects of a token value may be accepted. If in doubt, please speak to your line manager.

Personal gifts must not be given to pupils. This could be misinterpreted as a gesture either to bribe, or single out the young person. It might be perceived that a 'favour' of some kind is expected in return. Any reward given to a pupil should be consistent with the academy's behaviour or rewards policy, recorded, and not based on favouritism.

* reasonable means up to the value of £25.00 ** significant means over the value of £25.00

Invitations to hospitality events should be politely declined unless the member of staff has received prior authorisation to attend from their line manager. In considering such invitations, the line manager will have in mind whether there is a genuine need to impart information or represent the MAT or academy at the event.

Under no circumstances should any gifts or hospitality be accepted from contractors who are potential tenderers in the period leading up to the tendering and awarding of a contract by the academy or the Christus Catholic Multi Academy Trust

When offers of gifts or hospitality are made, this may be construed as an action taken to gain advantage or favour. Any act of acceptance could be a criminal as well as a disciplinary offence. Any gift, hospitality or other benefit received by a member of staff in public service from a person or organisation holding or seeking to obtain a contract will be deemed by the courts to have been received corruptly unless the member of staff proves the contrary.

Members of staff are required to declare any gifts/hospitality received in the register held by the Headteacher (Central staff to the CSEL) and reported to the Chief Financial Officer at the Trust on a termly basis.

5.11 Sponsorship

If a member of staff is involved in the seeking or receiving of sponsorship for academy or the Christus Catholic Multi Academy Trust activities, they must ensure that sponsorship is not accepted in circumstances where the integrity of the academy or the Christus Catholic Multi Academy Trust may be seen to be compromised.

5.12 Political Affiliations/Neutrality

As an employee of the Christus Catholic Multi Academy Trust, the member of staff or volunteers' personal political opinions should not interfere with their work or bring the academy or the Christus Catholic Multi Academy Trust into disrepute.

5.13 Dress code

Please refer to the Trust's Dress Code Policy

5.14 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.

5.15 Academy/Trust Property and personal possessions

Workers must ensure they take due care of academy/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 academy/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 academy premises. The academy/Trust will not accept responsibility for the loss or damage of personal possessions.

(see ICT Acceptable Use Policy below – Appendix A)

Appendix A – 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 academy/trust and the use of electronic communication and resources is encouraged.

All members of the academy/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 academy/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 academy/Trust equipment/Networks

Computers, Mobile Phones and other devices provided by the academy/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 academy 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 academy/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 academy/trust network, channels, systems and on academy/trust equipment.

3. Use of E-mail

Academy/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.

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 academy/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 academy/trust 's logo and other branding elements should be used to indicate the academy/trust support. The academy/trust logo should not be used
- on social networking applications which are unrelated to or are not representative of the academy/trust official position;
- users should identify themselves as their official position held within the academy/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 academy/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;

5. Personal use of academy/trust Equipment/Networks

Academy/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 academy/trust 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 academy/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 academy/trust;
- is not used to access, send, receive or store inappropriate material; and
- does not bring the academy/trust and its community into disrepute.

Workers must notify the academy/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.

Academy/trust equipment/networks/systems must additionally not be used for

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

6. Use of personal ICT equipment in the academy/Trust

Mobile Phones

It is accepted that individuals may bring personal mobile phones to the academy. 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.

Other electronic devices

Workers should not bring other electronic devices onto academy/trust 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 academy/trust

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 academy/trust networks/systems and the device(s) must have adequate virus protection.

Workers must ensure that no personal information regarding academy/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 academy/trust or at any related activity, on personal devices.

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 academy/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 academy/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 academy/trust community or any related business on any type of social networking site.

Other posting on personal sites may also impact on the reputation of the academy/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 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 academy/trust should not use or access social networking sites of pupils.

8. Security

The academy/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, email 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 academy/trust systems or equipment (including but not limited to networks/servers/internet usage/networks/Wi-Fi). Under the following circumstances the academy/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 academy/trust policy has taken place;
- if the academy/trust suspects that the employee has been viewing/transmitting offensive or illegal material;

- if the academy/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 academy/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 academy/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 academy/trust) as such and encourage those who send them to do the same. The academy/trust will avoid, where possible, opening emails clearly marked as private or personal.

The academy/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 academy/trust to continue;
- if the academy/trust suspects that the employee has been viewing or sending offensive or illegal material, such as material containing racist terminology or nudity (although the academy/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 academy/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 academy/trust); and
- if the academy/trust suspects that the employee is sending or receiving emails that are detrimental to the academy/trust or its pupils.

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

- establish the existence of facts relevant to the academy/trust e.g. whether a contract was entered into by email;
- ascertain compliance with regulatory or self-regulatory practices e.g. checking that the academy/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 academy/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.

10. Covert monitoring

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

If the academy/trusts 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.

Appendix B – Associated Policies/Procedures

Discipline and Dismissal

Safeguarding and Child Protection

Whistleblowing

Dress Code