



CODE OF CONDUCT POLICY

Date approved by Trustees of The Harbour Schools Partnership	23rd September 2026
Review Period	Annually
Next Review Date	September 2027

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1. AIMS, SCOPE AND PRINCIPLES

- 1.1 This policy is designed to give clear guidance on the standards of behaviour all employees are expected to observe. Employees working for the Harbour Schools Partnership (THSP) are role models and in a position to influence and must demonstrate behaviour that sets a good example to all pupils within schools. Every employee has an individual responsibility to maintain their reputation and the reputation of their school and the Harbour Schools Partnership, whether inside or outside working hours.
- 1.2 In adopting this policy, the Harbour Schools Partnership is committed to working towards creating a working environment in which all employees are treated fairly, with dignity and respect and where unacceptable behaviour, and attitudes that do not support these values, will not be tolerated.
- 1.3 This Code of Conduct applies to all employees. It does not form part of the contract of employment. Casual and self-employed workers, agency staff and volunteers working in a school are also expected to observe the standards of behaviour set out in this document. Where the word “employee(s)” is used in this document, this also includes all of these personnel.
- 1.4 This Code is based on good practice to ensure a consistent and fair approach. The application of the Code of Conduct will be fair, equitable, objective and will not discriminate either directly or indirectly on the grounds of an employee’s gender, age, disability, gender re-assignment, marital or civil partnership status, pregnancy, maternity status, race (including colour, nationality and ethnic or national origins), religion or belief, sex and sexual orientation.
- 1.5 In addition to this Code of Conduct, all employees engaged to work under “Conditions of Service for School Teachers in England and Wales” have a statutory obligation to adhere to the most recent “Teachers’ Standards” and in relation to this policy, part 2 of the Teachers’ Standards – Personal and Professional Conduct.
- 1.6 Leaders of the Harbour Schools Partnership will also adhere to the Trust’s Leadership Charter.
- 1.7 Failure to follow the Code of Conduct may result in disciplinary action being taken, as set out in our Disciplinary Policy and Procedures.
- 1.8 Please note that this Code of Conduct is not exhaustive. If situations arise that are not covered by this Code, staff will use their professional judgement and act in the best interests of the Trust and its pupils.

2. LEGISLATION AND GUIDANCE

- 2.1 Under general employment law, we must have procedures for addressing staff conduct, as explained in the [Academy trust governance guide - Guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/academy-trust-governance-guide)
- 2.2 In line with the statutory safeguarding guidance [Keeping Children Safe in Education](#), our staff Code of Conduct covers the acceptable use of technologies, staff/pupil relationships, and communications, including the use of social media.
- 2.3 Staff must not discriminate, harass or victimise someone because they have, or are perceived to have, a protected characteristic as defined by the Equality Act 2010 or are associated with someone who has a protected characteristic. Protected characteristics are:
 - age
 - disability
 - gender reassignment
 - marriage and civil partnership
 - pregnancy and maternity
 - race
 - religion or belief

- sex
- sexual orientation

- 2.4 Staff must set good examples of behaviour and demonstrate high standards of conduct in order to encourage our pupils to do the same.
- 2.5 Staff must promote equality, diversity and inclusion and treat all members of the Trust community with dignity, courtesy and respect. Staff are expected to challenge discriminatory language or behaviour appropriately and in line with Trust policy.

3. GENERAL OBLIGATIONS

- 3.1 Staff will set an example to pupils. They will:
- Maintain high standards in their attendance and punctuality
 - Never use inappropriate or offensive language
 - Treat pupils and others with dignity and respect
 - Show tolerance and respect for the rights of others
 - Not undermine fundamental British values, including democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs
 - Express personal beliefs in a way that will not overly influence pupils, exploit their vulnerability or potentially lead them to break the law
 - Understand the statutory frameworks they must act within In addition, staff must:
 - Familiarise themselves and comply with all Trust policies and procedures.
 - Sign to confirm they have read, understood and agreed to comply with the Code of Conduct at least annually, as directed by their Headteacher.

4. SAFEGUARDING

- 4.1 Employees have a duty to safeguard pupils from physical abuse, sexual abuse, emotional abuse, verbal abuse and neglect.
- 4.2 The duty to safeguard pupils includes the duty to report concerns about a pupil, or colleague to the school's Designated Safeguarding Lead (DSL) for Child Protection.
- 4.3 Employees must make themselves aware of the name of their school's DSL. This information is available on notice boards in the staffroom and around each school.
- 4.4 Employees must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare.
- 4.5 Employees must never promise that they will not act on information that they are told by a pupil. Employees are provided with access to the following documents and must become familiar with these:
- The Harbour Schools Partnership's Child Protection and Safeguarding policy
 - The Harbour Schools Partnership's Whistleblowing procedure
 - The DfE Statutory Guidance Document "Keeping Children Safe in Education"
- 4.6 All employees are required to undertake annual Child Protection training and complete any revised updates that may arise during the year.

5. STAFF/PUPIL RELATIONSHIPS

- 5.1 It is paramount for employees to treat students with dignity, to build relationships rooted in mutual respect, and at all times to observe proper boundaries appropriate for their professional position. Employees must have regard for the need to safeguard students' well-being in accordance with statutory provisions and fundamental British values (such as democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs). In addition, employees should ensure that their personal beliefs are not expressed in ways to exploit students' vulnerability.
- 5.2 Employees must not behave in a way that may be perceived as sarcastic, nor should they make jokes at the expense of pupils, embarrass or humiliate pupils, discriminate against or favour pupils.
- 5.3 Employees should make every effort to ensure their own behaviour cannot be brought into question, does not appear to encourage inappropriate boundaries and be aware that infatuations may carry the risk of their words or actions being misinterpreted. Any concerns about staff behaviour, whether lowlevel or of a more serious nature will be addressed under the Disciplinary policy.
- 5.4 Physical relationships with pupils are strictly forbidden and may lead to a criminal conviction. This may also apply to former pupils and advice must be sought before commencing any such relationship.
- 5.5 Employees must declare any relationships that they may have with pupils outside of school; this may include mutual membership of social groups, tutoring or family connections. Employees should not assume that the school is aware of any such connections. A declaration form is available at Appendix 2 of this document for declaration of such relationships.
- 5.6 Private tuition of students within the same school that the employee is based might cause a conflict of interest. Employees are discouraged from tutoring pupils from within the school they teach and must not tutor pupils they teach directly. It must also be made clear that any tutoring is a strictly private and external arrangement and unconnected to the school or the Harbour Schools Partnership.

6. PROFESSIONAL RELATIONSHIPS WITH COLLEAGUES

- 6.1 Employees must help create a positive working environment and behave in a manner which ensures and promotes acceptable behaviour. Examples of acceptable behaviour and unacceptable behaviour can be found in Appendix 1.
- 6.2 Employees must strive toward and promote harmonious and professional relationships with all colleagues. It is understood that, at times, differences of opinions can occur and at such times it is expected that employees will attempt to resolve matters informally in the first instance unless they feel unable to do so in which case, they should refer the matter to their line manager. For further detail employees should refer in the first instance to the Dignity at Work Policy and the Grievance Policy to determine the most appropriate course of action.
- 6.3 Where a close personal relationship already exists or develops with another member of staff with the potential to create a conflict of interest, both parties should immediately declare this relationship to their line manager(s) who will, together with them, appraise the risks and identify possible options to avoid any conflict of interest.

7. COMMUNICATION, SOCIAL MEDIA AND E-SAFETY

- 7.1 Employees must exercise caution when using information technology and be aware of the risks to themselves and others. Regard should be given to the Harbour Schools Partnership's policies and guidance on both ICT use and Social Media.
- 7.2 The Harbour Schools Partnership recognises an employee's right to a private life. Employees should be mindful however of engaging in social media use that might bring into question their ability to effectively carry out their role. Where there is a question over the appropriateness of social media content and its relevancy of the individual's conduct to the workplace, and/or the risk to the Harbour Schools Partnership's reputation, an investigation will be carried out under the Disciplinary policy.

- 7.3 Employees must not engage in inappropriate use of social network sites which may bring themselves, the Harbour Schools Partnership, its community or school into disrepute. Employees should ensure that they adopt suitably high security settings on any personal profiles they may have.
- 7.4 Employees must not respond to negative comments posted online relating to the Harbour Schools Partnership, the school or its stakeholders but bring this to the attention of the Headteacher.
- 7.5 Employees must exercise caution in their use of all social media and any other web-based presence that they may have, including written content, videos or photographs, and views expressed either directly or by “liking” certain pages or posts established by others. This may also include the use of dating websites, where employees could encounter pupils either with their own profile or acting covertly.
- 7.6 Employees must not link themselves with the school or the Harbour Schools Partnership on any social network site they use unless with the prior consent of the Headteacher.
- 7.7 Employees must not use equipment belonging to the THSP to access pornography; neither should personal equipment containing pornographic images or links to them be brought into the workplace. Doing so will raise serious concerns about the suitability of the employee to continue to work in schools.
- 7.8 Employees must only contact pupils via school/THSP 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 pupils (unless under the provisions of section 5).
- 7.9 Employees must report to the Headteacher any contact by a pupil by an inappropriate route.
- 7.10 Staff should maintain professional boundaries when communicating with parents and carers. Staff must use Trust-approved communication channels for school-related business and should not use personal email, personal messaging accounts or personal social media accounts for Trust business, unless specifically authorised in exceptional circumstances.
- 7.11 Photographs/still images or video footage of pupils should only be taken using school equipment, for purposes authorised by the school. Any such use should always be transparent and only occur in accordance with the THSP’s Privacy Notice or where parental consent has been given. The resultant files from such recording or taking of photographs must be stored in accordance with the Trust’s procedures on school equipment.

8. ACCEPTABLE USE OF TECHNOLOGY

- 8.1 Staff will not use technology on site or belonging to the Trust to view material that is illegal, inappropriate or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails, gambling and viewing pornography or other inappropriate content.
- 8.2 Staff must not have contact with current or former pupils under 18 years of age online or through any form of social media. Communication with students should only be conducted through our usual channels and should be related to school matters only. Breach of this policy may result in disciplinary action, up to and including dismissal.
- 8.3 Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Regard should be given to the Trust’s Online Safety Policy and this policy at all times, both inside and outside of work.
- 8.4 Staff must not use equipment belonging to the Trust to access pornography; neither should personal equipment containing pornographic images or links to them be brought into the workplace. Doing so will raise serious concerns about the suitability of the employee to continue to work in schools.
- 8.5 Staff must not engage in inappropriate use of social network sites which may bring themselves, the Trust, or Trust community into disrepute. Employees should ensure that they adopt suitably high security settings on any personal profiles they may have.
- 8.6 Staff must exercise caution in their use of all social media or any other web-based presence that they may have, including written content, videos or photographs, and views expressed either directly or by ‘liking’ certain pages

or posts established by others. This may also include the use of dating websites where employees could encounter pupils either with their own profile or acting covertly.

- 8.7 Staff must not link themselves with the Trust, or any of its schools, on any social network site they use, unless with prior consent of the Headteacher or a member of the Executive Leadership Team.
- 8.8 Staff must not respond to negative comments posted online but bring this to the attention of the Headteacher or a member of the Executive Leadership Team.
- 8.9 Staff must only contact pupils via Trust-authorised mechanisms. At no time should personal telephone numbers, email addresses, or communication routes via personal email/social media platforms/other media be used to communicate with pupils.
- 8.10 Staff must report to the Headteacher or a member of the Executive Leadership Team any contact by a pupil via an inappropriate route, including, but not limited to, those cited above.
- 8.11 Photographs/still images or video footage of pupils should only be taken using Trust equipment, for purposes authorised by the Trust. Any such use should always be transparent and only occur where parental consent has been given [not required for photographs that are related to lessons/education]. The resultant files from such recording or taking of photographs must be stored in accordance with the Trust's procedures on Trust equipment.
- 8.12 Staff will not use personal mobile phones and laptops, or Trust equipment, for personal use in teaching hours or in front of pupils. They will also not use personal mobile phones or cameras to take pictures of pupils.
- 8.13 The Trust has the right to monitor emails and internet use on the Trust's IT system.
- 8.14 Staff will not conduct Trust business via text on personal mobile devices, nor by personal email. Wherever possible formal (work) emails must be used unless otherwise advised. However, in emergencies or in situations of immediate need where text is quicker, this is acceptable.
- 8.15 Staff will not use Trust emails/social media accounts to undertake personal business/communication.
- 8.16 Staff will not link personal email/social media accounts to their Trust email account.
- 8.17 Staff will not forward Trust emails to personal email accounts.
- 8.18 Staff must not upload confidential, personal, sensitive, commercially sensitive or pupil-related Trust information into publicly available artificial intelligence tools unless this has been specifically authorised by the Trust. Where artificial intelligence tools are used for work-related purposes, staff remain responsible for ensuring that any content produced is accurate, appropriate, professional and compliant with Trust policies, data protection requirements and safeguarding expectations.

9. CONFIDENTIALITY

- 9.1 In the course of their role, members of staff are often privy to sensitive and confidential information about the Trust, our schools, staff, pupils and their parents.
- 9.2 This information will never be:
 - Disclosed to anyone without the relevant authority
 - Used to humiliate, embarrass or blackmail others
 - Used for a purpose other than what it was collected and intended for
 - This does not overrule staff's duty to report child protection concerns to the appropriate channel where they believe a child is at risk of harm.

10. HONESTY AND INTEGRITY

- 10.1 Staff will maintain high standards of honesty and integrity in their role. This includes when dealing with pupils, handling money, claiming expenses and using the Trust's property and facilities.

- 10.2 Staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this Act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept, or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should refer your concerns to the attention of your Headteacher or a member of the Executive Leadership Team.
- 10.3 Staff must not accept gifts, hospitality, favours or benefits that could reasonably be perceived as influencing their professional judgement or decision-making. Any gifts or hospitality offered must be declared in accordance with Trust procedures.
- 10.4 Staff must declare any actual, potential or perceived conflict of interest that could influence, or be seen to influence, their decision-making or actions on behalf of the Trust. This includes relationships, financial interests, outside commitments or any other matter that could give rise to a conflict with the interests of the Trust.
- 10.5 Staff will ensure that all information given to the Trust about their qualifications and professional experience is correct.
- 10.6 Staff must make known to the Headteacher or a member of the Executive Leadership Team financial and nonfinancial interests that could bring them into conflict with the Trust's interests.
- 10.7 All personal relationships with contractors, or potential contractors should be made known by the employee to the Headteacher or a member of the Executive Leadership Team with responsibility for the contract.
- 10.8 Staff must not be involved in any recruitment process if they have a personal relationship with the applicant inside or outside of work.
- 10.9 Staff must not take paid or unpaid leave without prior approval. The request should be made as soon as it is known that it will be required, and in any case not less than one full week in advance of the proposed absence, except in exceptional circumstances such as the death or sudden illness of a family member.
- 10.10 Further information on this can be found in the Trust's Staff Leave and Absence Policy.
- 10.11 In the event that prior approval is not obtained, and the staff member proceeds to take holiday, action may be taken in line with the Trust's Disciplinary Policy.
- 10.12 In relation to changing days of work, if part time staff wish to swap their working day or arrangement, with another member of staff they must request permission from the Headteacher via email, giving full details of the final proposal.
- 10.13 Without fear of recrimination, staff can report any impropriety or breach of procedures using the process laid out within the Whistleblowing Policy.

11. DRESS AND APPEARANCE

- 11.1 Employees must dress in a manner that is appropriate to a professional role and promotes a professional image.
- 11.2 Employees must not dress in a manner that could be regarded by others as offensive, revealing or sexually provocative.
- 11.3 Employees must not wear clothes with political or other contentious slogans.
- 11.4 If your post requires you to wear protective clothing or use equipment, then you must adhere to the instructions provided by your manager.

12. SMOKING, VAPING AND THE USE OF TOBACCO PRODUCTS

- 12.1 The Harbour Schools Partnership operates a smoke-free and vape-free environment across all Trust premises and sites. This expectation applies to all employees, workers, volunteers, contractors and visitors.
- 12.2 Smoking, vaping, the use of electronic cigarettes, tobacco products, heated tobacco devices or similar products is not permitted on any Trust site. This includes school buildings, grounds, car parks, playing fields, vehicles owned or leased by the Trust, and any other premises under the control of the Trust.

- 12.3 This prohibition applies at all times, including before and after normal working hours, during break times and when attending Trust events. Staff must not smoke or vape in the presence of pupils during educational visits, off-site activities or when otherwise representing the Trust.
- 12.4 Any breach of this requirement will be dealt with under the Trust's Disciplinary Policy and Procedures and may constitute misconduct.
- 13. ALCOHOL, DRUGS AND OTHER SUBSTANCES**
- 13.1 Staff must not attend work, or undertake duties on behalf of the Trust, under the influence of alcohol, illegal drugs or any other substance that may impair their ability to perform their duties safely, effectively and professionally.
- 13.2 Staff must not possess, use, supply or be involved with illegal drugs or substances on Trust premises or when representing the Trust. Where prescribed or over-the-counter medication may affect a staff member's ability to carry out their duties safely, the staff member should seek appropriate advice and inform their line manager where necessary.
- 13.3 Any concerns relating to alcohol, drugs or other substances will be considered in accordance with relevant Trust policies, including the Disciplinary Policy and Procedures, and any safeguarding obligations.
- 14. CONDUCT AND EMPLOYMENT OUTSIDE OF WORK/THE TRUST**
- 14.1 The Harbour Schools Partnership recognises an employee's right to a private life. Employees should be mindful however of engaging in conduct that might bring into question their ability to effectively carry out their role. Where there is a question over the appropriateness of behaviour of an employee outside of work and its relevancy of the conduct to the workplace and/or the risk to the school or THSP's reputation an investigation will be carried out under the staff Disciplinary Policy and Procedure.
- 14.2 A disciplinary investigation will also be carried out where behaviour outside of the work could be considered a transferable risk to the school and could lead to potential harm of a child.
- 14.3 Behaviour or activities that have the potential to make employees unsuitable for the role they are employed to perform will be dealt with under the Disciplinary Policy and Procedure. This includes criminal offences that involve violence or possession or use of illegal drugs (subject to the employer's duty of care to employees who may have substance or dependency issues) or sexual misconduct.
- 14.4 Employees must inform the Headteacher of any potential issue/incident that has occurred outside of work which could give cause for concern in the workplace.
- 15. EMPLOYMENT OUTSIDE OF THE HARBOUR SCHOOL PARTNERSHIP**
- 15.1 Employees may undertake work outside of the Harbour Schools Partnership, either paid or voluntary, provided that it does not conflict with the interests of the Harbour Schools Partnership is not at a level which may contravene the Working Time Regulations or affect an individual's work performance in the Harbour Schools Partnership. Employees must declare and discuss secondary employment with their Headteacher.
- 16. MONITORING ARRANGEMENTS**
- 16.1 This policy will be reviewed annually but can be revised as needed. This policy will be approved by THSP Trustees.
- 17. LINKS WITH OTHER POLICIES**
- 17.1 This policy links with our policies on:
- Staff disciplinary procedures, which will be used if staff breach this Code of Conduct. It also sets out examples of what we will deem as misconduct and gross misconduct
 - Staff grievance procedures
 - Safeguarding

APPENDIX 1: EXAMPLES OF ACCEPTABLE BEHAVIOUR

People behave acceptably when they:

- Afford dignity, trust and respect for everyone and themselves.
- Have awareness of the effects of their behaviour on others and only make reasonable and manageable demands.
- Communicate honestly and openly, clearly stating what they need and expect of others.
- Provide and are receptive to honest feedback based on evidence.
- Challenge discriminatory language and behaviour in an appropriate way.
- Carry out their role consistently with any standards set by their appropriate professional body.
- Are aware of their role in addressing Prejudice Related Incidents and challenge discriminatory language and behaviour in an appropriate way.
- Take steps to address any unacceptable behaviour.
- Observe the rules, regulations and instructions adopted by the Harbour Schools Partnership.

In addition to the above, the expectations of those employed in management/senior leadership roles are to:

- Ensure the standards expected from employees are role-modelled, monitored and managed effectively.
- Effectively manage all applicable statutory and non-statutory obligations.
- Appropriately manage all alleged incidents and/or allegations.

Examples of Unacceptable Behaviour:

- Using aggressive language, threatening, ridiculing, ignoring people or repeatedly shouting.
- Telephoning people at home unnecessarily (for example, demanding work when the person is absent due to sickness or ill health).
- Making unreasonable demands on a colleague.
- Focusing only on weaknesses.
- Bringing up details of someone's private life inappropriately.
- Leaving impossibly long lists of tasks and making unreasonable demands.
- Criticising people or maliciously gossiping about them in their absence.
- Ridiculing or demeaning someone – picking on them or setting them up to fail.
- Comments or jokes, about distinctive peoples and nationalities.
- Frequent comments about aspects of physical appearance or using forms of address that are demeaning.
- Threatening or implying, without reason, that, as a colleague, you will cause the person to lose their job or fail to get a promotion or suffer some other form of career difficulty or financial disadvantage.
- Coercing someone to join the harassment/bullying of another person.
- Excluding or marginalising someone or refusing to engage with them appropriately.
- Breaching confidentiality.

This list is not exhaustive. It is simply a guide to help individuals consider their own and others' behaviour and gain understanding of what behaviours are unacceptable in the workplace.

Standards Expected of Staff

The standards expected of all staff include but are not limited to:

- maintaining standards of behaviour in keeping with the interests and standing of the Trust. This includes behaviour outside of working hours and in any form that is visible to the public, including social networking or any other electronic medium
- devoting full attention while at work to the duties of their position and in doing so acting with responsibility, good judgement and in good faith
- carrying out any reasonable instructions given by those with authority to do so
- not divulging to any unauthorised person or making personal use of confidential information connected with the Trust, either intentionally or through negligent behaviour
- observing the rules, regulations and instructions adopted by the Trust
- following appropriate safeguarding procedures
- participating fully in any investigation into alleged incidents and/or allegations including attending meetings as directed
- using electronic communications appropriately
- ensuring that information brought to light as a result of any investigation is treated with discretion
- carrying out their role consistently with any standards set by their appropriate professional body
- taking steps to address any unacceptable behaviour
- treating colleagues and third parties with dignity and respect.

In addition to the above, the expectations of those employed in management roles are to:

- ensure the standards expected from all staff are role-modelled, monitored and managed
- effectively
- effectively manage all applicable statutory and non-statutory obligations
- appropriately manage all alleged incidents and/or allegations.

This list is not exhaustive.

APPENDIX 2: RELATIONSHIPS WITH PUPILS OUTSIDE OF WORK DECLARATION

It is recognised that there may be circumstances whereby staff are known to pupils outside of work. Examples include membership of sports clubs, family connections, or private tutoring.

Staff must declare any relationship outside of the Trust that they may have with pupils.

Employee's Name	Pupil Name	Relationship

I can confirm that I am fully aware of the Code of Conduct relating to contact out of work with pupils in line with this policy.

If I am tutoring a Harbour Schools Partnership pupil outside of the Trust I am aware that the following must be adhered to:

- I do not, at any point, teach the child in question as part of my daily timetable - this is a stipulation of such tutoring
- I emphasise to parents that this is done completely independently of the Trust
- No monies come through the Trust at any point, informally (e.g. via the child) or formally • No private tutoring is to take place on Trust premises

I confirm that if these circumstances change at any time I will complete a new form to ensure the Trust is aware of any relationships.

Signed:

Date:

Once completed, signed and dated, please return this form to the Headteacher.

APPENDIX 3: POLICY HISTORY

Version / Date	Summary of Change	Review Date	Lead Author
000/Jan 2016	Revised employment outside of the Trust to include non NJC staff. Revised E Safety and Internet use to include contact online and social media	May 2016	SL
001/Mar 2018	Revised policy to reflect the Trust's Leadership structure and terminology	March 2018	Updated by SL -Nov 17 Contact: SS
26.10.20	Code of Conduct updated to reflect changes requested by ELT: - to include information on Acceptable Users	Oct 2020	SS/ELT
30.6.22	Section 1 - Addition of Guidance for safer working practice for those working with children and young people in education settings	June 2022	SS
31.1.23	Section 10 updated to provide more detail on Dress code and Staff Presentation	June 2023	SS
10.9.24	- Updated internet links throughout - Section 7 – additional wording to clarify use of texts if immediate need	Sept 2024	SS
15.11.24	Updated to reflect obtaining approval for time off (with reference to the Staff Leave and Absence Policy)		
September 2025	Complete review of the Code of Conduct for the Harbour Schools Partnership	September 2026	JD
September 2026	Updated to include smoking and vaping, alcohol/drugs/substances, use of artificial intelligence tools, gifts and hospitality, conflicts of interest, professional boundaries with parents/carers, and minor drafting corrections.	September 2027	JD

