



Olga Primary School

Staff Code Of Conduct

Policy Date: September 2024

Review Date: October 2025

Introduction

Who We Are

Staff at Olga Primary School are lifelong learners, underpinning all we do at Olga is:

Teamwork

Collaborative Learning

Respect

Growth Mindset

- We celebrate success in all its forms.
- We share good practice, visit each other's classrooms and make time to help our colleagues.
- We ask for help.
- We try things and make plenty of mistakes.
- We respect our environment, keep places clean and return items to where they belong.
- We have a professional respect for all the roles in School.

Norms & Expectations

- Act in the best interest of our children, School and community.
- Treat everyone equally and with respect.
- Emails will be checked and answered regularly, within working hours.
- Take care of yourself and your team, physically and mentally.
- Ask if you aren't sure.
- Respect differences of opinions.
- Meetings will be necessary, will start and end on time and have well prepared agendas.

When We Have Differing Opinions

- We understand that silent disagreement is unhelpful, unproductive and builds resentment and tension.
- We will ensure that any difference of opinion is discussed in an open, constructive way, without aggression or argument.
- We will communicate what is wrong clearly and realise that sometimes things will need to happen we may not be in complete agreement with.
- We will use the School Policies and procedures if we feel we have not resolved an issue.

How We Learn & Improve

- We collaborate with our colleagues, observe and learn from each others practice, we are outward facing. Links with other Schools and organisations are crucial. We are always learning. Training and CPD is essential.
- Feedback is crucial to help us all improve. It will be regular between all colleagues and we will all aim to have a growth mindset. All feedback is important and helpful, we may

sometimes have differing thoughts and opinions, a professional discussion will help all Staff to help support all our children.

- Our feedback will be honest, constructive, support development and ultimately help our children learn and progress. We will maintain professional trust and confidentiality when having the privilege to visit other classrooms.

1. Introduction

- 1.1 The Governing Body of Olga Primary School will foster a culture of the highest professional standards. This Code of Conduct sets out the standards expected and the duty upon Staff, volunteers and Governors to abide by it. All Staff, Governors and volunteers have a duty to keep pupils safe and to protect them from physical and emotional harm. This duty is, in part, exercised through the development of respectful, caring and professional relationships between adults and pupils and behaviour by adults that demonstrate integrity, maturity and good judgment. Following this Code of Conduct will help to safeguard Staff, Governors and volunteers from being maliciously, falsely or mistakenly suspected or accused of professional misconduct in relation to pupils.
- 1.2 Staff, Governors and volunteers must feel able to raise issues of concern and everyone must fully recognise the duty to do so particularly in terms of Child Protection. A member of Staff who, in good faith, 'whistleblows' or makes a public interest disclosure will have the protection of the relevant legislation.
- 1.3 This Code of Conduct cannot provide a complete checklist of what is, or is not, appropriate behaviour for Staff. However, it does highlight behaviour that is illegal, inappropriate or inadvisable in relation to pupils. There will be occasions and circumstances in which Staff have to make decisions or take action in the best interests of the pupil where no specific guidance has been given. Adults are expected to make responsible and informed judgements about their own behaviour in order to secure the best interests and welfare of the pupils in their charge.
- 1.4 The Staff Code of Conduct should be read in conjunction with a variety of other School Policies/Procedures, for which see Additional References below.

Additional References:

Child Protection & Safeguarding Policy

Disciplinary Policy & Procedure

Online Safety Policy

Acceptable Use Policy (AUP)

Data Protection Policy (GDPR Compliant)

Health & Safety Policy

Managing Allegations Of Abuse Against Staff

Relationships & Sex Education (RSE) Policy

Whistleblowing Policy

Copies of the above can be accessed on Clausematch.

- 1.5 All Teachers must by law be registered with the Teacher Regulation Agency (TRA) and comply with the Code of Conduct and Practice for Registered Teachers and the Statement of Professional Values and Practice which are therefore incorporated into this Code of Practice. These documents can be accessed at:

<https://teacherservices.education.gov.uk/>
- 1.6 This Code of Conduct forms part of the School's disciplinary rules for Staff. A serious breach of the Code will be regarded as gross misconduct. A less serious breach may result in a disciplinary warning.
- 1.7 Where an allegation of abuse is made against a member of Staff the Governing Body will follow the guidance set out in "Keeping Children Safe in Education, 2024" and the guidance given in "Managing Allegations of Abuse Against Staff". These documents detail guidance about managing allegations that might indicate that a person is unsuitable to continue to work with children in their present position, or in any capacity. It will be used where it is alleged that a member of Staff or a volunteer or a Governor has:
 - Behaved in a way that has harmed a child, or may have harmed a child.
 - Possibly committed a criminal offence against or related to a child.
 - Behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children or
 - Behaved or may have behaved in a way that indicates they may not be suitable to work with children.

On occasion a concern may be raised that does not appear to meet the harm threshold. All Staff must report any concerns about any other member of Staff or volunteer whether it is in School or outside School, including online environments, no matter how small or insignificant they may be perceived to be. Concerns should be brought to the Headteacher, [Lisa Bradley-Jones](#). We have a form that can be used for reporting concerns - see Appendix 1.

In the case of the concern being about the Headteacher, or there being a potential conflict of interest, the concern should be reported to the Chair of Governors, Lorraine Moss.

All concerns will be followed up and a copy of the document sent to the member of Staff. These records will then be kept in the Staff members file. The purpose of this record is to enable records to be reviewed so that potential patterns of concerning, problematic or inappropriate behaviour can be identified. Where a pattern of behaviour moves from a concern to meeting the harms threshold, it should be referred to the LADO.

The record should be retained at least until the individual leaves their employment.

2. Principles Of Professional Practice

- 2.1 All Staff, Governors and volunteers as appropriate to the role and/or job description of the individual, must:

Place the well-being and learning of pupils at the centre of their professional practice.

- Have high expectations for all pupils, be committed to addressing underachievement, and work to help pupils progress regardless of their background and personal circumstances.
- Treat pupils fairly and with respect, take their knowledge, views, opinions and feelings seriously, and value diversity and individuality.
- Model the characteristics they are trying to inspire in pupils, including enthusiasm for learning, a spirit of enquiry, honesty, tolerance, social responsibility, patience, and a genuine concern for other people.
- Respond sensitively to the differences in the home backgrounds and circumstances of pupils, recognising the key role that parents and carers play in pupils' education.
- Seek to work in partnership with parents and carers, respecting their views and promoting understanding and co-operation to support the young person's learning and well-being in and out of School.
- Reflect on their own practice, develop their skills, knowledge and expertise, and adapt appropriately to learn with and from colleagues.
- A colleague's School duties and private interests must not conflict. Colleagues must declare any private interests relating to their School duties. This may include, but is not limited to, membership of organisations which would be generally considered to conflict with their School duties.
- Colleagues must not behave in a way that could place pupils, their colleagues, or themselves at risk, and must have regard to the duty of care expected in the School and/or a School's Health and Safety Policies and act in accordance with safe systems of work and codes of practice.

3. Financial Good Practice

- 3.1 The Governing Body members acknowledge the responsibility they have for the administration of public funds and emphasise to the public and colleagues the importance placed on probity, financial control, selflessness, and honest administration. They are also committed to the fight against fraud, whether perpetrated by colleagues, contractors, or the public. School colleagues must not use their position to obtain gain for themselves, business associates, friends, or family either directly or indirectly.
- 3.2 Colleagues must use public funds responsibly and lawfully. They must work to ensure that the School use their resources prudently and within the law and that the local community

gets value for money. The School's Financial Procedures and Regulations must be observed.

- 3.3 Defrauding and stealing (or attempting to do so) from the School, or any person / organisation in any way will not be tolerated. This includes deliberate falsification of claims, e.g. time sheets, mileage, and travel/subsistence allowances with the intention of obtaining payment.
- 3.4 The Governing Body require colleagues to report genuine concerns relating to potential fraud, theft, or unethical behaviour to the Headteacher or LA. Further details are contained in the School's Whistleblowing Policy.
- 3.5 It is acknowledged that colleagues may not find it easy to 'blow the whistle' or report irregularities and the Governing Body members will give them full support in raising such concerns. Every effort will be made to respect a colleague's request for anonymity. However, colleagues are expected to demonstrate accountability and to co-operate fully with any scrutiny appropriate to their position. There are two sides to every story and the Governing Body will undertake to give people a fair hearing. It is possible that some allegations will turn out to be mistaken. If, however, you make malicious or deliberately false allegations, disciplinary action may be taken against you.
- 3.6 All colleagues have a statutory duty to declare any financial or other interest in any existing or proposed contract or an interest in, or association with, any organisation, services, activity, or person that may cause a direct or indirect conflict of interest with their School employment. Private interests may preclude colleagues from participation in any such activities, depending on the circumstances, such as their ability to affect critical decisions in relation to the contract, organisation or individual, and the reasonableness of any perception of conflict of interest. All colleagues must abide by these regulations.

4. Confidentiality

- 4.1 Members of Staff and Governors may have access to confidential information about pupils in order to undertake their responsibilities. In some circumstances the information may be highly sensitive. Confidential or personal information about a pupil or her/his family must never be disclosed to anyone other than on a need to know basis. In circumstances where the pupil's identity does not need to be disclosed the information should be used anonymously. Information must never be used to intimidate, humiliate, or embarrass the pupil.
- 4.2 There are some circumstances in which a member of Staff may be expected to share information about a pupil, for example when abuse is alleged or suspected. In such cases, individuals have a duty to pass information on without delay to those with designated pupil protection responsibilities.
- 4.3 Confidential Information about pupils must be held securely. Confidential information about pupils must not be held off the School site other than on security protected School

equipment. Information must only be stored for the length of time necessary to discharge the task for which it is required.

- 4.4 If a member of Staff is in any doubt about the storage or sharing of information s/he should seek guidance from a senior member of Staff.
- 4.5 Any media or legal enquiries should be passed to senior member of Staff. Where a colleague is writing material for publication which does not refer specifically to the School but does relate to their profession/occupation e.g. articles in professional journals, the colleague should notify their Headteacher prior to publication.
- 4.6 Staff may on occasion have access to confidential information about other members of Staff. This may include personal information as well as professional. At all times, Staff should not share information without permission, unless that information is part of whistleblowing. If there is a concern about the member of Staff's well-being, information should be shared with the Headteacher or a member of the Senior Leadership Team.

5. Propriety, Behaviour & Appearance

- 5.1 All Staff members have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of pupils. They should adopt high standards of personal conduct in order to maintain the confidence and respect of their colleagues, pupils and the public in general. An individual's behaviour, either in or out of the workplace, including their online presence and activities, should not compromise her/his position within the work setting or bring the School into disrepute.
- 5.2 All members of the School community should:
 - Respect other people's culture, race, colour, nationality, age, religion or belief (or lack thereof), sexual orientation, marital status, ability or disability and gender identity.
 - Staff, when at work must not display political statements or promote partisan political beliefs or positions.
 - Staff must treat each other with respect at all times, dealing professionally with differences and disagreements, using the School's personnel procedures for raising a grievance, if an issue arises that cannot be informally resolved.
 - Adults must not allow a close and personal relationship with another colleague to influence their conduct at work and the professional standards set out in this Policy.
 - Respect the property of the School and other people.
 - Take time to listen to each other and support others to develop positive self-esteem.
 - Support children achieving high standards in all aspects of the curriculum.
 - Co-operate with each other.
 - Support each other with everyday challenges and work towards creating a safe and stimulating working environment.
 - Be honest and truthful and feel safe to admit mistakes.
 - Be positive towards each other and recognise individual achievements.

- Have high expectations for each other.
- Move around the building quietly and with care.
- Ensure mobile phones are not switched on or used when they are working with children.
- School colleagues must attend work in a condition to undertake their duties in a safe manner. Governing Body members believe that consuming alcohol at any time when supervising young people is not appropriate and is not permitted.

- 5.3 A person's dress and appearance are matters of personal choice and self-expression. However, Staff and volunteers must ensure they are dressed decently, safely and appropriately for the tasks they undertake. Clothing should be clean and decent, for example no ripped jeans, no visible underwear, and it should remain decent when engaged in everyday activity around the School such as leaning over work and supporting children in the playground. Those who dress or appear in a manner which could be considered as inappropriate could render themselves vulnerable to criticism or allegations of misconduct.

To ensure an inclusive environment for our diverse pupil population, clothing, bags or accessories which display political statements, or which promote a partisan political position or belief are not permitted.

This applies to all partisan political views equally and Staff may be asked to remove items which display these statements.

- 5.4 Personal property of a sexually explicit nature such as books, images, magazines or videos in hard copy or electronic form must not be brought onto or stored on the School premises.

6. Sexual Contact With Children & Young People And Abuse Of Trust

- 6.1 Any sexual behaviour, whether homosexual or heterosexual, by a member of Staff, volunteer or Governor with or towards a child or young person is illegal. Children and young people are protected by the same laws as adults in relation to non-consensual sexual behaviour. They are additionally protected by specific legal provisions regardless of whether there is consent or not. All adults working in the School who have contact with pupils are in positions of trust. It is a criminal offence under the Sexual Offences Act 2003 for an adult in a position of trust to have any sexual activity with a person under the age of 18.

7. Gifts

- 7.1 It is against the law for public servants to take bribes. Staff 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.

- 7.2 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 School's Behaviour Policy and not based on favouritism.
- 7.3 If any gifts are too generous e.g. over £25, it should be referred to the Headteacher for approval. Offers of hospitality must only be accepted when proper written authorisation has been received from the Headteacher or Governing Body. Further details are given in School Policies. There is an expectation that in addition to declaring those gifts received, colleagues will also declare those which have been correctly refused.

8. Social Contact

- 8.1 Adults in School should not establish or seek to establish social contact with pupils for the purpose of securing a friendship or to pursue or strengthen a relationship. This includes making or accepting requests to connect or "friend" via social media platforms.
- 8.2 Staff and volunteers must not give their personal details such as home/mobile home or e-mail address to pupils unless the need to do so is agreed with senior leadership.
- 8.3 Staff are advised to ensure that privacy settings on any social media accounts they may hold are high.
- 8.4 Staff must disclose to the Headteacher all family and/or personal relationships with other colleagues working at the School and/or children attending the School.

9. Physical Contact & Personal Privacy

- 9.1 There are occasions when it is entirely appropriate and proper for Staff to have physical contact with pupils, but it is crucial that they only do so in ways appropriate to their professional role. When physical contact is made with pupils this should be in response to their needs at the time, of limited duration and appropriate given their age, stage of development, sex/gender, ethnicity, special educational needs or disability and background. It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one pupil in one set of circumstances may be inappropriate in another, or with a different pupil.
- 9.2 Physical contact should never be secretive or casual, or for the gratification of the adult, or represent a misuse of authority. If a member of Staff, or volunteer, believes that an action could be misinterpreted, the incident and circumstances should be reported.
- 9.3 Physical contact which occurs regularly with a pupil or pupils is likely to raise questions unless the justification for this is part of a formally agreed plan (for example in relation to pupils with SEN or physical disabilities). Any such contact should be the subject of an

agreed and open School Policy and subject to review. Where feasible, Staff should seek the pupil's permission before initiating contact. Staff should listen, observe and take note of the pupil's reaction or feelings and - so far as is possible - use a level of contact which is acceptable to the pupil for the minimum time necessary.

- 9.4 There may be occasions when a distressed pupil needs comfort and reassurance. This may include age-appropriate physical contact. Staff should remain self-aware at all times in order that their contact is not threatening, intrusive or subject to misinterpretation.
- 9.5 Where a member of Staff has a particular concern about the need to provide this type of care and reassurance s/he should seek further advice from a senior manager.
- 9.6 Some Staff, for example those who teach PE and games, or who provide music tuition will on occasion have to initiate physical contact with pupils in order to support a pupil so they can perform a task safely, to demonstrate the use of a particular piece of equipment/instrument or assist them with an exercise. This should be done with the pupil's agreement. Contact under these circumstances should be for the minimum time necessary to complete the activity and take place in an open environment. Staff should remain sensitive to any discomfort expressed verbally or non-verbally by the pupil.
- 9.7 Pupils are entitled to respect and privacy when changing clothes or taking a shower. However, there needs to be an appropriate level of supervision in order to safeguard pupils, satisfy health and safety considerations and ensure that bullying or teasing does not occur. This supervision should be appropriate to the needs and age of the pupils concerned and sensitive to the potential for embarrassment.
- 9.8 Staff may need to be involved in more intimate care at times, especially when they work with a child with special educational needs or disabilities. Staff must ensure that they are aware of and implement the School's Policy on intimate care, ensuring respect and dignity for the child involved. Two members of Staff should be present at all times during intimate care.

10. Behaviour Management & Physical Intervention

- 10.1 All pupils have a right to be treated with respect and dignity. Corporal punishment is unlawful in all Schools. Staff and volunteers must not use any form of degrading treatment to punish a pupil. The use of demeaning or insensitive comments towards pupils is not acceptable in any situation. Shouting aggressively or hectoring is not acceptable in any situation. Deliberately intimidating pupils by overbearing physical presence is not acceptable in any situation.
- 10.2 The circumstances in which Staff can physically intervene with a pupil are covered by the Education Act 1996. Staff may legitimately intervene to prevent a pupil from committing a criminal offence, injuring themselves or others, causing damage to property, engaging in behaviour prejudicial to good order and to maintain good order and discipline. Staff should have regard to the health and safety of themselves and others. Under no circumstances should physical force be used as a form of punishment. The use of

unwarranted physical force is likely to constitute a criminal offence. See the Physical Intervention Policy for more detail.

- 10.3 Any member of Staff who has to physically intervene with a pupil should record the circumstances on CPOMS (our online Child Protection Management System) and report the incident to the Headteacher or a member of the Senior Leadership Team.
- 10.4 The School has trained first aiders/appointed persons. Staff must have had the appropriate training before administering first aid beyond simple grazes and other minor injuries.

11. One-One Situations And Meetings With Pupils

- 11.1 Staff members working in one to one situations with pupils are more vulnerable to allegations. Staff must recognise this possibility and plan and conduct such meetings accordingly. Every attempt should be made to ensure that the safety and security needs of both Staff and pupils are met. Any arrangements should be reviewed on a regular basis.

12. Photography, Videos & Other Creative Arts

- 12.1 Many School activities involve recording images. These may be undertaken as part of the curriculum, extra School activities, for publicity, or to celebrate achievement. The GDPR and the Data Protection Act 2018 affect the use of photography. An image of a child is personal data and it is, therefore, normally a requirement under the Act that consent is obtained from the parent of a child for any images made such as those used for School websites, productions or other purposes. This is done as part of the initial registration process and the information is collated by the School Office Staff.
- 12.2 Staff members need to be aware of the potential for such images to be misused to create indecent images of children and/or for 'grooming' purposes. Careful consideration should be given as to how these activities are organised and undertaken. Particular regard needs to be given when they involve young or vulnerable pupils who may be unable to question why or how the activities are taking place. Pupils who have been previously abused in this way may feel threatened by the use of photography, filming etc in the teaching environment.
- 12.3 Staff should remain sensitive to any pupil who appears uncomfortable and should recognise the potential for misinterpretation. It is also important to take into account the wishes of the child, remembering that some children do not wish to have their photograph taken.
- 12.4 Using images of pupils for publicity purposes will require the age-appropriate consent of the individual concerned and their legal guardians. Images must not be displayed on websites, in publications or in a public place without such consent. The definition of a public place includes areas where visitors to the School have access.

- 12.5 Photographs must not be taken of any injuries, even when there is an allegation of abuse. Recordings must not be made of a child's disclosure.
- 12.6 Photographs should not be kept on Staff's own personal devices.
- 12.7 When using a photograph the following guidance must be followed:
- If the photograph is used, avoid naming the pupil.
 - If the pupil is named, avoid using the photograph.
 - Images must be securely stored and used only by those authorised to do so.
 - Be clear about the purpose of the activity and about what will happen to the photographs when the lesson/activity is concluded.
 - Ensure that a senior member of Staff is aware that the photography/image equipment is being used and for what purpose.
 - Ensure that all images are available for scrutiny in order to screen for acceptability.
 - Be able to justify the images made.
 - Do not make images in one to one situations.
 - Do not take, display or distribute images of pupils unless there is consent to do so.

13. Transport

- 13.1 Staff should not offer lifts to pupils unless the need for this has been agreed by the Headteacher and there should be at least one adult additional to the driver acting as an escort.

14. Internet Use

- 14.1 The School has a separate Policy on internet use, electronic communication and security which forms part of this Code of Conduct. There are also AUPs which give further guidance.
- 14.2 Under no circumstances should adults in School access inappropriate images. Deliberately accessing pornography on School equipment will be treated as gross misconduct and may be a criminal offence. Accessing indecent images of children on the internet, and making, storing or disseminating such material, is illegal and is likely to lead to criminal prosecution and may result in barring from work with children and young people.

15. Sharing Concerns & Recording Incidents

- 15.1 All Staff, volunteers and Governors must be aware of the School's Child Protection Procedures. Staff, volunteers and Governors must be vigilant and share concerns and report incidents. Whistleblowing is the mechanism by which Staff can voice their concerns, made in good faith, without fear of repercussion. See the School's Whistleblowing Policy for more details.
- 15.2 The following "Red Flag Behaviours" give indications of the kinds of situations which should be shared with a senior member of Staff, or, in the case of concerns regarding the

Headteacher, with the Chair of Governors or the Local Authority Designated Officer (LADO)

Lorraine Moss, Chair of Governors:
email: lmoss19.211@olgagsuite.uk

Local Authority Designated Officer (LADO) for Safeguarding concerns:
Melanie Benzie
email: LADO@towerhamlets.gov.uk
Tel: 020 7364 0677 / 07903 238827

“Red Flag Behaviours” include an adult who:

- Allows a pupil/young person to be treated badly and/or pretends not to know it is happening.
- Gossips/shares information inappropriately.
- Demonstrates inappropriate discriminatory behaviour and/or uses inappropriate language.
- Dresses in a way which is inappropriate for the job role.
- Does not treat pupils fairly - demonstrates favouritism.
- Demonstrates a lack of understanding about personal and professional boundaries.
- Uses his/her position of trust to intimidate, threaten, coerce or undermine.
- Appears to have an inappropriate social relationship with a pupil or pupils.
- Appears to have special or different relationships with a pupil or pupils.
- Seems to seek out unnecessary opportunities to be alone with a pupil.

16. Child Safeguarding Competences For Staff & Volunteers Who Work With Children & Young People

The following competences are necessary:

Emotional Awareness

- Aware of the range of emotions in self and others.
- Demonstrates empathy for the concerns of others.
- Listens to and understands directly and indirectly expressed feelings.
- Encourages others to express themselves openly.
- Manages strong emotions and responds constructively to the source of problems.
- Listens to personal comments without becoming defensive.
- In highly stressful situations, keeps own feelings in check, takes constructive action and calms others down.
- Has a range of mechanisms for dealing with stress, can recognise when to use them and does so.
- Shows respect for others’ feelings, views and circumstances.

Working within Professional Boundaries

- Demonstrates professional curiosity.
- Accepts responsibility and accountability for own work and can define the responsibilities of others.
- Recognises the limits of own authority within the role.
- Seeks and uses professional support appropriately.
- Understands the principle of confidentiality.

Self-Awareness

- Has a balanced understanding of self and others.
- Has a realistic knowledge of personal strengths and weaknesses.
- Can demonstrate flexibility of approach.
- Shows a realistic appreciation of the challenges of working with this client group.

Ability to Safeguard and Promote the Welfare of Children & Young People

- Appreciates the significance of safeguarding and interprets this accurately for all individual children and young people whatever their life circumstances.
- Has a good understanding of the safeguarding agenda.
- Can demonstrate an ability to contribute towards a safe environment.
- Is up-to-date with legislation and current events.
- Can demonstrate how s/he has promoted 'best practice'.
- Shows a personal commitment to safeguarding children.

17. Secondary Employment

- 17.1 Any secondary employment (including voluntary work) undertaken must not conflict with the School interests or bring it into disrepute, must not interfere with the proper performance of a colleague's duties, and must only be undertaken outside the colleague's working hours. In such a case it is the responsibility of the individual to ensure that they meet with all the appropriate taxation, insurance and Working Time Regulations associated with being self-employed / an employee of another organisation.
- 17.2 Colleagues are expected to discuss any other paid work with their Headteacher prior to taking it up. Where voluntary work will take up a substantial amount of time this should also be discussed. It is strongly recommended that a written record of this discussion is kept.
- 17.3 Colleague appointments as Governors, Councillors, Trade Union officials, membership of the Territorial Army, as a Justice of the Peace or as a Member of the Employment Tribunal do not constitute secondary employment as described in this Code. Nonetheless the principles of Staff making Headteachers aware of these duties and seeking appropriate time off in a reasonable and timely manner apply.
- 17.4 The Governing Body understands the value and importance to both individuals and Schools of extending professional experience. Where a colleague wishes to provide their services on a consultancy basis, either to another organisation, or as a representative of

another organisation, they should first obtain approval from their Headteacher and their School Governing Body. In the case of Headteachers, approval should be sought through the Local Authority and the Chair of the Governing Body. Approval will be dependent on the needs of the School at that time.

- 17.5 Where the work takes place during normal working hours, any payments should be made to the School through an invoicing system. The individual will be entitled to claim reasonable travel expenses for providing the service, though no additional remuneration will be possible.
- 17.6 Where the work takes place outside the School day - evenings or weekends - this is viewed as 'secondary employment'.
- 17.7 In such cases, approval must be obtained for the use of any materials owned by the School, or obtained through employment, therein. This is particularly important in relation to Data Protection and Child Protection.
- 17.8 While it is appreciated and understood that much good practice within education comes from sharing experiences and expertise, the School reserves the right to intellectual copyright over materials, research and innovative practices which have been developed in conjunction with or as a result of employment by the School. The School recognises that there may be situations where a member of Staff has reasonable expectations on intellectual property rights and this clause is not intended to claim that the School has universal claim over them in all circumstances.

Appendix 1: Olga Personnel File Summary of Low-Level Concern

appendix_1_-_olga_personnel_file_summary_of_low-level_concern.docx • 15.2 KB • [Download file](#)