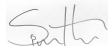




Staff Code of Conduct

Review Cycle	Date of Current Policy	Author(s) of Current Policy	Review Date
Annual	01/08/2023	Simon Hunt	1/08/2024

Role	Name	Signature	Date
Director	Simon Hunt		01/08/2023

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Discovery Education - may be referred to as 'The company' in the following document.

Introduction

All employees have personal and legal responsibilities, including; treating others with dignity and respect; acting honestly, treating equipment appropriately, adhering to health and safety guidelines and practicing equal opportunities at all times. The Code of Conduct applies to all employees of Discovery Education.

This document is not a prescriptive guide to what employees should and should not do. It highlights the principal areas where employees must be aware of their responsibilities when working at Discovery Education and is a framework for behaviour. Employees must ensure they are familiar with the specific policies that underpin these behaviours through reference to the documents highlighted in the "Required Reading" throughout the code. If these documents are not supplied at induction, the employee must ask Discovery Education for copies.

Discovery Education directors are responsible for the day to day operation of this document.

1 Compliance with the Code of Conduct

The Code of Conduct forms part of an employee's contract. Failure to comply with it and with the associated Discovery Education policies ("Required Reading") may result in disciplinary action being taken and Discovery Education reserves the right to take legal action against employees where breaches of the Code warrant such action.

2 Professional behaviour and conduct

2a - Treating other people with dignity and respect

All employees are expected to treat other colleagues, pupils and external contacts, such as parents, with dignity and respect.

Staff are required to comply with Discovery Education's equality policies in respect of colleagues, students and other contacts such as parents. Unacceptable behaviour such as discrimination, bullying, harassment or intimidation will not be tolerated. This includes physical and verbal abuse and use of inappropriate language or unprofessional behaviour with colleagues, pupils and parents.

2b - Appropriate relationships with children

Discovery Education employees are expected to act in an open and transparent way that would not lead any reasonable person to suspect their actions or intent. Employees in Discovery Education are in a position of trust and have a duty to protect young people from discrimination and harm and to maintain appropriate professional boundaries. It is equally important for staff to avoid behaviour that might be misinterpreted by others in order to protect both young people and themselves. Staff are required to read and understand Discovery Education's policies on safeguarding.

2c - Professional behaviour

Employees must not misuse or misrepresent their position, qualifications or experience or bring the reputation of Discovery Education into disrepute. Such behaviour may lead to disciplinary action.

2d - Criminal Actions

Discovery Education employees must inform the company director immediately if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution. A discussion with the employee will take place in the context of their role and responsibilities in order to help safeguard children and other employees within Discovery Education.

2e - required reading

- o Child Protection/Safeguarding Policy and Procedure September 2022
- o Equalities Policy
- o Teachers' Standards (available on the DfE Website)

3 Declarations of Interests

An employee is required to declare this where the group or organisation would be considered to be in conflict with the ethos of Discovery Education. Membership of a trade union or staff representative group would not need to be declared.

Employees should also consider carefully whether they need to declare to Discovery Education their relationship with any individual(s) where this might cause a conflict with activities. For example, a relationship with an Discovery Education staff member or a contractor who provides services to Discovery Education.

Failure to make a relevant declaration of interests is a very serious breach of trust and therefore if employees are in doubt about a declaration, they are advised to take advice from line manager.

All declarations, including nil returns, must be submitted in writing to the Line Manager on an Discovery Education register of business interests (Appendix B).

4 Probity of records and other documents

The deliberate falsification of documents is not acceptable. Where an employee falsifies records or other documents, including those held electronically, this will be regarded as a serious disciplinary matter and potentially a criminal offence. Where an employee who has claimed any benefit, including housing benefit, either directly or indirectly and has failed to disclose their full earnings, this will be treated as gross misconduct and the employee may be dismissed and referred to the police.

5 Enhanced DBS

Your employment is subject to a satisfactory enhanced Disclosure & Barring Service (DBS) disclosure.

Throughout your employment with Discovery Education you will be required to be registered with the DBS update service, Discovery Education will pay the subscription fee whilst you remain an employee of Discovery Education It is your responsibility to ensure that you are registered and remain registered.

Your continued employment in this post is subject to satisfactory DBS disclosure, which the company may request at any time including regular updates. The company may, at any time, require you not to work or may restrict your duties pending receipt of a new or more up to date and satisfactory DBS disclosure.

Discovery Education reserves the right to continue to carry out DBS checks, including scrutiny of the DBS update service, throughout your employment in this job. If you fail to provide relevant information within a reasonable timeframe to enable Discovery Education to carry out DBS checks or unsatisfactory information is received, your continued employment will need to be considered, the outcome of which may be dismissal.

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. You are required to disclose any previous criminal convictions.

If you fail to honestly and accurately disclose any previous convictions, or a conviction is disclosed which may render you unsuitable for employment with access to children and vulnerable adults, the Trust has the right to terminate your employment immediately.

You are required to inform your manager in writing immediately if you are subject to a criminal conviction, caution, ban, police enquiry or pending prosecution.

6 Financial Inducements

6a - Financial Regulations

All Discovery Education employees must comply with the Discovery Education Finance Policy and company Handbook. Employees should familiarise themselves with the regulations but some of the principle employee requirements are summarised below.

6b - Business Contacts.

In this section, "business contact" refers to any person, body or organisation with which Discovery Education is involved on a financial or charitable basis (including contractors; developers; consultants; regional or national charities). This also includes business contacts who are potential suppliers (e.g. they are tendering for future business).

6c - Declaration of gifts.

Any gifts that are received should be declared in writing on the Register of Gifts and Hospitality (Appendix C) with the exception of those items specifically identified in section 6d below. This document shall remain available for inspection by the company directors.

6d - Gifts or hospitality to an employee

Where a business contact offers a personal gift, personal payment or other incentive such as secondary employment to an employee, these should not be accepted and should be returned with a suitable official letter. Such offers should be declared and recorded in the Register of Gifts and Hospitality.

If it is not possible to return gifts then the employee who deals with that supplier should declare the gift to the directors who will keep a record of it and decide how it is to be used. Such gifts remain the property of Discovery Education and should be included in the Register of Gifts and Hospitality.

The only exceptions to these are:

- low cost, functional items suitable for business use rather than personal use and displaying the supplier's logo e.g. diaries, calendars and pens. These items may be accepted and do not have to be included in the Register of Gifts and Hospitality;
- gifts offered by parents or students to Discovery Education staff to express their thanks, such as boxes of chocolates, however, only gifts with an individual value of £25 or less may be accepted. Such gifts do not have to be declared in writing or be included in the Register of

Gifts and Hospitality. For the avoidance of doubt employees must always refuse gifts of money.

Where hospitality in the form of meals and drinks is offered by a business contact, this is only acceptable where it forms part of a normal business meeting (for example, refreshments at training events or meals at evening meetings). Offers of hospitality to specific events, such as a dinner or sporting event, should only be accepted after authorisation from the directors. These would normally only be approved where there is a clear and demonstrable benefit to Discovery Education and the hospitality would not expose Discovery Education to criticism that the business contact was exerting undue influence. These should be recorded in the Register of Gifts and Hospitality.

Visits by employees to exhibitions, demonstrations, conferences, business meals and social functions in connection with Discovery Education's business and authorised by Discovery Education, shall be at Discovery Education's expense.

6e - Gifts or hospitality to Discovery Education

Where a business contact sends a gift to Discovery Education (for example, a stationery supplier sending a gift), these should not be accepted and should be returned to the supplier. Such offers should be declared and recorded in the Register of Gifts and Hospitality. If it is not possible to return the gift, the employee who usually deals with the supplier should declare the gift to the directors who will keep a record of it and decide how it is to be used. Such gifts remain the property of Discovery Education and should be included in the Register of Gifts and Hospitality. The only exceptions to this are low cost, functional items suitable for business use (as opposed to personal use), such as diaries, calendars or pens, which may be accepted and do not have to be declared on the Register of Business Interests.

7 Use of Discovery Education Contacts

A part from participating in concessionary schemes arranged by trade unions or other such groups for their members, employees shall not use Discovery Education's business contacts for acquiring materials or services at trade / discount prices for non- Discovery Education activities.

7a - Required Reading Discovery Education Finance Policy

8 Other Employment

Employees are permitted to take up secondary employment outside Discovery Education as long as the activity does not constitute a conflict of interest, adversely affect their primary employment at Discovery Education or exceed the legal maximum working week of 48 hours as defined by the Working Time Regulations.

The secondary employment must be undertaken outside the working hours of the employee's normal post and employees are required to keep the directors informed of their employment at other organisations.

9 Health and Safety

Employees must adhere to Discovery Education's Health, Safety and Wellbeing Policies, procedure and guidance and must ensure that they take every action to keep themselves and everyone in Discovery Education environment safe and well.

This includes taking immediate safety action in a potentially harmful situation (either at Discovery Education or off-site) by complying with statutory and Discovery Education guidelines and collaborating with colleagues, agencies and the local authority.

9a. Required Reading Discovery Education Health, Safety and Wellbeing Policies.

10 Use of Alcohol and Illegal Drugs

The taking of illegal drugs during working hours is unacceptable and will not be tolerated. All employees are expected to attend work without being under the influence of alcohol or illegal drugs and without their performance being adversely impacted by the consumption of alcohol or illegal drugs.

If alcohol or drug usage impacts on an employee's working life, A Discovery Education has the right to discuss the matter with the employee and take appropriate action, having considered factors such as Discovery Education's reputation and public confidence.

11 Smoking on Academy premises

Smoking or vaping on any academy premises within buildings or the grounds is not permitted at any time.

12 Use of Discovery Education Premises, Equipment and Communication Systems

Discovery Education equipment and systems (phone, email and computers) are available only for Discovery Education related activities and should not be used for the fulfilment of another job or for personal use. This includes photocopy facilities, stationery and premises. It also applies to access provided for remote use (e.g. hand-held portable devices etc.) and to staff working outside of Discovery Education premises and using their own IT equipment. Illegal, inappropriate or unacceptable use of Discovery Education equipment or communication systems may result in disciplinary action and in serious cases could lead to an employee's dismissal. This list is not exhaustive and includes;

- creating, sending or forwarding any message that would reasonably be considered inappropriate or unacceptable;
- committing or implying commitment to any contractual arrangements;
- accessing, publication or circulation of illegal, offensive, unacceptable, inappropriate or non-work-related material;
- any illegal activities;
- posting confidential information about Apogee Education and/or other employees, children or parents;
- gambling or gaming;
- unauthorised use of Discovery Education facilities (or employee's personal IT equipment), for personal use during employee's working time.

Employees receiving inappropriate communication or material or who are unsure about whether something s/he proposes to do might breach this policy should seek advice from the directors.

Discovery Education has the right to monitor e-mails, phone-calls, internet activity or document production, principally in order to avoid offensive or nuisance material and to protect systems from viruses, but also to ensure proper and effective use of systems.

Communication systems may be accessed when the Discovery Education suspects that the employee has been misusing systems or facilities or for the investigation of suspected fraud or other irregularity.

Accredited Trade Union representatives can use Discovery Education communication systems for the purposes of undertaking trade union duties and these will be treated as confidential. Passwords must not be shared and access to computer systems must be kept confidential. Breach of this confidentiality may be subject to disciplinary action. Where appropriate Discovery Education should consider a system of proxy access.

Any Discovery Education equipment that is used outside Discovery Education premises, for example laptops, should be returned to Discovery Education when the employee leaves employment or upon request by the director.

13 Social Networking Websites

Discovery Education employees must not access social networking websites for personal use (i.e. non job-related use) during work time.

Access to some journals, blogs and social networking sites is permitted during work time for the purposes of undertaking job related duties only. Discovery Education employees must act in the best interests of Discovery Education and not disclose personal data or information about any individual including staff, young people or children. This includes images. Access may be withdrawn and disciplinary action taken if there is a breach of confidentiality or defamatory remarks are made about Discovery Education staff, young people or children.

Discovery Education respects an employee's private life. However, the Trust must also ensure that confidentiality and its reputation are protected. Employees using social networking websites in their private life;

- must refrain from identifying themselves as working for Discovery Education in a way which has, or may have, the effect of bringing Discovery Education into disrepute;
- must not identify other Discovery Education employees, children or young people without their consent;
- must not make any defamatory remarks about Discovery Education, its employees, children or young people, or conduct themselves in a way that is detrimental to Discovery Education;
- disclose personal data or information about the Discovery Education, employees, children or young people, that could breach the Data Protection Act 1998, for example, posting photographs or images of children or young people;
- must not allow pupils to access their personal social networking accounts and where they are contacted by a pupil they should bring it to the Headteacher's attention.

14 Personal Websites and Blogs

Employees who wish to set up personal web-forums, weblogs or 'blogs' must do so outside of work, not using Discovery Education equipment and adhere to the points detailed in the paragraph above.

15 Confidentially

All employees at Discovery Education come into contact with a significant volume of data and information in relation to pupils, staff, Discovery Education activities and many other matters. It is a requirement to read and to observe the requirements of the Data Protection Act 2018 and UK GDPR.

14a - Required reading:
GDPR (Data Protection Policy)

14b - Managing data

Under the Data Protection Act, staff are required to collect, maintain and dispose of sensitive or personal data in a responsible manner.

14c - Disclosing data

Staff should not disclose sensitive information about Discovery Education, its employees or the Trust to other parties, for example, parents or colleagues. There are particular exceptions to this; for example, disclosure of suspected or alleged abuse of a pupil to Child Protection officers; discussion with a person accompanying or representing an employee in a formal meeting or disclosure under the Whistleblowing Procedure. All communication with the media must be directed through the directors or their nominee.

There are circumstances in which staff are obliged to release pupil data, for example, parents seeking information about pupil progress or other colleagues in Discovery Education. Staff should be aware that, from time to time, information about employees' salaries is matched with other public sector information (for example housing benefits) in order to prevent fraudulent claims.

14d - Access to data

Everyone has the right to request access to data that is held about them and such requests should be made to the Headteacher who will address the request in conjunction with the Discovery Education Data Protection Officer.

16 Copyright

Copyright legislation must be adhered to. 15a. Required reading: Copyright in Education and Teaching

16a. Required reading: Copyright in Education and Teaching

17 The Bribery Act 2010

The Bribery Act 2010 came into force on 1 July 2011. It covers bribery and corruption in business activities in the UK and overseas. Under the Bribery Act 2010, a bribe is a financial or other type of advantage offered with the intention of inducing or rewarding improper performance of a function or activity, or knowledge or belief that accepting such a reward would constitute the improper performance of such a function or activity.

A criminal offence will be committed under the Act if:

- An employee or associated person acting for, or on behalf of, the academy offers, promises, gives, requests, receives or agrees to receive bribes.
- An employee or associated person acting for, or on behalf of the academy, offers, promises or gives a bribe to a public official with the intention of influencing that official in the performance of their duties.
- And, in either case, the academy does not have the defence that it has adequate procedures in place to prevent bribery.

Unacceptable practice

It is not acceptable for employees to:

- Give, promise or offer a payment, gift or hospitality, with the expectation or hope that an advantage for the academy will be received or to reward an advantage already received.
- Give, promise or offer a payment, gift or hospitality to a government official, agent or representative to facilitate or expedite a routine procedure.
- Accept payment from a third party if they know or suspect that it is offered with an expectation of a business advantage in return.
- Threaten or retaliate against another worker who has refused to commit a bribery offence or who has raised concerns under this policy.
- Engage in any activity that may lead to a breach of this policy.

Acceptable practice

This policy does not prohibit normal and appropriate hospitality (both given or received) if the following requirements are met:

It is not made with the intention of influencing a third party to obtain or retain business or a business advantage, or to reward the provision or retention of business or a business advantage, or in exchange for favours or benefits.

It is given in the academy's name, not in the individuals.

It complies with local law.

It does not include cash or a cash equivalent, e.g. vouchers, gift certificates.

It is appropriate in the circumstances, e.g. the giving of small gifts at Christmas time.

The type and value of the gift is reasonable given the reason the gift is offered.

It is given openly, not secretly.

Gifts should not be offered to, or accepted from, government officials or representatives without the prior approval of your Line Manager.

The advice of the academy is to, in all circumstances, consider whether the gift or hospitality is reasonable and justified and to consider the intention behind the gift.

Charitable donations

Charitable donations are considered to be part of Discovery Education's wider purpose. Discovery Education supports a number of carefully selected charities.

Discovery Education may also support fundraising events involving employees and will only make charitable donations that are legal and ethical.

No donation must be offered or made in the company's name without the prior approval of the directors.

Gifts and hospitality from parents and pupils

It is permissible for staff to accept gifts from parents and pupils, for example, before Christmas and at the end of term/year.

Gifts of a value of £25 or less can be accepted from parents and pupils without approval from the Headteacher (providing that these gifts do not satisfy the conditions outlined in 5.4). These gifts do not need to be recorded in the Gifts and Hospitality Register.

Staff are permitted to accept gifts from groups of pupils or parents up to the value of £50 (providing that these gifts do not satisfy the conditions outlined in 5.4). These gifts do not need to be recorded in the Gifts and Hospitality Register.

Staff must not accept:

- Cash or monetary gifts, including tokens and store gift receipts.
- Gifts or hospitality offered to their spouse, partner, family member or friend.
- Gifts or hospitality from a potential supplier or tenderer.
- Lavish or extravagant gifts or hospitality.

Staff will consider the following before accepting gifts or hospitality:

Whether there is any benefit to the academy in them accepting the scale, amount, frequency and source of the offer.

- The timing of the offer in relation to forthcoming decisions.

- Whether accepting the offer could be misinterpreted as a sign of their, or Discovery Education's, support or favour.

Where staff believe the offer satisfies one of the conditions above, staff will seek prior approval from the directors before accepting the offer.

Staff will not accept any gifts that they believe to be excessive or more than simply a token gift of gratitude at an acceptable time of year, such as Christmas or end of term/year.

If a gift is received without warning, staff will politely decline the gift. Or, if they feel it would be inappropriate to do this, they will refer the matter to the directors as soon as possible to allow the directors time to decide the course of action.

The directors may decide to return the gift or donate the gift to a charity/other local cause.

If staff are unsure whether to accept a gift in any situation, they will speak to the directors

Parents and pupils will be informed of the company's policy regarding gifts and hospitality and will be encouraged to speak to the director if they want to give a staff member a gift which is of high value or may satisfy any of the conditions.

Gifts to staff from the academy

The purchasing of excessive or alcoholic gifts is regarded as irregular expenditure.

Discovery Education may, at the directors discretion, provide staff with token gifts to reward efforts beyond their duties such as significant contributions towards extra-curricular activities. These gifts will be non-monetary, non-alcoholic and cost less than £20.

Reporting suspected bribery

Employees are encouraged to raise concerns about any suspicion of bribery or corruption at the earliest possible opportunity to the director. Issues that should be reported include:

- Any suspected or actual attempts at bribery.
- Any concerns that an employee may be in receipt of bribes.
- Any concerns that an employee may be offering or delivering bribes.

All concerns should be reported following the procedure set out in Discovery Education's Whistleblowing Policy.

All reports of bribery will be investigated thoroughly and in a timely manner by the appropriate member of staff and in the strictest confidence.

Employees who raise concerns in good faith will be supported by the company and the company will ensure that they are not subjected to any detrimental treatment as a consequence of their report. Any instances of detrimental treatment against an employee for reporting a suspicion will be treated as a disciplinary offence.

Following investigation for suspected bribery

Discovery Education will invoke disciplinary procedures where any employee is found guilty of bribery and this may result in a finding of gross misconduct and immediate dismissal. The company may terminate the contracts of any associated persons, including consultants or other workers acting for, or on behalf of Discovery Education, who are found to have breached this policy.

Record keeping

Discovery Education keeps financial records and has appropriate internal controls to provide evidence for the business reasons for making payments to third parties.

Employees will make the directors aware of all hospitality or gifts received or offered over the value of £20, or £50 if received from multiple recipients, these will be subject to managerial review.

The Register of Gifts and Hospitality Register

The Register of Gifts and Hospitality Register is used to record gifts or hospitality that needs to be recorded. The following information will be recorded:

- the nature of the gift/hospitality
- the date the gift/hospitality was offered
- who the gift/hospitality was offered by
- name of staff member the gift/hospitality was offered to
- value of the gift/hospitality
- action taken – for example, whether the offer was refused or accepted.

Employees' expenses claim relating to hospitality, gifts or expenses incurred to third parties are submitted in accordance with the company's Finance Policy.

All invoices, accounts and related documents should be prepared and maintained with the highest accuracy and completeness.

No accounts may be kept "off-book".

Appendix A
Annual Declaration

Discovery Education Declarations
Please ensure all sections are completed in full. Please sign and ensure it is countersigned

Employee name:	
Position:	
Date:	
I understand my responsibility to safeguard children, and I am aware that I must notify my manager of anything that may affect my suitability to work with children. I will ensure that I notify my manager of any convictions, cautions, court orders, reprimands or warnings I may receive. I will notify my manager immediately in writing if I am under criminal investigation, or subject to a pending caution, warning or criminal prosecution I hereby declare that the information I have provided in relation to criminal convictions, prosecutions pending and cautions is accurate.	

DBS Update Service

Your continued employment in your post is subject to satisfactory DBS disclosure. Throughout your employment with Discovery Education you are required to be registered with the DBS update service. It is your responsibility to ensure you are registered and remain registered (if Discovery Education pay for the registration direct you must ensure this remains in place). You are able to claim the annual subscription fee from Discovery Education whilst you remain an employee of the company. The company reserves the right to carry out DBS checks throughout your employment with the .

I hereby declare that I have maintained my annual subscription of the DBS Update Service. Please circle the appropriate response:

Yes No

Date of Renewal:

Keeping Children Safe in Education (KCSIE)

I confirm that I have read and understood the content of the current version of KCSIE and any update for this current year

Yes No

Criminal record declaration form

Do you possess, or have you previously possessed, a criminal record? Please circle the appropriate response:

Yes No

Please disclose details of any previous unspent convictions:

Have you received any criminal convictions, cautions, reprimands, warnings, fines, penalties in the last 12 months? Please circle the appropriate response and provide details as appropriate and enter details in the box below if relevant:

Yes No

Date of offence	Offence	Conviction/Pending

Date of Caution	Reason for Caution

Business Travel Declaration Form

I confirm that:

- I have, and will maintain, business travel insurance cover on any vehicle that I intend to use for driving at work.
- My business travel insurance policy covers business passengers.
- I have a valid driving licence with no points or other endorsements – **if you have points on your licence, please complete the box below.**
- I will inform my line manager as soon as possible of any changes to my licence status.
- I will ensure that I follow the Highway Code and relevant laws while driving at work.
- I understand that I am responsible for the roadworthiness of my vehicle (including a valid MOT and Road Fund Licence).
- I understand that I am responsible for all passengers in my vehicle and will ensure that their behaviour does not give rise to any possible claim from another traveller or a third party.
- I will only drive when I am fit and well to do so.
- I confirm I have no pending endorsements, convictions or disqualifications.
- I hereby declare that the information I have provided in relation to business travel is accurate.

Please circle the appropriate response:

Yes No

Date of offence	Offence	Conviction/Pending

I wish to declare the following information in accordance with Discovery Education requirements that a Register of Gifts and Hospitality should be maintained.

You should provide full details of your declaration below, including a nil return:

Declaration of gifts and hospitality		
Date gift received	From whom	Gift or hospitality

I wish to declare the following information in accordance with Discovery Education's requirements that a Register of Business Interests should be maintained.

You should provide full details of your declaration below, including a nil return:

Declaration of relationships or contracting arrangements	
Relationships or links with businesses. Contracts or proposed contracts (or any activity which would cause potential conflict) in which you are involved / interested.	State whether the interest is direct or indirect, and the nature of the interest.

Employee Name	
Employee Position	
Employee Signature	
Date	

