Code of Conduct
(Professional Expectations Framework)

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1. Introduction – About the Framework

All employees have personal and legal responsibilities, including treating others professionally and with dignity, acting honestly, using public funds and school equipment appropriately, adhering to health and safety guidelines and practising equal opportunities at all times. These expectations are set out below and should be fully observed by all staff employed by the Flying High Partnership (FHP).

This document is not a prescriptive guide to what employees should and should not do. It highlights the principal areas where employees need to be aware of their responsibilities when working in the school, or representing the school, and is a framework for behaviour. Employees should 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. The documents will be available in the school office or via the Teams FHP - All Staff Area.

The expectations contained within this Code form part of the Trust's commitment to safeguarding and promoting the welfare of children and young people and apply to all those working within our schools and services.

1.1 Who this Framework Applies To

This Code of Conduct applies to all individuals working within or on behalf of Flying High Partnership, including:

- employees
- workers
- agency staff
- consultants and contractors
- volunteers
- governors and trustees where applicable
- trainees, apprentices and those undertaking work experience placements

For the purposes of this Code of Conduct, the term "employee" will be used throughout to refer collectively to all individuals covered by this framework unless otherwise stated.

All individuals working within Flying High Partnership are expected to uphold these standards of conduct, behaviour and professionalism regardless of their employment status or contractual arrangements.

Where individuals are employed by an external organisation, they remain subject to the expectations set out within this Code whilst working within or on behalf of Flying High Partnership and must comply with all relevant Trust policies, procedures and safeguarding requirements.

1.2 Flying High values and behaviours

This Code of Conduct is underpinned by the Flying High Partnership values of Unique, Exceptional and Sustainable and the adult cultural expectation behaviours that bring these values to life. All colleagues are expected to demonstrate these behaviours consistently in their interactions with children, families, colleagues and the wider community.

1.3 Employer of choice statement

Flying High Partnership is committed to being an employer of choice. We believe that high professional standards and a positive, supportive working culture go hand in hand. This Code of Conduct is intended not only to provide clear expectations but also to support colleagues in creating environments where both children and adults can flourish.

2. Compliance with the Code of Conduct

All employees covered by this Code of Conduct are expected to uphold the highest standards of personal and professional conduct and to comply with this Code of Conduct, Trust policies, statutory guidance and any professional standards relevant to their role.

All employees are responsible for ensuring that they:

- read and understand all policies, procedures and guidance provided as part of their induction, including but not limited to:
  - Keeping Children Safe in Education Part 1
  - Child Protection and Safeguarding Policy
  - Low Level Concerns Policy
  - Whistleblowing Policy
  - Equality, Diversity and Inclusion policies
  - Mobile Phone Policy
  - ICT Acceptable Use Policy
  - any role specific policies relevant to their duties
- comply with all Trust and school policies relevant to their role
- keep themselves up to date with policy changes, revised guidance and legislative updates
- participate in mandatory training and professional learning activities as required
- seek advice from their line manager where they are unsure of the expectations placed upon them

Employees are expected to fulfil the duties, responsibilities and accountabilities outlined within their job description and to carry out their role in accordance with any relevant professional standards. This includes, where applicable, the Teachers' Standards, Headteachers' Standards, Early Years Foundation Stage requirements and any standards or codes of practice associated with professional membership bodies.

As a publicly funded organisation serving children, families and communities, Flying High Partnership expects all employees to uphold the Nolan Principles of Public Life:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

These principles underpin public trust and confidence in the education sector and should be demonstrated in all professional decision making, relationships and behaviours.

Employees are expected to conduct themselves in a manner that reflects the values of the Flying High Partnership and the adult behaviours that bring those values to life. Colleagues should demonstrate professionalism, integrity, respect and accountability in all interactions with children, families, colleagues, governors, trustees, partners and the wider community.

All employees have a responsibility to raise concerns where they believe conduct, practice or decision making is inconsistent with this Code, Trust policies or statutory requirements. Concerns should be raised through the appropriate safeguarding, management, low level concerns or whistleblowing procedures.

Failure to comply with this Code of Conduct, Trust policies, statutory guidance or professional standards may result in formal action being taken under the Trust's disciplinary procedures. In cases

involving safeguarding, professional misconduct or unlawful behaviour, matters may also be referred to relevant regulatory, professional or statutory bodies.

Flying High Partnership is committed to creating a culture of openness, transparency and continuous improvement in which all employees are supported to understand and meet these expectations. Leaders and managers have a responsibility to ensure colleagues are made aware of new and updated policies, receive appropriate training and are supported to apply professional standards consistently and effectively.

3. Professional Behaviour and Conduct

Employees of Flying High Partnership are expected to maintain the highest standards of personal and professional conduct. As professionals working with children, families and communities, employees are in positions of trust and must conduct themselves in a manner that promotes confidence, reflects positively on the Trust and contributes to a culture where children and adults can flourish.

All employees are ambassadors for Flying High Partnership and should uphold the Trust's values of Unique, Exceptional and Sustainable through their actions, decisions and interactions with others. Employees are expected to demonstrate the adult behaviours that underpin our culture, including care, trust, humility, aspiration, commitment, curiosity, enablement, resilience, responsibility and a solution focused mindset.

The standards set out within this section apply to all aspects of professional practice, including safeguarding, relationships, communication, confidentiality, use of technology, honesty and integrity, and conduct both within and outside of work.

Flying High Partnership is committed to supporting employees through clear policies, guidance, training and professional development. Employees are, however, personally responsible for ensuring that their conduct consistently meets the expectations set out within this Code.

Concerns relating to conduct or behaviour may be addressed through informal guidance, professional support, safeguarding processes, the Low Level Concerns Policy or formal management procedures. Serious or repeated breaches may result in disciplinary action and, where appropriate, referral to relevant professional, regulatory, safeguarding or statutory bodies.

3.1 Treating Other People with Dignity and Respect.

Flying High Partnership is committed to creating an inclusive environment where every individual feels respected, valued and has a genuine sense of belonging.

Employees must:

- treat all individuals fairly, consistently and with dignity
- maintain professional relationships that are built on mutual respect
- challenge discrimination, bullying, harassment, victimisation and inappropriate behaviour
- support an environment where differing views can be expressed respectfully
- contribute positively to a culture of psychological safety where individuals feel able to seek support, share ideas and raise concerns

Behaviour that undermines the dignity of others, including inappropriate language, intimidation, exclusion, harassment or bullying, whether in person, in writing or online, will not be tolerated.

Employees are required to comply with the Trust's equality, diversity and inclusion policies and to uphold the principles of the Equality Act 2010.

3.2 Expectations

Employees are expected to act as role models and maintain high standards of conduct both within and outside the workplace.

Employees must:

- put children and young people at the centre of their decision making
- maintain high standards of attendance, punctuality and professionalism
- demonstrate the Flying High values and adult behaviours in their daily practice
- uphold the reputation of the Trust and the wider profession
- work collaboratively and positively with colleagues across the Partnership
- take responsibility for their own professional development and continuous improvement
- act honestly and with integrity in all aspects of their work
- challenge behaviour or practice that falls below expected standards
- report concerns in accordance with safeguarding, low level concerns and whistleblowing procedures
- act in accordance with statutory guidance and professional standards applicable to their role

Employees must not:

- misuse their position of trust
- discriminate against, harass or victimise others
- undermine the values of democracy, the rule of law, individual liberty and mutual respect
- express personal beliefs in ways that exploit vulnerability, cause harm or compromise professional responsibilities

3.3 Appropriate Relationships with Children

All employees have a responsibility to maintain professional boundaries and appropriate relationships with children at all times.

Employees are in positions of trust and must recognise the influence that their role brings. Maintaining clear professional boundaries protects both children and staff and helps ensure that interactions cannot reasonably be misinterpreted.

Employees must:

- act in a professional, open and transparent manner
- maintain appropriate emotional and professional boundaries
- avoid behaviour that may appear favouritist, secretive or inappropriate
- ensure that communications and interactions with children are professional and linked to their role

Where one to one work is necessary, employees should ensure that:

- the activity takes place in an appropriate environment
- visibility is maintained wherever possible
- another adult is aware that the activity is taking place
- the purpose is linked directly to educational, pastoral or safeguarding responsibilities

Employees must not:

- develop inappropriate personal relationships with children
- exchange personal contact details with children
- communicate with children through personal social media accounts, messaging platforms or personal email accounts
- arrange to meet children outside of approved school activities without prior authorisation and appropriate safeguards

There may be occasions where physical contact with a child is appropriate, necessary and in the child's best interests, for example when providing comfort, first aid, personal care or physical support. Any physical contact should always be proportionate, age appropriate, related to the employee's duties and capable of being openly explained and justified. Employees should avoid unnecessary physical contact and follow relevant Trust guidance where physical intervention is required.

Employees should exercise professional judgement at all times and avoid situations that could place themselves or children at risk.

Any concerns regarding professional boundaries, whether relating to themselves or another member of staff, must be reported in line with the Trust's safeguarding procedures, Low Level Concerns Policy and, where appropriate, recorded using the Trust's Low Level Concerns Form.

3.3a Physical Contact, Intimate Care and Physical Intervention

There will be occasions where physical contact with children is appropriate, necessary and in the child's best interests. Any physical contact should always be professional, proportionate, age appropriate and related to the employee's duties.

Employees should always consider:

- the needs and age of the child
- the context and purpose of the contact
- whether the contact is necessary
- how the contact may be perceived by others

Physical contact should never be secretive, unnecessary, excessive or for the benefit of the adult.

Some employees may be required to provide first aid, personal care, intimate care or physical assistance as part of their role. Such support should be delivered in accordance with the child's needs, relevant care plans and Trust procedures, whilst preserving the dignity, privacy and wellbeing of the child.

There may also be occasions where physical intervention is necessary to prevent injury, serious disruption or damage to property. In such circumstances, employees must act in accordance with the Trust's Behaviour Policy and any guidance relating to the use of reasonable force. Any intervention must be proportionate, reasonable, necessary and recorded in line with school procedures.

Any employee who is concerned that their actions may have been misinterpreted should report the matter to their line manager, Headteacher or Designated Safeguarding Lead as soon as possible.

3.3b Gifts and Favouritism

Employees should take care when giving or receiving gifts involving children. Gifts or rewards given to children should only be provided as part of an agreed school approach to recognising achievement, effort or positive behaviour, or where they have been discussed and approved by an appropriate leader.

Employees should avoid situations that could give rise to actual or perceived favouritism, preferential treatment or inappropriate relationships. Individual gifts should be exceptional, transparent and capable of withstanding scrutiny. Employees should also exercise caution when accepting gifts from children or their families and should comply with the Trust's requirements regarding gifts and hospitality.

3.3c Reporting Concerns and Low Level Concerns

All employees have a responsibility to safeguard children and to maintain professional standards. Where an employee witnesses, experiences or becomes aware of behaviour that may not be consistent with this Code of Conduct, they must take appropriate action.

Concerns regarding the conduct of another adult, including behaviour that falls below expected professional standards but may not meet the threshold for formal disciplinary action, should be reported in accordance with the Trust's Low Level Concerns Policy and recorded using the Trust's Low Level Concerns Form.

Employees should not assume that someone else will raise the concern and should seek advice if they are uncertain whether a concern should be reported. Creating a culture of openness, transparency and professional curiosity helps to safeguard children and protects both colleagues and the Trust.

3.3d Conversations of a Sensitive Nature

Many employees have responsibilities that involve supporting children and young people with personal, emotional, behavioural or safeguarding concerns.

Employees should listen sympathetically and respond appropriately whilst maintaining professional boundaries at all times.

Where conversations involve sensitive or personal matters, employees should:

- remain professional and objective
- avoid intrusive or leading questioning
- avoid creating dependency or overfamiliarity
- record and report safeguarding concerns in accordance with Trust procedures
- seek support from appropriate pastoral or safeguarding colleagues where required

Employees should not assume the role of counsellor unless this forms part of their professional responsibilities and training.

Where concerns are disclosed, employees should never promise confidentiality and must follow safeguarding procedures.

3.4 Professional Behaviour

Employees are expected to maintain public confidence in both the Trust and the education profession.

Employees must not misuse or misrepresent their position, qualifications, experience or authority.

Employees should demonstrate:

- professionalism in communication and conduct
- sound judgement and decision making
- accountability for their actions
- respect for confidential and sensitive information
- commitment to the highest standards of public service

Behaviour that undermines public confidence in the Trust, damages professional relationships or compromises the safety and wellbeing of children may result in disciplinary action and, where appropriate, referral to a professional or regulatory body.

3.5 Criminal actions

Employees have a duty and must inform their Headteacher, Line Manager or the Trust immediately if they become subject to:

- a criminal conviction
- a caution
- a reprimand or warning
- a police investigation
- arrest
- pending prosecution
- court order, ban or restriction relevant to their role

This requirement applies irrespective of whether the matter occurred within or outside working hours.

The Trust will consider any disclosure in the context of safeguarding responsibilities, professional standards, public confidence and the duties of the employee's role.

Failure to disclose relevant information may be treated as a disciplinary matter.

3.6 Communication, social media and use of mobile phones.

Employees are expected to communicate professionally, responsibly and respectfully at all times. Communication should support positive relationships with children, families, colleagues and the wider community whilst maintaining appropriate professional boundaries.

The use of social media, mobile technology and digital platforms can provide opportunities for communication and engagement. However, employees must ensure that their use of such platforms does not compromise safeguarding responsibilities, confidentiality, professional boundaries or the reputation of the Trust.

Employees must:

- maintain appropriate professional boundaries both online and offline
- ensure that social media accounts are appropriately secured and regularly reviewed for privacy settings
- use approved Trust and school communication systems when communicating with parents, carers, pupils and colleagues
- exercise caution regarding content they post, share, comment on, endorse or react to online
- communicate in a manner that reflects the values, behaviours and professional standards expected by the Trust
- comply with the Trust's Mobile Phone Policy, ICT Acceptable Use Policy, Data Protection requirements and any guidance relating to artificial intelligence and digital technology

Employees must not:

- communicate with children through personal social media accounts, messaging services, personal email accounts or personal mobile phones
- accept or initiate social media connections with current pupils
- engage in online behaviour that may damage professional relationships, public confidence, the reputation of the Trust or the wider profession
- make inappropriate, offensive, discriminatory or derogatory comments about children, parents, colleagues, schools or the Trust
- share confidential information or information relating to children, families or colleagues through personal communication channels
- post images, recordings or information relating to children without appropriate authority and consent

Employees must immediately inform their line manager or Headteacher if:

- a pupil attempts to contact them through a personal social media account, personal email address, messaging platform or personal mobile phone

- a parent or carer attempts to establish contact through personal communication channels where this falls outside normal professional arrangements
- they become aware of online interactions or digital communications that may raise safeguarding concerns

Any such contact should be recorded and managed in accordance with safeguarding procedures and the Low Level Concerns Policy where appropriate.

The Trust operates in accordance with current Department for Education guidance and its Mobile Phone Policy. Personal mobile phones should not be used whilst children are present or during direct supervision, teaching or contact time, except where authorised or in exceptional circumstances.

Personal mobile phone use should be restricted to designated areas and non-contact time unless explicit permission has been given by the Headteacher or an authorised leader.

Under no circumstances should personal devices be used to:
- photograph or record children
- store images or recordings of children
- process confidential or personal data relating to children, families or colleagues
- upload Trust information into unauthorised artificial intelligence or generative AI platforms

Where artificial intelligence tools are used, these must only be accessed through Trust approved systems and in accordance with Trust policy.

Employees should recognise that information shared online can remain accessible indefinitely and may be copied, shared or viewed by audiences beyond those originally intended. Professional standards and responsibilities apply equally in digital environments as they do in face-to-face interactions.

3.7 Acceptable Use of Technology

Employees must use technology safely, responsibly and in accordance with Trust policies.

Technology must not be used to access, create, store or distribute materials that are:
- illegal
- discriminatory
- offensive
- inappropriate for a school environment

Employees are responsible for ensuring that:
- passwords remain secure and confidential
- devices are protected from unauthorised access
- confidential information is stored and shared appropriately
- cyber security requirements are followed

Employees should be vigilant against cyber threats including phishing, malicious links and data breaches and must report concerns promptly.

Trust systems are provided primarily for educational and business purposes. Excessive or inappropriate personal use may result in disciplinary action.

3.8 Confidentiality

During the course of their employment, employees will have access to confidential and sensitive information relating to children, families, colleagues and the Trust.

Employees must:

- comply with the UK General Data Protection Regulation and Data Protection Act requirements
- treat information with appropriate care and sensitivity
- only access information that is necessary for their role
- only share information where there is a lawful and legitimate reason to do so

Confidential information must never be:

- disclosed without authority
- used for personal gain
- used to embarrass, intimidate or disadvantage others

The duty of confidentiality does not prevent employees from sharing information where there is a safeguarding concern or where disclosure is required by law.

Employees must not respond to media enquiries or provide public statements on behalf of the Trust unless authorised to do so.

Employees should also be mindful of confidentiality obligations when discussing work related matters in public places, on social media, through messaging applications or within personal relationships.

3.9 Honesty and integrity

Employees are expected to demonstrate the highest standards of honesty, integrity and ethical conduct in all aspects of their work.

Employees should act in accordance with the Nolan Principles of Public Life and ensure that their actions and decision making are transparent, objective and capable of withstanding scrutiny.

Employees must:

- act in the best interests of children, colleagues, the Trust and the communities we serve
- avoid situations that create actual, potential or perceived conflicts of interest
- use Trust resources, property, equipment and facilities appropriately and responsibly
- ensure financial, procurement and administrative processes are followed correctly
- declare any interests, relationships or activities that may conflict with their professional responsibilities
- maintain accurate records and provide truthful information in all aspects of their work
- raise concerns where they become aware of fraud, misconduct, financial irregularity or unethical behaviour

This includes, but is not limited to:

- handling money and financial transactions appropriately
- claiming expenses, allowances and benefits accurately and honestly
- procuring goods and services in accordance with Trust procedures
- using Trust funds, resources and equipment only for authorised purposes
- managing confidential information responsibly
- recruiting, selecting and managing staff fairly and objectively
- declaring gifts, hospitality and conflicts of interest in accordance with Trust policies

Employees must not:

- use their position for personal advantage or gain
- use their authority, influence or relationships to secure preferential treatment for themselves or others
- allow personal interests to influence professional decision making
- misuse Trust funds, resources, systems or information
- knowingly provide false, misleading or inaccurate information

Employees should always consider whether their actions could create the perception of impropriety, even where no actual wrongdoing exists. Where there is any uncertainty, advice should be sought from a line manager or appropriate Trust colleague before proceeding. Failure to demonstrate honesty, integrity or ethical conduct may result in action under the Trust's disciplinary procedures. Serious breaches including fraud, theft, bribery, corruption, financial irregularity, falsification of records or deliberate misuse of Trust resources may be treated as gross misconduct.

3.10 Dress Code

Employees should dress in a way that is appropriate to their role and supports a professional learning and working environment.

Clothing should:

- be suitable for the activities being undertaken
- promote confidence and professionalism
- maintain appropriate standards of health and safety
- maintain a standard of smartness that is acceptable in school determined by the Headteacher and/or CEO
- not be overly revealing

Employees should exercise sound judgement when determining appropriate attire and should recognise that they act as role models for children.

Whilst the Trust accepts that tattoos are an expression of an individual, any visible tattoos that display profanities or expression of extreme views must be covered up.

3.11 Conduct outside work

Employees should recognise that public trust and confidence in the education profession extends beyond the workplace.

Conduct outside work may become relevant where it:

- affects an employee's suitability to work with children
- impacts professional relationships
- damages the reputation of the Trust or wider profession
- undermines trust and confidence in the employee's ability to carry out their role
- raises safeguarding concerns

Employees should avoid behaviour that could reasonably bring Flying High Partnership, its schools, colleagues or the wider profession into disrepute.

This includes, but is not limited to:

- inappropriate conduct on social media or digital platforms
- behaviour that results in criminal investigation, cautions, convictions or other legal sanctions
- acts of violence, threatening behaviour or harassment
- domestic abuse, coercive or controlling behaviour, violence or behaviour that raises concerns regarding an employee's suitability to work with children
- discriminatory, hateful or offensive behaviour towards others
- misuse of alcohol, illegal drugs or other substances where it impacts professional conduct, judgement or suitability to work
- behaviour that compromises safeguarding responsibilities or professional boundaries
- actions that damage professional relationships or public confidence in the Trust

Employees should be mindful of their position as professionals and ambassadors for Flying High Partnership and ensure that their conduct both within and outside work reflects the values of the Trust.

Where conduct outside work raises concerns regarding safeguarding, professional standards, suitability to work with children or the reputation of the Trust, the matter may be considered under the Trust's safeguarding, disciplinary or other relevant procedures and, where appropriate, referred to external agencies or professional bodies.

3.12 Educational Visits, Residentials and Extra-Curricular Activities

Employees should recognise that the professional standards and expectations contained within this Code apply equally during educational visits, residential activities, sporting events, performances, clubs and activities taking place outside the normal school day.

Although such activities may involve a less formal environment, employees remain in positions of trust and must continue to maintain appropriate professional boundaries at all times.

Employees should:

- follow relevant educational visits and health and safety procedures
- ensure appropriate supervision arrangements are in place
- maintain professional standards of conduct and communication
- avoid situations where they are alone with a child without appropriate justification or safeguards
- immediately report any safeguarding concern or incident

Professional standards do not change because the location or nature of the activity changes.

4. Declaration of Interests

Flying High Partnership is committed to maintaining the highest standards of integrity, transparency and accountability in all of its activities. Employees must ensure that their personal, financial and business interests do not conflict, or appear to conflict, with their responsibilities to the Trust.

A conflict of interest may arise where an individual's personal interests, relationships or external activities could influence, or be perceived to influence, their professional judgement, decision making or ability to act in the best interests of the Trust.

Employees have a responsibility to identify, declare and appropriately manage any actual, potential or perceived conflicts of interest.

Employees must declare any financial or non-financial interests that may conflict with, or reasonably be perceived to conflict with, the interests of the Trust.

This includes, but is not limited to:

- secondary employment, self-employment or consultancy work
- directorships, trusteeships or governance positions held outside the Trust
- business interests or ownership of companies that may provide goods or services to the Trust
- relationships with suppliers, contractors or organisations that conduct business with the Trust
- close personal relationships with colleagues where a conflict of interest could arise
- relationships with applicants or employees where involvement in recruitment, promotion, pay, disciplinary or performance decisions may create a conflict
- financial interests that may influence professional decision making
- any other activity or interest that could impact, or be perceived to impact, an individual's ability to carry out their role impartially

Employees must not use their position within the Trust for personal gain or to secure advantages, opportunities, contracts, employment or preferential treatment for themselves, family members, friends or associates.

Any potential conflict of interest should be declared to the employee's line manager or Headteacher at the earliest opportunity and before any related decision is made or activity undertaken. Where required, employees must complete the Trust's Declaration of Interests process and provide any additional information requested.

Employees are expected to review their declarations regularly and notify the Trust promptly of any changes in circumstances that may create a new conflict of interest.

The Trust recognises that many employees undertake additional professional, voluntary or community activities outside their employment. Such activities are encouraged where they support personal and professional development, provided they do not create a safeguarding risk, conflict of interest or adverse impact on the employee's responsibilities within the Trust.

Where a conflict of interest is identified, the Trust will take reasonable steps to ensure that it is appropriately managed, mitigated and recorded.

Failure to declare a relevant interest, attempting to conceal a conflict of interest or using a position within the Trust for personal advantage may be treated as a disciplinary matter and, in serious cases, may constitute gross misconduct.

5. Use of Trust/School Premises & Equipment

Trust premises, facilities, equipment, technology and resources are provided to support the education of children and the effective operation of Flying High Partnership. Employees are expected to use all Trust resources responsibly, professionally and in a way that represents value for money.

Employees must:

- use Trust premises, equipment and resources for authorised purposes only
- take reasonable care of Trust property and assets
- use resources efficiently and responsibly, avoiding unnecessary waste
- follow all Trust policies relating to ICT, data protection, information security and acceptable use
- report loss, damage, defects or misuse of Trust property promptly
- ensure that Trust resources are used in a way that supports the Trust's commitment to sustainability and responsible stewardship of public funds

Trust resources include, but are not limited to:

- buildings and grounds
- laptops, mobile devices and other technology
- telephones and communication systems
- internet and email services
- vehicles
- teaching resources and equipment
- procurement cards and purchasing systems
- Trust branding, systems and intellectual property

Employees must not:

- use Trust resources for personal financial gain
- use Trust equipment, facilities or systems for external business activities without prior approval
- access, store or distribute inappropriate, offensive or unlawful materials using Trust systems
- deliberately misuse, damage or remove Trust property without permission

Reasonable personal use of Trust equipment may be permitted where it does not:

- interfere with work responsibilities
- incur significant cost to the Trust
- compromise security, safeguarding or confidentiality

- conflict with Trust policies

Any use of Trust premises for activities not connected with Flying High Partnership must be authorised in advance and comply with relevant policies, procedures and insurance requirements.

Misuse of Trust premises, systems, equipment or resources may be treated as a disciplinary matter and, where appropriate, may be referred to external agencies.

6. Other Employment

Flying High Partnership recognises that employees may wish to undertake secondary employment, self-employment, voluntary work, consultancy activities or other professional interests outside of their role with the Trust.

Employees must seek written approval via the completion of Code of Conduct – Other Employment form from the Trust before commencing any secondary employment, self-employment or consultancy activity, unless specifically exempted by Trust policy.

Such activities can provide valuable opportunities for personal development and wider professional experience. However, employees must ensure that any external activity does not:

- create a safeguarding risk
- present an actual, potential or perceived conflict of interest
- adversely affect their health, wellbeing or performance
- impact their ability to fulfil their contractual responsibilities
- bring the Trust or profession into disrepute

Employees must declare:

- any paid employment outside of the Trust
- self-employment or business interests
- consultancy work
- directorships
- work undertaken for another education provider
- any other activity that may create a conflict of interest or affect their role within the Trust

When considering requests, the Trust will take account of:

- safeguarding considerations
- working time regulations
- conflicts of interest
- employee wellbeing
- potential reputational risks
- the impact on the employee's ability to fulfil their role effectively

Employees must ensure that:

- Trust time, resources, systems and information are not used to support external work
- confidential information obtained through their employment is not used for personal benefit or external activities
- external commitments do not negatively affect attendance, performance, availability or professional responsibilities

Approval may be reviewed or withdrawn where circumstances change or where the secondary employment is found to be impacting on the employee's role or the interests of the Trust.

Employees who fail to declare secondary employment, undertake unauthorised external work or fail to disclose a relevant conflict of interest may be subject to disciplinary action.

The Trust reserves the right to request updated information regarding secondary employment arrangements at any time to ensure that safeguarding, professional and contractual obligations continue to be met.

7. Health and Safety

Flying High Partnership is committed to providing a safe, healthy and supportive environment for children, employees, visitors and all those who work within our schools and services.

Health and safety is a shared responsibility. All employees are expected to take reasonable care of their own health, safety and wellbeing, and that of others who may be affected by their actions or omissions.

Employees must:

- comply with all relevant health and safety policies, procedures and risk assessments
- work in a manner that promotes the safety and wellbeing of children, colleagues and visitors
- follow instructions and guidance designed to maintain a safe working environment
- use equipment, materials and resources safely and for their intended purpose
- report accidents, incidents, hazards, defects and near misses promptly and in accordance with Trust procedures
- cooperate with the Trust in meeting its legal health and safety obligations
- attend and/or complete mandatory health and safety training where required
- take appropriate action where they become aware of a potentially unsafe situation

Employees must not:

- intentionally interfere with or misuse anything provided in the interests of health, safety or welfare
- undertake activities for which they are not appropriately trained or authorised
- knowingly place themselves or others at unnecessary risk

Employees have a responsibility to ensure that safeguarding and health and safety considerations are appropriately assessed when planning activities involving children, whether on or off site. Risk assessments must be completed where required and appropriate control measures followed.

Employees should inform their line manager of any medical condition, injury or health issue that may affect their ability to undertake their duties safely or may impact upon the safety and wellbeing of others. Any information disclosed will be managed sensitively and in accordance with data protection requirements.

Flying High Partnership recognises that employee wellbeing is fundamental to creating a sustainable and thriving organisation. We are committed to fostering a culture where employees feel valued, supported and able to seek help when needed.

Employees are encouraged to:

- contribute positively to a supportive and respectful working environment
- take responsibility for their own wellbeing and work life balance
- access support and wellbeing resources where appropriate
- raise concerns where health, safety or wellbeing issues may be affecting themselves or others

We believe that creating safe, healthy and supportive environments is essential to enabling both children and adults to flourish.

Failure to comply with health and safety responsibilities may place others at risk and may result in action being taken under the Trust's management, capability or disciplinary procedures. Serious breaches may be reported to relevant regulatory or statutory authorities where appropriate.

8. Use of Alcohol, Drugs and Other Substances

Flying High Partnership is committed to providing a safe, healthy and professional environment for children, employees and visitors. Employees are expected to present themselves fit for work and capable of carrying out their duties safely, effectively and professionally at all times.

Employees must not:

- attend work under the influence of alcohol or illegal drugs
- consume alcohol or use illegal drugs during working hours, unless specifically authorised as part of an approved work-related event and where this does not affect professional responsibilities
- misuse prescribed or over the counter medication in a way that may affect their ability to carry out their role safely
- engage in any behaviour relating to alcohol, drugs or other substances that may compromise safeguarding, health and safety, professional judgement or public confidence

Employees should ensure that any medication they are taking does not adversely affect their ability to undertake their duties safely and effectively. Where medication, treatment or a medical condition may impact performance, judgement, alertness or safety, employees should discuss this with their line manager so that appropriate support and risk assessments can be considered where necessary.

The Trust recognises that alcohol or substance dependency may be a health and wellbeing issue and encourages employees to seek support at the earliest opportunity. Employees who proactively seek help will be supported, wherever possible, through appropriate wellbeing, occupational health or other support mechanisms.

Where concerns arise regarding an employee's fitness for work due to the use of alcohol, drugs or other substances, the Trust may:

- meet with the employee to discuss the concerns
- seek medical or occupational health advice where appropriate
- implement measures to safeguard children, colleagues and the employee
- take action in accordance with Trust policies and procedures

Employees must also recognise that conduct relating to alcohol, drugs or other substances outside of work may become relevant where it:

- impacts safeguarding considerations
- affects suitability to work with children
- damages professional reputation
- brings the Trust or profession into disrepute

All Trust schools and premises operate a smoke free environment. Employees, visitors and contractors are expected to comply with local arrangements relating to smoking, vaping and the use of electronic cigarettes on Trust premises.

Failure to comply with these expectations may result in action being taken under the Trust's disciplinary procedures. Serious breaches, particularly those affecting safeguarding, health and safety or professional conduct, may be treated as gross misconduct and referred to relevant external agencies where appropriate.

Appendix 1A: Other Employment Declaration Form

You must complete this document in full and retain a copy for your own records, the original must be forwarded to your manager for consideration.

Employee Details			
Employee Name		**Contact Number**	
Job Title		**Email**	
School		**Department**	
Employment Details:			
Hours of Work:		**Number of Days:**	
Working Pattern:			
Other Employment Details:			
I have other employment	☐ No	☐ Yes – Provide details below	
I am considering secondary employment	☐ No	☐ Yes – Provide details below	
Name and Address of Employer:			
Start date or proposed start date			
Type of Work	☐ Paid	☐ Unpaid	☐ Voluntary ☐ Casual
Working Pattern			
Nature of Work (Brief description of duties and responsibilities):			
Declaration:			

I declare that the information contained within sections 1 and 2 is correct and that secondary work will not have a detrimental effect on my work at the Trust.

☐ I am not aware of any potential conflicts of interest

OR

☐ I will discuss any potential conflicts of interest with my line manager

I confirm that I am aware of the Working Time Directive and understand that a decision to work more than 48 hours is an individual voluntary option and no pressure should be placed on the individual to take this option. If you will exceed the 48 hours in a seven-day period, you will need to complete a Working Time Directive Opt-Out Agreement.

Signed:		**Date:**	

Appendix 1B: Other Employment Line Manager Decision Form

Once completed, please give a copy of this document to the staff member, a copy to HR via email at HR@flyinghightrust.co.uk and the original placed on the staff member's personnel file.

Employee Details			
Employee Name:			
Date Application Received			
Date Application Discussed with Employee			
Line Manager Details			
Name		**Position**	
Conflicts of Interest			
Is there a conflict of interest?	☐ No	☐ Yes – Provide details below	
I am considering secondary employment	☐ No	☐ Yes – Provide details below	
Have these been mitigated?	☐ No	☐ Yes	
Details of mitigations			
Can current working pattern accommodate the secondary employment without Working Time Regulations?	☐ No	☐ Yes	
Approval/Rejection			
The request is	☐ Approved	☐ Rejected	
Details of why this request has been approved or rejected			
Any other comments and/or conditions relating to the agreement:			
Date Employee Notified of Decision:			
Signed:		**Date:**	