CODE OF CONDUCT - STAFF

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1. AIMS AND PRINCIPLES

This policy aims to set and maintain standards of conduct that all staff, volunteers and those engaged to work within the trust are expected to follow.

By creating this policy, we aim to ensure the trust is an environment where everyone is safe, happy and treated with respect.

Hope Learning Community expects all staff, volunteers and those engaged to work within the trust to adopt the highest standards of personal integrity and conduct, both inside and outside of work. Staff have an influential position in the school and will act as role models for pupils by consistently demonstrating high standards of behaviour which upholds the standards and reputation of the trust.

We expect that all teachers will act in accordance with the personal and professional behaviours set out in the Teachers' Standards.

We expect all non-teaching staff, central trust staff, trustees, local governors and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others.

Failure to follow the code of conduct may result in disciplinary action being taken, as set out in our staff disciplinary procedures.

The policy provides an overall framework of behaviours expected of individuals who work within the trust; however, it is not exhaustive. If situations arise that are not covered by this code, staff will use their professional judgement and act in the best interests of the trust, the school and its pupils.

This document should be read in conjunction with:

- Other trust policies and procedures (specifically those highlighted in blue throughout this document)
- Employment contracts and agreements
- Relevant professional standards

2. SCOPE

This code of conduct applies to all individuals employed by the trust or those engaged by the trust including:

- Relief/casual staff
- Supply staff
- Third parties providing services to the trust (including self-employed)
- Voluntary workers

3. ROLES AND RESPONSIBILITIES

3.1. Trust Board

It is the responsibility of the Trust Board to establish and monitor standards of conduct and behaviour within the trust, including the establishment of relevant policies and procedures.

Trustees and Local Advisory Ambassadors are subject to their own Code of Conduct.

3.2. Headteachers/ Heads of School/College and other line managers

It is the responsibility of the Headteacher/ Head of School/College and other line managers to address promptly any breaches of good conduct and behaviour, using informal procedures where possible but implementing formal procedures where necessary.

3.3. Employees

It is the responsibility of all employees to familiarise themselves with and comply with this code of conduct.

Any breaches of this code of conduct will be acted upon and treated as a serious matter, which may result in disciplinary action, and in certain circumstances could potentially lead to dismissal.

3.4. Engaged workers/Volunteers

Engaged workers and volunteers are required to familiarise themselves and comply with this code of conduct in so far is it relevant to their role. Any breaches of this code may result in the engagement of the worker/volunteer being terminated, in accordance with any applicable terms of engagement.

4. GENERAL OBLIGATIONS

Staff set an example to pupils and act as representatives of the Trust within the wider community. They are therefore expected to maintain consistently high standards of personal and professional conduct, both in and outside of work. Staff must:

- Understand the responsibilities associated with their role and be aware that breaches of this Code may result in disciplinary action.
- Always act, and be seen to act, in the best interests of pupils, having regard to their welfare, wellbeing, and safeguarding.
- Act professionally at all times, promoting and upholding the ethos, values, policies, and reputation of the Trust.
- Maintain high standards of attendance, punctuality, honesty, integrity, and ethical behaviour.
- Treat pupils, colleagues, parents, visitors, and others with dignity, respect, fairness, and courtesy, maintaining appropriate professional boundaries at all times.
- Show tolerance of and respect for the rights, views, faiths, and beliefs of others.
- Not undermine fundamental British values, including democracy, the rule of law, individual liberty, mutual respect, and tolerance of those with different faiths and beliefs.
- Ensure that personal beliefs are not expressed in ways that exploit pupils' vulnerability, compromise professional responsibilities, or encourage unlawful behaviour.
- Never use inappropriate, offensive, discriminatory, or harassing language or behaviour, and avoid any conduct that could amount to discrimination, harassment, bullying, or victimisation.
- Avoid any conduct which could lead a reasonable person to question their motives, intentions, professionalism, or suitability to work with children.
- Maintain high standards of honesty and integrity in all aspects of their work, including the handling of money, records, information, and Trust property.

All staff have a responsibility to safeguard their own health and safety and that of others. Staff must:

- Familiarise themselves with and comply with the Trust's health and safety arrangements, policies, procedures, and guidance.

- Follow all health and safety regulations, instructions, hygiene requirements, accident reporting procedures, and safe working practices.
- Never act in a way that could place themselves, pupils, colleagues, visitors, or members of the wider community at risk.
- Report hazards, concerns, incidents, or accidents in accordance with Trust procedures.

5. LEGISLATION AND GUIDANCE

We must have a policy on staff behaviour, as explained in the Department for Education's governance guide for academy trusts. In our trust, we call this a code of conduct.

In line with the statutory safeguarding guidance Keeping Children Safe in Education, our code of conduct should cover low-level concerns, allegations against staff and whistle-blowing, as well as acceptable use of technologies (including the use of mobile devices), staff/pupil relationships and communications, including the use of social media.

6. REPORTING BREACHES OF STANDARDS OF GOOD CONDUCT

The trust wishes to promote an open environment that enables individuals to raise issues in a constructive way and with confidence that they will be acted upon appropriately without fear or recrimination.

All employees engaged workers and volunteers are expected to bring to the attention of an appropriate manager/ senior leader any impropriety, deficiency in the provision of service or breach of policy or this code. Where appropriate, individuals should also refer to the schools Whistleblowing Policy which is available in the school staff rooms and can be issued upon request.

7. SAFEGUARDING AND CHILD PROTECTION

It is essential that all adults working with children understand that the nature of their work and the responsibilities related to it, place them in a position of trust. Adults must be clear and appropriate about safe behaviours of working with children in both paid and unpaid capacities, in all settings and in all contexts, including outside of work.

Staff have a duty to safeguard pupils from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, and neglect.

Alongside annual Child Protection training, staff will familiarise themselves with the trusts child protection and safeguarding policies and procedures, and the Prevent initiative, and ensure they are aware of the processes to follow if they have concerns about a child.

'Keeping Children Safe in Education' *(Updated Sept-26)*

This is key statutory guidance which all employees must follow, and all employees and volunteers must, as a minimum, read Part 1 of the document.

The relevant requirements specific to safeguarding and child protection are set out in our Child Protection, Safeguarding and Behaviour Management Policies which staff must familiarise themselves with. These are available in individual school staffrooms and from the central school offices. All staff are given copies of these policies and procedures as part of their induction within their welcome pack.

8. REPORTING SAFEGUARDING CONCERNS

As part of our whole trust approach to safeguarding, we promote a culture of openness, trust and transparency in which safeguarding is a shared responsibility and our values and expectations are lived, monitored, and reinforced by all staff. In this context, everyone is expected to report any and all safeguarding concerns as soon as they arise. This includes the expectation of self-reporting where an individual finds themselves in a situation which may be, or appear to be, compromising or when they have fallen short of expectations.

Who to report to

Concerns should be referred to the Designated Safeguarding Lead (or in their absence the Deputy Designated Safeguarding Lead, who will share the information with the relevant persons. In a situation where there is a conflict of interest in reporting the matter internally, it should be reported directly to the Local Authority Designated Officer(s) (LADOs).

9. ALLEGATIONS THAT MAY MEET THE HARMS THRESHOLD

This section applies to all cases in which it is alleged that anyone working in the school, including a supply teacher, volunteer or contractor, has:

- Behaved in a way that has harmed a child, or may have harmed a child, and/or
- Possibly committed a criminal offence against or related to a child, and/or
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children, and/or
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children – this includes behaviour taking place inside or outside of school

We will deal with any allegation of abuse quickly and in a fair and consistent way that provides effective child protection while also supporting the individual who is the subject of the allegation.

An 'Investigating Officer' will lead any investigation. This will be the Headteacher/ Head of School/College, or an individual appointed by the Board of Trustees where the Headteacher/ Head of School/College is the subject of the allegation.

The Headteacher or individual appointed by the Board where the allegation relates to the Headteacher, will themselves be, or arrange for an appropriate person, to be the case manager. In certain circumstances, such as the lack of appropriate resources within the school, or given the nature or complexity of the allegation, the school may engage an independent investigator to be the case manager. This procedure is outlined in our Dealing with Allegations Against Adults Policy.

10. LOW-LEVEL CONCERNS ABOUT STAFF MEMBERS

A low-level concern is a behaviour towards a child by a member of staff that does not meet the harm threshold, is inconsistent with the staff code of conduct, and may be as simple as causing a sense of unease or a 'nagging doubt'. For example, this may include:

- Being over-friendly with children
- Having favourites

- Taking photographs of children on a personal device
- Engaging in 1-to-1 activities where they can't easily be seen
- Humiliating pupils

Low-level concerns can include inappropriate conduct inside and outside of work.

All staff should share any low-level concerns they have using the reporting procedures set out in our Child Protection and Safeguarding policies. We also encourage staff to self-refer if they find themselves in a situation that could be misinterpreted. If staff are not sure whether behaviour would be deemed a low-level concern, we encourage staff to report it.

All reports will be handled in a responsive, sensitive and proportionate way.

Unprofessional behaviour will be addressed, and the staff member supported to correct it, at an early stage.

This creates and embeds a culture of openness, trust and transparency in which our values and expected behaviour are constantly lived, monitored and reinforced by all staff, while minimising the risk of abuse.

Reporting and responding to low-level concerns is covered in more detail in our Child Protection and Safeguarding policies. These are available in individual school staff rooms and central offices and provided to all new staff as part of their induction in their welcome pack.

Our procedures for dealing with allegations will be applied with common sense and judgement.

11. WHISTLEBLOWING

Whistleblowing reports wrongdoing that it is "in the public interest" to report. Examples linked to safeguarding include:

- Pupils' or staff members' health and safety being put in danger
- Failure to comply with a legal obligation or statutory requirement
- Attempts to cover up the above, or any other wrongdoing in the public interest

Staff are encouraged to report suspected wrongdoing as soon as possible. Their concerns will be taken seriously and investigated, and their confidentiality will be respected.

Staff should consider the examples above when deciding whether their concern is of a whistleblowing nature. Consider whether the incident(s) was illegal, breached statutory or trust procedures, put people in danger or was an attempt to cover any such activity up.

Staff should report their concern to the Headteacher/ Head of School/College. If the concern is about the Headteacher/ Head of School/College or it is believed they may be involved in the wrongdoing in some way, the staff member should report their concern to the Chief Executive Officer or the Chair of Trustees via the Director of Governance and Compliance.

Concerns should be made in writing wherever possible. They should include names of those committing wrongdoing, dates, places and as much evidence and context as possible. Staff raising a concern should also include details of any personal interest in the matter.

NOTE: A confidential reporting email has been set up for the Trust, specifically for whistleblowing purposes, which is whistleblowing@hopelearningcommunity.org.uk

For our trust's detailed whistleblowing process, please refer to our Whistleblowing Policy.

12. RELATIONSHIPS

12.1. Staff-Pupil Relationships

Staff will observe proper boundaries with pupils that are appropriate to their professional position. They will act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so.

If staff members and pupils must spend time on a 1-to-1 basis, staff will ensure that:

- This takes place in a public place that others can access
- Others can see into the room
- A colleague or line manager knows this is taking place

Staff should avoid contact with pupils outside of school hours if possible.

Personal contact details should not be exchanged between staff and pupils. This includes social media profiles.

If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, or if a staff member is concerned at any point about a fellow staff member and a pupil, this should be reported in line with the procedures set out in our Child Protection and Safeguarding Policy.

12.2. Workers related to pupils

Any employee, volunteer or individual engaged to work within the trust who are related to a pupil within the school/college is expected to separate their familial and employment role.

Employees, volunteers or individuals engaged to work within the trust that are related to a pupil must not show or provide any preferential treatment or become involved in their education or care beyond their specific role within the school.

Where this person may feel that other workers 'rely' on them for advice/support, this worker should exit the conversation immediately and inform their line manager.

Employees, volunteers or individuals engaged to work within the trust that are related to a pupil must adhere to the trusts confidentiality policies and procedures.

12.3. Close Personal Relationships at Work

All close personal relationships, whether with another member of staff, volunteer or individual engaged in work within the trust must be declared to the Headteacher/ Head of School/College. Where the member of staff is a central trust employee, this must be declared to the CEO.

It is also recognised that situations may arise where close personal relationships can be formed at work. Such relationships must be disclosed, in confidence to the Headteacher/ Head of School/College or where this relates to the Headteacher/ Head of School/College or a member of the central team, to the CEO. Where it is deemed that such relationships may result in breach of confidentiality or bring the school and its ethos into disrepute, it may be necessary to consider transferring employees between sites within the trust.

Colleagues affected by close personal relationships of others within school should be confident to discuss this with senior management in confidence and without prejudice.

All workers are expected to remain professional and have the best interests of the Trust in mind at all times.

12.4. Internal School Community

All employees, volunteers and individuals engaged in work within the trust are expected to treat members of the school community with dignity and respect and to work co-operatively and supportively. Bullying, harassment and victimisation will not be tolerated. For further details, please refer to the Grievance Policy.

12.5. The Wider Community and Service Users

All employees, volunteers and individuals engaged in work within the trust have a responsibility to ensure courteous, efficient and impartial service delivery to all groups and individuals within the community. No favour must be shown to any individual or group of individuals.

12.6. Contracts

All relationships of a business or private nature with external contractors or potential contractors, must be made known to the Board of Trustees. All orders and contracts must abide by the Trust's Financial Regulations.

12.7. Gifts and Hospitality

While we are aware many pupils and their parents may wish to give gifts to staff, for example, at the end of the school year, gifts from staff to pupils are not acceptable. (Please refer to our Gifts and Hospitality Policy which details what can and cannot be accepted in terms of gifts).

12.8. Neutrality

All employees, volunteers and individuals engaged to work for the trust are expected to remain neutral and must not allow their own personal, political, religious or other views and opinions to interfere with their work.

12.9. Applicants

Applicants are required to disclose on their application form if they have a close personal relationship with any person connected with the school. Failure to disclose this information may result in withdrawal of any job offer made.

12.10. References

As part of Safer Recruitment, all individuals engaged in work with children are required to obtain professional references. All references made on behalf of a school, must be signed by the Headteacher/ Head of School/College, or where the reference is for the Headteacher/ Head of School/College, by the CEO or Chair of Trustees.

13. COMMUNICATION AND SOCIAL MEDIA

Social media applications include but are not limited to:

- Facebook
- Twitter
- Instagram
- Snapchat
- Linked In
- YouTube

Where the trust/schools operate official networking sites, these must be managed and used in accordance with this policy and the trust's Social Media Policy.

School staff's social media profiles should not be available to pupils. If they have a personal profile on social media sites, they should not use their full name, as pupils may be able to find them. Staff should consider using a first and middle name instead and set public profiles to private.

Staff should not attempt to contact pupils or their parents via social media, or any other means outside of the trust, in order to develop any sort of relationship. They will not make any efforts to find pupils' or parents' social media profiles.

Staff will ensure that they do not post any images online that identify children who are pupils within the trust without their consent.

14. ACCEPTABLE USE OF TECHNOLOGY

Staff will not use technology on site or belonging to the school/trust to view material that is illegal, inappropriate or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails, gambling and viewing pornography or other inappropriate content.

Staff will not use personal mobile phones and laptops, or school/trust equipment for personal use, in school hours or in front of pupils. They will also not use personal mobile phones or cameras to take pictures of pupils.

We have the right to monitor emails and internet use on the trust's IT systems.

Staff should remain vigilant to safeguarding risks associated with artificial intelligence, deepfakes, digitally altered images, online grooming and technology-facilitated abuse and report concerns in accordance with safeguarding procedures.

Staff should be aware of the trust's Acceptable Use Policy and Bring Your Own Device Policy.

15. SCHOOL PROPERTY AND PERSONAL POSSESSIONS

All workers must ensure that they take due care of any school property in their possession, including proper and safe use, security, appropriate maintenance and reporting faults. Any neglect or improper use of school property may lead to disciplinary action.

Employees, volunteers and other persons engaged in work within the Trust are responsible for their own possessions whilst on school premises. The Trust does not accept any liability for lost, stolen or damaged personal items.

Employees, volunteers and other persons engaged in work within the Trust should avoid bringing unnecessary personal items onto school premises and must not wear, bring in, use or store any items that could present a safety, security or safeguarding risk. Any personal belongings brought onto site remain the responsibility of the individual. The Trust reserves the right to require the removal of any item deemed inappropriate, unsafe or not required for the performance of duties.

The Trust will cover the costs of items worn due to medical guidance, such as glasses, up to a maximum of £75 per item.

16. CONFIDENTIALITY

During their role, members of staff, volunteers or individuals engaged to work within the trust can be and are often privy to sensitive and confidential information about the trust, its schools, staff, pupils and their parents. This sensitive and confidential information can come in many forms such as physical, electronic and visual.

This information should never be:

- Disclosed to anyone unless required by law or with consent from the relevant party or parties
- Used to humiliate, embarrass or blackmail others
- Used for a purpose other than what it was collected and intended for

This does not overrule staff's duty to report child protection concerns to the appropriate channel where staff believe a child has been harmed or is at risk of harm, as detailed further in our Child Protection and Safeguarding Policy.

The trust is committed to being transparent about how it collects, stores and uses the personal data of its workforce, and to meeting its data protection obligations. The Data Protection Policy sets out the trusts commitment to data protection, and individual rights and obligations in relation to personal data.

Emails should be treated like any other form of written communication and, as such, the content should be appropriate and accurate and data protection compliant. Extreme care must be taken with attachments from third parties, particularly unidentified third parties.

17. HONESTY AND INTEGRITY

Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with pupils, claiming expenses and using the trust's property and facilities.

Staff will not accept bribes. Gifts that are worth more than £25.00 must be declared and recorded on the gifts and hospitality register. Cash gifts are not permitted.

Staff will ensure that all information given to the trust is correct. This should include:

- Background information (including any past or current investigations/cautions related to conduct outside of school)
- Qualifications
- Professional experience

Where there are any updates to the information provided to the trust, the member of staff will advise the trust as such as soon as reasonably practicable. Consideration will then be given to the nature and circumstances of the matter and whether this may have an impact on the member of staff's employment.

18. PRESERVING ANONYMITY

The Education Act 2011 contains reporting restrictions preventing the publication of any material which could lead to the identification of a teacher in the event of an allegation against them made by a pupil at the same school. Any individual who publishes material which could lead to the identification of the employee who is subject of an allegation of this kind may be subject to criminal and disciplinary action, up to and including dismissal.

'Publication' includes any speech, writing, relevant programme or other communication in whatever form, which is addressed to the public at large or any section of the public (this includes fellow employees in the trust).

19. DRESS CODE

Adults working within the trust are expected to adopt smart standards of dress which project an appropriate professional image to pupils, parents and members of the public.

It is recognised that the nature of our settings can require flexibility and mobility of the staff. Where this is the case, the decision of what is appropriate will sit with the Headteacher/Head of School/College.

In all cases dress should be as such as that it:

- Cannot be viewed as offensive, revealing or sexually provocative.
- Does not distract or cause embarrassment.
- Complies with Health and Safety regulations.
- Does not include political, offensive or otherwise contentious slogans; and
- Is not considered to be discriminatory and/or culturally insensitive.

Overall, staff will dress in a professional, appropriate manner.

Outfits will not be revealing. No cleavage should be on show and clothing should not surpass knee length.

We ask that tattoos are covered up and that clothes will not display any offensive or political slogans.

Employees can always speak to their line manager if they are unsure. Where we identify that an employee is wearing clothing that we do not find acceptable, they will be informed.

20. CONDUCT OUTSIDE OF WORK

The trust recognises and respects individuals' right to have a private life without interference. However, individuals connected with the school must not act in a way that would bring the trust, school, or the teaching profession, into disrepute. This covers conduct including but not limited to relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the trust or school or its community on social media.

All employees and volunteers must disclose to the Headteacher/ Head of School/College immediately, any wrongdoing or alleged wrongdoing by themselves (regardless of whether they deny the wrongdoing/ alleged wrongdoing), including any incidents arising from alternative employment or outside of work which may have a bearing on their employment or engagement with the trust.

Staff who are absent from work due to sickness are not expected to be seen on social media sites attending events which bring their sickness into disrepute. This may lead to investigative measures being taken and possibly disciplinary action. Please refer to the trusts Social Media policy and Discipline and Dismissal policy.

Employees should refer to the expectations set out in their contract of employment and the disciplinary procedures.

In addition, any worker engaged in a post covered by the Childcare Disqualification Regulations 2009, must immediately inform the school or trust of any events or circumstances which may lead to their disqualification from working in the post by virtue of the Regulations.

21. ABSENCE

Staff must follow the correct absence reporting procedures as set out in both the Leave of Absence and Sickness Absence Policies. Failure to comply with these may result in disciplinary action.

22. SECONDARY EMPLOYMENT

The trust does not seek to reasonably prejudice employees from undertaking additional employment, but workers are required to devote their attention and abilities to their duties at their respective schools during their working hours and to act in the best interest of the trust at all times.

The trust also has a duty to protect health and safety in relation to employee working hours. Accordingly, employees must inform the Trust in writing of any existing or proposed paid or unpaid secondary employment, which might interfere with the performance of their duties. In addition, employees should avoid engaging in business or employment activities that might conflict with the trusts interest.

Employees are reminded that they must not work more than an average of 48 hours per week unless they have voluntarily signed an Opt-Out Agreement in accordance with the Working Time Regulations.

23. MONITORING ARRANGEMENTS

This policy will be reviewed annually but can be revised as needed. It will be approved by the Board of Trustees. Our Board of Trustees will ensure this code of conduct is implemented effectively and will ensure appropriate action is taken in a timely manner to safeguard children and deal with any concerns.

24. LINKS WITH OTHER POLICIES

This policy links with our policies on:

- Staff disciplinary procedures, which will be used if staff breach this code of conduct. It also sets out examples of what we will deem as misconduct and gross misconduct
- Staff grievance procedures
- Child protection and safeguarding
- Gifts and hospitality
- Online safety
- Social Media
- Acceptable Use
- Whistle-blowing
- Dealing with Allegations Against Adults Policy
- Leave of Absence
- Sickness Absence
- Dignity at Work

All referenced policies within this document are highlighted in blue.

Appendix A: Use and Possession of Alcohol, Drugs, Smoking and Vaping

1. Purpose

This appendix sets out the Trust's expectations regarding alcohol, drugs, intoxicating substances, smoking and vaping to ensure a safe, healthy and professional working environment for pupils, staff, families and visitors. To support this, the Trust may carry out checks on a random basis, or where there is reasonable cause to believe an employee may be in breach of this policy.

2. Definitions

- Intoxicating substances include alcohol, illegal drugs, psychoactive substances, volatile substances, solvents, and the misuse of prescribed or non-prescribed medication.
- At work / on school premises includes any time a staff member is on-site, off-site supervising pupils, travelling for work, or representing the school at events.

3. General Expectations of Conduct

- Staff must not be under the influence of intoxicating substances whilst attending work or while undertaking duties involving pupils.
- Staff must not bring or consume alcohol on the premises when the school is operational, except where permitted under the Alcohol Gifts procedure (section 5)
- Staff must not bring, consume, supply, distribute or misuse drugs on the premises.
- Staff must not bring empty alcohol bottles onto the school site under any circumstances.
- Staff must refrain from smoking and vaping on any part of the school site (indoors or outdoors).
- Staff must be mindful of their behaviour outside of work, and incidents influenced by drugs, alcohol or other intoxicating substances, that have the potential to bring the school or trust into disrepute.
- Staff must act as positive role models by promoting a healthy, safe environment for pupils and the wider school community.

4. Smoking and Vaping

- Smoking and vaping are strictly prohibited inside any building and are limited to a clearly appointed designated area on the school grounds. If no designated area has been established then smoking and vaping is strictly prohibited anywhere on the school grounds.
- This applies to all staff, visitors, contractors, families and volunteers.
- New staff will be informed of this requirement during induction.

5. Alcohol Gifts

We recognise that there are certain occasions where alcohol may be brought in as gifts for staff members. Under these circumstances the following procedures should be followed:

- Alcohol must not be kept in teaching rooms, accessible areas, lockers, desks, or staffroom fridges.
- If the staff member has a car onsite, they must immediately place it securely in their vehicle.
- If no car is available, the alcohol must be handed directly to the Headteacher or Deputy Headteacher for secure storage. A log will be maintained signing the gift in/out.
- Alcohol stored safely must be collected at the end of the same working day and signed out. Items left more than five working days will be disposed of in a safe and controlled manner and logged.

6. Prescribed and Over-the-Counter Medication

- Staff using medication that may impair alertness or performance must inform their line manager or HR confidentially, so that reasonable adjustments can be considered.
- Staff should refrain from bringing medication to school where possible. If this cannot be avoided then this should be stored safely away from the classroom and pupil access.

7. Incident Management

- Concerns that a staff member is under the influence must be reported to the Headteacher or Deputy Headteacher immediately.
- The individual will be removed from pupil-facing duties and medical support will be sought if required.
- An investigation will be undertaken in accordance with the Trust disciplinary process
- If the school/Trust
- Any intoxicating substances found will be confiscated and fully documented, including written recording and photographs, before being securely stored.
- Controlled drugs will be reported to police for disposal. All other intoxicating substances will be disposed of in a controlled manner.