



Embrace
Learning for Life

Staff Code of Conduct Policy

Due to the coronavirus outbreak, an addendum to this policy is applicable from 28 April 2020. The addendum is the highlighted sections of the document provided by the Safer Recruitment Consortium titled: '[Guidance for safer working practice for those working with children and young people in education settings Addendum April 2020.](#)' The addendum will be in place until further notification from the Trust Leader.

A further addition to the policy was made on 26.8.20 and concerns policy in relation to staff conduct around coronavirus related measures introduced by the trust/school. These will also be in place until further notification by the Trust Leader.

Embrace Multi Academy Trust strives to maintain and improve good provision and outcomes at each of its member academies. Based upon our shared values and ethos, we aim to support the learning and development of every person within the trust and our policies are written from this perspective.

Signature: Date:

Printed Name: Position:

Date of Review	September 2021
Next Review	July 2022
Approval By	Trust Leader
Review Frequency	Normally every 2 years, a review next year will occur to review the Coronavirus situation

The addendum of April 2020 and the further addition to the policy were approved by the Trust Leader and shared with Trustees, prior to distribution to all members of staff.

Contents

	Page
1. Introduction	3
2. Equality and diversity in the workplace	4
3. Dignity and respect	4
4. Safeguarding	5
5. Data protection and confidentiality	5
6. Declarations of interest/conflict	6
7. Gifts and hospitality	6
8. Mobile phones and hand held devices	7
9. Convictions and cautions	8
10. Personal appearance and dress code	8
11. Personal relationships	9
12. Photographs and recordings	10
13. Protection of academy premises/property and equipment	10
14. Secondary employment	11
15. Sickness and other absence: reporting procedures	11
16. Smoking and substance misuse	12
17. Social media	12
18. Disciplinary matters	14
19. Full opening under coronavirus	14

1. Introduction

- 1.1 This Code of Conduct applies to all employees of Embrace Multi Academy Trust. For the purpose of this Code, reference to employees also includes workers and agency workers. It is intended as a guide to assist all those working within each academy to understand and comply with the trust's expectations in terms of their standard of conduct and behaviour. All employees are expected to adhere to the principles contained within this Code during the course of their work and/or when representing the academy and trust.
- 1.2 We aim to provide a high-quality provision for all pupils, staff and any external companies with whom we may have business with, and promote public confidence in the integrity of the academy. All employees are expected to reflect high standards of behaviour both at work and in their private life and set a good example to pupils and others at all times. Employees should be mindful of their behaviour outside the academy and the reflection this may have on themselves, the trust/academy and their profession.
- 1.3 Our trust's mission statement is 'learning for life'. We seek to develop our pupils for their future in the widest sense, promoting a culture of developing every person, with a commitment to learning and maturing in the context of communal and individual development. It is therefore essential that they learn from excellent role models and this code of conduct lays out our expectations from all members of staff. Additionally, we are a majority Church of England trust, with a distinctive Christian ethos running through all our Church of England academies, which is reflected within this policy.
- 1.4 All employees of Embrace Multi Academy Trust must ensure that they adhere to the relevant professional standards for their role, as listed below. Employees must also safeguard children's wellbeing and maintain public trust in their profession, as part of their professional duties.

- *Performance Management career stage expectations for teachers*
- [Teachers Standards \(2012\)](#)
- [National Head Teacher Standards \(2020\)](#)
- [National Standards for Subject Leaders \(1998\)](#)
- [SENCo National Award learning outcomes](#)
- *Draft National Standards for School Leaders*
- *School Leadership Standards*
- [National occupational standards for supporting teaching and learning in schools.](#)

- 1.5 This Code complies with the requirements of relevant legislation, and reflects the policies and procedures of the trust and the individual academies.
- 1.6 All employees must read this Code carefully (alongside the academy's policies and procedures) and seek advice and guidance on any matters that they do not fully understand.
- 1.7 Any breaches of this Code may result in a formal investigation being carried out under the trust's [disciplinary](#) and [grievance](#) policies and procedures and could result in disciplinary action.

2. Equality and diversity in the workplace

- 2.1. This Code is underpinned by the principles set out in the trust's [equality and diversity policy](#).
- 2.2. All employees have a personal responsibility to promote equality and diversity within their academy and across the trust in respect of colleagues, governors, pupils, parents/carers and the local community.
- 2.3. **Equality**
Employees will ensure that everyone is treated fairly and with respect regardless of their age, disability, gender reassignment, race, religion/belief, sex, sexual orientation, marriage/civil partnership, pregnancy and maternity.
- 2.4. **Diversity**
Employees will recognise and value diversity of others within the work place and understand how any differences can benefit others, our trust, our academy and the local community.

3. Dignity and respect

- 3.1. As per [section 1.2](#) all employees are expected to maintain a high standard of behaviour and personal conduct at all times to ensure that everyone across the trust and within each academy is treated with dignity and respect.
- 3.2. A respectful workplace:
 - welcomes all
 - encourages employees to be the very best they can be
 - promotes equality of opportunity and treatment of others
 - respects diversity
 - promotes employee health and wellbeing
 - communicates expectations around behaviour and personal conduct
 - strives for improvement and transparency
 - encourages open and honest communication between employees
 - ensures that all disputes at work are dealt with effectively under the relevant policies and procedures.
- 3.3. All employees are responsible for treating others, including trustees, governors, colleagues, pupils, parents and carers, with dignity and respect and will not purposely make anyone feel excluded or unaccepted.
- 3.4. All employees must act with personal and professional integrity, respecting others by:
 - never using inappropriate or offensive language in the academy
 - acting in the best interests of the trust, individual academy and its ethos
 - being honest and acting with integrity
 - treating pupils and others with dignity and respect
 - showing tolerance and respect for the rights and beliefs of others
 - acting as a role model for pupils by consistently demonstrating high standards of behaviour
 - not undermining [fundamental British values](#), including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs

- not expressing personal beliefs in a way that will overly influence pupils, exploits pupils' vulnerability or might lead them to break the law
- conforming to equal opportunities legislation in all aspects of their work.

3.5. Where an employee believes that they have been unfairly treated they may refer to the trust's [Grievance Policy](#). Where it is found that an employee has exhibited inappropriate behaviour, formal [disciplinary](#) action may be taken.

4. Safeguarding

- 4.1. This section should be read in conjunction with [Keeping Children Safe in Education \(KCSIE\)](#).
- 4.2. All employees, trustees, governors and volunteers will be given a copy of the following documents:
- the academy's child protection and safeguarding policy
 - KCSIE document part 1.
- 4.3. All employees, trustees, governors and volunteers have a duty to safeguard pupils to ensure they are not harmed or at risk of harm.
- 4.4. Any concerns about breaches of the KCSIE, unsafe practice or potential failures by the trust, academy or its employees must be reported to the headteacher or trust leader immediately. Concerns in respect of the headteacher should be raised with the chair of governors. Concerns in respect of the trust leader should be raised with the chair of trustees.
- 4.5. All employees will receive appropriate safeguarding/child protection training. If for any reason an individual misses this training, alternative arrangements should be made as soon as possible. All employees will be expected to keep up to date with any changes made to the KCSIE document.
- 4.6. The documents at 4.2 must be read and understood and any queries should be directed to the lead DSL of the academy. Employees are asked to sign to confirm that they have read and understood these documents and will agree to abide by them at all times during their employment. Further copies are available from the lead DSL.
- 4.7. The lead DSL at St Peter's CoE (A) Primary School is Alison Banks, Head Teacher
- 4.8. Local Authority Designated Officer (LADO) contact details: 0116 305 4141 / 0116 305 4532.

5. Data protection and confidentiality

- 5.1. This section should be read in conjunction with the trust's data protection and [acceptable use](#) policies.
- 5.2. Employees are privy to confidential and sensitive information about the academy, colleagues, volunteers, pupils and parents. The Data Protection Act 2018 states that anyone who is responsible for using personal data must follow strict [data protection principles](#).
- 5.3. All employees must therefore ensure that any information collected is:

- used fairly, lawfully and transparently
- used for specified, explicit purposes
- used in a way that is proportionate, relevant and limited to only what is necessary
- accurate and, where necessary, kept up to date
- kept for no longer than is necessary
- handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage.

5.4. Employees must:

- not disclose, or use (directly or indirectly) any information (either about academy business, employees, pupils, parents, or external agencies) received in the course of their work or allow others to do so whether during their employment or after their termination. Any such data must only be accessed by authorised users for legitimate purposes
- not use data held by the academy for any purpose other than that for which it is intended
- ensure that all data is kept secure (i.e. locked away or protected by password) and that data on screens or within documents are not left within view of others
- not disclose or display information about logins or passwords for automated devices, or keycodes or similar for manual locks
- ensure that when sharing personal or sensitive data external to the academy, that there is authorisation to do so, it is done by secure methods taking care to minimise the risk of loss and making sure it reaches the intended recipient.

5.5. When an employee is in doubt about whether to share information or keep it confidential, they must seek guidance from the headteacher.

5.6. Employees must follow and comply with the academy's data protection policy at all times. Failure to do so is considered a serious breach.

6. Declarations of interest/conflict

6.1. The trust understands and encourages employees to undertake activities outside of work and take an active role in their community. However, employees should avoid any activities that have the potential to cause a practical conflict with their employment, or reputational harm to the academy or undermine the trust/academy and confidence in them.

6.2. If a conflict, or potential conflict, arises during the course of an employee's employment with the trust, this must be declared to the headteacher for their consideration as to whether it would be appropriate to continue with the activity. Where an employee fails to comply with instructions from the headteacher, it may be treated as a disciplinary matter.

6.3. It is the responsibility of employees to declare any interests or conflicts. Failure to do so may be considered a disciplinary matter. Any concerns or queries regarding interests or potential interests should be discussed with an employee's line manager at the earliest opportunity.

7. Gifts and hospitality

7.1. Employees should not accept or give any significant gifts or offers of hospitality, as this could be perceived as an act of bribery to influence decisions or may be construed as favouritism, which

might then compromise the individual or the trust/academy. The term "gift" can also include the provision of services at a lower cost than that charged to the general public.

- 7.2. Employees should notify the headteacher if they receive any gifts of substantial value or significance and, where possible, decline the offer politely and firmly. If in doubt employees should discuss the matter with the headteacher.
- 7.3. Any provision of hospitality that is seen as necessary to represent the academy may be accepted with the approval of the headteacher (or in the case of the headteacher, the chair of governors).
- 7.4. Gifts of appreciation such as gifts at Christmas or "Thank You" gifts given at the end of an academy term, which have no substantial financial value (less than £25) can be accepted and do not need to be declared to the headteacher.
- 7.5. Under no circumstances should employees accept cash as a gift, even below £25, unless it is cash for donations to the academy's charitable funds. Any such donations must be handled in line with financial procedures.

8. Mobile phones and hand-held devices

- 8.1. Personal mobile telephones and hand-held devices must not be used:
 - during lesson times or when teaching is taking place outside of lesson time
 - when supervising pupils outside of the classroom (e.g. at break times/lunch times)
 - at any time when responsible for the health and safety of pupils, including whilst off academy premises (e.g. on an academy trip) unless in an emergency situation.
- 8.2. The use of mobile phones or hand-held devices by members of staff is allowed for personal reasons before, during and after the academy day. Usage must take place only in areas where pupils are not permitted e.g. staffrooms, faculty offices, faculty storage areas etc. This does not include classrooms, corridors or courtyard areas.
- 8.3. Employees must not:
 - use their personal mobile phone or devices to contact pupils or their parent/carers
 - use their personal mobile phone or devices to take photographs of pupils or retain personal information regarding the pupils at the academy
 - give out their personal phone numbers or contact details, including personal email addresses to pupils or their parent/carers
 - keep inappropriate or illegal content on the device.
- 8.4. Where there is a need to deviate from any of the above (e.g. in an emergency situation), employees must inform the headteacher immediately or as soon as practically possible.
- 8.5. The above points aim not only to protect pupils but also to protect employees from allegations of misconduct or inappropriate behaviour.

- 8.6. Employees bringing a personal mobile phone or hand-held device into the academy do so at their own risk. The academy will not be held responsible or accept any liability for personal equipment that is lost or is stolen.

9. Convictions and cautions

- 9.1. Employees must disclose any cautions or convictions:

- prior to or on appointment
- at any other time during their employment. Where employees receive any new cautions or convictions during their employment by the trust, this must be disclosed to the headteacher. Consideration will be given to how the caution or conviction impacts on an individual's role within the academy.

- 9.2. The above also applies to any driving convictions received by prospective and existing employees.

- 9.3. The academy may ask for a DBS re-check at any point as part of safeguarding procedures. Failure to undergo any further checks when requested to do so may result in disciplinary action being taken which could lead to dismissal.

10. Personal appearance and dress code

- 10.1. It is important that all employees ensure that their dress and personal appearance is appropriate at all times. All employees must therefore:

- be responsible for their general presentation and personal appearance
- be considerate of and promote a positive image of the trust/academy
- ensure that clothing and any jewellery worn is appropriate to the role being undertaken (NB: It is recognised that some roles will require employees to wear sports clothes, such as those involved in PE. For these individuals, appropriate sportswear and equipment should be worn and jewellery must be kept to a minimum to avoid injury)
- ensure that clothing and/or personal appearance is appropriate and will not cause embarrassment or offence to others. Clothes should be non-offensive and contain no provocative logos or remarks
- ensure that clothing does not over-expose parts of the body (e.g. stomach or chest) or is transparent. Tight or revealing clothes, including mini-skirts, low cut tops or low waistlines are not considered appropriate
- dresses and skirts should be of a reasonable length
- ensure that footwear is suitable for the duties undertaken. Strapless sandals or flip-flops which do not provide necessary protection or are considered a health and safety risk should not be worn, unless there is a medical reason for doing so.

- 10.2. **Health and Safety:**

- Personal Protective Equipment (PPE) must be worn as directed/instructed/trained or where a risk assessment indicates that it is necessary to control residual risks.

10.3. **Religion and Faith:**

- The trust recognises the diversity of cultures and religions of its employees and will take a sensitive approach when this affects dress requirements.
- Employees of particular faiths or religions, which are required to wear specific types of clothing will be respected subject to where this may pose a hazard to the health and safety of anyone or where this impacts on teaching and learning.

10.4. **Hair:**

- Hair (including facial hair) should be neat and tidy at all times and hair should always be worn tied back when handling food or where there may be a health and safety risk.

10.5. **Tattoos:**

- Any visible tattoos should not be offensive to others. Where they are deemed to be offensive or are of an adult nature they should be covered appropriately.

10.6. The above list is not exhaustive in defining acceptable and unacceptable standards of dress and appearance and staff should use common sense in adhering to the principles listed above. The trust reserves the right to highlight any inappropriate clothing and may require employees to address this matter if considered necessary.

10.7. There will be occasions when employees wish to support different charities for example, non-uniform days and Christmas jumper day. On these occasions, employees must still be mindful of the principles contained within the code.

10.8. Failure to adhere to the trust's standard of dress and appearance could constitute misconduct and may result in disciplinary action.

11. Personal relationships

11.1. A personal relationship is defined as:

- a family relationship (e.g. grandparents, in-laws and step-parents), siblings and children and grandchildren (including in-laws and step-children)
- a sexual/romantic relationship (e.g. spouses or partners)
- a business/commercial/financial relationship
- any other close personal friendship or relationship
- this list is not exhaustive.

11.2. It is recognised that there may be occasions where personal relationships exist amongst individuals at work. Where such employees are, or may be, working closely with colleagues with whom they have a personal relationship, they must:

- ensure that any such relationships do not adversely affect their employment or ability to carry out their role
- protect against bias/unfair advantage or prejudice, particularly where they have supervisory or managerial responsibility over another
- avoid situations where there is potential for conflict of interest

- ensure that situations do not develop where other employees feel unable to speak openly and honestly, or feel that a relationship is having an adverse impact on their own employment.

11.3. The reason for this is to protect all parties from any accusations of breaches of confidentiality or the abuse of authority or conflict of interest.

11.4. An employee involved in any part of the recruitment process who has a personal relationship with an applicant should declare this from the outset. They should also not act as a referee for that person where possible. Such employees must not be involved in the following:

- recruitment processes
- decisions relating to pay in respect of that individual
- decisions related to or the management of the employee's performance
- any conduct issues that arise that may involve the employee.

11.5. Disclosure of a Personal Relationship

- Employees must disclose in writing to the headteacher any personal relationship which potentially involves a conflict of interest. If an employee is in doubt as to whether their relationship should be disclosed, they should seek advice from the headteacher. In these circumstances, any disclosure will be treated fairly and confidentially.

12. Photographs and recordings

12.1. Employees must only take photographs/videos of pupils and/or their colleagues for academy purposes in accordance with the academy's procedures.

12.2. Photographs taken for official academy use may be covered by the Data Protection Act 2018 and/or the KCSIE document, and pupils/employees should be advised of the reasons why any photographs or videos are being taken.

12.3. Where images of pupils/employees are used for publicity purposes, appropriate consent of the individuals concerned and their parents/carers must be obtained. Images must not be displayed on websites, in publications or in a public place without explicit consent.

12.4. Employees taking photos for academy purposes must only do so using academy equipment, but where that is not available, then personal devices can be used. In using a personal device, staff must ensure that:

- photos are not uploaded to a personal cloud-based storage
- photos are, at the earliest opportunity forwarded to the member of staff responsible for the website and then deleted from personal devices
- are not to be forwarded to unsecure email addresses.

12.5. Employees who are not clear on the use, collection or handling of data, including photography or recordings, must seek advice either from the headteacher or the trust's data protection officer. Ignorance regarding data protection regulations cannot be used as an excuse for failing to comply with the requirements and will be treated as a serious issue.

13. Protection of academy premises/property and equipment

13.1. Employees are responsible for the safe keeping and the appropriate use of the academy premises, property and any equipment belonging to the academy that is under their control or in their possession. This includes, but is not limited to:

- academy owned documents
- academy books, including text books, reference books etc
- laptops/tablets
- mobile phones/hand held devices;
- office equipment
- keys
- security passes;
- credit cards
- any other property that may be given to individual employees.

13.2. Employees must:

- take good care of academy property and equipment, when used both on-site or outside of the academy premises
- ensure that all property and equipment is maintained appropriately
- take reasonable steps to ensure the security of academy property at all times; this includes taking all steps to ensure that the property is not misplaced, lost or stolen, ensuring confidential information cannot be viewed, accessed or copied
- obtain written permission for use of academy property/equipment where this is for non-work purposes, setting out the clear use/purpose and duration
- not use the academy's property/equipment if intoxicated through alcohol consumption or drug taking
- comply with health and safety obligations at all times;
- respect both the academy premises and equipment
- on the termination of their employment, return all academy property.

14. Secondary employment

14.1. Employees may take up additional employment, paid or unpaid, providing it will not create a conflict of interest, cause the trust/academy reputational harm or adversely affect an employee's ability to carry out their duties and responsibilities for the academy effectively and efficiently.

14.2. Paid or unpaid employment includes, but is not limited to:

- taking up employment with any employer on any type of contractual arrangement
- running your own business
- private tutoring
- holding directorships or trusteeships
- participating or having any other interest in organisations that may be a competitor or supplier to the trust/academy.

14.3. Prior permission must be sought from the headteacher before taking up any additional employment, if there is any potential for a conflict of interest. Carrying out public duties (e.g. jury service) does not count as additional employment.

14.4. Employees must not use any academy property or facilities to support additional employment without prior permission from the headteacher and any customer must be informed that the private nature of the work is not connected with the academy.

15. Sickness and other absence: reporting procedures

15.1. It is essential that all employees comply with the procedure for notifying the academy of any sickness or absence for any other reason in accordance with the academy's arrangements as follows:

Teachers to inform Head Teacher by 7 am on first day of absence and then by 3pm daily regarding ongoing absence or return to work.

Classroom support staff to inform Senior HLTA by 7 am on first day of absence and then by 3pm daily regarding ongoing absence or return to work.

Non classroom support staff to inform Business Manager by 7 am on first day of absence and then by 3pm daily regarding ongoing absence or return to work.

15.2. Once an employee has notified the academy of their absence, the employee should maintain regular contact with the academy.

15.3. Employees who are absent for:

- less than 7 calendar days, must complete a self-certification for their absence
- 7 calendar days or more, must provide a valid fit note from their GP/consultant.

15.4. Failure to follow the sickness and other absence reporting procedures may result in disciplinary action.

16. Smoking and substance misuse

16.1. Smoking:

- Smoking or vaping is not permitted anywhere on the academy site or in the immediate vicinity.

16.2. Alcohol and substance use

Employees must:

- not be under the influence of alcohol or any substance which affects their ability to perform their duties, including driving, operating machinery and supervising pupils
- never possess alcohol or illegal drugs or substances at work. Non-prescription drugs, such as Ibuprofen or Paracetamol and prescription drugs must be kept in an appropriate secure location away from pupils
- advise their manager if they are prescribed any medication which may affect their performance or ability to carry out their duties
- alert the academy and seek professional help as soon as possible if they have alcohol or substance misuse problems and commit to a programme to achieve a successful recovery
- report to the headteacher when they suspect that someone is under the influence of or abusing alcohol or substances.

16.3. National support and advice can be obtained from organisations:

- [Drinkline](#): A free and confidential helpline for anyone who is concerned about their own or someone else's drinking: 0800 917 8282
- [Smokefree](#): NHS stop smoking support: www.nhs.uk/smokefree
- [FRANK](#): Advice on what to do to help someone who's having a bad reaction to drugs: <https://www.talktofrank.com/get-help/what-to-do-in-an-emergency>
- LA counselling service (counsellingandwellbeing@leics.gov.uk).

17. Social media

17.1. For more information on the acceptable use of social media, this section should be read in conjunction with the trust's [acceptable use policy](#).

17.2. Social media is constantly evolving and employees are therefore reminded of their continued responsibility to keep up to date with relevant developments and review their privacy settings on a regular basis when using all social media. Personal profiles must not be accessible to pupils and/or parents and all employees must ensure that any content that is posted or shared is appropriate.

17.3. Employees are personally responsible for the content that they publish on social media sites, including "Likes" (on Facebook)/"re-tweets" (on Twitter), YouTube, Snapchat, Instagram, LinkedIn, Yammer, WhatsApp etc.

17.4. It is important when using social media that all employees ensure that they do not bring the trust/academy into disrepute, by making potentially false, derogatory, offensive or defamatory comments, either directly or indirectly, about the trust/academy, colleagues, individuals, pupils or parents etc. that could negatively impact on the trust's/academy's reputation or cause embarrassment. This includes posting images or links to inappropriate content or using inappropriate language.

17.5. Employees must note the following (this list is not exhaustive):

- assume that everything can be traced back to them personally as well as to the academy, their colleagues, pupils and parents
- avoid any conflict of interest and ensure that personal social networking sites are set to private and pupils are never listed as approved contacts. An exception to this may be if the child is the employee's own child, relative, or family friend
- potentially false, derogatory, offensive or defamatory remarks (direct or indirect) regarding the trust/academy, employees, pupils, pupils' relatives, the academy suppliers and/or partner organisations must not be posted on social media sites
- employees must not represent their own views/opinions as being those of the trust/academy
- pupils must not be discussed on social media sites
- information must not be posted that would disclose the identity of pupils or could in any way be linked to a pupil. This includes photographs or videos of pupils or their homes
- employees must not divulge any information that is confidential to the trust/academy or a partner organisation

- employees must not post information on sites including photographs and videos that could bring the trust/academy or themselves into disrepute
- employees must not upload, post, forward or post a link to any pornographic material (that is, writing, pictures, films and video clips of a sexually explicit or arousing nature)
- when posting on social media sites, employees must observe the requirements of the Equality Act 2010 and the Human Rights Act 1998 and must not use any offensive, obscene, derogatory, discriminatory language which may also cause embarrassment to the trust/academy, employees, pupils, pupils' relatives, suppliers and partner organisations
- employees must never impersonate another person
- employees must not upload, forward or post a link which is likely to create any liability for the trust/academy (whether criminal or civil), breach copyright law or other intellectual property rights, or which invades the privacy of any person
- employees must not engage or communicate with students and/or parents regarding any trust/academy matters via their own personal social media accounts. Only the use of academy accounts is permitted for this
- employees must not post content that may breach professional standards or the standard reasonably expected of an employee.

17.6. The trust/academy will take disciplinary action against employees for inappropriate use of social media, including use of social media conducted outside of working hours.

18. Disciplinary matters

18.1. Failure to adhere to any of the principles of this code of conduct may constitute grounds for disciplinary action and could result in summary dismissal. This includes:

- a personal breach of the Code
- failing to promptly report a suspected breach of the Code
- encouraging others to breach any part of the Code.

18.2. Employees who do not understand any of the principles contained within this Code of Conduct should seek advice and clarification from the headteacher.

19. Full opening under coronavirus

19.1. Embrace schools are open to all members of staff and to all pupils from the start of the autumn term 2020.

19.2. All Embrace schools have utilised government guidance to produce a school-specific risk assessment that mitigates the risks of coronavirus for employees and pupils. Risk assessments have been approved by the Local Governing Board and the Trust, following a rigorous accountability process.

19.3. School leadership teams have taken into consideration the views and concerns of employees and their union representatives in developing the risk assessments. This has included briefing employees prior to full opening. Comments from employees and their union representatives will continue to be requested, as risk assessments are monitored and updated to further reduce risks.

- 19.4. It is an expectation that all employees read and understand the risk assessment. If clarity is required, they must ask for this from a line manager or senior leader.
- 19.5. All employees **MUST** fully comply with the risk assessment for the safety of themselves, other members of staff, children and any visitors to the school site.
- 19.6. In line with government guidance, school and trust leadership has the discretion to ask that employees use face coverings on specific occasions. If this measure is implemented at any school, all employees must comply unless there are medical reasons not to do so, which are shared with school leadership.
- 19.7. Where any member of staff has a concern for the safety of themselves, other members of staff, children or visitors to the school site, they must report their concern to a senior leader immediately.
- 19.8. There is an appreciation from the trust and school leadership of the support and hard work of employees in challenging circumstances, since the outbreak of coronavirus. Thank you.