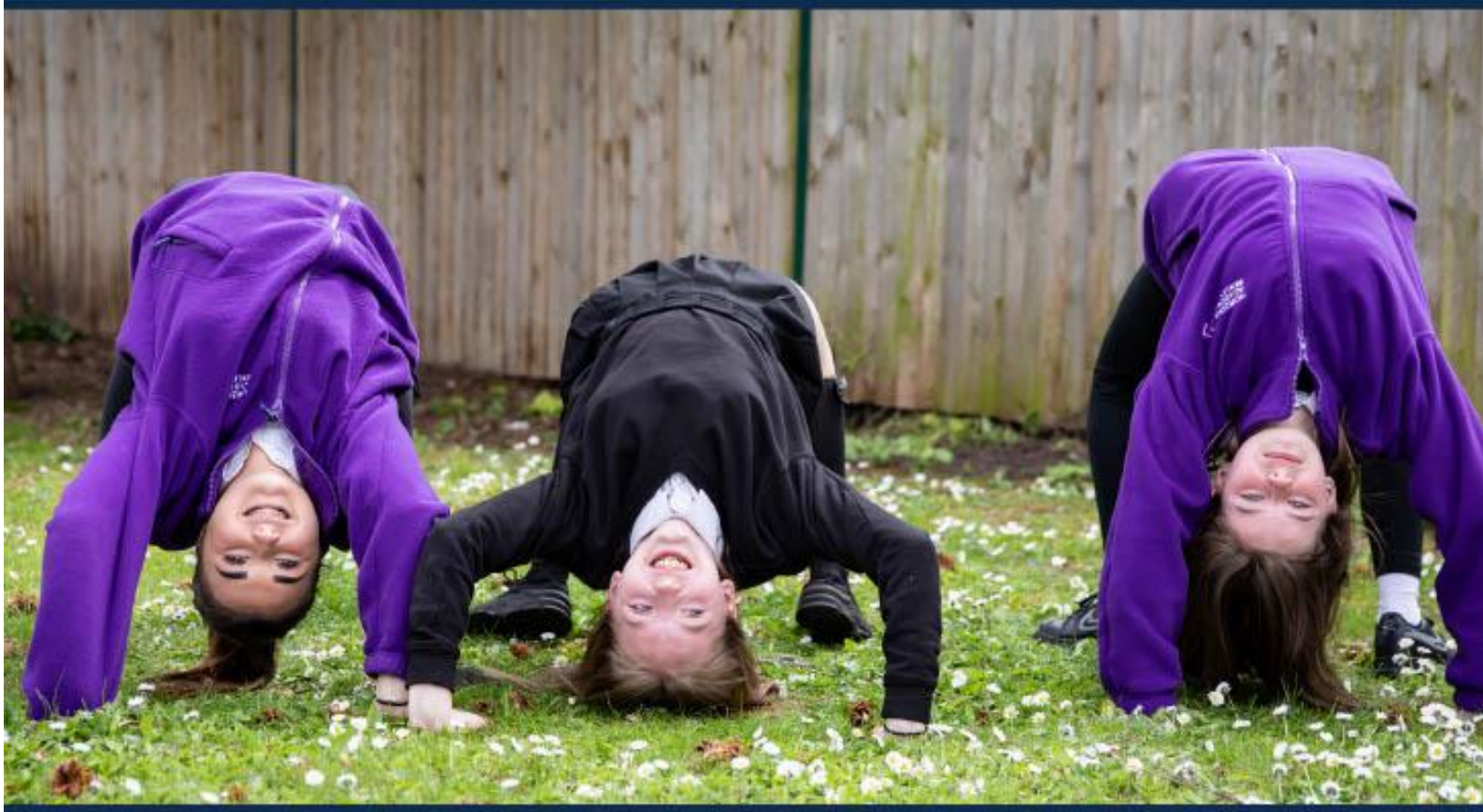
LONDON SOUTH EAST ACADEMIES TRUST

STAFF HANDBOOK AND CODE OF CONDUCT



Part of Elevare® CIVIC EDUCATION GROUP

Introduction

The Trust Handbook and Code of Conduct has been developed to give clear guidance on professional standards and expectations for all Trust staff working in our Academies.

It supports induction and should be read in conjunction with Local Academy Handbooks, Local Academy, Trust and Group wide policies, as well as Trust People Policies.

Each member of Trust Staff is required to sign this document annually to confirm understanding and acceptance of the duties outlined in the Trust Handbook and Code of Conduct, as a condition of employment.

The Trust Policy Matrix identifies the associated policies including Group, Trust and local Academy policies and the distinct People, IT and Regulatory policies and procedures that apply, as the employer of all staff and managers. This can be found on SharePoint here.

This Handbook also outlines the support available from a range of services across the Trust to support all schools.

Associated Documents

Keeping Children Safe in Education 2026

LSEAT Safeguarding Policy 2026

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Section 1 – Staff Handbook

Welcome message from Dr Sam Parrett CBE DL

Group Principal and CEO, Elevare Civic Education Group

Dear Colleagues,

I am pleased to introduce our 2026 Staff Handbook to you.

We are a strong and supportive community, driven by a shared purpose: to transform lives through the power of learning. Whether you are based in one of our mainstream, special or alternative provision settings, your role is vital - and you will be making a difference to the children and young people we serve every single day.



We value professionalism and high standards, and importantly, we believe in creating supportive environments where everyone can thrive.

This document is designed to help you feel informed and supported in your role. It outlines key policies, expectations and ways of working, set out in two sections:

Section 1 – Staff Handbook
This is an important reference point during your employment with us.
It includes lots of useful, practical information that we hope will be useful.

Section 2 – Code of Conduct
This sets out the high standards, behaviours and values we all commit to. This ensures we can provide respectful, safe and inspiring places to work and learn.

Dr Sam Parrett CBE DL

Group Principal and CEO of Elevare Civic Education Group (comprising London South East Colleges, London South East Academies Trust and Elevare Education Foundation)

Trust Mission, Vision & Values & Priorities for 2026/27

Mission

Passionate about their potential, we promise to realise the unique talents and abilities of the children and young people entrusted to London South East Academies Trust. Ambitious for every child, we will work tirelessly to ensure that progression and their 'next step' is always in reach. We recognise and respect the diversity and strength that our different schools bring to our community, within the school and beyond.

Our mission is to create a network of outstanding schools that:

- promote excellence
- celebrate diversity
- enable personal development and achievement
- foster social value in the communities they serve.

Vision

Our vision is to create a future where **every child, in every school, can flourish every day.** Our vision is wide-ranging. It encompasses aspiration, educational excellence, system leadership, and an ambition to create social value for the communities we serve. We aim to:

- Give all children access to an inspirational school offer focused on maximising their own unique talents and abilities.
- Ensure the educational achievement of every child and young person entrusted to us.
- Have a relentless focus on accelerating learning, ensuring that irrespective of their starting point every child achieves and progresses to their next level of education or life stage of employment, and training.
- Reward ambition and high aspirations through all of our schools.
- Maximise the strength of our diversity and use this to enhance the learning experience of every child and young person.
- In areas of social and economic deprivation we will improve the life chances of children and young people.
- We will actively challenge social inequality and as a civic Trust work in partnership to create social value and have a positive impact on the lives and communities we operate in.
- Create a diverse network of high performing schools that unlock children's potential.
- Proactively support and train our education system leadership to improve school standards in our region.
- In doing so we will: create a future where **every child, in every school, can flourish every day.**

Values

To support us in achieving our strategic mission and vision we have 5 core STARS values that we expect all staff to demonstrate at London South East Academies Trust.

SUCCESS: Success is for all: we create a culture of continuous improvement, encouraging all learners and staff to strive to be better, and succeed.

TEAMWORK: We work together to maximise the talent and abilities of all, with our learners central to every choice we make.

ACHIEVEMENT: We have ambition for our learners and staff so that they can achieve and exceed with courage, resilience and determination, realising their own unique potential.

RESPECT: We empower our learners and our staff to be respectful, to value diversity and to maximise this as a talent and strength.

SERVICE: Our purpose is to serve our learners and our communities. Leaders at every level serve with integrity, ensuring our learners achieve and progress in society.

To support all staff to understand how the STARS values align to their role we have mapped the professional standards across the Trust to the STARS values. This is available on the Trust website.

Useful Information

About the Group

London South East Academies Trust is proud to be part of **Elevare Civic Education Group** – which is dedicated to transforming lives through the power of learning and creating opportunities for all.

The Group's unique structure comprises our **Trust**, with its network of mainstream, special and alternative provision schools across Bromley, Bexley, Lambeth, East Sussex and Surrey; a further education college (**London South East Colleges)**, with seven campuses across Bromley, Bexley, Greenwich and Lambeth; and our charity, the **Elevare Education Foundation**.

We deliver high-quality education and training across the region, supporting learners from childhood through to adulthood.

As a civic education group, we are an anchor institution, deeply rooted in our communities. We are committed to generating social value and supporting social mobility for all.

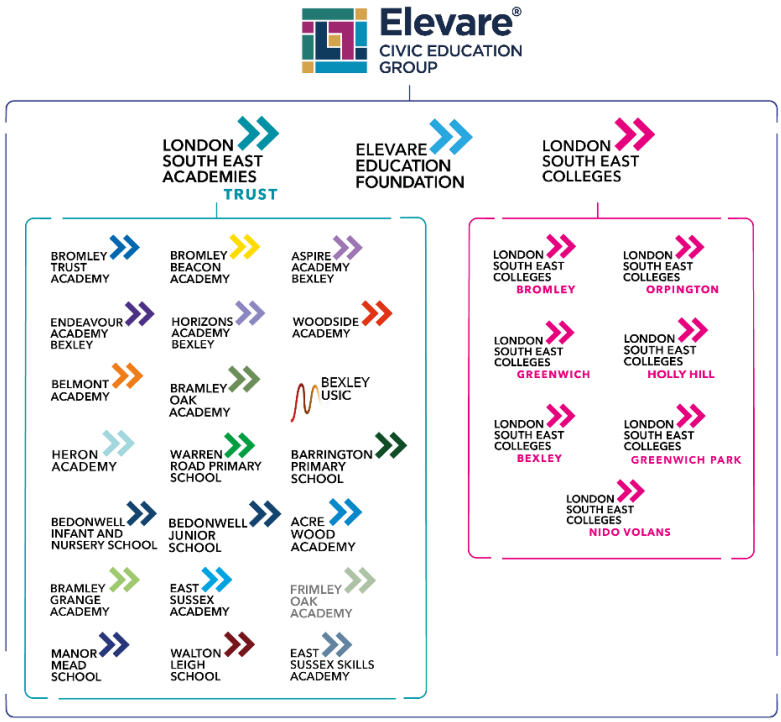
Personal development and progression are at the heart of our mission. We ensure that every learner, regardless of background or educational stage, develops the skills, knowledge and confidence they need to succeed and achieve their potential.

To find out more about our Group, visit elevare.ac.uk

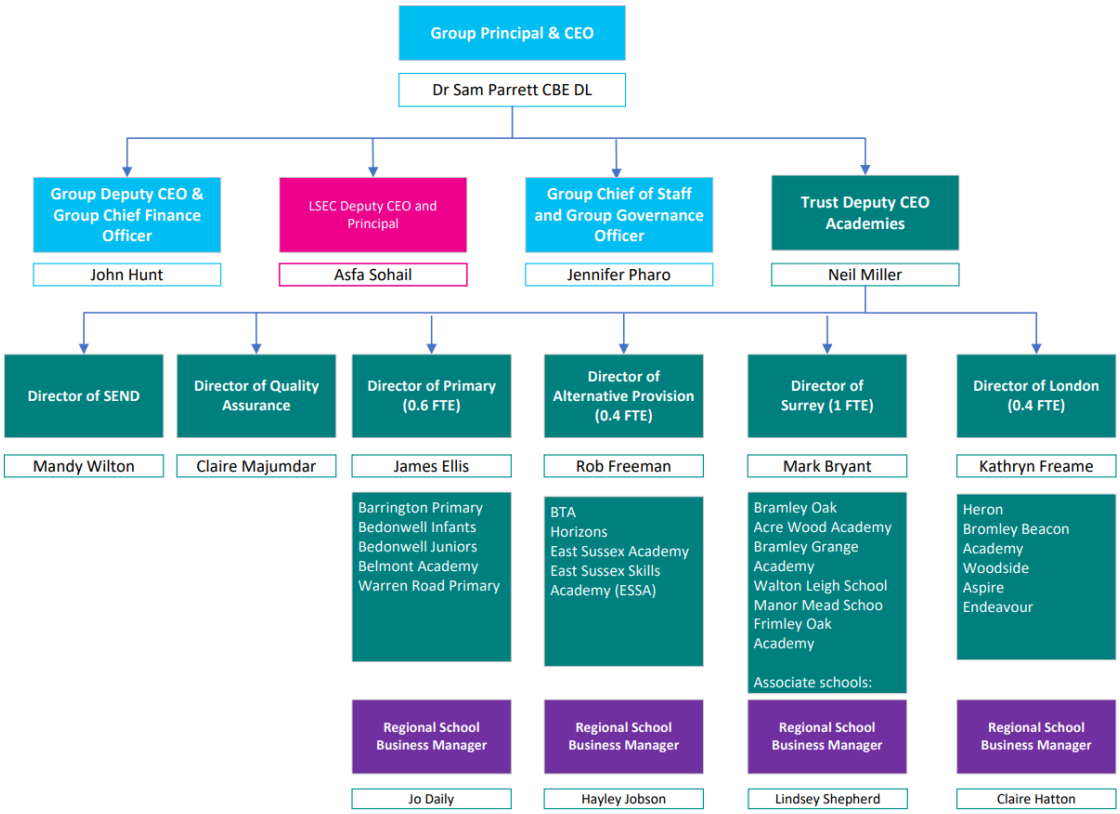
Our Structure

The below gives an overview of our Group and Trust structure with which schools fall under which Regional Hub.

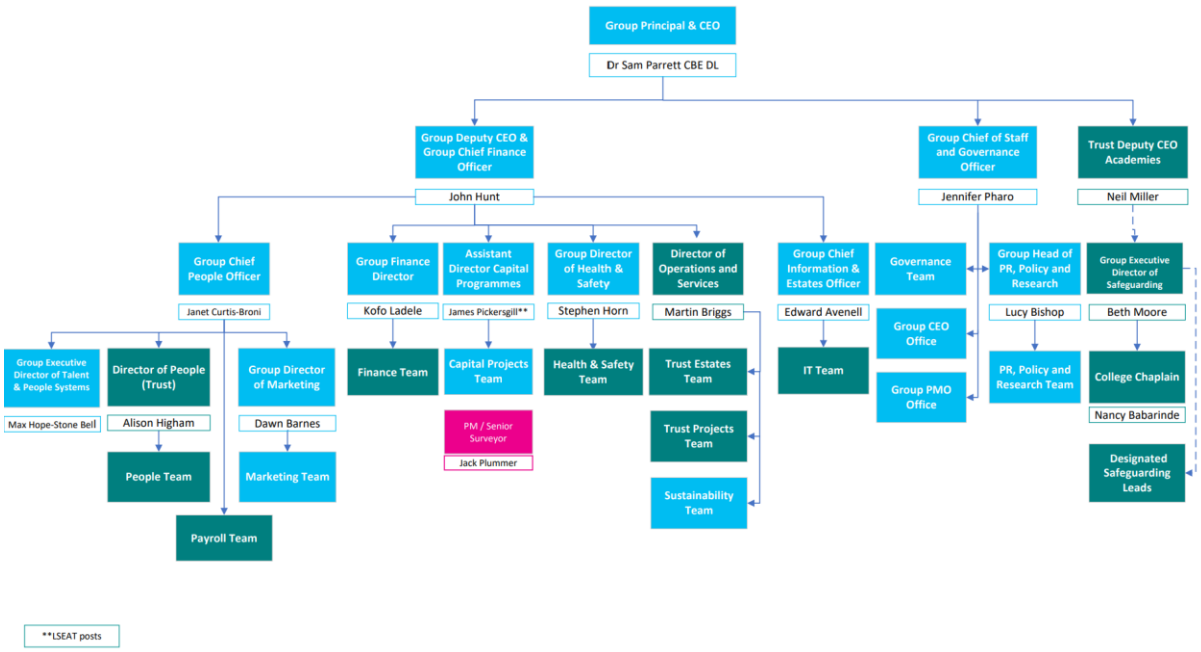
Overarching Group Structure



School Leadership Structure



Business Support Leadership Structure



Our Leadership

As with any large organisation, we have a senior leadership team to help steer the strategic direction of the Trust as well as to support and guide our staff. To find out more about our senior leaders and their areas of responsibility click here.

Induction

To support all staff to settle in and understand how their role fits into the Trusts aims and strategy we have a comprehensive induction process.

Trust Induction

This is an opportunity to hear from leaders across the Trust to understand the breadth of our offer and support available to you. This is hosted by the Deputy CEO, on a half termly basis. You will be invited to this session during the onboarding process, but if you have not been contacted, please speak with your Headteacher/Head of School.

Local Academy Induction

To help you understand the roles and responsibilities of your position (along with the rest of your new team) a Local Induction Process is provided. This will help guide you and your line manager through the first few months in your new role.

Health & Safety

All staff have responsibility to keep themselves and others safe, following our Health and Safety procedures. At induction, managers will explain to staff about local fire and lockdown procedures and how departmental risks are managed. Staff must only undertake activities or use equipment when trained and authorised. Any educational trips must have approval via the Evolve system at least 24 hours before they go ahead. Any accidents must be reported via Smartlog which can be accessed via SharePoint.

School Leaders are responsible for ensuring staff are inducted and trained. All departmental equipment must be safely maintained and inspected, with to up to date risk assessments for their area. School Leaders will ensure that adequate numbers of people in their area are trained as First Aiders and Fire Wardens. School Leaders are also responsible for ensuring any absence related to work injury is recorded on the appropriate iTrent (HR System).

The Health and Safety Department is responsible for systems like accidents reporting, training and risk assessment. We regularly audit our schools to ensure we meet all legal requirements. We provide risk-based reporting to Trust Leaders and are available for advice and guidance. The Health and Safety Department work according to a Service Level Agreement (SLA) with the Trust.

Further information, including policy and forms, can be found on SharePoint. If you need to get in touch with the Health & Safety Team you can do so by emailing us at healthandsafety@lsec.ac.uk .

Equity, Diversity & Inclusion

As an organisation, we proudly celebrate the diversity of our pupils, staff, stakeholders, and our wider communities. We are deeply committed to the promotion and advancement of equity in every

aspect of our operation. We do not accept or tolerate any form of discrimination, victimisation, or harassment on any grounds.

We aim to develop the full potential of all staff and pupils within an ethos which recognises and values the benefits that a diverse workforce supporting a diverse student body can bring to both the local and wider world. To view our full policy please visit SharePoint.

Estates Assets & Equipment

Estate assets are the buildings (and land) and the building services that allow them to function e.g fire alarm and electrical installation. The Trust leases its building assets from each Local Authority on a standard DfE lease, which passes all responsibilities and accountability for the built estate to the Trust.

All general day to day facilities management/caretaking duties and planned maintenance are locally managed by each Academy in accordance with the centrally published policy framework. For any estate related queries in the first instance please speak to your school office team.

Finance

Expenses Policy

The purpose of this policy is to reimburse employees for expenditure they have incurred in conducting Trust business. All claimants are responsible for completing claims accurately, honestly and in accordance with this policy.

Any attempt to submit a false claim may be treated as serious or gross misconduct for both the claimant and the authorising signatory, which may entitle the Trust to dismiss the employee without notice or payment in lieu of notice.

The policy covers amongst other topics the expense reimbursement procedure, authorisation of expense claims, entertainment costs, home and mobile phone claims, professional subscriptions, travel, and subsistence expenses. To access the Trust expenses policy please refer to SharePoint.

If you require any further information or to contact the Central Finance team, then they can be emailed here: finance@lsec.ac.uk

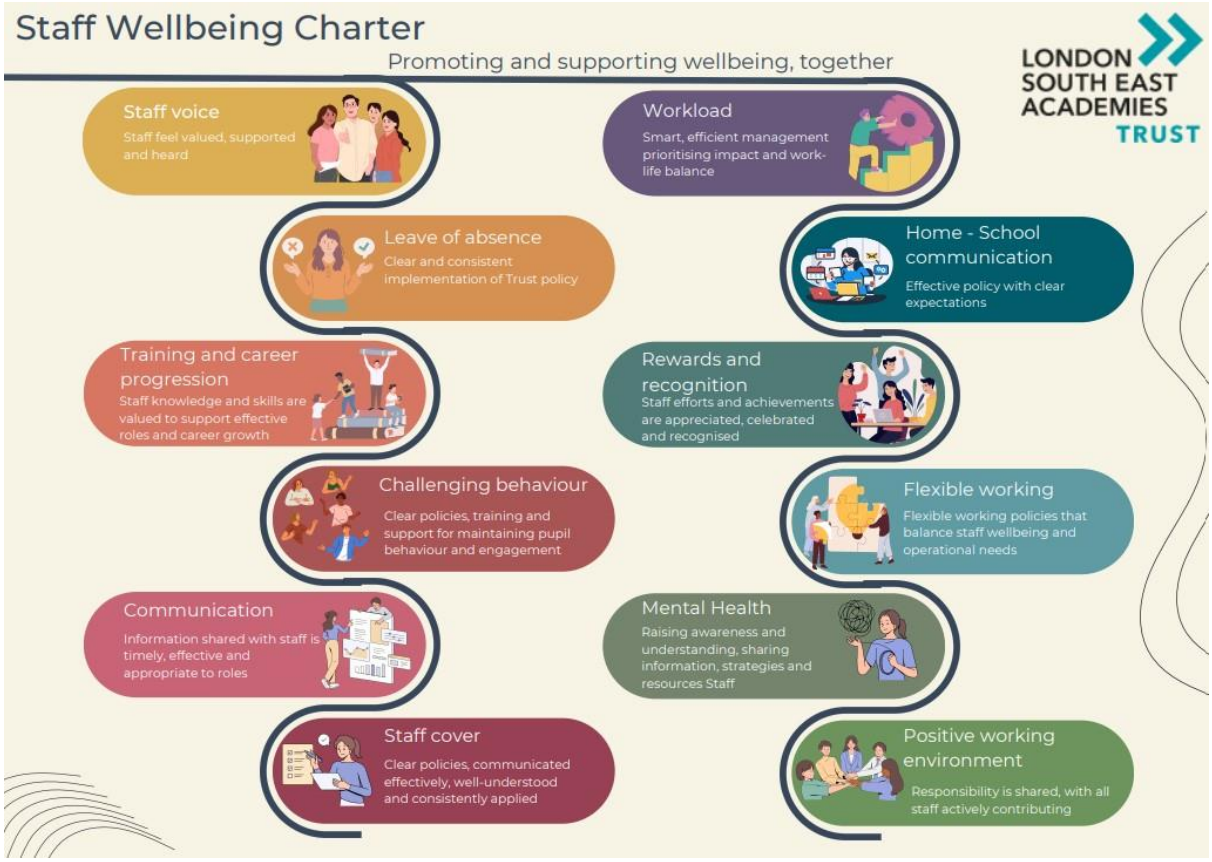


Policies & Procedures

To ensure all staff are aligned with our vision to maximise impact for our learners we have a wide range of policies and procedures that all staff are obliged to follow. They form a helpful guide and framework as to the expectations of all staff as well as our contractual obligations. While it is not expected that all staff know every policy in detail it is expected that you familiarise yourself with all those that may be relevant to your job area. In return, you can expect your leadership team to follow the appropriate policy in the event of any breach and hold staff to account where a shortcoming has been identified. To access our Trust wide policies and procedures click here other local policies and procedures will be shared with you during your local induction process and are available on the individual school website.

LSEAT Wellbeing Charter

The LSEAT Staff Wellbeing Charter outlines 12 key areas—staff voice, training and career progression, communication, workload, rewards and recognition, mental health, leave of absence, challenging behaviour, staff cover, home-school communication, flexible working, and a positive working environment—that influence staff wellbeing in schools. It promotes a supportive, inclusive culture where staff feel valued and heard. The charter provides schools with a framework for evaluating practice, sharing effective approaches, and guiding improvement. It is designed to maintain a strong focus on wellbeing without adding to workload, and can be used within school recruitment, induction, training, and strategic planning at school and Trust level to sustain and enhance staff wellbeing.



Staff Learning & Continuous Professional Development

All staff, regardless of their role, are given the opportunity and are expected to take up learning and Continuous Professional Development (CPD) activities. This will keep their professional knowledge up to date as well allowing them to develop their skills, knowledge, and behaviours to grow their contribution to the Trust. The budget for CPD and other training is held locally within each Academy and therefore any discussion around your development needs should be held with your line manager in the first instance. For more information on our CPD opportunities see our SharePoint site here.

Mandatory Training

All staff need to undertake certain eLearning and in person training to ensure important information to do with health & safety, wellbeing and safeguarding is cascaded. It is expected all staff must complete this as a matter of urgency including any updates and new training that is added. You will be invited to login in to and complete your eLearning via the iTrent Learning platform as part of your onboarding process. If you are unsure how to login, please speak to your line manager.

The People Team

The People Team supports the whole employee lifecycle from recruitment and induction through to development and retirement.

iTrent

iTrent is our online employee self-service people platform where you can perform a range of functions such as viewing your payslip. To login in you will need your LSEAT username and password which IT will have provided you when you first started. You can access iTrent here.

BlueSky

BlueSky is our online appraisal platform which will support all staff in having powerful career driven conversations to improve the outcomes for our young people. For questions about BlueSky in the first instance speak with your line manager or contact the People Team.

Useful Contacts

Alison Higham – People Director, Trust

Louise Webster – Senior People Business Partner

Nina Amoo – Senior People Business Partner

Sarah Harwood – People Business Partner, Trust

To contact the People Team email: lseathr@lsec.ac.uk



Section 2 - Staff Code of Conduct

Summary & Context

All staff who work for London South East Academies Trust will demonstrate high standards of conduct in order to encourage children and young people to do the same.

All staff must establish and maintain professional boundaries in their relationships with children and young people to avoid putting themselves at risk of allegations. The Code of Conduct will help all staff to understand what is considered acceptable.

We have high standards and expectations of all employees and workers and the health, safety and welfare of the students is the priority. Therefore, it is required that you:

- Provide a high standard of service in your dealings with Trustees, Local Community Governors, Academy Leadership and Management, staff, colleagues, students, parents and other stakeholders whether this is in person, by telephone, letter or email.
- Always be polite, responsive and treat people with respect and consideration, be as clear as possible about any decisions and actions you take and the reasons for them.
- Always use appropriate language and never demean, distress or offend the decency of others.
- Do not make derogatory comments or seek to undermine Academy Leaders and Managers or other staff and employees.
- Respect the rights of others and treat them with dignity.
- Never threaten, bully, fight with or assault anyone.
- Never steal, damage or take items that belong to others.
- Hand lost property in to the School Office or Head Teacher, Director of Region/Hub and/or Deputy CEO as appropriate.
- Do not discriminate against, harass or victimise anyone you meet in the course of your work, on any grounds.
- Raise any concerns about inappropriate behaviour by students, parents or colleagues or about the internal workings of the Academy by following the appropriate policy.
- Positively promote the Trust mission, vision and values.
- Comply with our policies and any other rules, regulations or codes that apply to your work and the workplace.
- Use electronic media communications appropriately, responsibly and legally at all times, whether within or outside the workplace/working hours.
- Do not make public statements about the Trust or the Academy without first obtaining authorisation from the Deputy CEO, Director of Region/Hub and/or Head Teacher.
- Avoid actions that may discredit the Trust or Academy or bring it into disrepute.
- Ensure that you are not under the influence of alcohol or drugs during working hours
- Do not disclose or misuse confidential information.
- Do not engage in, or encourage, gossip, rumour, or innuendo.

All staff need to recognise that failure to meet appropriate standards of behaviour and conduct may result in disciplinary action.

Equality of Opportunity

We are committed to providing equal opportunities in recruitment, employment and in the workplace and to avoid unlawful discrimination in all related practices.

Under the Equality Act 2010, there are certain 'protected characteristics' that qualify for protection against discrimination. These are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Unlawful discrimination can take a number of forms:

- Direct discrimination occurs where a person is treated less favourably than another because of a protected characteristic they have, or are thought to have, or because they associate with someone who has a protected characteristic (also see below).
- Indirect discrimination applies to age, disability, race, religion or belief, sex, sexual orientation, gender reassignment and marriage and civil partnership. It occurs where a rule, provision, criterion or practice is applied to everyone but has the effect of particularly disadvantaging people who share a protected characteristic. However, such indirect discrimination may be justified if it can be shown that it is 'a proportionate means of achieving a legitimate aim'.
- Perceptive Discrimination, applying to age, disability, race, religion or belief, sex, sexual orientation and gender reassignment, is direct discrimination against an individual due to the fact that others think, or perceive, that they possess a particular protected characteristic.
- Associative Discrimination applies to age, disability, race, religion or belief, sex, sexual orientation and gender reassignment. It is direct discrimination against someone because they associate with another person who possesses a protected characteristic.
- Harassment is "unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual." Harassment applies to all protected characteristics except for pregnancy and maternity and marriage and civil partnership. Employees/workers can complain about behaviour they find offensive even if it is not directed at them, and the complainant need not possess the relevant characteristic him/herself. Employees and workers are also protected from harassment because of perception and association (see above).
- Victimisation occurs when an employee/worker is badly treated because s/he has made or supported a complaint, or raised a grievance, or is suspected of doing so. However, s/he is not protected from victimisation if the complaint has been made or supported maliciously.
- Pregnancy and maternity provisions afford protection against discrimination to women during the period of the pregnancy and any statutory maternity leave.

Everyone is required to assist in meeting the commitment to providing equal opportunities and avoiding unlawful discrimination. Employees and workers can be held personally liable as well as, or instead of, the employer for acts of unlawful discrimination. Anyone who commits a serious act of harassment may be guilty of a criminal offence.

Acts of discrimination, harassment or victimisation against anyone else are disciplinary matters and will be dealt with accordingly. Such acts may constitute gross misconduct and could lead to dismissal without notice.

Management and Employee Relations

An atmosphere of mutual confidence, trust and respect between leaders and employees/workers is essential to achieving our aims and targets and providing quality first teaching and learning.

As an employee/worker you should:

- promote the Academy and Trust in a positive manner;
- work reliably and in accordance with our policies and practices as well as any other rules and regulations that apply to your work and/or the workplace;
- carry out any reasonable instructions given to you by your manager, Headteacher/Head of School, Director of Region/Hub, Deputy CEO, CEO or Group Executive Member.
- recognise that you are part of a team and that everyone should be working together to achieve similar aims for the overall benefit of the students.

As a leader/manager you should, in addition to the above:

- support and assist employees to carry out their work properly;
- in your dealings with employees, act in accordance with their conditions of service;
- in consultation with employees, set standards of work and objectives, as appropriate to their role;
- give feedback and advice on areas for further development to assist employees in meeting objectives;
- complete performance reviews for the staff you manage;
- support and complete professional development and training as directed for you and for the staff you manage;
- aim to continually develop employees to meet current and future needs of the Academy;
- ensure compliance with the Working Time Regulations 1998, as amended, recognise the need for employees to pursue interests outside work and, therefore, be able to enjoy a reasonable work/life balance;
- consider constructive suggestions for improvements to working practices and standards;
- treat all employees fairly, consistently and with dignity;
- provide a working environment free from discrimination and harassment; and
- provide a safe and healthy working environment.

Safeguarding Children and Young People

Safeguarding is the protection of children and vulnerable adults from maltreatment, preventing physical and developmental impairments and requires action to ensure that everyone can achieve to their potential. Our responsibilities are outlined in Keeping Children Safe in Education 2026 which is reflected in the Trust's Safeguarding Policy which can be accessed on SharePoint.

Each Academy will have its own Designated Safeguarding Lead and Deputy Safeguarding Officers, you will be made aware of these members of staff through your local induction process.

Safeguarding is everyone's responsibility, and all staff need to be alert for signs that a student may require extra support.

All staff have a duty to safeguard children and young people from:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

The duty to safeguard children and young people includes the duty to report concerns about a child/ young person to the School's Designated Safeguarding Lead.

All staff must:

- Have **READ** and **UNDERSTOOD** the Trust Safeguarding Policy and Procedures and Keeping Children Safe in Education 2026 (Part One).
- Declare any new or impending criminal convictions to the Head Teacher
- Declare any personal circumstances that may affect your ability to safeguard children and young people (for example if you and/or your family are currently open to Children's Services)
- All staff should also be aware of the Trust Whistleblowing Procedures which can be found on SharePoint.
- Staff must take all reasonable steps to ensure safety and wellbeing of children and young people under their supervision and provide early help where required.
- Staff must not use personal cameras, phones or any other electronic equipment to take images of students.
- Staff must have signed the Acceptable User Agreement for IT Usage.
- When staff are informed of safeguarding issues regarding specific children, they are to treat this information confidentially and if heard gossiping then they will be warned and then could be dismissed.

Development of Children and Young People

Staff must comply with the Trust and Academy policies and procedures that support the well-being, development and progress of children and young people.

Staff must co-operate and collaborate with colleagues and external agencies where necessary to support the development of children and young people.

Uphold children and young people's rights and help them to understand their responsibilities.

Listen to children and young people, consider their views and preferences, and involve them in decisions that affect them, including those related to their learning.

Honesty and Integrity

Staff must maintain high standards of honesty and integrity in their work, including in the use of school property and finance.

Teaching staff exercise their responsibilities in relation to the examination and assessment of achievement and attainment in a fair, transparent and honest way.

All staff represent their professional status accurately and avoid taking advantage of their professional position.

All staff should ensure that personal beliefs are not expressed in ways which exploit children and young peoples' vulnerability or might lead them to break the law. Staff should uphold British Values and ensure their professional conduct complies with Part 2 of the Teacher Standards or other relevant professional standard at all times.

All staff, if presented with any gifts from parents, must declare these as part of the Trust's Financial Regulations, to ensure they are not open to bribery or coercion.

You have an obligation to share with the Designated Safeguarding Lead any information which gives rise to concern about the safety or welfare of a pupil. You must **NEVER** promise a pupil that you will not act on information that you are told by him or her.

Confidentiality

Where staff have access to confidential information about children and young people or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the child/ young person.

All staff are likely to witness actions at some point which need to be confidential. These actions will be reported and dealt with in accordance with School procedures and must not be discussed with anyone internal or external of the School community except the member of staff who is dealing with the matter.

All staff have an obligation to share with the Designated Safeguarding Lead, Head Teacher/ Head of School/Regional Director and/or Deputy CEO any information which gives rise to concern about the safety or welfare of a child/ young person.

Keeping Within the Law

Employees and workers are expected to operate within the law. Unlawful or criminal behaviour, at work, or outside work, may lead to disciplinary action, including dismissal, being taken against employees.

You must ensure that you:

- Uphold the law at work.
- Never commit a crime away from work which could damage public confidence in you or the school or Trust, or which makes you unsuitable for the work you do. This includes, for example:
    - Submitting false or fraudulent claims.
    - Breaching copyright on computer software or published documents.
    - Sexual offences, violence or any other form of abuse which will render you unfit to work with children or vulnerable adults;
    - Crimes of dishonesty which render you unfit to hold a position of trust;
    - Involvement with Social Care or child protection including your own household; and

- Write and tell the Head Teacher, Director of Region/Hub, Deputy CEO and People Team immediately if you are arrested, being investigated for, are charged with, convicted of, or cautioned for, any crime whilst you are employed at the School or if you are under investigation by the Teaching Regulation Agency, Department for Education or other regulatory or professional body or if your legal right to work in the UK is challenged.

This includes outside of your working hours. You do not need to inform the Head Teacher/ Head of School, Deputy CEO or HR of offences that do not involve the police such as a parking or speeding fines.

The Head Teacher/Head of School, Director of Region/Hub and Deputy CEO will determine and consider whether any investigations, charges or convictions damage public confidence in the school or Trust or makes you unsuitable to carry out your duties.

Conflicts of Interests

We expect all employees, workers, consultants, local governors and trustees to be scrupulously honest in their work. Colleagues, students, parents and the public in general are entitled to have absolute confidence in the trustworthiness and honesty of everyone working for us.

Our business should be conducted, and be seen to be conducted, in an objective, transparent and unbiased manner. There may be occasions when there is scope for conflict between your own interests and our interests.

It is a requirement of the ESFA's Academies Financial Handbook that we have a Register of Interests and that it must capture relevant business and pecuniary interests of members trustees, governors and senior employees and that we must consider extending the register to include other interests.

We have decided that the following employees must complete an annual declaration of interests to be included in the Register of Interests and must also declare any interest to the Clerk to the Trust Board immediately it becomes apparent:

- Deputy CEO
- Director of Region/Hub
- Head Teachers/Heads of School
- Deputy Head and Assistant Head Teachers
- School Business Managers;
- persons working in the finance function;
- any other person who is a budget holder; and
- any other person involved in the procurement of goods or services.

The interests of Members, Trustees and Local Community Governors will also be collected by the Clerk to the Board, with Members and Trustee interests published on the Trust website.

For the purposes of this Code of Conduct "Connected Person" means any of:

a. your partner or ex-partner (which includes a wife, husband, civil partner and any person you had a personal or romantic relationship with);

b. your father, mother, sister, brother, son, daughter, uncle, aunt or cousin;

c. your partner's father, mother, sister, brother, son, daughter, uncle, aunt or cousin;

d. the partner of any those people listed at a, b or c above

e. a person with whom you have a business relationship; and

f. the partner of a person with whom you have a business relationship.

The interests which must be formally declared on the declaration of interests form include;

- directorships, partnerships and employments that you or a Connected Person have with businesses which provide goods or services to us;
- trusteeships and governorships including at other educational institutions or charities irrespective of whether there is a trading relationship with us; and
- for each interest, the name of the business, the nature of the business the nature of the interest, and the date the interest began.

To avoid any difficulties arising from a potential clash of interests you must:

- notify your Head Teacher/Head of School, Director of Region/Hub, Deputy CEO or Clerk to the Trust Board, in writing if you or a Connected Person have links, of any sort, with an outside organisation which may carry out work for us, or supply the Trust with goods or services (or is tendering or preparing to do so);
- not participate in any recruitment process where a Connected Person has applied or is intending to apply a post with us;
- not participate as part of any recruitment process or other panel (e.g. as a staff governor on a Pay Panel) if you may be in a position to benefit from the outcome; and report in writing any possible conflict of interest to the Clerk to the Trust Board.

Fraud Avoidance, Personal Gain, Gifts and Hospitality

As outlined within the Trust Financial Regulations, the Trust requires all staff at all times to act honestly and with integrity to safeguard the public resources for which the Board is responsible.

Fraud is an ever-present threat to resources. All members of Trust staff must therefore remain alert to the risk that fraud or other irregularity could occur in their area of responsibility.

The Audit & Risk Committee is responsible for approving the Trust's Fraud Avoidance Policy. An annual review of areas susceptible to fraud is to be prepared by Deputy CEO, Director of Region/Hub and Head Teachers/Heads of School.

The Trust Fraud Register is maintained by the Clerk to the Trust Board and any changes are to be presented to each meeting of the Audit Committee.

Any individual or cumulative instances of fraud above £5,000 must be reported by the Trust to the ESFA. In addition, any unusual or systematic fraud must also be so reported. Further details are contained within the Fraud Avoidance Policy which is available to Community Governor employee or Connected Person may use their connection to the Trust for personal gain (other than salary for employees) including payment under terms that are preferential to those that would be offered to an individual or organisation with no connection to us.

It is an offence under the Prevention of Corruption Act 1906 for members of staff to accept corruptly any gift or consideration as an inducement or reward for doing, or refraining from doing, anything in an official capacity or showing favour or disfavour to any person in an official capacity.

The guiding principles to be followed by all Members, Trustees, Local Community Governors, managers and staff must be:

- the conduct of individuals should not create suspicion of any conflict between their official duty and their private interest
- the action of individuals acting in an official capacity should not give the impression (to any member of the public, to any organisation with whom they deal or to their colleagues) that they have been (or may have been) influenced by a benefit to show favour or disfavour to any person or organisation.

Thus, members of staff, leaders, Trustees and Local Community Governors, should not accept any gifts, rewards or hospitality (or have them given to members of their families) from any organisation or individual with whom they have contact in the course of their work that would cause them to reach a position whereby they might be, or might be deemed by others to have been, influenced in making a business, or educational decision as a consequence of accepting such hospitality.

The frequency and scale of hospitality accepted should not be significantly greater than the Trust would be likely to provide in return.

When it is not easy to decide between what is and what is not acceptable in terms of gifts or hospitality, the offer should be declined, or advice sought from the relevant Head Teacher/ Head of School or Group Chief Financial Officer.

For the protection of those involved, the Clerk to the Trust Board will maintain a register of gifts and hospitality received where the value is in excess of £100.

Members of staff, managers, Trustees and Local Community Governors in receipt of such gifts or hospitality are obliged to notify the Clerk to the Trust Board.

The Trust Gifts and Hospitality Register is presented to the Audit & Risk Committee annually.

The general principle is that you should not receive or ask for any Gift.

Conduct Outside of Work

Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the Academy or the employee's own reputation or the reputation of other members of the Academy community or contravene British Values as well as KCSIE 2026.

Staff must exercise caution when using information technology and be aware of the risks to themselves and others.

Staff must ensure they adhere to the Trust Acceptable User and Social Media Policies at all times both within the school settings and outside.

Staff must be aware of social relationships with parents outside of school and ensure approval is provided by senior leaders if the relationship extends beyond the usual parent/ professional relationship.

Relationships at Work

All staff should abide by the Relationships at Work Policy to ensure that any relationships are declared in an open and transparent way. Staff will need to complete the necessary documentation to declare any relationships at work, to avoid any conflict of issues arising. In addition, staff should declare any relationships, in respect of potential applicants to work in the Trust.

Secondary Employment

The Working Time Regulations 1998, as amended, are a Health and Safety initiative and cover all work undertaken. To enable the Trust to comply with the Regulations and maintain the health and safety of all employees, you must inform your Line Manager and/or HR of ALL work undertaken, or applied for, elsewhere (should you be engaged in, or intending to be engaged in, other paid or unpaid work).

In addition, it is important you are aware that there should be no conflict of interest, nor any contractual conflict, between your work for the school and your work elsewhere. Approval to undertake, or continue with, secondary employment can only be granted in circumstances where there is no conflict with the provisions of the Working Time Regulations nor any other conflict of interest or contractual conflict.

Any employee asked to undertake private tutoring of students either within or out of the Trust must first seek approval from the Head Teacher/Head of School, Director of Region/Hub and/or Deputy CEO.

Hours of Work and Attendance

It is important that all employees are in the workplace at their agreed starting time and do not leave before their agreed finishing time. Bad timekeeping and poor attendance increases costs, causes disruption for others and has an adverse effect on students' education.

We recognise that the majority of employees are punctual and do not take time off without good cause or obtaining prior permission.

Our expectations are that:

- you attend work in accordance with your contract of employment and associated terms and conditions in relation to hours, days of work and holidays;
- wherever possible, you make routine medical and dental appointments outside of your working hours or during holidays. The only exceptions to this requirement will normally be in the event of an emergency, particular difficulty in relation to hospital appointments (which are rarely negotiable) or to attend for ante-natal care if you are pregnant. Pregnant employees are entitled to paid time off for ante-natal appointments. In any circumstances, however, you should agree time off with your line manager at the earliest opportunity to ensure that adequate cover arrangements can be made;
- You adhere to the absence reporting procedures outlined in your local handbook and induction process as well as following any Trust processes.

Dress Code & Appearance

The purpose of the Trust dress code is to establish basic guidelines on appropriate clothing and appearance at our workplace, so that we:

- promote a positive image and staff look professional;
- respect religious, racial and gender-specific clothing requirements and those of Staff with disabilities where possible;

- take account of health and safety requirements; and
- help staff decide what clothing is appropriate to wear to work.

Different departments within each Academy may have specific requirements that result in particular clothing demands, for example, because their work raises health and safety risks. It is important that all staff dress in a manner appropriate to their working environment and the type of work they do.

Staff are required to appear clean and smart at all times when at work and should not have extreme hairstyles. Staff should not wear casual clothes to work, this includes track suits, sweat-shirts, and casual or sports t-shirts or shorts, combat trousers, jogging bottoms, denim or leggings (with the exception of staff who may wear the school sports or casual clothing or where this has been agreed with Head Teachers/Heads of School).

Clothing should not be dirty, frayed or torn. Tops should not carry wording or pictures that might be offensive or cause damage to the Trust's reputation.

It is inappropriate to wear clothing such as cut-off shorts, crop tops, short skirts, low cut tops, see through material or clothes that expose areas of the body normally covered at work.

Footwear must be safe and clean and take account of health and safety considerations. Where the Academy provides safety clothing and equipment, including protective footwear, it should be worn or used as appropriate and directed.

Staff should not wear clothing or jewellery that could present a health and safety risk.

Religious and cultural dress: Staff may wear religious and cultural dress (including clerical collars, head scarves, skullcaps, and turbans) unless it breaches this policy or compromises the health and safety of the wearer, their colleagues, or any other person. Where necessary your Line Manager can disseminate appropriate information explaining cultural dress and customs. Priority is always given to health and safety requirements. Where necessary, advice should be taken from Human Resources.

Giving Employment References

There are a series of legal obligations on the Trust when giving employment references:

To the recipient of the reference, we owe a duty to take reasonable care and skill to ensure that the reference is true, accurate, fair and not misleading; to the subject of the reference we owe a duty to take reasonable care when preparing the reference and to comply with our duties under the Data Protection Act to ensure that personal data and sensitive personal data are processed fairly and lawfully.

You should be aware that any reference supplied by the Trust to a future prospective or active employer will be confidential and will not be shared with you either in advance or after it has been provided (unless where it forms part of a formal Settlement Agreement.)

Any reference given will always be subject to the Trust obligations under the Safeguarding Vulnerable Groups Act 2006 and the Education Act 2002 which would allow the Trust to refer to any concern about safeguarding of children.

Only the People Team are authorised and permitted to give a reference about you to a prospective or actual employer in relation to your employment with us

It will be a breach of this Handbook and Code of Conduct if any other employee provides an employment reference.

Health, Safety & Wellbeing

It is important that you read and familiarise yourself with the content of the relevant documents in place within the School and Trust in relation to Health and Safety and, in particular, any specific duties assigned to you as part of the policy.

You are required to comply with Safety Regulations and to use any safety equipment and protective clothing which is supplied to you by the school, as well as any hygiene and accident reporting requirements. You are also expected to familiarise yourself with all risk assessment documents and follow the advice and guidance given.

You must never act in a way which might cause risk or damage to any other members of the school community, or visitors. In general, all employees/workers are required to take due care for their own safety and the safety of their fellow employees at all times.

No Smoking, No Vaping

Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

In particular, you should note the following:

- it is an offence, punishable by a fine and possible criminal prosecution, to smoke (or allow smoking) in 'enclosed' or 'substantially enclosed' public places and workplaces;
- public transport and work vehicles used by more than one person must be smoke free at all times, regardless of whether others are in the vehicle at the same time;
- employee smoking rooms and/or indoor smoking areas are not allowed;
- all employees, workers and others must respect the law on smoking. You must understand and be clear that smoking is strictly prohibited in all areas within the school premises and school. Areas of the premises include classrooms, sports areas, dinner halls/restaurants, staff rooms, meeting rooms/Committee rooms, workshops, rest areas, stairs, corridors, lifts, toilets, reception and storage areas whether they are permanent, moveable or temporary (including, for example, tents and marquees); and
- requires that employees and workers do not smoke while carrying out home visits. (Similarly, employees and workers carrying out duties relating to their employment can request that parents, other family members or persons within the household do not smoke while they are visiting otherwise the visit may be terminated and alternative arrangements made).

Smoking (including 'vaping') should not take place around the School perimeter or within sight of our premises.

Employees and workers should also be aware and understand that the School's no smoking policy and arrangements apply similarly to the use of electronic cigarettes (e-cigarettes). We do not wish to encourage our children to start smoking by appearing to normalise smoking

You are responsible for informing a member of the Senior Leadership Team of any breaches of our smoking arrangements.

Accident Reporting

Accident reporting is a key element of maintaining staff and student wellbeing across all our education settings, ensuring that the Trust is compliant with it's duty of care as an employer and education provider. All staff should ensure that all accidents are reported in line with the accident reporting requirements of the Academy setting in which they work.

Robust and diligent accident reporting enables the Trust to make continuous improvements in maintaining a healthy and safe environment. If you are involved in an accident please ensure that you have informed your line manager as soon as practically possible and follow the correct and appropriate accident reporting procedures

Trust and Academies IT Systems & Data

IT Systems covers all equipment and communication systems used across the organisation. This includes photocopiers, scanners, printers, fax machines, computers, phones, tablets, servers and CCTV cameras.

It also includes electronic systems such as email, internet access, the website, managed and virtual learning environments, along with any related hardware and software.

You are expected to act honestly, responsibly and appropriately at all times when using our IT System.

Our IT System must not be used for knowingly transmitting, retrieving, copying, sharing or storing any communication or information that is:

- discriminatory or harassing;
- derogatory to any individual or group;
- obscene or pornographic;
- defamatory or threatening; or
- engaged in any purpose that is illegal or contrary to our regulations, policies or interests.

Responsibility for the safe-keeping and proper use of any equipment issued lies with the individual employee/worker.

Reasonable steps should be taken to prevent theft or damage to equipment, e.g. not leaving equipment visible in an unattended vehicle. You must not remove equipment or resources without the express permission of your Line manager, Head Teacher/Head of School, Director of Region/Hub and/or Deputy CEO.

Use of Personal Data

Information held relating to our work is a resource belonging to the Trust. The Trust has a Data Sharing Policy and Agreement with the London South East Colleges to share staff and student data for specific purposes. This applies whether information is held manually or electronically.

You must use sensitive information properly and have due respect for confidentiality. If you have access to such information, you should ensure that you:

- know what information we treat as confidential (check with your manager if you are unsure);
- know who is entitled to have access to what information (check with your manager if you are unsure);
- are responsible and professional in using and allowing access to personal information on students, parents, staff, governors and any others and use personal information in line with the principles of data protection legislation.

Such data must:

- be used fairly and lawfully;
- be used for limited, specifically stated purposes;
- be used in a way that is adequate, relevant and not excessive;
- be accurate;
- be kept for no longer than is absolutely necessary;
- be handled according to people's data protection rights;
- may be shared with London South East Colleges as detailed in the Data Sharing Policy;
- be kept safe and secure and not be transferred outside the UK without adequate protection.

There is stronger legal protection for information such as ethnic background, political opinions, religious beliefs, sexual orientation, physical and mental health, and criminal records.

Confidentiality requirements apply whether relevant data is held manually or electronically.

Notwithstanding confidentiality requirements, as set out above, you have an obligation to share with the Designated Safeguarding Lead any information which gives rise to concern about the safety or welfare of a pupil. You must **NEVER** promise a pupil that you will not act on information that you are told by him or her.

If you are unsure about the use of any information which is, or may be, deemed to be sensitive and/or confidential, you should consult your Line Manager or Head Teacher/Head of School, Director of Region/Hub and/or Deputy CEO for clarity.

Staff must read the Trust Data Protection Privacy Statement, as it forms part of the Trust Handbook and Code of Conduct.

Email and Internet Usage

The use of email and the Internet is encouraged as it facilitates communication, enhances our work and improves efficiency. However, inappropriate use may lead to problems ranging from issues relating to productivity to legal claims.

You are expected to:

- adhere to any requirements in place relating to use of the systems for work-related and any permitted private use (if applicable);
- assist in reducing email overload and aid productivity wherever possible by (for example) sending email messages only to those for whom they are relevant, send blind (bcc) copies wherever possible, not automatically reply to all names on a "cc" list (it may be inappropriate in some cases or irrelevant for some recipients). Only send emails between the hours of 7am and 7pm Monday to Friday. Only send attached files where necessary;

- be aware that although email encourages rapid communication, the contents of email messages should be written with care. Messages sent without proper consideration can cause unnecessary misunderstandings. Email should not be used as a substitute for face-to-face communication;
- be aware that offers accepted or contracts transmitted via email are legally binding;
- be aware that emails and email contact lists contained on our system are our property even though created by an individual employee/worker;
- use the Web as and when appropriate for work purposes. Even when being used for work-related activities, browsing can be highly time-consuming
- use the Web and the email systems responsibly.

Use of the Internet for illegal or inappropriate activities will not be tolerated.

Such activities include (but are not limited to):

- online gambling;
- accessing offensive, obscene or indecent material, including pornography, or downloading or distributing copyright information;
- sending or posting abusive, rude or defamatory messages about people or organisations;
- sending or forwarding any message that could constitute bullying or harassment, unauthorised non business used, including personal messages, jokes, cartoons or chain letters; or
- posting confidential information about the Trust or other employees/workers, governors, parents, students, or anyone associated with them.
- respect the copyrights, software licensing rules and property rights, and in general the privacy and prerogatives of others; and
- use social networking sites responsibly and appropriately (see below).

Computer Security and Misuse

In general, you should note that:

- those with access to personal data are in a particularly sensitive position and must be aware of the provisions of the Data Protection Act;
- all Internet sites accessed, as well as other applications, should be closed when finished with and computers switched off. Computers should never be left open and unattended;
- all logins/passwords must be kept confidential. They must not be given to any other person. Neither should any employee/worker use someone else's log-in or password;
- no external software may be used without the prior permission of your Line Manager, your Head Teacher/Head of School, Director of Region/Hub ,Deputy CEO or person within the School responsible for computer security; and
- all electronic data must be held in an encrypted manner.

Misuse of computers is a serious disciplinary offence.

The following are examples of misuse:

- fraud and theft;

- system sabotage;
- introduction of viruses;
- obtaining unauthorised access;
- using the system for private work or unauthorised game playing;
- breaches of the Data Protection Act;
- sending abusive or defamatory messages or statements about people or organisations, or posting such messages or statements on any websites or via email;
- attempting to access prohibited sites on the internet;
- hacking; and
- breach of our security procedures

The above list is not exhaustive.

Depending on the circumstances, misuse of the IT system may be considered to be gross misconduct. Misuse amounting to criminal conduct will be reported to the police.

Social Media and Applications

Use of work-related social networking sites or applications is restricted to any arrangements, rules and/or protocol established by us. If you are unclear about the use of these sites, please refer to HR, Head Teacher/Head of School, Director of Region/Hub, and/or Deputy CEO.

Work-related social networking sites must not at any time be used for personal communications.

When using a social networking site, either for work-related purposes or outside of working time for personal use, you must:

- make sure that you understand your online privacy settings and use them responsibly and appropriately;
- not divulge any confidential information about, or belonging to, the Trust, the School, trustees, local governors, employees/workers or students associated with them and/or personal data/information which could be in breach of the Data Protection Act and GDPR.
- not disclose any information which is not yet in the public arena;
- not post any illegal material, e.g. images of child abuse or material which incites racial hatred;
- not make any offensive, defamatory, discriminatory, critical or other inappropriate comments about us, governors, employees/workers or students;
- not claim to be representing the Trust when using social networking sites in a personal capacity (note that stating you are employed by the Trust does infer 'representation').
- You must make it clear when posting information or comments that any personal views expressed do not represent our views (Use a disclaimer such as "The views expressed here are my own and do not represent the views of my employer");
- not misrepresent us by posting false or inaccurate statements about your work;
- not link your own blogs/personal web pages to our website;

- not use any of our logos on any personal page, or without the specific consent of your Line Manager or Head Teacher/Head of School, Director of Region/Hub, and/or Deputy CEO for work-related purposes;
- not publish any material or comment that could undermine public confidence in you as an employee/worker in a position of trust; and
- link to, message, tag, befriend or otherwise contact or communicate with any of our current or former pupils. The above list is not exhaustive.



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