



# **Tillingbourne Junior School**

## **Staff Code of Conduct**

### **September 2025**

<b>Governors' Committee Responsible:</b>	Safeguarding Committee
<b>Governor Safeguarding Lead:</b>	Carrie Mariner
<b>Nominated Lead Member of Staff:</b>	Ben Stevenson
<b>Status &amp; Review Cycle:</b>	Statutory    Annual
<b>Next Review Date:</b>	September 2026



**SURREY**

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## Safeguarding Statement “It could happen here”

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all children.

We make every effort to provide an environment in which children and adults feel safe, secure, valued and respected.

The purpose of this policy is to provide staff, volunteers and governors with the framework they need in order to keep children safe and secure in our school by ensuring all staff uphold the expected professional standards and behaviours.

### Key Personnel

Designated Safeguarding Lead (DSL) is: Ben Stevenson  
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The Headteacher is: Ben Stevenson  
Contact details: 01483 504384 [head@tillingbourne.surrey.sch.uk](mailto:head@tillingbourne.surrey.sch.uk)

The Chair of Governors is: Jane Browne  
Contact details: via the school office or [chair@tillingbourne.surrey.sch.uk](mailto:chair@tillingbourne.surrey.sch.uk)

The nominated Safeguarding Governor is: Carrie Mariner  
Contact details: via school office 01483 504384

The Local Authority Designated Officer (LADO) :  
Contact details 0300123 1650

## **Terminology**

**Safeguarding and promoting the welfare of children** is defined as:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care;
- taking action to enable all children to have the best outcomes.

**Staff** refers to all those working for or on behalf of the school, full or part time, temporary or permanent, in either a paid or voluntary capacity.

**Child(ren)** includes everyone under the age of 18. On the whole, this will apply to pupils of our school; however the policy will extend to visiting children and students from other establishments

**Parents** refers to birth parents and other adults who are in a parenting role, for example step-parents, foster carers and adoptive parents.

**Social media** refers to all forms of communication through internet, web based applications, text and instant messaging.

## **Introduction**

This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004; the Education Act 2002.

The policy also reflects, both statutory guidance 'Keeping Children Safe in Education' 2024 (KCSIE), Teacher Standards and Surrey Safeguarding Children Board (SSCB) Procedures.

The Governing body takes seriously its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children.

This policy applies to all members of staff in the school as defined in the terminology.

## **1. Policy Principles & Values**

This policy sets out the standards of behaviour expected from all staff at Tillingbourne Junior School.

School requires that all staff have read and agree to comply with this policy. Breach or failure to observe this policy will result in action being taken under the school disciplinary procedures.

This policy is not exhaustive and all staff are expected to exercise their professional judgement to act in the best interests of the children and school at all times.

## **2. Policy Aims**

To demonstrate the school's commitment with regard to upholding staff professional standards.

To support staff with their responsibilities to safeguard children and to act appropriately by following the expected code of conduct.

To encourage staff to minimise the risk of inappropriate conduct occurring and thereby enable staff to set a good example to children within the school.

## **3. Compliance**

All staff must complete the compliance sheet to confirm they have read, understood and agree to comply with this policy. This form should be signed and dated and a copy retained.

## **4. Safeguarding**

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

Staff will familiarise themselves with our safeguarding policies and procedures and ensure they are aware of the processes to follow if they have concerns about a child.

Our child protection policy and safeguarding procedures are available on the safeguarding display in the staffroom and on the school Intranet and school website.

New staff will also be given copies on arrival.

## **Low-level concerns about members of staff**

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

- Being over-friendly with children
- Having favourites
- Engaging in one-to-one activities where they can't easily be seen
- Using inappropriate language

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

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

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

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

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

## **Sharing concerns and recording incidents**

All staff should be aware of their establishment's safeguarding procedures, including the procedures for dealing with allegations against staff and volunteers. In the event of an allegation being made, by any person, or incident being witnessed, the relevant information should be immediately recorded and reported to the Headteacher or if the allegation is against the Headteacher it should be reported to the Chair of Governors on [chair@tillingbourne.surrey.sch.uk](mailto:chair@tillingbourne.surrey.sch.uk) or via the school office.

## **5. Whistleblowing (see Whistle Blowing Policy)**

Whistleblowing is the mechanism by which staff can voice their concerns, without fear of repercussion.

All school staff have a duty to report any behaviour by a colleague which raises concern. Staff should refer to the school's whistleblowing policy for further guidance. This is particularly important where the welfare of pupils may be at risk.

## **6. Professional Behaviour and Conduct**

All staff are expected to demonstrate consistently high standards of personal and professional conduct.

All staff must uphold public trust in their professional position and maintain high standards of ethics and behaviour, within and outside school, by:

- treating children with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to professional position
- having regard for the need to safeguard childrens' well-being, in accordance with statutory provisions
- showing tolerance of and respect for the rights of others 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
- ensuring that personal beliefs are not expressed in ways which exploit childrens' vulnerability or might lead them to break the law
- All staff must have proper and professional regard for the ethos, policies and practices of the school in which they work and teach, and maintain high standards in their own attendance and punctuality.
- All staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities
- All staff should avoid any conflict of interest between activities undertaken outside school and responsibilities within school.
- Staff are expected to act in accordance with the school's policies and procedures at all times.

## **7. Conduct outside of work**

Staff will not act in a way that would bring the school, or the teaching profession, into disrepute. This covers conduct including but not limited to relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school on social media.

## **8. Parents as employees**

It is acknowledged that some staff also have children who attend the school. It is recognised that in these cases the staff fulfil a dual role of parent and employee.

Parents as employees should ensure that they uphold boundaries between the two roles and that their behaviour does not constitute a conflict of interest. For example, they must maintain the same level of confidentiality despite social expectations. Parent-staff should discuss any inter-role conflict with their line manager.

## **9. Relationships**

Staff must maintain appropriate professional boundaries in their interactions with children. Staff should act in an open and transparent way that would not lead any reasonable person to question their actions or intent.

Staff must not establish or seek to establish social contact with children for the purpose of securing a friendship or to pursue or strengthen a relationship. If a child seeks to establish social contact staff should exercise professional judgement when responding and be aware that such social contact could be misconstrued.

Staff must not develop personal or sexual relationships with children and should not engage in any sexual activity with a child.

Staff should be familiar with the contents of Working Together to Safeguard Children 2023, Keeping Children Safe in Education 2024 (part 1 and annex B), the School Child Protection policy and the definition of sexual abuse.

Staff should be familiar with sections 15A and 16 of The Sexual Offences Act 2003, regarding communication with children and the abuse of a position of trust.

Staff must not make sexual remarks to a child or discuss their own sexual relationships with, or in the presence of, children or discuss a child's sexual relationships in an inappropriate context.

Contact with pupils should be through the school's authorised mechanisms of DB Primary. Personal phone numbers, email addresses or communication via all social media platforms must not be used and staff must not share their home address with pupils. If contacted via an inappropriate route staff must inform the Headteacher immediately.

School staff must not follow or become friends with any pupil or parent of a pupil on any social media platform. Staff who are parents need to consider the points raised in the online section about parents on line.

Staff must ensure they are familiar with and comply with the school's on-line safety policy.

It is not unusual for pupils or, sometimes, their parents to develop infatuations towards members of staff. All such situations must be responded to sensitively to maintain the dignity of those concerned. Staff should also be aware that such circumstances carry a high risk of words or actions being misinterpreted and for allegations to be made against staff. Any indications of an infatuation towards staff must be reported to their line manager.

## **10 Dress and Appearance**

All staff are expected to dress in a manner that is appropriate to their role. Staff are requested not to wear jeans for work unless they are appropriate for an outdoor or field activity.

A person's dress and appearance are matters of personal choice and self-expression and some individuals will wish to exercise their own cultural customs. However, staff should select a manner of dress and appearance appropriate to their professional role, which may be necessarily different to that adopted in their personal life. Staff should ensure they are dressed decently, safely and appropriately for the tasks they undertake. Those who dress or appear in a manner which could be viewed as offensive or inappropriate will render themselves vulnerable to criticism or allegations.

## **11.Smoking, alcohol, e-cigarettes and other substances**

School is a non-smoking site. Staff must not smoke or use e-cigarettes on the school premises or outside the school gates.

Staff must not smoke or use e-cigarettes whilst supervising children in a residential setting or offsite.

Staff must not consume or be under the influence of alcohol, drugs or unlawful substances on or near school premises.

Staff must refrain from the consumption of alcohol and other substances at school events both on and off school premises such as residential visits.

## **12 Intimate/Personal care**

Staff should comply with the school intimate/personal care policy, to ensure that the health, safety, independence and welfare of children is promoted and their dignity and privacy are respected. Arrangements for intimate and personal care must be open and transparent and accompanied by recording systems.

Children should be encouraged to act as independently as possible and to undertake as much of their own personal care as is possible and practicable. When assistance is required, this should normally be undertaken by one member of staff, however, they should try to ensure that another appropriate adult is in the vicinity who is aware of the task to be undertaken and that, wherever possible, they are visible and/or audible.

Intimate or personal care procedures should not involve more than one member of staff unless the child's individual healthcare plan specifies the reason for this. A signed record should be kept of all intimate and personal care tasks undertaken and, where these have been carried out in another room, should include times left and returned.

Any vulnerability, including those that may arise from a physical or learning difficulty should be considered when formulating the child's individual healthcare plan. The views of parents, carers and the child, regardless of their age and understanding, should be actively sought in formulating the plan and in the necessary regular reviews of these arrangements.

Children are entitled to respect and privacy at all times and especially when in a state of undress, including, for example, when changing, toileting and showering.

However, there needs to be an appropriate level of supervision in order to safeguard children, satisfy health and safety considerations and ensure that bullying or teasing does not occur. This supervision should be appropriate to the needs and age of the children concerned and sensitive to the potential for embarrassment.

### **13 First Aid/Medication**

When administering first aid, wherever possible, staff should ensure that another adult is present, or aware of the action being taken.

After discussion with parents, children who are competent should be encouraged to take responsibility for managing their own medicines and procedures.

If a member of staff is concerned or uncertain about the amount or type of medication being given to a child, provided by a parent/carer or prescribed, this should be discussed with Ben Stevenson, Emma Lines.

Staff taking medication which may affect their ability to care for children should seek medical advice regarding their suitability to do so and providers should ensure that they only work directly with children if that advice confirms that the medication is unlikely to impair their ability to look after children.

Staff medication on the premises must be securely stored and out of reach of

children at all times.

## **14 Physical contact with children**

There are occasions when it is entirely appropriate and proper for staff to have physical contact with children, it is crucial that they only do so in ways appropriate to their professional role.

When physical contact is made with children it must be in response to their needs at that time, of limited duration and appropriate to their age, stage of development, gender, ethnicity and background.

Staff must seek the child's permission before initiating contact. Staff must observe and take note of the child's reaction or feelings and use a level of contact which is acceptable to the child for the minimum time necessary. Staff must use their professional judgement at all times.

Staff must never touch a child in a way which may be considered inappropriate.

Staff must not engage in rough play, tickling or fun fights with pupils.

Extra caution should be exercised where a child is known to have suffered previous abuse or neglect. Such experiences may sometimes make a child exceptionally needy and demanding of physical contact. Staff should respond sensitively by deterring the child through helping them to understand the importance of personal boundaries.

Staff supervising PE and games or providing musical tuition should demonstrate the use of a particular piece of equipment/instrument on another member of staff if possible. However, they may be required to initiate physical contact to support a child to perform a task safely or to assist them. Contact under these circumstances must be done with the pupil's agreement, for the minimum time necessary and in an open environment.

Physical contact must never be secretive, for the gratification of the adult or abuse a position of trust. If a member of staff believes that an action could be misinterpreted, the incident and circumstances should be reported to their line manager, recorded and, if appropriate, a copy placed on the child's file.

There may be occasions when a pupil is in distress and in need of reassurance. This may include age appropriate physical contact. Staff should remain self-aware at all times in order to avoid misinterpretation of their actions. Such incidents should always be recorded and shared with their line manager. If staff have a particular concern about the need to provide this type of care and reassurance they should seek further advice from their line manager.

## **15 Showers and changing**

Children are entitled to respect and privacy whilst they are changing or showering after physical activity or swimming. Supervision by staff should be appropriate to the needs and age of the children and sensitive to the potential for embarrassment.

Staff should be vigilant about their own behaviour and announce their intention of entering a changing room. Personal and school devices with a camera or video function must not be taken into areas where children are showering or changing. Staff must not change or shower in the same place as children.

## **16 One to one situations**

Staff working individually with children should be aware of the potential vulnerability of the child and staff in such situations. Staff should manage these situations with regard to the safety of the child and to themselves.

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

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

- This takes place in a public place that others can access
- Others can see in to the room – this may be through leaving the door open or ensuring that they sit within view of the door glass viewing panel
- A colleague or line manager knows this is taking place

Where it is necessary to close doors for reasons of confidentiality a colleague must be made aware of this and asked to remain vigilant.

## **17 Transporting pupils**

In certain circumstances it may be appropriate for staff to transport pupil's offsite for out of school activities. A designated member of staff should be appointed to plan and provide oversight of all transport arrangements and to respond to any difficulties that may arise.

Staff should ensure that the transport arrangements and the vehicle meet all legal requirements. Staff should ensure that the driver has the appropriate license for the vehicle, that the vehicle is roadworthy, has a valid MOT

certificate and is appropriately insured and that the maximum capacity is not exceeded.

Staff should ensure that the driver is not distracted while the vehicle is in motion for any reason other than an emergency and should also ensure all passengers are wearing correctly fitted, maintained and fastened seatbelts or if required appropriate child restraints/car seat. Staff should never transport pupils/students while under the influence of alcohol or drugs.

Prior to transporting children offsite consent must be obtained from the child's parent. All staff must be aware that the safety and welfare of the child is their responsibility until the child is safely passed back to their parent. The risk assessment must take into account if it is appropriate that another adult additional to the driver is present.

## **18 Educational visits**

The duties in the Health and Safety at Work etc. Act 1974 and the supporting regulations apply to activities taking place on or off the school premises (including school visits) in the UK. The school has a Health and Safety policy, which includes policy and procedures for off-site visits, including residential visits and any school-led adventure activities.

The Management of Health and Safety at Work Regulations (1999) impose a duty on employers to produce suitable and sufficient risk assessments. This would include assessment of any risks to employees, children or others during an educational visit, and the measures that should be taken to minimise these risks.

Staff should take particular care when supervising children in the less formal atmosphere of an educational visit where a more relaxed discipline or informal dress and language code may be acceptable. However, staff remain in a position of trust and need to ensure that their behaviour cannot be interpreted as seeking to establish an inappropriate relationship or friendship.

Where out of school activities include overnight stays, careful consideration needs to be given to sleeping arrangements. Children, adults and parents should be informed of these prior to the start of the trip. In all circumstances, those organising trips and outings should pay careful attention to ensuring there is a safe staff/child ratio and, where possible, suitable gender mix of staff.

## **19 Online Safety (including the use of social media)**

Staff must comply with the Tillingbourne Online Safety policy and the Acceptable Use Policy at all times. The only acceptable method of contact is via the use of school email accounts or telephone equipment.

Social media sites have become important learning, communication, and marketing tools as they allow users (individual, school, or trust) to interact and raise their profile with a wide cross section of other users. Social networking is defined as sharing your interests and thoughts in an online forum with like-minded individuals. Social media is the means by which this is completed.

Employees must be conscious at all times of the need to keep their personal and professional lives separate. They should not put themselves in a position where there is a conflict between their work for the trust and their personal interests and must not engage in activities involving social media which might bring the trust into disrepute.

Employees must exercise caution in their use of all social media or any other web-based presence that they may have, including written content, videos or photographs, and views expressed either directly or by liking, sharing certain pages or posts established by others and they should seek to adopt suitably high security settings on any personal profiles they may have.

Those who post material which may be considered as inappropriate could render themselves vulnerable to criticism or, in the case of an employee, allegations of misconduct which may be dealt with under the disciplinary procedure. Even where it is made clear that the writer's views on such topics do not represent those of Learning Partners Academy Trust, such comments are inappropriate.

Staff must not make contact with pupils or ex pupils, or initiate/accept friend requests on any social media platform with pupils or ex pupils. Staff must not communicate with pupils/students or ex pupils via social media or text.

Staff should not make contact with a child's family member, accept or initiate friend requests or follow a child's family member's account on any social media platform.

School acknowledges that staff who are also parents may wish to make contact with other parents, who are friends, over social media. Staff must exercise caution and professional judgement in these circumstances and should not have any contact with pupils' family members via social media if that contact is likely to constitute a conflict of interest or call into question their professionalism.

Mobile phones and personally-owned devices such as tablets may not be used during lessons or formal school time. The Bluetooth functionality of a mobile phone or tablet should be switched off at all times. Mobile phones, personal recording devices, cameras and videoing equipment are not permitted in certain areas within the school site such as changing rooms and toilets.

Mobile phones and personally-owned mobile devices brought in to school are the responsibility of the device owner. School accepts no responsibility for the loss, theft or damage of personally-owned mobile phones or mobile devices.

## **20 Photography, video and digital images of children**

In accordance with The Data Protection Act 2018 the image of a child is personal data. Therefore, it is a requirement under the Act for consent to be obtained from the parent of a pupil for any images made. It is also important to take into account the wishes of the pupil, remembering that some pupils do not wish to have their photograph taken or be filmed.

Staff should obtain age-appropriate consent and consent from a child's parent for the use of images for publicity purposes. Images must not be displayed on websites, in publications or in a public place without consent.

Staff should ensure that a member of the Senior Leadership Team is aware of the proposed use of photographic/video equipment and that this is recorded in lesson plans. All photographs/digital images and video footage should be available for scrutiny and staff should be able to justify all images/video footage made.

Staff must ensure that photographs/digital images or video footage of children should only be taken using school equipment for purposes authorised by the school and should be stored securely on school equipment except as authorised by the trust/school and with appropriate consent.

Staff should also be clear about the purpose of the activity and what will happen to the photographs/images/video footage when the lesson or activity is concluded.

Staff should remain aware of the potential for images of children to be misused to create indecent images of children and/or for grooming purposes. Therefore, careful consideration should be given to how activities which are being filmed or photographed are organised and undertaken.

Staff should take particular care when filming or photographing young or vulnerable children who may be unable to question how or why the activities are taking place.

Staff should be mindful that pupils who have been abused through the use of video or photography may feel threatened by its use in a teaching environment.

## **21 Confidentiality and sharing information**

In the course of their role, members of staff are often privy to sensitive and confidential information about the school, staff, pupils and their parents.

This information should never be:

- Disclosed to anyone unless required by law or with consent from the relevant party or parties

- Used to humiliate, embarrass or blackmail others
- Used for a purpose other than what it was collected and intended for

This does not overrule staff's duty to report child protection concerns to the appropriate channel where staff believe a child has been harmed or is at risk of harm, as detailed further in our child protection policy. Staff have a statutory obligation to immediately share with the school's Designated Safeguarding Lead or Deputy Designated Safeguarding Lead any information which gives rise to concern about the welfare or safety of a child. Staff should pass on information immediately in accordance with the school's safeguarding/child protection policies and procedures. Staff must never promise a child that they will not act on or pass on any information that they are told.

All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil is bullied by another pupil, this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the child's parent unless it is within an agreed professional context.

Any media or legal enquiries should be passed to the senior leadership team and only approved staff and Governors should communicate to the media about the school.

## **22 Gifts & Hospitality**

Gifts or hospitality must not be accepted where it might be perceived to influence a decision in respect of purchasing goods or services, awarding contracts, preferential treatment or in the discharge of any other aspect of the school's or trust's day-to-day business. It is the responsibility of individual members of staff to refuse such offers and to report any possible conflict of interest and any cases where they believe that the school or trust may be compromised.

It is a criminal offence for employees or those working on behalf of the school or trust to corruptly receive any gift, loan, fee, reward or advantage for doing, or not doing anything, or showing favour, or disfavour, to any person in their official capacity.

In no circumstances should a statement ever be made in return for a personal gift or money.

It is expressly prohibited for an employee to accept any gift or hospitality from an organisation if they are actively involved in a tender process with the organisation on behalf of the school or trust. This prohibition commences at the point that an invitation to tender is published and extends to a period of three months after a contract has been awarded.

For reasons of probity and transparency, the principle of receipt of gifts or hospitality extends to the spouse, partner or immediate family of the employee.

If an employee has any doubt about such an offer of a gift or hospitality, they are responsible for notifying and discussing this with their immediate manager.

Staff must not accept gifts, hospitality or benefits of any kind from a third party where it might be perceived that their personal integrity is being compromised, or that the school / trust might be placed under an obligation. Staff must not make use of their official position to further their private interests or those of others.

Within the guidance noted above, gifts and hospitality of low intrinsic value (such as promotional calendars or diaries, a working meal at a supplier's office, or small tokens of gratitude including gifts from pupils, parents and guardians) up to an estimated value of £50 can be accepted. If the value exceeds £50, approval of acceptance must be obtained from the local School Business Manager or headteacher (or CEO or Chair of Trustees, as appropriate to the individual receiving the gift). Approvals must be sought in a timely manner: within a fortnight of a gift being given.

Where approval is granted, any gift or hospitality received with an equivalent value of £50 or over must be recorded in the Register of Gifts and Hospitality kept by the School Business Manager, reported to the trust HR Manager and subject to annual audit.

In cases where a staff member receives a gift on behalf of the trust (or member school), the gift remains the property of the trust and should be recorded as a donation.

### **Giving Gifts**

It is inadvisable to give personal gifts to pupils or their families. This could be interpreted as a gesture to either bribe or groom. It might also be perceived that a 'favour' of some kind is expected in return.

Any reward given to a pupil should be in accordance with agreed practice, consistent with the trust's behaviour policies, recorded, and not based on favouritism.