



The KASSIA Academy

Part of **KINGS ACADEMY TRUST**

Staff Code of Conduct Policy

The KASSIA Academy

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Code of Conduct

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1. Introduction

This Code of Conduct will:

- help you to understand how you can fulfil your ethical obligations in performing your role
- set clear expectations for your conduct as a public employee in the School and
- provide guidance to help you deal properly with ethical issues you may encounter in your work.

1.1 Overview

As an employee of Kings Academy Trust, you are involved in complex issues associated with the provision of education to our pupils and students. The way you carry out your duties must promote and maintain public confidence and trust in the work of the School.

Although there is no single set of rules that can answer all ethical questions, the Code of Conduct provides an ethical framework for the decisions, actions and behaviour of your work as a School employee.

If you find yourself in a situation where there is no clear agreement on what is 'the right thing to do', you can refer to

- This Code of Conduct,
- Ethical Decision Making Guidance (Section 6) and/or
- any applicable guidelines, policies and procedures.
- Discuss the situation with your line manager and use the Quick Guide to work through the issues.
- Contact the Headteacher for further advice.

1.2 What is the Code of Conduct?

This Code of Conduct is designed to provide guidance about what is expected from you in your daily work and in your dealings with children and their families, colleagues and the public.

All School employees must be familiar with the Code of Conduct. This document forms a professional expectation from the Governing Body and you are required to comply with its contents. Failure to do so may result in disciplinary action, which could include dismissal.

For this reason, it is important that you read the whole of this document and ask your Line Manager or the Headteacher for clarification if there is anything in it that you don't understand and needs explaining.

There is an acknowledgement form of the Code of Conduct contents which can be found at the back of this handbook. Once you have signed and returned the acceptance section on the final page of this document, it will be assumed that you understand its contents and agree to comply with all the rules and policies, etc. that it refers to.

If you have management responsibilities, you need to ensure that employees reporting to you have access to the Code and are given opportunities for training where appropriate.

The basis for this document is: The Local Government Act, the working party comprising the Local Government Association, the Employers Organisation and the public sector unions; and the nationwide consultation coordinated by the Office of the Deputy Prime Minister (ODPM).

1.3 Who does the Code apply to?

The Code applies to all employees and anyone acting as an employee of Kings Academy Trust. Inevitably, some of the issues covered will affect some employees more than others.

Although the Code does not directly apply to contractors, consultants or volunteers, the School's continued association with these individuals and/or their organisations requires them to observe and comply with the code.

However, in some instances, compliance may be a condition of the contract between a third party and the School, in which case their compliance with the code would be binding.

Breaches of the Code and standards set by the School may result in disciplinary action. If you are unsure about any aspect of the code, please raise it with your line manager or the Headteacher at the earliest opportunity.

1.4 What can you expect from the School?

The School exists to provide educational services to children and their families.

These services are delivered by people - the School's employees. For the School to run efficiently, it's vital that you understand your work and your responsibilities whilst at work. You also need to understand how your activities outside work may affect your ability to do your work during working hours.

So that you are clear about your responsibilities, the School has various rules, procedures and policies that affect all employees. You will be advised should these rules or procedures change during your working life with the School.

1.5 What does the School expect from you?

In summary, you are required to:

- Attend work in a condition where you are able to carry out your duties safely and effectively.
- Act honestly.
- Act with dignity and treat all others with dignity and respect.
- Work in accordance with the terms and conditions of your contract of employment and job description.
- Understand and apply the School's rules, policies and procedures.
- Be committed to delivering quality services to children and service users.
- Understand and act in accordance with the School's vision and values, policy and procedures.

- disclose any incident which may compromise your Disclosure and Barring Service fully enhanced check without exception.
- Disclose any incident by a known third party such as a family member or known associate which may compromise your DBS fully enhanced check.
- Disclose any incident that could potentially cause reputational damage to the school by your direct or indirect association with a third party/family member or known associate and their actions.

The School has a responsibility to ensure that:

- You are clear about what is expected of you
- You have a safe and healthy working environment
- You have a work environment that is free from discrimination, harassment or bullying
- You are offered relevant training and development opportunities
- You have the opportunity to choose to be represented by a Trade Union in appropriate circumstances as determined by School policy.

1.6 Where can you find details of the policies and standards that apply to you?

The various sections of this document summarise the School's key policies and procedures in respect of behaviour and the ways in which you are required to work.

If you are affected by any of the policies contained in this document or you are in any doubt about how they apply to you, you should always refer to the detailed rules or the policies and procedures in full in any of the following ways:

- You can ask for a paper copy from your Line manager.
- You can contact the Headteacher and either ask for it to be emailed to you or for a paper copy
- Through your New Starter induction process
- You can find the information on the School's policies on the Website.

1.7 What happens if the content of the Code changes?

The School will take every reasonable step to ensure that the Code of Conduct is kept up to date.

The most up to date version will always be the one that is available on the website.

2.0 Standards of Behaviour

For example:

- Offensive, abusive, belittling or threatening behaviour directed at an individual or group is unacceptable conduct
- It is not acceptable to restrict access to training or promotional opportunities on the basis of sex, sexual orientation, marital status, disability, race, colour, nationality or national origin, religion, age, address or union membership status
- You should make any reasonable adjustment to enable a person with a disability to perform a job
- When dealing with aggressive or agitated people, you should deal with the person without aggression or bias
- You must not engage in any behaviour of a sexual nature that is unwelcome as it is unacceptable and unlawful conduct. For example- leers, suggestive notes or e-mails, innuendo, or touching.

2.1 Workplace Behaviour and Personal Conduct

You should treat colleagues, children, their families and members of the public with dignity and respect.

You should:

- Ensure that your conduct is not inappropriately discriminatory or harassing to others.
- Ensure your behaviour and Line meets work place standards at any time that you are representing the School or are likely to be identified or associated with your role as a public official (whether or not you are 'on duty' at the time).
- Make sure you are familiar with and follow the School's policies on equal opportunities and the prevention of discrimination and harassment.
- Make reasonable efforts to develop and maintain appropriate skills in valuing diversity.

2.2 Grievances

If you have a concern or grievance in relation to certain aspects of your employment, then you can use the grievance procedure.

This provides an opportunity for you to formally lodge a grievance that has not been resolved through informal means.

Any employee who submits a grievance in good faith will not suffer any adverse consequences as a result of submitting the grievance.

2.3 Misconduct

The Code of Conduct guides and assists employees acting in good faith. If, in your decisions, actions or conduct, you willfully fail to comply with the standards outlined in the Code of Conduct, you will be guilty of misconduct and are likely to fall subject to disciplinary action, which could include dismissal.

2.4 Learning and Development

You are obliged to participate in relevant learning and development opportunities to develop the skills and knowledge necessary to perform your job and to enhance the delivery of education to the children and services to the community.

You should seek feedback on your work Line and reasonably engage in any plans for improving your work Line.

2.5 Alcohol and Drugs

You must not consume alcohol, use illicit drugs or other illegal substances while at work. You must also ensure that the use of any of them does not adversely affect the work Line and safety of yourself or others, and does not bring the School into disrepute.

Similarly, if you are taking legally prescribed or over-the-counter drugs, you must ensure that their use does not adversely affect your work Line and the safety of yourself and others.

If you are a Line Manager, you will need to consider the options available for assisting employees who are required to take legally prescribed drugs and whose level of Line has been impaired. In these circumstances, a risk assessment should be undertaken with the assistance of the Occupational Health service.

For example, if you are:

Taking prescribed medication, you should ensure you are well aware of any side effects that may impair your ability to do your job.

2.6 Health, Safety and Well-Being

All employees have a personal and legal responsibility under the Health and Safety at Work Act for themselves, colleagues and visitors to the School's buildings and premises. These responsibilities are identified in the School's Health and Safety policy. In summary, the policy states that you must:

Look after the health and safety of yourself and others who may be affected by your actions or failure to carry out certain actions at work.

Co-operate with your Line Manager, attend training sessions, and carry out reasonable instructions.

3.0 Protecting the School and its Employees

The trustees and governors of Kings Academy Trust wish to make it clear that extremist religious views and partisan political views promoted in the teaching of any subject in the school will not be tolerated.

All members of staff are expected to offer a balanced presentation of views and opinions to pupils while they are in attendance at the school and while taking part in extra-curricular activities that are provided or organised by or on behalf of the school including through the distribution of promotional materials. Failure to observe the above could lead to disciplinary procedures including instant dismissal.

You should not:

- Use your status or position to obtain a promotion, advancement or appointment for yourself or another person or to improperly influence a selection process
- Falsify or improperly edit or destroy official records
- Instruct an employee to do any of the above.

3.1 Other Employment

It is important that you ensure that any additional employment does not conflict with the interests of the School or affect your ability and credibility to do your job.

You must also ensure that School time and/or resources are not utilised in connection with any approved private employment. If in doubt, the best thing to do is to discuss the circumstances with the Associate Headteacher.

3.2 Use of Authority

You should not use your official position, status, powers or authority to seek to improperly influence a decision or action.

You are expected to provide honest, impartial and comprehensive advice regardless of your personal assessment on a matter. If your personal views conflict with the Line of your official duties or if you believe that you cannot act impartially, you should contact your line manager and attempt to resolve the conflict. When requested, you are expected to provide line managers and co-workers with advice which is frank, independent, based on an accurate representation of the facts and as comprehensive as possible.

When exercising a discretionary power, you should ensure that the power is being used properly, impartially, equitably and is consistent with relevant legislation, delegations, procedures or guidelines. In exercising any power associated with your employment, you must ensure that you are either statutorily authorised to do so or that you have been delegated the power by a person with the necessary authority to issue the delegation.

3.3 Conduct Outside Working Time

Generally, what you do outside work is your own concern, but you should avoid doing anything that might adversely affect the reputation of the School or bring the School into disrepute.

In your official capacity (as a School employee) or personal capacity, you must not allow your personal interests to conflict with the School's requirements or use your position to improperly confer an advantage or disadvantage on any person. If you are not sure whether or how this may affect you in your School role, speak to the Headteacher. If you act contrary to a caution provided by the Headteacher, you will find yourself subject to disciplinary action.

3.4 Criminal Charges and Convictions

The School requires all applicants for jobs to disclose all contraventions of, or failures to comply with, any provisions of law, whether committed in the UK or elsewhere. Disclosure and Barring Service checks are conducted on all successful applicants for positions in the School.

Once you are an employee, you must notify the School in writing if you are charged with any offence or if you are convicted of any offence. If you are charged with an offence, the notice must be given immediately after you are charged (i.e. next working day). If you are convicted of any offence, the notification must be given immediately after you are convicted (i.e. next working day).

You are also obliged to disclose to the school, any circumstances where you have been arrested or cautioned regardless of whether further punitive action is taken by the police. It should be noted that the term "conviction" includes a finding of guilt, regardless of whether or not a conviction is recorded.

Failure to notify the School in either case will constitute grounds for disciplinary action.

3.5 Use of School Property, Facilities and Equipment

School facilities are to be used for the School's business and for no other purpose unless you have the Headteachers permission beforehand.

Reasonable personal use of telephones, photocopiers and computers is allowed provided you have been authorised to do so by your line manager. However, no private work may be carried out in the School's time, or on the School's premises or with the use of the School's equipment.

The School allows reasonable, non-official use of internet and email, as long as individual or service Line is not compromised or adversely affected as a result. Your Line manager can provide you with clarification as to what constitutes reasonable, non-official use. However, as a general rule, such use should be restricted to outside of working hours, during lunch breaks etc.

While use of public resources for non-official purposes may be permitted under relevant School guidelines, managers should ensure that the use:

- Does not impact on the Line of duties and tasks
- Is not for any unacceptable or unlawful purpose
- Is not related to any private commercial work or income generating activity
- Does not erode public confidence in the School
- Does not hinder the work of the School
- Does not expose the School to unintended legal liabilities
- Is approved by the Headteacher if any cost from the use of property or facilities is incurred, or income derived.

3.6 Dealing with the School's Money

All employees must ensure that they use public funds entrusted to them in a responsible and lawful manner. They should strive to ensure value for money to the local community and to avoid legal challenge to the School.

Should you have responsibility for budgets and/or purchasing, you must ensure that you understand and comply with the School's financial procedures.

When committing School money, you must ensure that there is an approved budget for such expenditure and that the expenditure is within the limits that you are personally authorised to incur. Employees involved in the tendering process and dealing with contractors must be clear on the separation of client and contractor roles within the School.

You must declare any financial interest, whether direct or indirect, that you or your partner may have in any contract or proposed contract with the School. If you are in any doubt, then you should make a declaration.

3.7 Conflict of Interest

If a conflict occurs between your private interests and public duties, you must resolve the conflict in favour of your public duties.

You must advise your Line manager in writing of any personal or immediate family private interests that may give rise to a conflict of interest with your official duties, particularly if you are involved in making decisions affecting contracting, tendering or regulatory functions.

You should comply with any reasonable request from the Headteacher to provide information relating to your personal interests or the interests of a dependent or spouse.

Examples of conflicts (or perceived conflicts) between personal interests and public duties that should be declared and in some cases avoided include:

- As a purchasing officer liaising with a supplier who employs one of your close relatives.
- Employees being contracted to provide services to the School outside of their paid employment.
- A supervisor who is in a position to approve higher duties or provide other benefits to a subordinate where a close personal relationship exists (such as a partner or family member or close personal friend).
- Involvement with an interview panel when a relationship exists with one of the applicants.

3.8 Gifts and Hospitality

The Local Government Act states that an employee shall not "under colour of his office or employment accept any fee or reward other than their proper remuneration (i.e. salary/pay)" Should you be placed in a position where refusal of a gift would cause offence (this may be particularly relevant around Christmas and other festivals), speak

to the Headteacher and consider passing the gift to a charity supported by the School. If you are in any doubt, you should seek the guidance of the Headteacher before accepting any gifts or hospitality offered.

General Guidance:

Small low value gifts such as flowers, a box of chocolates, diaries or similar items that may be used at work or shared with colleagues, may be accepted providing they are declared and recorded in the Register of Interests held by the Finance Director.

Other non-work related gifts (particularly drinks or hospitality etc.) must not be accepted under any circumstances.

3.9 Political, Professional and Trade Union Activity

You should ensure that your right to engage in political or professional activities does not result in an actual or perceived conflict of interest with your official duties with the School. You should ensure that you are able, and be seen to be able, to remain unbiased in the Line of those duties.

School employees serve the School as a whole and in carrying out your work you must be politically neutral. Such neutrality does not mean that you cannot be a member of a political party.

If you are a member of a profession, you are expected to uphold the standards of Line and conduct set by the relevant professional association and this Code of Conduct. However, it is noted that there can be exceptions to this where there is legislative authority to do so. If you believe a conflict exists between your official role and the standards of your profession, you must raise your concerns with your line manager.

If you are a workplace representative of a trade union or professional association, you should ensure that when you make public comment, it is clear that comment is made on behalf of the union or association you represent and not the School.

3.10 Information Disclosure and Confidentiality

As a School employee, you may obtain information that has not been made public and is still confidential. You must never disclose information given in confidence by anyone, or information acquired which you believe is of a confidential nature, without the consent of a person authorised to give it or unless you are required to by law.

You must not prevent another person from gaining access to information to which that person is entitled by law. You must not disclose confidential information for your own personal use or for use by anyone else known to you, or to the disadvantage or the discredit of the School or anyone else.

You must always observe the provisions of the Data Protection Act, the Freedom of Information Act and the School's procedures for the release of personal information held about children, other employees or members of the public. Breach of confidentiality may be considered a disciplinary offence, which could result in dismissal.

When you leave your employment with the School, you must still respect the confidentiality of official information that may have been available to you in the course of your duties and not use this information for private, commercial or political gain.

3.11 Intellectual Property

Intellectual property is a legal term that refers to the rights and obligations received and granted, including copyright. Ownership of intellectual property is determined by considering the circumstances in which it was conceived and developed. The School owns the copyright in material made by, or under its direction. Whether you are an employee or a contractor, copyright in material you produce in the course of your work belongs to the School.

You must obtain permission from the Headteacher before publishing or disclosing any articles, processes or materials that you have produced as part of your employment.

You must ensure that consultants and contractors engaged to provide a service for the School are aware that this work is the intellectual property of the School.

3.12 Security

All employees are required to challenge anyone in the School who is not another employee or someone known to them as having clearance to work in the school or showing a Visitor's Badge. You must not allow any individual not displaying an ID Badge to follow ("tailgate") you into the premises.

If you have a visitor coming to see you at the School, you must follow the Visitor Monitoring arrangements as described in the Staff Handbook.

3.13 Public Comment on School Policy

'Public comment' in this section includes public speaking engagements, comments on radio and television, letters to newspapers, commenting on any social media platform and expressing views in books, journals or notices if it is expected that the comments will spread to the community at large. All media requests for information and enquiries must be referred to the Headteacher.

When making authorised public comment, you must:

- Ensure it is part of your official role.
- Not misrepresent the facts concerning Government or School policy.
- Comply with the confidential information provisions of the Data Protection Act.
- Respect the confidentiality of information that has not been approved for release by the Governors or Headteacher

In your capacity as a private citizen, you have the same rights as any other member of the public to openly discuss or comment on community and social issues.

However, there are some circumstances where you may still need to take care in making such comments. For example, a situation could arise when public comment, although made in a private capacity, may appear to be an official comment on behalf of the School. In such circumstances you should indicate clearly that your comment is made in a private capacity and does not represent the official view of the School.

It is your responsibility to take all reasonable steps to ensure that any comment will be understood as representing your personal views as a private citizen. If you are a workplace representative of a trade union or professional association, you should ensure that when you make public comment, it is clear that comment is made on behalf of the union or association you represent and not the School. If you are in any doubt, speak to the Headteacher.

3.14 Internal Audit and Risk Management

An effective internal audit function and risk management framework are important mechanisms for the School to ensure effective internal control, good financial systems and management of risk. All employees have a responsibility to contribute to this work and, where an agreed action plan makes you personally responsible for progressing a particular action, it is your responsibility to ensure that it is undertaken within the agreed timescale.

4.0 Ways of Working

4.1 Managerial Roles and Responsibilities

As a manager, you have a responsibility to set a good example for employees through your own behaviour and attitudes, especially in relation to upholding the ethical principles, obligations and standards as set in this Code of Conduct.

You should ensure that you understand your responsibilities, maintaining the principles of accountability, continuous improvement, fairness, flexibility and equity in the workplace.

You should ensure that employees understand Line standards expected from them and objectively assess their Line against these standards.

You must ensure that relevant legislation, delegations, and School policies and procedures are accessible to all employees.

You should ensure that all employees who report to you are familiar with the requirements and objectives of their job, and have access to the information, training, supervision, feedback and work conditions needed to achieve them.

You should be honest and objective in reporting the skills and qualities of employees in testimonials, references and Line reports, ensuring your decisions can be substantiated against objective standards and indicators.

You are required to act promptly, thoroughly and fairly when responding to, or investigating grievances and reports of breaches of the Code of Conduct.

To avoid any accusation of bias, you must not be involved in the appointment of any applicant if you are a relative or friend to them. Similarly, you must not be involved in decisions relating to discipline promotion or pay adjustments for any employee who is a relative, partner or friend. If you are in any doubt, you should discuss the matter with the Headteacher.

4.2 Following Instructions

You are expected to follow all reasonable and lawful instructions related to your work given by a person with the authority to issue such instructions.

You should accept that you may not personally agree with all decisions made by your Line Manager.

You may refuse to comply with an instruction that appears to be unlawful and report the matter to an appropriate senior officer.

You should tell the person giving an unreasonable instruction that the instruction is, in your view, unreasonable and allow them the opportunity to respond. In the interim, you are generally required to carry out the instruction unless:

- there is a danger to a person's health and safety or
- a conflict of interest may exist or
- it does not comply with School policy and practice.

Line Managers must be able to justify their instructions and decisions in line with their delegations, authority, and School policies and procedures, and be open and respond promptly to constructive questions.

If you object to an instruction on genuine conscientious grounds, or if there may be a perceived conflict with a professional code of ethics, you should attempt to negotiate and resolve the matter with your Line Manager to achieve a mutually acceptable solution. If you are unable to reach a resolution, refer the issue to the Headteacher. (Please refer to the Appraisal Policy).

4.3 Working Safely

Any activity that presents a significant risk to the health, safety or well-being of an employee or other person must have been subject to a written risk assessment. This is a tool which managers must use to determine the safest and best way of carrying out the work, including appropriate training, personal protective equipment etc. Appropriate safety controls should all be summarised on the risk assessment or safe system of work procedure and provided to the relevant employees (see Health and Safety policy for more details).

Employees must follow the resulting safe system of work to ensure their safety and that of others is not put at risk. If these are not in place, speak to your Team Leader in the first instance.

For example, you must:

- Comply with the instructions given for health and safety at the School.
- Use personal protective equipment if the equipment is provided and you have been properly instructed to use it.
- Not willfully or recklessly interfere with or misuse anything provided for health and safety.
- Not willfully place at risk the health and safety of any person.
- Not willfully injure yourself.
- Report to your supervisor any hazards that cannot be immediately rectified.
- Ensure that you comply in practice with any guidelines given for performing manual handling tasks.
- Take all reasonable steps to ensure that employees you supervise are following guidelines and have access to job-specific training.

4.4 Dress Standards

The dress code is designed to:

- Ensure compliance with health and safety regulations for adults working with children
- Give guidance to staff in maintaining high standards of dress and appearance.

All staff working at the School are expected to present a high standard of dress and appearance. We are role models for children in the school and professionals dealing with the public.

The image we present is very important in inspiring confidence about our ability to deliver a good education. Your dress style must also reflect appropriate health, safety and security considerations.

Casual wear, such as jeans, beach style flip-flops, sloppy sweaters, baggy sweatshirts, leggings without longer tops (mid-thigh for example), particularly low cut or strappy tops, shorts, trainers (except where necessary for the activity) etc. **are not considered suitable for work at the school.**

Extremes of fashion should be avoided, as should jewellery in unusual places and untidy hair. Tattoos should be covered wherever possible.

5.0 Reporting Breaches of the Code and Whistleblowing

If you are concerned about any practice you see in the School, which you think conflicts with the Code of Conduct, you should obtain advice from the Headteacher or an appropriate senior colleague. If you believe the Headteacher or senior colleague is involved in, or has condoned or taken no action on, the wrong doing, the employee should raise the issue with the Chair of Governors. (email: lcooper@oakwoodacademy.co.uk)

In some situations, an employee may wish to take advice from and / or involve a colleague or Trade Union representative. The School's Whistleblowing Policy provides safeguards for employees who disclose unlawful or improper conduct including breaches of this Code. (Please see the Whistleblowing Policy which can be found in the main office, staff room and Headteachers office.

Disclosures might be about:

- Inappropriate behaviour
- Official misconduct
- Incorrect administration
- Negligent or improper management of School funds.

Not every ethical dilemma can be detailed in a Code of Conduct. This is because every situation is different. To help you assess a situation, a useful rule is – when in doubt, talk about it. You can talk with your Line Manager, a colleague, trade union representative or the Headteacher.

It is important to analyse all the relevant facts and circumstances before deciding what the ethical thing to do is.

The Seven Principles of Public Life

The Seven Principles of Public Life (also known as the Nolan Principles) apply to anyone who works as a public office-holder. This includes all those who are elected or appointed to public office, nationally and locally, and all people appointed to work in the Civil Service, local government, the police, courts and probation services, non-departmental public bodies (NDPBs), and in the health, education, social and care services. All public office-holders are both servants of the public and stewards of public resources. The principles also apply to all those in other sectors delivering public services.

1.1 Selflessness

Holders of public office should act solely in terms of the public interest.

1.2 Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

1.3 Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

1.4 Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

1.5 Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

1.6 Honesty

Holders of public office should be truthful.

1.7 Leadership

Holders of public office should exhibit these principles in their own behaviour and treat others with respect. They should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs.

Code of Conduct 2023-2024

Why you must read our Code of Conduct

Kings Academy Trust expects every employee to behave in a highly professional manner. That's why you need to read and understand the Staff Handbook and the Code of Conduct which outlines the standards we expect from you while you are at work.

Once you have read the Staff Handbook and the Code of Conduct you need to confirm that you have done so. Please complete the details below. If there are parts of either document that you do not understand, please ask your Line manager to explain it or speak to the Headteacher.

I have read, understood and agree to adhere to the Kings Academy Code of Conduct.

Name

Signature.....

Date.....

Once you have completed and signed this page, please pass it to Mrs Colette Heavey. Thank you.

Data Protection

The information you provide will be used to store on file and may be shared with other service areas for statistical purposes.