

**CODE OF CONDUCT POLICY - Federation****Updating Policy Procedure**

When a policy is due for review it will be emailed to the reviewer who will revise and highlight those updates and return the policy in full with the highlighted updates back to the Policy Co-Ordinator.

When a policy reviewer becomes aware of any updates they will ask the Policy Co-Ordinator to email the policy to them and follow the above procedures.

A policy is a statement of intent and the guidelines we follow, that is adopted by the Fortuna and Athena Federation's Governing Body.

Policy Reviewed by:

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Date Ratified at FGM:

23 February 2026



Purpose

The purpose of the code is to supplement an employee's terms and conditions of employment and to support The Fortuna and Athena Federation's values, standards and behaviours.

Links with Other Policies

The Code of Conduct draws together policies and requirements of The Fortuna and Athena Federation and aims to assist you in performing your duties to the best of your ability.

You are required to familiarise yourself with the contents of the Code and the documents referred to therein. It cannot cover every eventuality and if you are in any doubt, or if you require any additional guidance you should consult your Line manager, Head of School or Human Resources contact.

The Code applies to all employees of The Fortuna and Athena Federation. A breach of the Code may lead to disciplinary action under The Fortuna and Athena Federation's Disciplinary Policy. The policy encompasses both guidelines from the Teacher Standards; Lincolnshire County Council's own Code of Conduct and The Fortuna and Athena Federation policies. It is also based on the key principles of public life recommended by the Committee on Standards in Public Life (The Nolan Committee). These principles are:

Honesty, Integrity, Impartiality and Objectivity

An employee must perform their duties with honesty, integrity, impartiality and objectivity.

Employees serve The Fortuna and Athena Federation as a whole and have individual responsibility as part of their job roles for implementing policy, delivery of services and operational management of The Fortuna and Athena Federation.

Those employees, where it is part of their duties, who work at senior level with political sensitivity to advise and support Governors, will ensure that Governors have appropriate and timely information on key issues and decisions; and will give Governors independent and professional advice, not influenced by political views or preferences.

It is also vital that employees understand that it is not just about reality, it is also about perception. The public has a right to expect the highest levels of integrity and responsibility from all employees. This must be capable of demonstration and therefore actions, which lead to a loss of confidence through perceptions, are as critical as any others.

Political Neutrality

Employees serve The Fortuna and Athena Federation as a whole. It follows that they must serve all Governors equally. Employees should not be involved in advising any political group, nor in attending any of their meetings, without the express consent of the Head of School and they must not compromise their political neutrality. As an employee of The Fortuna and Athena Federation, employees are required to serve The Fortuna and Athena Federation and cannot therefore, be accountable to individual political groups and must not allow their personal political opinions to interfere with their work.

All The Fortuna and Athena Federation employees are eligible to stand for office as a Member of Parliament or as a member of a County, District, Borough or Parish Council, provided any resultant conflict of interest is declared. The exception will be those staff employed in

Community and Voluntary Controlled Primary, Secondary and Special Schools with delegated budgets, who are employees of the County Council and are therefore barred from standing as a County Councillor.



Accountability

An employee must be accountable to The Fortuna and Athena Federation for their actions.

Compliance with legislation, Terms and Conditions of Service and other written guidelines

During the course of their work employees should at all times be aware of and comply with relevant legislation; for example the Health and Safety at Work Act 1974, the Equality Act 2010, the Data Protection Act 1998, the Freedom of Information Act 2000, the Computer Misuse Act 1990 and legislation within the specific Fortuna and Athena Federation area (this list is not exhaustive)

All Fortuna and Athena Federation employees have a responsibility to safeguard and promote the welfare of children and young people.

Employees should also have read and understood the conditions of service under which they are employed, including all Fortuna and Athena Federation's adopted policies, which take into account all legislation and national schemes.

All The Fortuna and Athena Federation employees must ensure that policies relating to equality issues are complied with in addition to the requirements of the law. All members of The Fortuna and Athena Federation community and other employees have the right to be treated with fairness and equality regardless of gender, religion or belief, race, colour, nationality, ethnic background, age, disability or sexual orientation.

Employees should ensure that they are aware of and follow the advice and guidance about using "social media" as contained in the e-safety Policy. The term "social media" includes websites, online tools, blogs and other interactive communication technologies (ICT). The e-safety Policy applies to all employees engaged on The Fortuna and Athena Federation business and employees' personal use of social media where it could be deemed to have a negative impact on The Fortuna and Athena Federation's reputation.

Staff in The Fortuna and Athena Federation should be suitably dressed for their duties and responsibilities.

The staff are at all times a role model for the children. It is suitable to wear casual clothes fit for purpose, particularly smart trousers, including $\frac{3}{4}$ length trousers and smart tailored knee length one colour shorts but it should be stressed that these need to be smart, clean, free from logos and advertising. Denim, canvas trousers, combats, ripped trousers, shorts, vest tops, low cut tops, short skirts and any clothing exposing midriff are considered unsuitable. Dark coloured opaque leggings (this includes sportswear when staff are involved in P.E.) are considered to be smart/casual as long as they are worn with a long top covering thigh/hip area. Footwear in the school day should be smart and suitable for purpose. Ties are not necessary. Jewellery is permitted but caution should be taken with regard to health and safety particularly with necklaces, earrings and piercings.

School Trips: When taking children out on school trips clothing should be smart and fit for purpose, however, if the trip is an outdoor activity trip then smart casual clothing may be worn.

In addition, all employees should be conscious of, and ensure that they are complying with, any specific guidelines issued by The Fortuna and Athena Federation. If any employee is a member of a professional institute or association they are also obliged to comply with any professional code and/or standards of practice pertaining to that organisation, e.g. codes of conduct for registered Teachers, Guidance for Safer Working Practice for Adults who work with Children and Young People, accountancy professional bodies' and social care.



Changing facilities for staff

Within school would firstly be:



- Staff toilets
- Staff toilets are located opposite the Head teacher's office.

Staff would need to get cover so they could be released to get changed in private away from the children. If on a school residential trip, there must be private areas for staff to change and shower, again cover must be arranged to supervise the children.

Respect for Others

An employee must:

- Treat others with respect
- Not discriminate unlawfully against any person; and
- Treat Governors of The Fortuna and Athena Federation professionally

Dignity at Work

Employees

The Fortuna and Athena Federation wishes to create an environment where all its employees are treated with dignity and respect. There should be mutual respect between all employees. The Fortuna and Athena Federation have procedures in place to deal with harassment, discrimination, victimisation and bullying.

Governors

For some employees, their role is to give advice to governors and all are there to carry out the business of The Fortuna and Athena Federation. Mutual respect between employees and Governors is essential to the efficient running of The Fortuna and Athena Federation. Close personal familiarity between employees and individual Governors can damage relationships and prove embarrassing to other employees and Governors and should therefore be avoided. Employees who have or enter into a personal relationship with a Governor should declare this to the Headteacher of their school.

The Local Community

As an employee of The Fortuna and Athena Federation, employees are expected to give the highest possible standard of service to the public and, where it is part of their duties, to provide appropriate advice to Governors and fellow employees with impartiality. In carrying out duties and responsibilities, an employee's honesty and integrity must be beyond question. Employees must never use their authority or position for personal gain, or to enable colleagues or others to gain personally. An employee's own professional body may have its own care policy in addition to these guidelines.

Contractors

All relationships of a business or private nature with external contractors or potential contractors of The Fortuna and Athena Federation should be made known to the Headteacher. Orders and contracts must be awarded on merit in fair competition with other tenders and no part of the local community should be discriminated against or special favours shown.

Financial

If an employee discovers that a contract in which they have a financial or other interest has been, or could be, entered into, they must advise the Headteacher.



Stewardship

An employee must:

- a) Use any public funds entrusted to, or handled by themselves, in a responsible manner
- b) Not make personal use of property or facilities of the school unless properly authorised to do so

Copyright

All records, documents and other papers relating to the finance and administration of The Fortuna and Athena Federation and which are compiled or acquired by an employee in the course of their employment, are and will remain the property of The Fortuna and Athena Federation. In the case of academic work, such as projects undertaken as part of a course to further their professional career and including books, contributions to books, articles and conference papers, the copyright will belong to the employee.

Care and Use of School Resources

The Fortuna and Athena Federation, whether tangible assets such as materials, equipment and cash, or business information; may not be used other than for the proper advancement of the business of The Fortuna and Athena Federation.

All equipment belonging to The Fortuna and Athena Federation should be treated with due care and respect. Any employee wishing to use an item of equipment, for example a photocopier, word processor or printer, for business other than that of The Fortuna and Athena Federation, must gain permission from their Headteacher.

Security and use of Computer data/equipment

The information stored and processed on the information technology systems operated by The Fortuna and Athena Federation are of paramount importance to its day-to-day activities. It is therefore essential that the data and systems are adequately secured against risks such as operator error, theft of equipment, unauthorised access to or copying of programmes, use of unauthorised software on The Fortuna and Athena Federation owned machines (which increases the risk of importing computer viruses) and natural hazards such as fire, flood and power failures.

In this regard, relevant legislation, in the form of the Data Protection Act 1998 (which requires all users of personal data to register with the Information Commissioners Office and comply with the eight Data Protection Principles), and the Computer Misuse Act 1990 (which seeks to secure computer material against access or modification), must be complied with. Copies of these Acts are available from the County Council's Legal Office. Advice is available from the County Council's Data Protection Officer.

Employees must endeavour to ensure that no unauthorised person gains access to equipment/data, which is within their responsibilities. No data should be released unless finally approved and that conforms with Data Protection legislation. User identifications and passwords must not be disclosed to anyone and passwords must be changed regularly to a previously unused password.

Misuse and time wasting of the e-mail system is unacceptable and personal messages will not be undertaken with school email addresses.

Under the law, if an e-mail message is sent during the course of an employee's employment which is defamatory, the employer is liable even if the message is sent between one employee and another. E-mails are not normally deleted from the system and are available for audit purposes.

The tone and content of messages should be appropriate and consistent with any other form of The Fortuna and Athena Federation communication.

Personal use of the internet on work equipment, including social media is NOT permitted by employees. There should be no access to sites which have a terrorist, offensive, sexual or game playing/gambling content. Employees should be aware that access to the internet will be monitored



on a regular basis. The federation uses Securely to filter and monitor internet usage. Usage reports are sent to Headteachers/safeguarding leads.

Personal Interests

An employee must not in their official or personal capacity;

- a) Allow their personal interests to conflict with The Fortuna and Athena Federation the School's requirements or;
- b) Use their position improperly to confer an advantage or disadvantage on any person.

Alcohol/Drugs

The Fortuna and Athena Federation has adopted a policy on the Drugs Education and Managing Drug Related Incidents Policy, which is aimed at ensuring that employees report fit for work and remain fit to perform their duties.

The consumption of alcohol is not permitted on School premises. The Fortuna and Athena Federation prohibits the use, possession, distribution or sale of drugs at the workplace or when conducting The Fortuna and Athena Federation business.

Where it is established that there is an alcohol or drug dependency problem, this will be considered as a treatable illness and the Head teacher will provide assistance wherever possible. The County Council's Employee Support and Counselling Service is also available to provide counselling and advice. Where an employee refuses help or drops out of a treatment programme this will not be automatic grounds for dismissal; however, any unacceptable level of behaviour or level of performance thereafter will be subject to appropriate action.

Other Personal Interests

Employees are also required to declare an interest if it comes to their attention that they have a connection or potential connection with any business or organisation (including voluntary bodies) which deals with The Fortuna and Athena Federation for example, if a relative is a supplier.

An employee's life away from work is their personal concern. An employee should not however, subordinate their work to their private interests or put themselves in a position where their job or the Fortuna and Athena Federation interests and their own interests conflict. This includes behaviour which, because of the nature of the employment, would undermine The Fortuna and Athena Federation confidence or trust in the employee.

An example of such behaviour relates to The Fortuna and Athena Federation employees facing criminal charges. The Fortuna and Athena Federation requires all employees to notify their Head teacher without delay of any criminal investigation, charge or caution imposed upon them with the exception of minor driving offences. These rules apply for charges incurred on or off duty.

Additional Employment

The Fortuna and Athena Federation will not prevent an employee from undertaking additional employment provided it does not conflict with the interests of, or in any way weaken public confidence in The Fortuna and Athena Federation and does not in any way affect performance of their duties and responsibilities whilst they are at work, or where their current position could confer advantage to their private interest/personal gain. If there is a conflict the Headteacher can ask for an employee to discontinue with the conflicting private business interests.

Employees have a duty to take reasonable care of their own health and safety. Employees must inform their Headteacher if they have or take up additional employment, particularly where this means that their total number of hours worked exceed an average of 48 hours per week or which could have a detrimental effect on their health and safety.

A related issue concerns payment received by employees for work which arises principally as a result of work related skills and is carried out for private purposes during working hours (by prior agreement) or on special leave from The Fortuna and Athena Federation or when using The Fortuna



and Athena Federation information, equipment or facilities. Examples might be when an employee writes a book using The Fortuna and Athena Federation owned information and equipment, an employee who marks examination papers during School holidays or an employee who produces computer software which is capable of being marketed outside The Fortuna and Athena Federation for profit. Should an instance of this nature arise, Headteacher should consult their Human Resources provider concerning the acceptability of the project and, if applicable, how resulting payments will be handled, prior to commencement of any such work.

Registration of Interests

An employee must comply with any requirements of The Fortuna and Athena Federation;

- a) To register or declare interests and;
- b) To declare hospitality, benefits or gifts received as a consequence of their employment

Payments and Gifts

An employee should not receive any reward or fee other than their proper remuneration. As a general rule employees should tactfully refuse offers of gifts or services from organisations or persons who do, or might provide work, goods or services to The Fortuna and Athena Federation or who require a decision from The Fortuna and Athena Federation (for example regarding a school placement).

However, where it is felt that refusal of a small gift or token of appreciation (for example a small box of chocolates) would cause offence or would upset a relationship, the gift may be retained provided it is recorded in a register provided for that purpose within each school respectively. This register is held, in each school, by the Child and Family officer. Similarly, advertising material (for example calendars, diaries and pens) given to employees may be kept provided that they are deemed to have been given to the employee as distinct from a personal gift and provided that the Headteacher is fully aware of the circumstances.

In the case of an employee becoming the beneficiary of a will from a member of The Fortuna and Athena Federation community, employees must refuse to accept any legacy/bequest regardless of its size or value if it is as a consequence of their employment. Employees must also report the legacy/bequest to their Head teacher. Acceptance of such legacies/bequests will result in disciplinary action.

The overriding requirement is that The Fortuna and Athena Federation must be able to demonstrate that its employees have not been influenced by improper motives.

Hospitality

It is acknowledged that, on occasions, the business of The Fortuna and Athena Federation can be progressed through, for example, working lunches or dinners. As a general rule, employees should only accept offers of hospitality if there is a genuine need to impart information or represent The Fortuna and Athena Federation in the community. If on the other hand the hospitality offered is primarily a social function, at which business matters are of a secondary concern (for example test matches, rugby internationals or concert performance) then it is unacceptable, and such invitations should normally be refused. When hospitality is declined, those making the offer should be informed of the procedures and standards operating within The Fortuna and Athena Federation.

It is of vital importance that the possibility of an employee being deemed by others to have been influenced in making a decision as a result of accepting such hospitality should be avoided at all costs, for their own protection.

In taking this advice, employees should err on the side of caution and, if in any doubt, consult their Head teacher. Each gift, act of hospitality or offer thereof, must be recorded in a register provided in each school respectively for that purpose.



Promotional Sales/Benefits

Offers from companies of promotional sales should be declined. Employees should bring such matters to the attention of their Headteacher in order that a decision can be made whether it would be appropriate to write to the company concerned to inform them that improved discounts are the only form of promotion acceptable to The Fortuna and Athena Federation.

The use of personal loyalty cards whilst making purchases on behalf of The Fortuna and Athena Federation is also unacceptable. It may bring into question the impartiality of the use of that supplier.

Any prizes won whilst on The Fortuna and Athena Federation business or whilst using The Fortuna and Athena Federation funds should be reported immediately to the Head who will make a decision as to the acceptability of such a prize.

Sponsorship

Where an external organisation wishes to sponsor or is seeking to sponsor a Fortuna and Athena Federation activity, whether by invitation, tender negotiation or voluntarily, the conventions concerning acceptance of gifts or hospitality apply. Particular care must be taken when dealing with contractors or potential contractors.

Reporting Procedures

An employee must not treat another employee of The Fortuna and Athena Federation less favourably than other employees by reason that the other employee has done, intends to do, or is suspected of doing, anything under or by reference to, any procedure The Fortuna and Athena Federation has for reporting misconduct (i.e. employees should not victimise another employee who has used The Fortuna and Athena Federation's reporting procedures to report on the misconduct of others)

Employees are expected to report the non-compliance of other employees to the Head teacher. Under the Public Interest Disclosure Act 1998, employees are legislatively protected in the event that they raise any concerns.

Employees will be expected, through agreed procedures, to report any deficiency in the provision of service. Employees must report to the Headteacher any impropriety or breach of procedure.

Anti Fraud and Anti Corruption

The Fortuna and Athena Federation is committed to ensuring the maintenance of high standards in every aspect of its activities. As part of this commitment The Fortuna and Athena Federation will ensure that opportunities for fraud and corruption are identified and actively managed to reduce possible risks. Where there is suspicion of fraud or corruption The Fortuna and Athena Federation will deal with it in a firm and controlled manner.

Openness

An employee must:

- a) Not disclose information given to them in confidence by anyone, or information acquired which they believe is of a confidential nature, without the consent of a person authorised to give it, or unless they are required by law to do so; and
- b) Not prevent another person from gaining access to information to which that person is entitled by law.

Openness and Use of Information

During the course of their employment employees will come across confidential information. All employees must understand and comply with Information Governance requirements. This refers to the correct handling and management of information to comply with relevant legislation, confidentiality and security standards.



The duty of confidentiality is imposed on all staff no matter what their function or capacity within The Fortuna and Athena Federation. A breach of confidentiality may be considered as a disciplinary matter.

Information Governance is the framework of law and best practice that regulates the manner in which information, (including information relating to and identifying individuals) is managed, i.e. obtained, handled, used and disclosed. It is a complex and rapidly developing area and one of the upmost importance since information is central to any organisation and underpins everything we do.

Information concerning an employee's private affairs must not under any circumstances be supplied to any person outside The Fortuna and Athena Federation without the consent of the employee, nor to anyone within The Fortuna and Athena Federation unless that person has authority or responsibility for such information.

Employees must never use their authority or position for personal gain, or to enable colleagues or others to gain personally. Any particular information received by an employee from a Governor which, is personal to the Governor and does not belong to The Fortuna and Athena Federation, must not be divulged by the employee without prior consent of that Governor, except where disclosure is required or sanctioned by law.

If an employee has any reservations about any request to supply information they should immediately refer the matter to the Head of School.

Media Contacts

Employees must not make statements to the media, or any other public statement which concerns the business of The Fortuna and Athena Federation unless they have been authorised by their Head teacher and Chair of Governors to act generally as a spokesperson or have been expressly authorised to act as a spokesperson in relation to a particular situation, or are acting as an authorised Trade Union spokesperson.

Appointment of Staff

a) An employee must not be involved in the appointment or any other decision relating to the discipline, promotion, pay or conditions of another employee, or prospective employee, who is a relative or friend.

b) In this paragraph

1) "relative" means spouse, civil partner, partner, parent, parent-in-law, son, daughter, stepson, step-daughter, child of partner, brother, sister, grandparent, grandchild, uncle, aunt, nephew, niece, or the spouse or partner of any of the preceding persons; and

2) "partner" in paragraph (1) above means a member of a couple who live together.

Appointment of Staff and other Employment Matters

Employees involved in appointments should ensure that those appointments are made only on the basis of merit. In order to avoid any possible accusations of bias, employees should not be involved in an appointment where they are related to an applicant or have a personal relationship with them outside work.

Similarly, employees should not be involved in decisions relating to discipline, promotion, recruitment or pay and conditions for any other employee who is a relative, partner, etc.

Working day

The teaching staff are expected to work 1265 hours over 195 days, this includes inset days. The Fortuna and Athena Federation is open from 7.00am each morning and is locked at 7pm each evening with the staff being asked to leave by 6.45pm so final checks can be made of the building.



Breaks

All teaching staff are allocated breaks. With regard to particular circumstances within The Fortuna and Athena Federation community, we realise that a break time may be eroded or lost due to an incident with a child. If this occurs the class team should make every endeavour to create a break for each other at a suitable opportunity. Non-teaching staff have 30 minutes taken off pay and as a goodwill gesture have an extra 10 minutes per day allocated. This is in recognition of the nature of their roles and the flexibility often required within their roles.

Detention

If it is deemed that a child should remain after school on detention the class teacher should reach this decision with the Headteacher. All staff need to be mindful that parents and transport need sufficient notice of a detention and be sure that there are suitable personnel available to supervise the detention, as well as sufficient funds to cover additional transport costs.

Taking responsibility

Working at The Fortuna and Athena Federation can be a demanding experience. It is important that all members of staff take care of themselves and recognise when they may be feeling overwhelmed, tired or stressed. The senior management team operates an open door policy and is there to offer support and guidance to all staff. Even if a concern seems minor it is preferable to discuss it and seek advice and support before a situation deteriorates. To seek help is never misconstrued as a weakness but as a sensible self-preservation. Our biggest strength is in being a team and recognising when one of our members may be struggling or tired and to offer each other support. Individual supervision can be arranged for any staff member.

Duty of Trust

An employee must at all times act in accordance with the trust that the public is entitled to place in them.

Employees are expected within reason; to be ready and able at the agreed times to carry out their job. Politeness and courtesy should be expressed to the public and to all members of The Fortuna and Athena Federation community at all times. Customer care and courtesy must be maintained with appropriate professional boundaries and particular attention should be paid when in contact with children. In carrying out their duties and responsibilities their honesty and integrity should be beyond question.

Personal Relationships at Work Policy

Definition

Definition of close personal relationship:

- Employees or applicants who are married, dating, in a civil partnership or co-habiting arrangement;
- Immediate family members of the applicant or employee e.g. parents and stepparents, son and daughter, brother and sister, grandparent and grandchild;
- Other relations of the applicant or employee e.g. extended family such as aunts, uncles, cousins, nieces, nephews and any other individuals with whom there is a close personal relationship;

The Fortuna and Athena Federation recognises that relationships as defined above may exist or develop within the organisation. Whilst not all such situations raise any issues there may be occasions where a perceived or actual conflict of interest exists between an employee's job or the County Council and public's interests and the employee's personal interests.

Objectives

The policy aims to assist the Headteacher and employees in dealing sensitively, but effectively, with situations where employees have, or form, a relationship as defined, with a work colleague.



Minimum Standards

The provisions of this policy are intended to avoid any possible conflict of interest, perception or accusation of bias, favouritism or prejudice. They are also intended to ensure that all employees feel confident of fair treatment without the fear that a close personal relationship will influence their or other employees' treatment or broader working relationships.

The Procedure

Participation in recruitment, promotions, grievance and discipline

All applicants are required to disclose on the application form if they are related to any County Councillors (and Governors of The Fortuna and Athena Federation) or Senior Officers. Applicants are asked to state the name of the person and the relationship. Failure to disclose such a relationship may disqualify the applicant or may result in action being taken in accordance with the Disciplinary Procedure.

To avoid any accusation of bias an employee must not be involved in any appointment process where they are related or have a close personal relationship outside of work with the individual being considered for appointment. Employees involved in appointments should ensure that those appointments are made only based on merit.

Employees must not be involved in any decisions relating to discipline, grievance, promotion or pay adjustments for any employee where there is a close personal relationship as defined within this policy.

Where there is a relationship between an applicant and a manager

Where new appointments are being considered, and there is a personal relationship between an applicant and an existing employee, where one of them would be the immediate line manager or senior reporting manager of that team, the implications of this should be considered and discussed as part of the selection process. This is to ensure that, assuming they are otherwise the most suitable candidate for the job, the appointment would also be appropriate taking into account operational issues and standards.

The type of issues that should be explored include:

- potential conflict of interest and confidentiality issues, including the impact on the perceptions and employee relations within the team;
- considering making alternative supervision/line management arrangements for the applicant where there are potential conflicts of interest;
- If the work of the post involves financial transactions there should be an appropriate separation of duties and probity and other financial safeguards are followed;
- Impact on The Fortuna and Athena Federation Community or the public, including issues relating to trust and confidence and the public image of The Fortuna and Athena Federation.

It is important, however, to ensure that any approach or actions are not unfair or discriminatory, i.e. avoid any assumption at the outset that the working arrangement will be unsatisfactory without exploring the issues. Nevertheless, it is important to explore the issues that may arise to ensure these can be managed effectively.

Where there is a relationship between an applicant and team colleagues

Where an individual is appointed, transferred or promoted and will work in the same team or establishment with an employee with whom they have a relationship as defined in this document, but not in a line management relationship, the implications of this should be considered and discussed as part of the selection process.



Authority to appoint

Where, following consideration of all the factors, the employee responsible for the appointment considers that a candidate could be appointed, despite a declared relevant relationship as defined, they must clear the appointment with their Head teacher.

Where one party to the relationship is the Head teacher, the necessary authority for appointment should be authorised by the Chair of Governors who may seek advice from the relevant Human Resource provider.

Where the relationship in question concerns the Chair of Governors, the appointment should be cleared by the Governors Personnel Committee who may seek advice from the relevant Human Resource provider.

To avoid questions arising later, the appointing employee is required to make a written record of the fact that the decision to appoint, despite a declared relationship, was made with appropriate authority. This record should be kept with the candidate's original application form on his/her personal file; the candidate should be made aware of this and they should be advised of why it is necessary.

Relationships formed whilst in post

Relationships as defined may form between colleagues in the same team or The Fortuna and Athena Federation during the course of their employment. Such situations should be managed with care and sensitivity in the interests of all concerned. It is important, however, to ensure that any approach or actions are not unfair or discriminatory.

Requirement to disclose a close personal relationship

Where a relationship as defined, is formed between members of the same team whilst in post, this should be disclosed, in confidence, to the Headteacher where appropriate, by the employees concerned. A declaration of Personal Interest form must be completed and this be put in the employee's personal file. Forms can be found in the Staff Room.

It is acknowledged that work related friendships are quite naturally formed in The Fortuna and Athena Federation. Any employee is therefore expected to exercise judgement as to whether or not the relationship has developed to such an extent that it can be described as a close personal relationship, which could potentially raise the issue that this policy seeks to address. Failure to disclose a personal relationship could leave an employee open to allegations of misconduct should subsequent issues arise.

Where a relationship develops between a member of the Senior Management Team and a team member

Where a close personal relationship involves the Head teacher, Deputy Head or senior reporting manager and an employee, the appropriate senior manager within the team, in consultation with a Human Resources provider, should, in discussion with both employees:

- Make alternative supervision/line management arrangements of the team member for issues involving a potential conflict of interest. These include matters related to pay, promotion, job opportunity, discipline and grievance issues;
- Consider if it is appropriate to communicate any agreed adjustments etc to other colleagues in the team/ The Fortuna and Athena Federation to manage any concerns;
- More specific operational issues e.g. in relation to finance and procurement roles and responsibilities which are governed by Financial Regulations, Procedures, or Procurement Rules;
- Assess any impact on The Fortuna and Athena Federation community, including issues relating to trust and confidence and the public image of the school.

Expectations should be clearly defined and managed as appropriate.



Relationships between team members

Where a relationship as defined, is between two team members (with no line management or supervisory relationship) the member of the Senior Management Team should explore the relevant issues with the individuals concerned, including:

- any general operational issues such as working patterns and arrangements;
- more specific operational issues including finance and procurement roles and responsibilities which are governed by Financial Regulations, Procedures, or Procurement Rules;
- Any potential conflict of interest and confidentiality issues;
- Any impact on The Fortuna and Athena Federation community, including issues relating to trust and confidence and the public image of The Fortuna and Athena Federation;
- Consider if it is appropriate to communicate such agreed adjustments etc to other colleagues in The Fortuna and Athena Federation to manage any concerns.

Expectations should be clearly defined and managed as appropriate.

Inter team relationships

Where a relationship as defined, is between two team members from separate teams whose functions are interdependent, for example an administrative team that supports teachers, a member of the Senior Management Team should explore the relevant issues with the individuals concerned, including:

- Any general operational issues such as working patterns or arrangements;
- More specific operational issues including finance and procurement roles and responsibilities which are governed by Financial Regulations, Procedures, or Procurement Rules;
- Any potential conflict of interest and confidentiality issues;
- Any impact on The Fortuna and Athena Federation community, including issues relating to trust and confidence and the public image of The Fortuna and Athena Federation;
- Consider if it is appropriate to communicate such agreed adjustments etc to other colleagues in The Fortuna and Athena Federation to manage any concerns.

Expectations should be clearly defined and managed as appropriate.

When issues cannot be managed effectively

Where any issues identified cannot be managed effectively or the individuals within the relationship feel uncomfortable remaining within The Fortuna and Athena Federation, there will be the need to explore, in discussion with both employees, whether a move to another team or school might be the most appropriate way forward.

When discussing such an issue there should be no assumptions made, on gender, status/grade etc. as to who might be the most appropriate employee to move. Care should be taken to avoid discrimination and ensure that the views of the individuals involved are taken into account, balancing this with the needs of the service and the issues that present themselves.

A Human Resources provider can assist with this process where required and reference should be made to the Redeployment Scheme for School Based Staff.

When relationships break down

There may be occasions when a relationship as defined, breaks down and the individuals concerned remain in The Fortuna and Athena Federation with a potential impact on relationships and service delivery. In such cases, use of the Council's Employee Support and Counselling Service may be useful to the individuals concerned as an initial approach. If it is envisaged that the breakdown of the relationship is or will cause ongoing workplace issues, these should be addressed sensitively in discussion with the employees with a view to the issues being resolved, where possible.

The Fortuna and Athena Federation Human Resources provider can assist with this process where required and reference should be made to the Redeployment Scheme for School Based Staff. This



may, ultimately, in some cases need to involve exploring with the parties the scope for transfer of one or both of them.

Use of confidential and private information

Employees may acquire information that has not been made public and is still confidential. It is a betrayal of trust to breach such confidences. Employees should never use or disclose such confidential information to anyone that they are in a personal relationship with for personal gain. The information should also not be to the disadvantage or the discredit of The Fortuna and Athena Federation or anyone else. Equally, employees should always observe the provisions of the Data Protection Act 1998.

Conduct or performance issues

As with any employee, significant conduct or performance issues may need to be dealt with, where appropriate, under The Fortuna and Athena Federation's Disciplinary or Capability procedures. Much would depend on the nature and degree of the issue concerned or whether alternative approaches as outlined in this policy would be more appropriate or effective.

Transfer of employees

Should it be necessary, in the interests of the service, to consider the transfer of an employee every effort should be made to ensure that they are moved to comparable alternative employment in line with the Redeployment Scheme for School Based Staff.

Other colleagues affected by a close personal relationship

Employees who feel they are affected by a close personal relationship at work involving other colleagues, should at all times feel that they can approach without prejudice, their Head teacher and/or Chair of Governors to explain their concerns.

Provision of references

When providing references, the individual providing the reference should make clear if it is provided as a personal or colleague reference or provided formally as a reference on behalf of The Fortuna and Athena Federation. If a reference is not being provided by a member of the Senior Management Team of The Fortuna and Athena Federation i.e. formally on behalf of The Fortuna and Athena Federation, then the reference should not be produced on The Fortuna and Athena Federation headed stationery.

Relationships with contractors or potential contractors

No special favour should be shown in the tendering process to businesses run by, for example, friends, partners or relatives. Employees who engage or supervise contractors or have any other work relationship with contractors and have previously had, or currently have a close personal relationship with someone who works for contractors, must declare the relationship to their Headteacher.

Further Information

For further information and guidance, managers should contact their Human Resources provider.

Please see LCC Grievance & Dignity at Work Policy in conjunction with this policy.



Declaration of Personal Interest

Personal Relationships at Work Policy

Definition

Definition of close personal relationship:

- Employees or applicants who are married, dating, in a civil partnership or co-habiting arrangement;
- Immediate family members of the applicant or employee e.g. parents and step-parents, son and daughter, brother and sister, grandparent and grandchild;
- Other relations of the applicant or employee e.g. extended family such as aunts, uncles, cousins, nieces, nephews and any other individuals with whom there is a close personal relationship;

The Fortuna and Athena Federation recognises that relationships as defined above may exist or develop within the organisation. Whilst not all such situations raise any issues there may be occasions where a perceived or actual conflict of interest exists between an employee's job or the County Council and public's interests and the employee's personal interests.

In accordance with the Code of Conduct Policy and the requirement to disclose a close personal relationship:

Full Name (printed)

Job title / Role

As defined above I am having a personal relationship with:

Full Name (printed)

Job title / Role

I understand that failure to disclose this information could lead to disciplinary action.

This form will be kept in my file.

Signature Date

Form seen by Head teacher (signature)