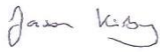





Woolton Primary School



Code of Conduct for School Employees 2024 - 2025

Written By	WPS
Ratified by Governors	7 th November 2024
Date for Review	7 th November 2025
Signed (Governor)	
Signed Headteacher	

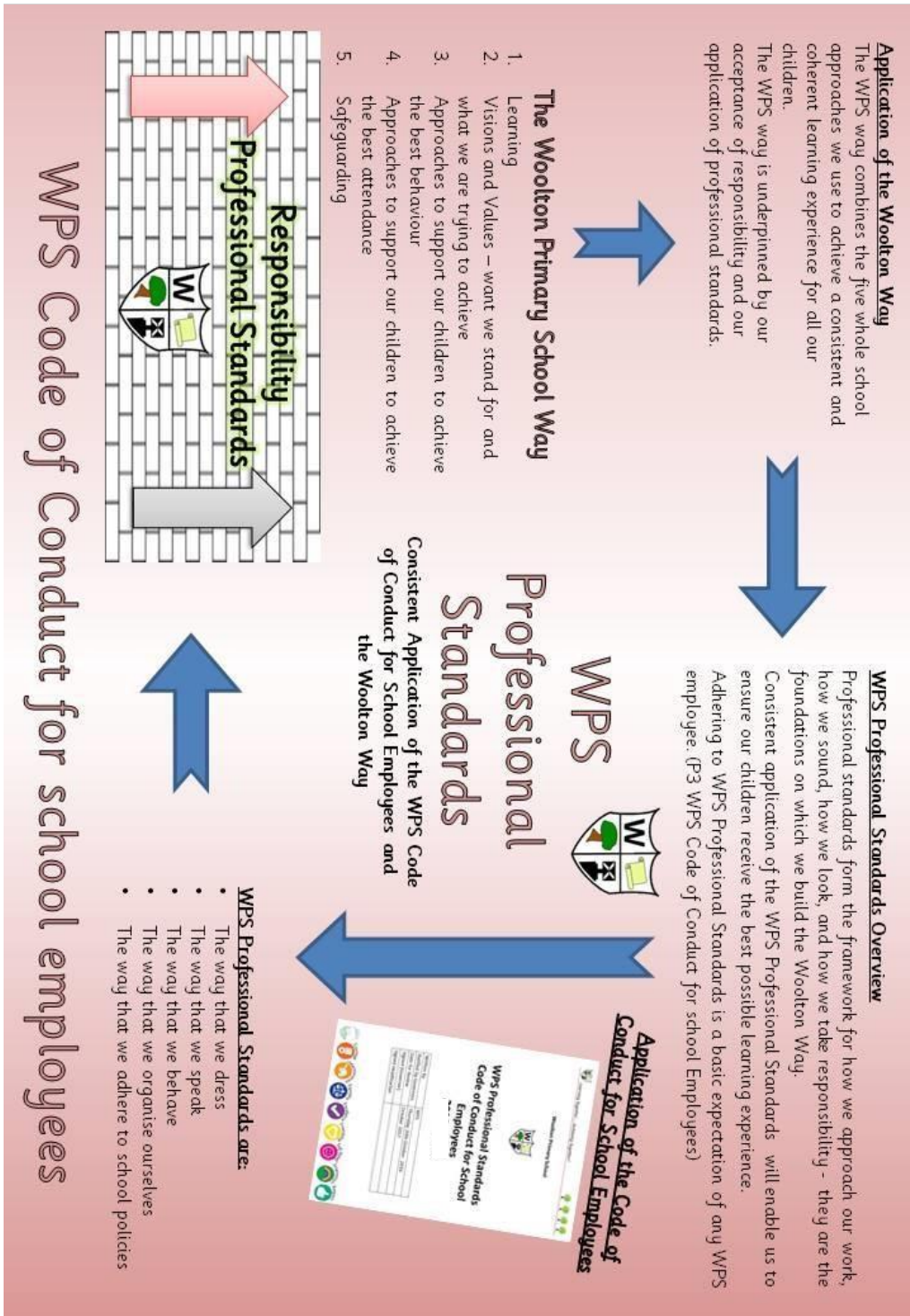
Learning Together... Achieving Together!





Reference to updated Documents

1. Guidance for Safer Working Practice for Adults who work with Children and Young People in Educational Settings (February 2022 Updated version)
2. Keeping Children Safe in Education Part One (September 2024)





CODE OF CONDUCT FOR SCHOOL EMPLOYEES

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Appendix 1 Register of Business Interests Form

Appendix 2 Register of Gifts and Hospitality

Receipt to be signed and returned

Please sign and return this receipt to Mrs C. James

I declare that I have read and understood the 2024 – 2025 Code of Conduct for School Employees at Woolton Primary School and the associated “Required Reading”.

Name _____

Date _____

Signature _____



1. Introduction

All employees at Woolton Primary School have personal and legal responsibilities, including; treating others with dignity and respect; acting honestly, using public funds and school equipment appropriately, adhering to health and safety guidelines and practising equal opportunities at all times. These expectations are set out below and should be fully observed by all staff, including the Headteacher and Strategic Leadership Team. This document is not a prescriptive guide to what employees should and should not do. It highlights the principal areas where employees need to be aware of their responsibilities when working at Woolton Primary School and is a framework for behaviour. Employees should ensure they are familiar with the specific policies that underpin these behaviours through reference to the documents highlighted in the “Required Reading” throughout the code and listed at the end of the code.

Our school is committed to safeguarding children and promoting children’s welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. It is our willingness to work in a safe manner and challenge inappropriate behaviour that underpins this commitment. Everyone is expected to adhere to this ‘Code of Conduct’ and the DfE’s ‘Guidance for Safer Working Practice for Adults who work with Children and Young People in Educational Settings (January 2022) which is available on the school’s website. Everyone must also read part one of Keeping Children Safe in Education (September 2024). This code of conduct aims to support adults so they don’t work in a manner which might lead to an allegation against them. Equally it aims to reduce the opportunity for any adult intent on grooming or harming a young person. It encourages you to work in an open and transparent way that should avoid someone questioning your motives, intentions or suitability to work with young people. It is a key principle of this code of conduct that everyone understands their responsibility to share without delay any concerns they may have about a child’s welfare or an adult’s behaviour towards a young person. In addition, everyone has a responsibility to escalate their concerns to the Local Authority Designated Officer (Liverpool Careline 0151 233 3700) if they feel that safeguarding concerns they have raised about a child or adult working at the school are not being addressed by the school.



2. Compliance with the Code of Conduct

The Code of Conduct forms part of an employee's contract. Failure to comply with it and with the associated school policies ("Required Reading") may result in disciplinary action being taken and the school reserves the right to take legal action against employees where breaches of the Code warrant such action.

If you have any concerns that a child is being harmed, abused or neglected you must share your concerns immediately both verbally and in writing with the school's Designated Safeguarding Lead or if they are absent, another member of the school's Leadership Team. Always listen carefully to the child and record what they tell you in the child's own words. Never promise to keep a secret.

If you receive an allegation against an adult working in the school or observe behaviour that concerns you, you must discuss your concerns without delay with the Headteacher or Designated Safeguarding Lead. Concerns regarding the Headteacher should be directed to the Chair of Governors or Local Authority Designated Officer.

Anyone (in emergencies or if they need to) can make a referral about their concerns for child to Liverpool Careline (tel: 0151 233 3700)

All staff must adhere to the school's policies, particularly those related to safeguarding – including child protection, behaviour, attendance, physical intervention, intimate care, antibullying, equal opportunities, health and safety and e-safety (Online Safety Policy).

3. Professional behaviour and conduct - upholding the school values

All WPS staff members are expected to uphold the school values at all times.

Treating other people with dignity and respect.

All employees are expected to treat other colleagues, pupils and external contacts, such as parents, with dignity and respect.

Staff members are required to comply with the school's equality policies in respect of colleagues, pupils and other contacts such as parents. Unacceptable behaviour such as discrimination, bullying, harassment or intimidation will not be tolerated at Woolton Primary School. This includes physical, verbal and emotional abuse and use of inappropriate language or unprofessional behaviour with colleagues, pupils and parents.

Appropriate relationships with children

School employees are expected to act in an open and transparent way that would not lead any reasonable person to suspect their actions or intent. Employees in schools are in a position of trust and have a duty to protect young people from discrimination and harm and to maintain appropriate professional boundaries. It is equally important for staff to avoid



behaviour that might be misinterpreted by others in order to protect both young people and themselves. Staff members are required to read and understand school policies on Safeguarding.

Staff should never develop 'personal' or sexual relationships with children and young people, including making sexual remarks or having inappropriate sexual banter. In addition, the Sexual Offences Act 2003 makes it clear that all members of staff are in a position of trust and would therefore be committing a criminal offence to have a sexual relationship with a young person in full time education/below the age of 18, even if that pupil is over the age of consent.

Professional behaviour

Employees must not misuse or misrepresent their position, qualifications or experience or bring the reputation of the school into disrepute. Such behaviour may lead to disciplinary action.

Criminal actions

School employees must inform the Headteacher immediately if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution. The Headteacher or Governing Body will discuss this with the employee in the context of their role and responsibilities in order to help safeguard children and other employees at the school.

Required reading:

- WPS Child Protection Policy, Safeguarding Policy and Procedure
- WPS Confidentiality Policy
- WPS Whistleblowing Policy (LA Adopted)
- Part 1 of Keeping Children Safe in Education DFE September 2024
- Guidance for Safer Working Practice for Adults who work with Children and Young People in Educational settings Updated February 2022



4. Professional Expectations for all Staff 2024– 2025 including use of mobile phones

Absence from school

- Absence from school should be reported by a phone call to the main school office.
- Absence should be reported from 7.45am and by 8.15am at the very latest.
- Woolton Primary School has adopted the Local Authority Absence Management Procedures. In accordance with these procedures all staff absences will be followed by a return to work interview. The interview will be conducted by Mrs Cynthia James or a member of the Strategic Leadership Team.
- Medical, dental and other appointments should be made after school and in the school holidays whenever possible.
- If you require leave of absence, for any reason, a request should be put in writing to the Headteacher. The request should state when and why the leave is required.
- Staff holidays should not be booked during term time - under any circumstances.

Health and Safety

- All members of staff must read the weekly update email sent every Friday.
- All members of staff must take note of and follow school Health and Safety Policy and procedures.
- All staff must take note of and follow the school safeguarding procedures.
- All staff must attend annual Safeguarding Training.
- Health and Safety Training, Safeguarding training and updates will be provided throughout the year.
- Staff should wear staff Identification badges at all times.
- Staff must ensure that they sign in every time they enter the building and sign out whenever they leave the building.
- All staff must sign in and out at the main school office.

Additional Points

- All city council buildings are smoke free premises. Smoking is not permitted on the school site.
- Staff leaving the premises for smoking breaks, during their own break times, should ensure they do not smoke directly outside the school exits/gates.
- All staff should dress appropriately for work. This means in a professional and comfortable manner suited to for their individual role.

Appropriate dress for school

- Staff should dress in a professional and comfortable manner for school.
- Sports clothes should be worn for PE and games lessons only. As these lessons are taught in the afternoon staff may change at lunchtime if they wish.



- Casual and leisure clothes including combat style, denim and cropped three quarter length trousers are not suitable wear.
- Sensible footwear that does not cause health and safety issues should be worn - flip – flops and very high heels should not be worn.
- Trainers should only be worn for sports activities.

Staff use of mobile phones:

- Staff members are permitted to have their mobile phones about their person. There is however a clear expectation that all personal use is limited to lunch and/or break times and in designated staff areas only.
- Other than in agreed exceptional circumstances, mobile phones must be switched off. Calls and texts must not be taken or made during work time.
- Practitioners are not permitted to use their personal mobile phones for contacting children, young people and their families within or outside of the school setting.
- Staff members are not allowed to give their personal mobile phone numbers to pupils and parents/carers, or family members of pupils.
- Staff must not use their personal mobile phone to make calls to pupils or and parents/carers, or family members of pupils.
- Staff must not use their personal mobile phones to take photographs on the school premises. This information also applies to supply teachers, students on placement and volunteer helpers.
- School mobile phones are available for use in specific circumstances.
- School mobile phones will only be used by authorised staff under the following circumstances:
 1. As an essential part of the emergency toolkit which is taken on off-site trips.
 2. As a back-up facility should problems be experienced with the landline or when contact needs to be made outside the school day.
- Staff should keep a record of their phone's unique International Mobile Equipment Identity (IMEI) number and keep phones secure while on school premises. Thefts or losses should be reported to a member of the school Strategic Leadership Team, the police and mobile operator as soon as possible.

5. Safeguarding Conduct and Guidelines for Staff

Staff must always exercise professional judgement in all their dealings with pupils.

Staff must never:

- make, encourage or ignore others, making personal comments which scapegoat, demean or humiliate any member of the school community.
- use their position to intimidate, bully, humiliate, coerce or undermine any member of the school community. This includes shouting in anger and aggressively to punish them rather than raising your voice to be heard or avoid danger.



- engage in inappropriate conversations with students or share inappropriate personal information about yourself or others.
- discriminate favourably or unfavourably towards a child.
- use personal equipment to photograph children (always use the school's equipment) and ensure any photographs are only stored on the designated secure place on the school's network and not on portable equipment.
- use your personal mobile phone in areas used by children unless in emergencies or under an agreed protocol set out by the Headteacher.
- transport children unsafely, for example by driving whilst using a mobile phone, consuming alcohol, failing to ensure that seat belts are worn or driving without appropriate insurance. Any trips should be planned and with the knowledge of your Line Manager. Unforeseen events should be reported to your Line Manager. It is good practice to have another adult to act as an escort during the journey.

Private meetings:

- Staff should not need to hold private meetings with pupils. Such meetings may give rise to concern. If a staff member needs to speak to a pupil about a specific matter, the conversation should be conducted in a room with visual access or with the door open, in a room or area which is to be frequented by others. It is wise to inform another staff member or ask another staff member or your Phase Leader to be present.
- Meetings with pupils outside of school hours and off school premises should only be arranged for specific school based reasons and with the approval of the Headteacher e.g. pupils attending a choir performance on a Saturday.

Physical Contact with pupils:

- Staff should always be aware that any physical contact may be misconstrued by a pupil/parent or observers. Touching pupils including well-intentioned informal gestures, if repeated regularly may lead to serious questions being raised.
- Generally staff must not make gratuitous physical contact with their pupils. It is particularly unwise to attribute touching to their teaching style as a way of relating to pupils.
- Physical punishment of a pupil is unlawful, as is any form of physical response unless it is a way of restraint.
- It is important for staff to understand this to protect their own position and the overall reputation of the school.

Where physical contact may be acceptable:

- Physical contact may be acceptable when a distressed pupil needs comfort and reassurance. Staff should use discretion in such cases.
- Some staff are likely to come to into physical contact from time to time e.g. showing a pupil how to use a piece of apparatus/equipment. Staff should be aware of limits within such contact and the possibility of such contact being misinterpreted.



- There may be occasions where it is necessary for staff to restrain a pupil physically to prevent him/her from causing injury to others or self injury etc. In such cases only the minimum force may be used and any action taken must be restraining the pupil. A report should be written in the form prescribed by the school policy on restraint and a member of the Strategic Leadership Team should be informed.

Caring for pupils with particular problems:

- Staff members that have to administer first aid should ensure that other children or adults are present.
- Where possible staff members who help pupils with toileting should be accompanied by another adult and pupils should be encouraged to change themselves.

Relationships and attitudes

- All staff should act as role models for the behaviour and attitudes we expect in our school community. Staff should demonstrate these qualities in their relationships with all members of our school community.
- All staff should understand the need to maintain appropriate boundaries with their relationships with pupils. All staff should ensure that the relationships with pupils are appropriate to the age and gender of pupils, and take care that their language does not give rise to comment or speculation.
- Occasionally staff may encounter pupils who display attention-seeking behaviour, or profess to be attracted to them. Staff should aim to deal with those situations sensitively and appropriately, but must ensure that their behaviour cannot be misinterpreted.

Where conversation of a sensitive nature maybe appropriate:

- Sometimes it may be necessary for staff to have conversations that cover sensitive matters. In such circumstances, staff must use their discretion to ensure that any probing for details cannot be construed as unjustified intrusion.

Inappropriate comments and discussions with pupils:

- Comments by staff to pupils, as with physical contact, can be misconstrued. As a general principal staff must not make unnecessary comments to and/or about pupils which could be construed to have a sexual connotation.

Extra -curricular activities:

- Staff should be particularly careful when supervising pupils in extracurricular activities or a residential setting. A less formal approach than usual is appropriate in such settings, but the standard of behaviour expected of staff will be no different from the behaviour expected within school.



Reporting incidents:

- Following any incident where a member of staff feels that his/her actions have been, or may be, misconstrued she/he should discuss the matter with the Headteacher and



provide a written report. A detailed written report should always be made if a member of staff has been obliged to restrain a pupil physically, or where a complaint has been made by a pupil, parent or other adult.

6. Online Safety Guidance

- All school laptops are the property of Woolton Primary School and are intended for professional use. Teaching Staff are permitted to take laptops home for work purposes. Teachers should be aware of acceptable use when connecting to the internet at home. If staff have information about pupils, stored on school technology that is taken off the premises, they must ensure that no one unauthorised uses this equipment. All equipment belonging to school should be stored securely at all times.
- Staff should take exceptional care of any pen drive or data storage devices belonging to school. These must always be password protected. A virus check should be run on any such device prior to use on the school system. This should always be completed if they have been used on a network other than the school system.
- Since September 2013 school will no longer issue pen drives to staff and their use will be discouraged. It is always advisable to virus check portable devices prior to each use.
- Loss of a portable storage device that belongs to school must be reported to a Senior Leadership Team member immediately - ensure your portable device is password protected.
- Staff must never give personal contact details to pupils or communicate outside of school using social networks, email, text, twitter etc or meet a young person out of school.
- Staff must not have conversations, share images or share information on social networking sites or online that could be deemed to make reference to children, parents or other colleagues at the school or make any reference to the school or school activities.
- Staff must not make a statements or post images on social networking sites that might cause someone to question their suitability to act as a role model to young people or bring their own or the school's reputation into disrepute.
- Staff must not befriend pupils, their families or other members of the school community on social networking sites. (Staff should consider carefully the implications of befriending parents or ex-pupils and must let the Headteacher know if they decide to do this.)
- Staff should use their school e-mail address for work purposes only. Staff must keep passwords secure and protect access to all of their email accounts.
- Staff must keep their personal phone numbers private and not use their own mobile phones to contact pupils or parents.



- Staff must ensure that school rules regarding the use of technologies are consistently enforced;
- Staff must report any incidents of cyber bullying or sexting to a Senior Leadership Team member. School anti bullying procedures will then be followed for adults or children.
- Staff must keep all evidence of any alleged incident, for example by not deleting text messages or e-mails and by taking a screen capture of material, including the URL or web address.

7. Declaration of interests

An employee is required to declare any interests they may have. This is when a group or organisation they are involved in would be considered to be in conflict with the ethos of the school. Membership of a trade union or staff representative group would not need to be declared.

Employees should also consider carefully whether they need to declare to the school their relationship with any individual(s) where this might cause a conflict with school activities; for example, a relationship with a Governor, another staff member or a contractor who provides services to the school.

Failure to make a relevant declaration of interests is a very serious breach of trust. If employees are in doubt about a declaration, they are advised to take advice from the Headteacher or their union.

All declarations, including nil returns, should be submitted in writing to the Headteacher using the declaration form for Woolton Primary School (Appendix One). This form will be stored in the Register of Business Interests for Woolton Primary School. The form is completed annually. Forms for the academic year 2024 – 2025 should be completed by all staff by Monday 4th November 2024. Please give copies to Cynthia James HR Manager.

8. Probity of records and other documents

The deliberate falsification of documents is not acceptable. Where an employee falsifies records or other documents, including those held electronically, this will be regarded as a serious disciplinary matter and potentially a criminal offence.

Where an employee who has claimed any benefit, including housing benefit, either directly or indirectly and has failed to disclose their full earnings, this will be treated as gross misconduct and the employee may be dismissed and referred to the Police.

Financial inducements Financial Regulations for schools

All school employees must comply with the schools and local authority's Financial



Regulations. Employees should familiarise themselves with the regulations but some of the principal employee requirements are summarised below.

Business Contacts

In this section, "business contact" refers to any person, body or organisation with which the school is involved on a financial or charitable basis (including contractors; developers; consultants; regional or national charities). This also includes business contacts who are potential suppliers (e.g. they are tendering for future business).

Declaration of Gifts

Any gifts that are received should be declared in writing to the Governing Body on the Register of Gifts and Hospitality (Appendix 2) with the exception of those items specifically identified in sections below. This document shall remain available for inspection by the authority's Internal Audit department.

Gifts or Hospitality to an Employee

Where a business contact offers a personal gift, personal payment or other incentive such as secondary employment to an employee, these should not be accepted and should be returned with a suitable official letter. Such offers should be declared to the Governing Body and recorded in the Register of Gifts and Hospitality.

If it is not possible to return gifts then the employee who deals with that supplier should declare the gift to the Governing Body who will keep a record of it and decide how it is to be used. Such gifts remain the property of the school and should be included in the Register of Gifts and Hospitality.

The only exceptions to these are:

Low cost, functional items suitable for business use rather than personal use and displaying the supplier's logo e.g. diaries, calendars and pens. These items may be accepted and do not have to be included in the Register of Gifts and Hospitality.

Gifts offered by parents or students to school staff to express their thanks, such as boxes of chocolates, however, only gifts with an individual value of £25 or less may be accepted. Such gifts do not have to be declared in writing to the Governing Body or be included in the Register of Gifts and Hospitality. For the avoidance of doubt employees must always refuse gifts of money.

Where hospitality in the form of meals and drinks is offered by a business contact, this is only acceptable where it forms part of a normal business meeting (for example, refreshments at training events or meals at evening meetings). Offers of hospitality to specific events, such as a dinner or sporting event, should only be accepted after authorisation from the Governing Body. These would normally only be approved where



there is a clear and demonstrable benefit to the school and the hospitality would not expose the school to criticism that the business contact was exerting undue influence. These should be recorded in the Register of Gifts and Hospitality.

Visits by employees to exhibitions, demonstrations, conferences, business meals and social functions in connection with the school's business and authorised by the school, shall be at the school's expense.

Gifts or hospitality to the school

Where a business contact sends a gift to the school; for example, a stationery supplier sending a gift, these should not be accepted and should be returned to the supplier. Such offers should be declared to the Governing Body and recorded in the Register of Gifts and Hospitality.

If it is not possible to return the gift, the employee who usually deals with the supplier should declare the gift to the Governing Body who will keep a record of it and decide how it is to be used. Such gifts remain the property of the school and should be included in the Register of Gifts and Hospitality.

The only exceptions to this are low cost, functional items suitable for business use (as opposed to personal use), such as diaries, calendars or pens, may be accepted and do not have to be declared on the Register of Business Interests.

Use of school contacts

Apart from participating in concessionary schemes arranged by trade unions or other such groups for their members, employees shall not use school business contacts for acquiring materials or services at trade / discount prices for non-school activities.

Required reading:

[Financial Regulations for Schools](#) – available on SIL EDNET

9. Use of school premises & equipment

School equipment and premises are available only for school-related activities and should not be used for fulfilment of another job or post or for excessive or regular personal use, unless authorised in writing and in advance by the Headteacher.

This includes photocopy facilities, stationery, telephones, computers, premises and any other school equipment. Any school equipment that is used outside school premises, for example laptops, should be returned to the school when the employee leaves employment or upon request by the Headteacher.



10. Other employment

Employees are permitted to take up secondary employment outside the school, as long as the activity does not constitute a conflict of interest, adversely affect their primary



employment at the school or exceed the legal maximum working week of 48 hours as defined by the Working Time Regulations.

The secondary employment must be undertaken outside the working hours of the employee's normal post and employees are required to keep the Headteacher (Governing Body if the employee is the Headteacher) informed of their employment at other organisations.

11. Health and Safety Part 2

Employees must adhere to the school's Health and Safety Policy, procedure and guidance and must ensure that they take every action to keep themselves and everyone in the school environment safe and well.

This includes taking immediate safety action in a potentially harmful situation (either at school or off-site) by complying with statutory and school guidelines and collaborating with colleagues, agencies and the local authority.

Required reading:

- School's Health and Safety Policy
- School's Accident and Injury Procedure

12. Use of alcohol and illegal drugs

The taking of illegal drugs is unacceptable and will not be tolerated. All employees are expected to attend work without being under the influence of alcohol or illegal drugs and without their performance being adversely impacted by the consumption of alcohol or illegal drugs.

If alcohol or drug usage impacts on an employee's working life, the school has the right to discuss the matter with the employee and take appropriate action, having considered factors such as the school or local authority's reputation and public confidence.

13. Use of school communication systems

- The school has the right to monitor emails, phone-calls, internet activity or document production, principally in order to avoid offensive or nuisance material and to protect systems from viruses, but also to ensure proper and effective use of systems by employees.
- Employees should be aware that the school has the right to access employees' personal email and computer files if required for investigation of misuse.
- It is recommended that employees do not use school systems (phone, email, computers) for personal use. Inappropriate usage, which includes excessive or



regular personal use may result in disciplinary action for the employee and in serious cases could lead to an employee's dismissal.

- Inappropriate use of email and internet systems also includes viewing, publication or circulation of illegal or offensive material, viewing, publication or circulation of junk mail, including chain letters, jokes or large attachments, gambling or gaming; these will be treated as disciplinary matters.
- Passwords should not be shared and access to computer systems must be kept confidential. Breach of this confidentiality may be subject to disciplinary action.
- Employees who receive inappropriate communications should inform their Headteacher or a Strategic Leadership Team member.

14. Confidentiality

All employees WPS and the Governing Body come into contact with a significant volume of data and information in relation to pupils, staff, school activities and many other matters. There is an obligation to read and to observe the requirements of the Data Protection Act 2018.

Managing data

Under the Data Protection Act, staff members are required to collect, maintain and dispose of sensitive or personal data in a responsible manner.

Disclosing data

Staff should not disclose sensitive information about the school, its employees or the local authority to other parties, for example, parents, colleagues or internet blogs. There are particular exceptions to this; for example disclosure of suspected or alleged abuse of a pupil to Child Protection officers; discussion with a person accompanying or representing an employee in a formal meeting or disclosure under the Whistleblowing Procedure. All communication with the media must be directed through the Headteacher Jane Ngenda.

There are circumstances in which staff members are obliged to release pupil data, for example, parents seeking information about pupil progress or other colleagues in the school.

Staff should be aware that, from time to time, information about employees' salaries is matched with other public sector information (for example housing benefits) in order to prevent fraudulent claims.

15. Copyright

Copyright legislation should be displayed next to photocopier machines and employees are required to adhere to the guidance provided about use of educational resources.

Additional reading:



- Copyright notices in school
- Health and Safety Policy
- Accident and Injury Procedure
- Online Safety Policy
- Positive Behaviour Strategy and Anti - Bullying Policy
- Equality Scheme
- Financial Regulations for schools

REGISTER OF BUSINESS INTERESTS FORM 2024- 2025

Governors and staff declaration form

I wish to declare the following information in accordance with the Governing Body’s requirements that a Register of Business Interests should be maintained.

Name:

Post:

Signature:

Date:

You should provide full details of your declaration below, including a nil return:

Declaration of relationships or contracting arrangements	
Relationships or links with businesses. Contracts or proposed contracts (or any activity which would cause potential conflict) in which you are involved / interested.	State whether the interest is direct or indirect, and the nature of the interest.



Governors and staff declaration form

I wish to declare the following information in accordance with the Governing Body’s requirements that a Register of Gifts and Hospitality should be maintained.

Name:

Post:

Signature:

Date:

You should provide full details of your declaration below, including a nil return:

Declaration of gifts and hospitality		
Date gift received	From whom	Gift or hospitality

Return Sheet

This sheet should be signed and dated and returned to Cynthia James HR Manager. A copy will be kept in your personal records.

Thank you

Jane Ngenda

Headteacher

September 2024

I declare that I have read and understood the 2024 – 2025 Code of Conduct for School Employees at Woolton Primary School and the associated “Required Reading”.

Name _____

Date _____

Signature _____