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**Code of Conduct policy (employees) - Appendix 1**

**Relationships with students outside of work declaration**

It is recognised that there may be circumstances whereby employees of the Trust or an individual academy are known to students outside of work. Examples include membership of sports clubs, family connections, or private tutoring.

Staff must declare any relationship outside of school that they may have with students.

|  |  |  |
| --- | --- | --- |
| **Employee name** | **Student/Pupil name** | **Relationship** |
|  |  |  |
|  |  |  |

I can confirm that I am fully aware of the code of conduct relating to contact out of my work with students in line with this policy.

If I am tutoring a student outside of school, I am aware that the following must be adhered to:

* I do not, at any point, teach the child in question as part of my daily timetable - this is a stipulation of such tutoring
* I emphasise to parents that this is done completely independently of the academy
* No monies come through the academy at any point, informally (e.g. via the child) or formally
* No private tutoring is to take place on academy or Trust premises

I confirm that if these circumstances change at any time I will complete a new form to ensure the school are aware of any relationships.

Signed ………………………………………….. Date ………………………………

Once completed, signed and dated, please return this form to the headteacher