

ATTFE COLLEGE CONSENT FORM, WORKFORCE PERSONAL DATA & CODE OF CONDUCT 2022/23

During your time with us we will gather information about you which we will use for various purposes. A Privacy Notice has been provided to you in relation to the use of this information. That Privacy Notice is also available on the academy intranet website.

You will see from that Privacy Notice that in relation to most of what we do with information relating to you we do not require your consent. In relation to some uses of your information however we do need your consent and that is the purpose of this form.

We ask that you please carefully consider this consent form, complete it and return it to us. We will not be able to do any of the following without you having returned this form confirming that you consent to us doing so. Therefore, if you want us to be able to use this information for these purposes then you must indicate this to us.

You are not required to consent to the use of information in the questions below, and if you do not consent then this will not impact on your position with us.

* Required

* This form will record your name, please fill your name.

Promoting the Trust/Academy/College

We want to be able to promote the Trust/Academy to attract new pupils and staff, and to show the quality of the Trust/Academy. This may also involve the reporting of events involving the Trust/Academy, such as visits from dignitaries or trips. As part of this we want to be able to use photographs and videos of our workforce in promotional material and media reports.

1. I am happy for the information selected below to be used for the purpose of promoting the Trust/Academy and reporting on events involving the Trust/Academy:

· Photographs of me / Videos of me *

Yes

No

2. I am happy for the information selected above to be used:

On internal screens which may also be viewed by visitors to the school site and/or on internal notice boards *

Yes

No

3. I am happy for the information selected above to be used:

On the Trust/Academy/College website & Social Media Platforms *

Yes

No

4. I am happy for the information selected above to be used:

In the Trust/Academy/College prospectus and in other publications *

Yes

No

5. I am happy for the information selected above to be used:

In local news media - newspapers, internet and television *

Yes

No

6. I am happy for the information selected above to be used:

In national news media – newspapers, internet and television *

Yes

No

Sign to show consent

As we have stated above, your decision in relation to any of the above will not affect your employment with the Trust/Academy and you are free to refuse your consent in relation to any of these proposed uses.

You may change your mind in relation to any of the above at any time. This includes withdrawing your consent to anything that you have agreed to.

To withdraw your consent to any of the above, or otherwise amend your position, please contact the Data Protection Lead in the first instance.

7. Staff Name: *

8. Dated: *

ATTFE College Staff Code of Conduct

Please read the ATTFE College Staff Conduct document which contains the ATTFE College Way.

The following associated documents are also aligned with it:

National Standards of Excellence for Headteachers (DfE)

Teacher's Standards (DfE)

Relevant ISBL standards for all support colleagues

All other relevant professional standards

Links can also be found through:

Our Ethical Leadership statement

Disciplinary Policy and Procedures

Whistleblowing policy

E-safety policy

Safeguarding policy

Behaviour policy

Social Media policy

Health and Safety policy

Data Protection policy

9. As a member of ATTFE College staff I am mindful that at all times I must adhere to the following Code of Conduct at all times: *

- Respect and adhere to learner confidentiality
- Adhere to GDPR
- Adhere to health and safety processes, systems and procedures
- Remain mindful of the E-Safety policy and ensure that it is adhered to professionally and personally
- Use professional language that respects equality, diversity and inclusivity and that ensures professional boundaries are maintained (i.e. no private messaging to learners or local familiar language used)
- Wear professional work wear
- Adhere to all safeguarding and PREVENT processes, systems and procedures
- Behave in a professional way when in an ATTFE College work environment, including not using personal mobile phones when with learners in learning environments
- Follow current ATTFE College processes, systems and procedures to ensure that tasks are carried out in an efficient and timely way and align with organisational need

Ensure a tutor / support worker / coach is present in the classroom with learners at

10. Staff Name: *

11. Dated: *

ATTFE College Staff Professional Conduct

12. As a member of ATTFE College staff I am mindful that at all times I must adhere to the following Professional Conducts at all times: *

- Be professional at all times when working with and alongside learners, ATTFE College staff, ATT colleagues and the wider community including Programme of Study parents and carers.
- Be professional in the tone of communication (verbally and in writing) with learners, ATTFE College staff, ATT colleagues and the wider community including Programme of Study parents and carers.
- Be a role model for all ATTFE College learners and the wider community especially linked to work ethic, language used, etc.
- Stay mindful of inclusivity at all times and demonstrate an inclusive professional approach.
- Adhere to all Academy Transformation Trust policies, processes and procedures at all times.
- Respond to line manager requests in a timely way.
- Ensure all safeguarding issues / concerns are raised timely and adhere to the ATTFE College processes / systems and procedures.
- Ensure that attendance and punctuality at work are as expected in job descriptions and contract of employment, and always follow the stipulated procedure promptly if there is any problem with either. It is expected that staff act as an exemplar role models to learners in this respect.
- Adhere to the ATTFE professional dress code. The "Academy Way" describes our dress code and expectations and we should read and adhere to this at all times.
- Ensure that all aspects of learner safety and health and safety are maintained at all times.
- Discharge competently and diligently all responsibilities within your job description and contract of employment.
- Ensure that any issues with learners, colleagues, ATTFE or the wider organisation are raised professionally through line management or with senior leaders. It is not expected that any such issues are aired or shared informally or gratuitously.

ATTFE staff members are ambassadors for ATTFE College in the wider community

13. Staff Name: *

14. Dated: *

Acceptable Use Agreement (Staff and Volunteers)

(Appendix 1: Esafety Policy)

Background Technology has transformed learning, entertainment, and communication for individuals and for all organisations that work with young people. However, the use of technology can also bring risks. All users should always have an entitlement to safe internet access. Within ATT, e-safety is the responsibility of everyone. As such all staff and volunteers should promote positive safety messages in all uses of ICT whether with other members of staff or with pupils.

15. I confirm that: *

- I have read and agree to abide by the Staff and Volunteers Acceptable Use Policy.
- I have read and understand the ATT E-safety and ICT policy, the staff code of conduct and whistleblowing and safeguarding policies.
- I understand that breaches of the Staff and Volunteers Acceptable Use Agreement are subject to disciplinary action under the ATT Disciplinary Procedure.

16. Staff name: *

17. Dated: *

Data Protection (GDPR)

Please watch the video update on GDPR from Andy Gannon, ATT Director of Corporate Affairs.

18. I confirm I have fully watched the GDPR update video and understand the information shared. *

Yes

No

The Academic Calendar 22/23

19. I confirm I have received a copy of the 22/23 Academic Calendar: *

Yes

No

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