

Diocese of Gloucester Academies Trust

Code of conduct for staff

Policy Statement

1. The Trust is an organisation with a Christian foundation. The ethos, values and relationships of the Trust, and its associated academies, are central to witnessing to the value of the foundation. Relationships with employees, governors, Directors, Trustees, contractors, visitors, volunteers, pupils and their parents or guardians should be reasonable and mutually respectful at all times.

Purpose and Scope:

2. This Code has been formulated in order to ensure the highest standards of conduct within Trust academies. The Code of Conduct (Code) applies to all DGAT Staff working in its academies, whether paid or unpaid, whatever their position, role or responsibilities and staff includes employees, governors, Directors, Trustees contractors, and volunteers. This Code takes into account the DCSF (as it then was) Guidance - Guidance for safer working practice for adults who work with children and young people in education settings.
3. The purpose of the Code is to:
 - a. affirm and reinforce the professional responsibilities of staff (both teaching and non-teaching)
 - b. clarify the legal position in relation to sensitive aspects of staff / pupil relationships
 - c. set out the expectations of standards and behaviour to be maintained within DGAT academies
 - d. help adults establish safe practices and reduce the risk of false accusations or improper conduct.

Application Duty

4. It is the contractual duty of every DGAT member of staff to observe the rules and obligations in this code. All DGAT staff should also follow the guidance unless there is a good reason not to follow it in a particular case. The Local Governing Bodies of DGAT academies also have a duty of care to staff, parents and pupils and the implementation of the practices in this code will help to discharge that duty.

Guiding principles

Principles for all staff

5. All staff should put the wellbeing, development and progress of all pupils first by:
 - a. taking all reasonable steps to ensure the safety and wellbeing of pupils under their supervision;
 - b. using professional expertise and judgment for the best interests of pupils in their care;
 - c. demonstrating self-awareness and taking responsibility for their own actions and for providing help and support to pupils;

- d. raising concerns about the practices of teachers or other professionals where these may have a negative impact on pupils' learning or progress, or may put pupils at risk;
 - e. being familiar with the academy's child protection procedures;
 - f. being aware that they are in a position of trust (i.e. the adult is in a position of power or influence over the pupil due to his or her work); and that this position must never be used to intimidate, bully, humiliate, coerce or threaten pupils.
6. All staff should demonstrate respect for diversity and take steps to promote equality by:
- a. acting appropriately and in accordance with this Code of Conduct, towards all pupils, parents, carers and colleagues;
 - b. complying with the individual academy's Anti-Bullying, Equal Opportunities and Dignity at Work policies and this Code of Conduct;
 - c. addressing issues of discrimination and bullying whenever they arise;
 - d. helping to create a fair, just and inclusive academy environment.
7. All staff should work as part of a unified staff body by:
- a. developing productive and supportive relationships with colleagues;
 - b. exercising any management responsibilities in a respectful, inclusive and fair manner;
 - c. complying with all academy policies and procedures;
 - d. participating in the individual academy's development and improvement activities;
 - e. recognising the role of the academy in the life of the local community and local parish;
 - f. upholding the academy's Christian values and reputation and standing within the local community and building trust and confidence in it.

Additional principles for teachers

8. Teachers should take responsibility for maintaining the quality of their teaching practice by:
- a. meeting the professional standards for teaching applicable to their role and position within the academy;
 - b. reflecting on their current practice and seeking out opportunities to develop knowledge, understanding and skills;
 - c. helping pupils to become confident and successful learners;
 - d. helping pupils understand the distinctly Christian values of the individual academy (for example: compassion, respect, justice, love, perseverance and forgiveness)
 - e. establishing productive relationships with parents and carers by:
 - i. providing accessible and accurate information about their child's progress;

- ii. involving them in important decisions about their child's education;
- iii. complying with this Code.

9. Teachers should maintain public trust and confidence in the individual academy by:

- a. demonstrating honesty and integrity and upholding the values of the academy;
- b. understanding and upholding their duty to safeguard the welfare of children and young people;
- c. maintaining reasonable standards of behaviour whether inside or outside of normal academy hours and whether on or off the academy's site;
- d. actively promoting and maintaining an effective learning environment.

Guidance on staff / pupil relationships

Application:

- 10. Allegations of unprofessional conduct or improper contact or words can arise at any time. Professionalism and vigilance are required so as to ensure the safety of children in our care, and to reduce the risk of an allegation of impropriety against a member of staff. This guidance applies to all adults working in DGAT academies, and not just teachers.
- 11. Forming inappropriate relationships with children or young people who are pupils or students at another school may also be regarded as gross misconduct. Such behaviour can bring the individual academy and Trust into disrepute and gives rise to concern about staff integrity with regard to maintaining professional boundaries with pupils and students at DGAT academies.

General guidance:

- 12. Local Governing Bodies and DGAT staff should be aware of the general guidance that will apply in all cases. In particular, staff must:
 - a. exercise professional judgment but always act within the spirit of these guidelines. If DGAT staff are involved in a situation where no specific guidance exists, they should discuss the circumstances with a senior colleague / Principal. A written record should be kept that includes justification for any action taken
 - b. be familiar with procedures for handling allegations against staff
 - c. be aware of the individual academy's child protection procedures
 - d. seek guidance from a senior colleague / the Principal if they are in any doubt about appropriate conduct
 - e. report any actions which could be misinterpreted, any misunderstandings, accidents or threats involving themselves or a member of staff and a pupil or a group of pupils to a senior colleague / the Principal.

Behaviour giving particular cause for concern:

13. DGAT staff should take particular care when dealing with a pupil who:

- a. appears to be emotionally distressed, or generally vulnerable and / or who is seeking expressions of affection
- b. finds it difficult to establish appropriate relationships with individual staff members
- c. whose manner with adults is over-familiar
- d. may have reason to make up an allegation

Procedure to be followed in these cases

14. Some of these behaviours may be indications that a pupil has been, or is currently being, abused and should therefore be reported to the Designated Person under the academy's safeguarding procedures.

Record keeping

15. Comprehensive records are essential. Any incident involving a pupil that could give cause for concern, whether contemplated in these guidelines or not, should be recorded, with reasons for any action taken. In addition any incident should be reported promptly to a senior colleague / the Principal.

Good order and behaviour

16. Teaching staff and other staff in charge of pupils must maintain good order and discipline at all times when pupils are present on academy premises and whenever pupils are engaged in authorised academy activities, whether on academy premises or elsewhere.

General conduct

School property

17. DGAT staff must take proper care when using academy property and must not use academy property for any unauthorised use or for private gain.

Use of premises

18. DGAT staff must not carry out on academy premises any work or activity other than pursuant to their terms and conditions of employment without the prior permission of the Principal

Behaviour of others

19. DGAT staff should be aware that the behaviour of family members or partners may raise concerns. Such concerns will be given careful consideration as to whether they constitute a potential risk to pupils' at the academy.

Meetings with pupils

One-to-one meetings

20. If DGAT staff are teaching one pupil, or conducting a one-to-one meeting or teaching session with a pupil, they should take particular care in the following ways:
 - a. when working alone with a pupil is an integral part of a member of staff's role, conduct and agree full risk assessments with a senior colleague / the Principal

- b. use a room that has sufficient windows onto a corridor so the occupants can be seen, or keep the door open, or inform a colleague that the lesson / meeting is taking place
- c. arrange the meeting during normal academy hours when there are plenty of other people about
- d. do not prolong meetings unnecessarily
- e. respect the need for personal space and avoid sitting or standing in close proximity to the pupil, except as necessary to check work
- f. avoid using "engaged" or equivalent signs on doors or windows
- g. be aware of how your words and actions are perceived and ensure that your conduct could not be misinterpreted
- h. report any incident that causes you concern to the Designated Person under the academy's safeguarding procedures, and make a written record (signed and dated)
- i. report any situation where a pupil becomes distressed or angry to a senior colleague / the Principal.

Pre-arranged meetings

21. Pre-arranged meetings with pupils outside school should not be permitted unless approval is obtained from their parents and a senior colleague / the Principal. If DGAT staff are holding such a meeting, they should inform a senior colleague before the meeting.

Home visits

22. In some circumstances home visits may be necessary. DGAT staff should:

- a. discuss the purpose of any visit with senior colleagues and adhere to any agreed work plan / contract
- b. follow any risk management strategy and ensure appropriate risk assessments are in place. Where appropriate, ensure that visits are not unaccompanied
- c. not visit unannounced if this can be avoided
- d. leave the door open where you will be alone with pupils
- e. keep records of the visit, including listing the date, time and duration of the visit and the purpose of the call
- f. ensure that any behaviour or situation that gives rise to a concern is reported and actioned
- g. discuss with the Principal anything that gives cause for concern and refer to other agencies / LADO if felt appropriate
- h. have a mobile telephone and an emergency contact.

The use of personal living space

23. Pupils should not be invited into the personal living space of any member of staff, unless agreed with the parents / carers and senior management / the Principal. Personal living spaces will not be used as an additional resource for the academy.

Language and appearance

Language

24. DGAT staff will always show respect and be courteous to others. Staff will therefore need to think carefully about the language they use in both written and oral communication. In maintaining the highest of professional standards DGAT staff should:
- a. avoid words or expressions that can be misinterpreted and avoid displays of affection either personally or in writing (e.g. messages in birthday cards, text messages, e-mails etc)
 - b. avoid any form of words which could be interpreted as aggressive or threatening
 - c. avoid any words or actions that are over-familiar
 - d. not blaspheme, swear or use any sort of offensive language
 - e. avoid the use of sarcasm or derogatory language
 - f. be aware that some parts of the curriculum may require discussion of sensitive subjects. Care should be taken in subjects where rules / boundaries / language use may vary (eg drama, performing arts, PSHE). Staff should have clear lesson plans and be clear about how language and appearance relate to learning outcomes and pupil well-being

Dress

25. All DGAT staff should dress appropriately and in a professional manner. DGAT staff should avoid wearing clothing which may cause offence or may be reveal unnecessary flesh and may be construed as sexually provocative, embarrassing or discriminatory. Political or other contentious slogans or badges must not be worn.

The use of force or physical restraint

Physical restraint

26. All forms of corporal punishment are unlawful and the use of unwarranted physical force is likely to constitute a criminal offence. The use of physical intervention should be avoided if possible. However, by law, teaching staff, and other staff who are authorised by the Principal to have charge of pupils, may use such force or physical contact as is reasonable and proportionate in the circumstances to prevent a pupil from doing, or continuing to do any of the following:
- a. committing a criminal offence
 - b. injuring themselves or others
 - c. causing damage to property, including their own
 - d. engaging in any behaviour prejudicial to good order and discipline at the academy or among any of its pupils, whether that behaviour occurs in a classroom or elsewhere.

Application of code of restraint

27. This applies when a teacher, or other authorised person, is on the academy premises and when he or she is in control or charge of the pupil elsewhere, for example on a field trip or other authorised out of school activity. It only applies where no other form of control is available and where it is necessary to intervene.

Before intervening

28. Before intervening physically staff should, wherever practicable, tell the pupil to amend their behaviour and what will happen if he or she does not respond to the request. DGAT staff should continue to communicate with the pupil throughout the incident and should make it clear that physical contact or restraint will stop as soon as it ceases to be necessary. DGAT staff should always avoid touching or holding a pupil in a way that might be considered indecent. DGAT staff should also avoid any form of aggressive contact such as holding, pushing, pulling or hitting which could amount to a criminal assault, nor act in a way that might reasonably be expected to cause injury.

Inform senior staff

29. DGAT staff should inform the Principal or appropriate senior colleague immediately following an incident where force has been used. This is to help prevent any misunderstanding or misrepresentation of the incident, and it will be helpful in the event of a complaint. DGAT staff should provide a written report as soon as possible afterwards. The parents / carers should be informed the same day.

Action taken in self-defence or in an emergency

30. The law allows anyone to defend themselves against an attack provided they do not use more force than is necessary. Similarly, where a pupil is at risk of immediate injury or on the point of inflicting injury on someone else, any DGAT member of staff (whether authorised or not) would be entitled to intervene.

Using reasonable force

31. There is no legal definition of "reasonable force". It will always depend on the circumstances. Note that:
- a. any use of force should be proportionate to the behaviour of the pupil involved and the seriousness of the harm prevented
 - b. physical force could not be justified to prevent a pupil from committing a trivial misdemeanour
 - c. any force should always be the minimum needed to achieve the desired result
 - d. whether it is reasonable to use force and the degree of force that could be reasonably employed might also depend on the age, understanding and sex of the pupil.

Physical contact in other circumstances

When physical contact may be appropriate

32. Physical contact with a pupil may be necessary and beneficial in order to demonstrate a required action, or a correct technique in, for example, singing and other music lessons or during PE, sports

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and games. Any physical contact should be in response to the pupil's needs, of limited duration and appropriate to the pupil's age, stage of development, gender, ethnicity and background. Physical contact can be easily misinterpreted and should be limited. Staff should use professional judgement.

Guidance on using physical contact

33. DGAT staff should observe the following guidelines (where applicable):

- a. explain the intended action to the pupil
- b. do not proceed with the action if the pupil appears to be apprehensive or reluctant, or if you have other concerns about the pupil's likely reaction
- c. ensure that the door is open and if you are in any doubt, ask a colleague or another pupil to be present during the demonstration
- d. consider alternatives if it appears likely that the pupil might misinterpret the contact.

Report concerns

34. If you are at all concerned about any instance of physical contact, inform a senior colleague or the Principal without delay, and make a written record in the incident book and on the pupil's file if necessary.

Offering comfort to distressed pupils

35. Touching may be appropriate where a pupil is in distress and needs comforting. DGAT staff should use their own professional judgement when they feel a pupil needs this kind of support and should be aware of any special circumstances relating to the pupil. DGAT staff should always notify a senior colleague when comfort has been offered, record the action and should seek guidance if unsure whether it would be appropriate in a particular case.

Administering first aid

36. When administering first aid DGAT staff should explain to the pupil what is happening and ensure that another adult is present or is aware of the action being taken. The treatment must meet the School's health and safety at work rules and intimate care guidelines, and parents should be informed. Staff should:

- a. adhere to the academy's policy on administering first aid / medication
- b. comply with the necessary reporting requirements
- c. make other adults aware of the task that is being undertaken
- d. explain what is happening
- e. report and record the administration of first aid
- f. have regard to any health plans
- g. ensure that an appropriate health / risk assessment is undertaken prior to undertaking certain activities.

Pupils' entitlement to privacy

37. Pupils are entitled to privacy when changing or showering. However, there still must be an appropriate level of supervision to ensure safety and awareness of the need to consider the balance of male and female staff when such activities are being undertaken. DGAT staff should:
- a. avoid physical contact or visually intrusive behaviour when pupils are undressed
 - b. announce themselves when entering changing rooms and avoid remaining unless required
 - c. not shower or change in the same place as pupils
 - d. not assist with any personal care task which a pupil can undertake themselves.

Intimate care

38. Sometimes intimate care is required, for example when assisting with toileting or removing wet clothes. DGAT staff should:
- a. comply with the academy's intimate care guidelines
 - b. advise other staff of the task being undertaken and consult where there is any change from the agreed procedure. A record should be kept of the justification for any variations and this information should be shared with parents
 - c. explain to the child what is happening
 - d. comply with applicable professional codes of practice, as appropriate
 - e. comply with regularly reviewed, formally agreed plans, as appropriate.

Safeguarding pupils

39. Where there may be safeguarding issues, staff should be informed on a 'need to know' basis, and should be extra cautious when considering the necessity of physical contact. If pupils are overly familiar, DGAT staff should sensitively deter the pupil and help them understand the importance of personal boundaries. Such incidents should be reported and discussed with senior colleagues / the Principal and parents / carers.

Children with special educational needs or disabilities

40. Some pupils may need more physical contact to assist their everyday learning, which should be agreed and understood by all concerned, justified, openly applied and open to scrutiny.

Code of conduct for contact outside school

Contact outside of the academy

41. DGAT staff must recognise professional boundaries and should, wherever practicable, avoid unnecessary contact with pupils outside school. DGAT staff should:
- a. ensure personal information, such as home address, personal e-mail and telephone numbers remains private

- b. not send personal communications (such as birthday cards or text messages etc) to children unless agreed with a senior colleagues
- c. not make arrangements to meet pupils, individually or in groups, outside of the academy other than on school trips authorised by the Principal
- d. avoid contacting pupils at home unless this is strictly necessary; DGAT staff should keep a record of any such occasion
- e. not give a pupil a lift in their own vehicle other than on academy business and with permission from the Principal. Members of staff must ensure the necessary insurance is in place in order to transport children and should, wherever possible, not transport pupils alone.
- f. avoid inviting pupils (groups or individuals) to members of staffs' home unless there is a good reason and it has been approved by the Principal. If a pupil does need to visit the residence of a DGAT employee, staff must have due regard for the suitability of the environment for children
- g. report and record any situation which may place a child at risk or which may compromise the Trust's or a member of staff's professional standing
- h. never engage in secretive social contact with pupils or their parents.

Social contact

42. DGAT staff must ensure that any social contact with parents or children is not misconstrued or misinterpreted. Any social contact that could give rise to concern should be reported to a senior colleague or the Principal.

Friendships with parents and pupils

43. Members of staff who are friends with parents of pupils or who, for example, are voluntary workers in youth organisations attended by pupils, will of course have contact with those pupils outside of the academy. However, DGAT staff should still respect the above advice wherever possible and should keep the Principal informed of such relationships.

Scope of application of code on contact outside school

44. The same guidelines should be applied to after school clubs, academy trips, and especially trips that involve an overnight stay away from the academy. The principles of this guidance also apply to contact with children or young people who are pupils at another school.

Transporting pupils

45. There may be some situations when DGAT staff are required to transport pupils. Staff should:
- a. ensure that they are fit to drive and free from any substances that may impair their judgement or ability to drive
 - b. be aware that until the pupil is passed over to a parent / carer, they have responsibility for that pupil's health and safety
 - c. record the details of the journey

- d. record and be able to justify impromptu or emergency lifts
- e. ensure that there are proper arrangements in place to ensure vehicle, passenger and driver safety, including appropriate insurance, seat belts, adherence to maximum capacity guidelines etc.
- f. wherever practicable, DGAT should avoid using private vehicles and should try to have one adult additional to the driver to act as an escort.

After school activities

46. When taking part in after school activities, DGAT staff should:

- a. be accompanied by another adult unless otherwise agreed with a senior colleague / the Principal
- b. undertake a risk assessment
- c. obtain parental consent.

Educational visits

47. When taking part in educational visits, DGAT staff should:

- a. follow the School's Educational Visits Policy
- b. be accompanied by another adult unless otherwise agreed with the Principal
- c. undertake a risk assessment
- d. obtain parental consent
- e. never share bedrooms unless in a dormitory situation and arrangements have been discussed previously with senior colleagues, parents and pupils.

Overnight supervision

48. Where overnight supervision is required to preserve the integrity of the examination process:

- a. DGAT should ensure that a risk assessment has been undertaken and that all members of the household have had the appropriate checks
- b. arrangements should be made with and agreed by parents / carers and the pupil
- c. one to one supervision should be avoided where possible
- d. choice, flexibility and contact with "the outside world" should be incorporated, so far as it is consistent with appropriate supervision and the academy's guidelines
- e. whenever possible, independent oversight of the arrangements should be made and
- f. any misinterpretation, misunderstanding or complaint should be reported.

Communicating with pupils and parents

49. All communication with pupils or parents should conform to the academy's policy and be limited to professional matters. Except in an emergency communication should be made using academy's property.

Application

50. These rules apply to any form of communication including new technologies such as mobile telephones, web-cameras, social net-working websites and blogs. DGAT staff should also ensure they comply with the more detailed E-mail and Internet Policy, and Social Media Policy.

Acceptable use

51. DGAT staff must establish safe and responsible online behaviours and must be familiar with the Acceptable Use Policy. DGAT staff should report to senior colleagues, any new and emerging technologies which may have a bearing on academy practices and on the review of the Acceptable Use Policy. Local and national guidelines on acceptable user policies should be followed. DGAT staff should also:
- a. ensure that their own personal social networking sites are set as private and ensure that pupils are not approved contacts
 - b. never use or access social networking sites of pupils and do not use internet or web-based communication channels to send personal messages to pupils
 - c. do not use their own equipment (e.g. mobile telephones) to communicate with pupils - use equipment provided by the academy and ensure that parents have given permission
 - d. only make contact with pupils for professional reasons
 - e. recognise that text messaging should only be used as part of an agreed protocol and only when other forms of communication are not possible.

Personal details

52. DGAT staff should not give their personal contact details to pupils, including e-mail addresses, home or mobile telephone numbers, unless the need to do so is agreed with senior colleagues and parents / carers.

Communicating outside the agreed protocols

53. E-mail or text communications between DGAT staff and pupils outside agreed protocols may lead to disciplinary and / or criminal investigations. This also includes communications through internet based websites.

Code of conduct for photographs and videos

Permission required

54. DGAT staff should seek permission from the Principal before taking photographs or video / digital camera footage of any pupils in class, at any school events or on a trip. The academy should also seek permission before displaying these photographs. DGAT staff must not take images of pupils using personal mobile telephones. Appropriate consents for taking and displaying photographs should be obtained from parents where appropriate.

Guidance where permission obtained

55. Where permission has been obtained, the following should be considered:

- a. the purpose of the activity should be clear as should what will happen to the photographs or videos. DGAT staff must be able to justify images in their possession
- b. all images should be made available in order to determine acceptability
- c. images should not be made during one-to-one situations
- d. ensure that the pupil is appropriately dressed
- e. ensure that the pupil understands why the images are being taken and has agreed to the activity
- f. only use equipment provided or authorised by the academy
- g. if an image is to be displayed in a place to which the public have access it should not display the pupil's name. Similarly where a pupil is named (in a school prospectus, for example) the name should not be accompanied by a photograph or video
- h. all images of pupils should be stored securely and only accessed by those authorised to do so
- i. images must not be taken secretly.

Appropriate material

56. DGAT staff must ensure pupils are not exposed to inappropriate or indecent images. Inappropriate material should not be brought to work and DGAT staff must not use academy property to access such material. DGAT staff should not allow unauthorised access to academy equipment and should keep their computer passwords safe. If staff should discover material that is potentially illegal, they must isolate the equipment and contact the Designated Person under the academy's safeguarding procedures immediately. Pupils must not be exposed to unsuitable material on the internet and DGAT staff should ensure that any film or material shown is age appropriate.

Gifts and rewards

Anti-bribery and corruption policy

57. Before accepting or giving any gifts or rewards, DGAT staff must familiarise themselves with the Anti-Bribery and Corruption Policy.

If a gift is received

58. If a member of DGAT staff receives a gift from a pupil or parent they should:

- a. declare the gift where there is a possibility it could be misconstrued, or in any event where the gift is of a value of more than £30. The Principal may in his / her absolute discretion require the member of staff to decline the gift
- b. decline outright gifts that could be perceived as a bribe or that have created an expectation of preferential treatment. Although it is accepted for parents or pupils to make small gifts

to show appreciation, DGAT staff must not receive gifts on a regular basis or receive anything of significant value

Giving gifts and rewards

59. Where DGAT staff are thinking of giving a gift or reward:

- a. it should only be provided as part of an agreed reward system
- b. in all cases except the above, the gift or reward should be of little monetary value and should be discussed and agreed with the Principal, senior management and the parent or carer
- c. selection processes should be fair and where possible should be agreed by more than one member of staff
- d. gifts should be given openly and not based on favouritism.

Allocation of gifts and rewards

60. Decisions regarding entitlement to benefits or privileges such as admission to school trips, activities or classroom tasks must avoid perceptions of bias or favouritism. The selection process must be based on transparent criteria.

Sexual contact

61. DGAT staff must not:

- a. have any type of sexual relationship with a pupil or pupils
- b. have sexually suggestive or provocative communications with a pupil
- c. make sexual remarks to or about a pupil
- d. discuss their own sexual relationships in the presence of pupils

62. Sexual relationships or contact with pupils, or encouraging a relationship to develop in a way which might lead to a sexual relationship is a grave breach of trust that will usually lead to disciplinary action and may also lead to criminal prosecution.

Consequences of breaching this policy

The Academy's position

63. It is in DGAT staff's interests to follow this policy so as to maintain standards of behaviour and protect staff's own professional reputation. A breach of this policy may be treated as misconduct and will render a member of staff liable to disciplinary action including in serious cases, dismissal.

Other Related Documents

Safeguarding Children Procedure
Anti-Bribery & Corruption Policy
Disciplinary Policy
Email & Internet Policy
Social Media Policy

Responsible Dept: Trust
Implementation Date: 1 April 2014
Review Date: 1 June 2016
Policy Review Date: 1 June 2018

Dignity at Work Policy
Equal Opportunities policy
Data Protection Policy
Prevent Policy

Responsible Dept: Trust
Implementation Date: 1 April 2014
Review Date: 1 June 2016
Policy Review Date: 1 June 2018