



**REMARKABLE AUTISM LTD**  
**THE AUTISM SPECIALISTS**

**Code of Conduct**  
Trustees - 2023

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<b>Reviewer:</b>	<i>Clerk</i>
<b>Co-Reviewer:</b>	<i>CEO</i>
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<b>Committee:</b>	<i>Trustees</i>
<b>Approved by the full Governing Body/Board of Trustees:</b>	

<b>This policy should be read in conjunction with the following documents:</b>	
1	<i>Role Description for Trustees</i>
	Articles & Instruments of Government
	Remarkable Autism Ltd – Mission, Vision, Values
	Policies & Procedures covering conflict of interest, Anti-money laundering and Anti-Bribery, the declaration, acceptance and refusal of gifts and hospitality.

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## Introduction

The Trustees of Remarkable Autism Limited are responsible for all business aspects of the school, college and therapy service. The Trustees delegate responsibility for much of the day-to-day running of the School and College to the Governing Body, however, the Trustees remain ultimately responsible for everything the charity does.

All trustees should be aware of the **standards of conduct** expected of them by Remarkable Autism Ltd. Although it is impossible to lay down hard and fast rules to cover all eventualities, this Code sets out the principle areas where concerns are likely to arise and awareness is necessary. The Code applies to all trustees at Remarkable Autism Ltd.

Under charity law the Board of Trustees must:

- Act to advance the purposes of the charity.
- Be responsible for the proper administration of the charity.
- Accept ultimate responsibility for everything the charity does.
- Act reasonably and prudently in all matters relating to their charity.
- Safeguard and protect the assets of the charity.
- Act collectively.
- Act in the best interests of the charity.
- Avoid any conflict between their personal interests and those of the charity.

**As individuals on the Board of Trustees we agree to the following:**

## Roles & Responsibilities

- We understand the purpose of the the board and the roles of the Chief Executive Officer and the Heads of Services.
- We accept that we have no legal authority to act individually, except when the board has given us delegated authority to do so, and therefore we will only speak on behalf of the Board of Trustees when we have been specifically authorised to do so.
- We accept collective responsibility for all decisions made of the board or its delegated agents. This means that we will not speak against any majority decisions outside of the Trustees' board meetings.
- We have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfil all that is expected of a good employer.
- We will encourage open government and will act appropriately.
- We will consider carefully how our decisions may affect the community and other schools/colleges.

- We will always be mindful of responsibility to maintain and develop the ethos and reputation of our school/college. Our actions within the school/college and the local community will reflect this.
- We will actively support and challenge the Chief Executive Officer and the Heads of Education.

### **Commitment**

- We acknowledge that accepting office as a Trustee involves the commitment of significant amounts of time and energy.
- We will each involve ourselves actively in the work of the Trustee, and accept our fair share of responsibilities, including service on the committees or working groups.
- We will make full efforts to attend all meetings and where we cannot attend explain in advance why we are unable to.
- We will get to know the school/college well and respond to opportunities to involve ourselves in school/college activities.
- We will visit the school/college, with all visits to school/college arranged in advance except in the case of unannounced visits.
- We will consider seriously our individual and collective needs for training and development, and will undertake relevant training.

### **Relationships**

- We will strive to work as a team in which constructive working relationships are actively promoted.
- We will express views openly, courteously and respectfully in all our communications with other governors.
- We will support the Chair in their role of ensuring appropriate conduct both at meeting and at all times.
- We are prepared to answer queries from other Trustees in relation to delegated functions and take into account any concerns expressed, and we will acknowledge the time, effort and skills that have been committed to the delegated function by those involved.
- We will seek to develop effective working relationships with the CEO, members of the Senior Leadership Team, staff, parents, the local authorities, other relevant agencies and the community.

### **Confidentiality**

- We will observe complete confidentiality when matters are deemed confidential or where they concern specific members of staff or students, both inside or outside school/college.
- We will exercise the greatest prudence at all times when discussions regarding school/college business arise outside a Trustee meeting.
- We will not reveal the details of any Trustee vote.

## Conflicts of Interest

- We will record any pecuniary or other business interest (including those related to people we are connected with) that we have in connection with the school/college in the Register of Business Interests and, if any conflict of interest arises in a meeting, we will offer to leave the meeting for the appropriate length of time.
- We will also declare any conflict of loyalty at the start of any meeting, should the situation arise.
- We will act in the best interests of the school/college as a whole and not as a representative of any group.

## Safeguarding

- **All** volunteers will undertake safeguarding training. This will include training in procedures to follow, signs to note and appropriate record keeping based on their understanding of Section 1 of Keeping Children Safe in Education (2021).

It is essential that all trustees undertake appropriate safeguarding training in order that they are able to act appropriately. Refresher training will take place every year for all (following initial training in the first two weeks of taking up their post as part of the induction package). The demands and difficulties associated with working in this very sensitive area cannot be ignored, and governors will receive training and appropriate support to help them safeguard and promote the welfare of the children and young people.

## Social Networking Guide

### **'Nothing is private – Nothing can be deleted'**

What this means:

Every comment, image, video, audio, online purchase and interaction we make will inform how friends, enemies, strangers, colleagues, employers, parents, spouses, families and children judge us.

Regardless of how unfair or unjust we may feel about this, the fact remains that the teacher, for example, who posts pictures online, that they wouldn't show their line manager or the children in their class, will undoubtedly be causing potential problems for themselves.

People expect teachers and adults who work with children and young people to act as role models and most of us understand that we need to avoid putting ourselves in situations which will potentially reflect badly on ourselves, our colleagues or our school and college. Similarly, online behaviour can have the same negative or positive impact on how we and

our school and college are perceived, even though we may protest that we are merely behaving in the same way as other non-education professionals.

Confidentiality is paramount and governors should be conscious of the impact on the school and college when using social media.

The following 'Rules' aim to assist drawing a line between private and professional lives, and to help protect the Company against liability for the actions of its employees.

### **Basic Rules**

- Do not add parents, carers or students as friends or personal contacts in any social media. Never engage in discussion with parents, carers or students on a social networking site.
- With regard to Facebook, ensure your Privacy Settings are set to Friends Only.
- Sites should not be used to verbally abuse staff or students. Privacy and feelings of others should be respected at all times. Care should be taken to avoid using language which could be deemed as offensive to others.
- Consent must be obtained from relevant colleagues before using either their personal photos or other personal information on social networking sites.
- Sites should not be used for accessing or sharing illegal content.
- Any serious misuse of Social Networking sites that has a negative impact on the school and college will be regarded as a breach of this code of conduct.

### **Breach of this code of conduct**

- If we believe this code has been breached, we will raise this issue with the Chair of Trustees and the Chair will investigate. The Chair will only use suspension/removal as a last resort after seeking to resolve any difficulties or disputes in more constructive ways
- Should it be the Chair that we believe has breached this code, another Trustee, such as the Vice Chair will investigate.

### **Adapted from the NGA Code of Conduct for School Governing Bodies 2017**

Trustees to sign this Code of Conduct at the first trustee meeting of each academic year.

Wargrave House Ltd, now known as Remarkable Autism Ltd, adopted this Code of Conduct on 31 October 2022.

**Undertaking:**

As a member of the Board of Trustees I will always have the achievement and well-being of the students and the reputation of Remarkable Autism Ltd at heart; I will do all I can to be an ambassador for the charity, publicly supporting its aims, values and ethos; I will never say or do anything publicly that would embarrass the charity, or its staff and volunteers.

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Policy Impact**

We have a rolling programme for reviewing our Company policies. We regularly review the impact of our policies on the needs, entitlements and outcomes for students, service users, staff and parents.

## Appendix 1 - The Seven Principles of Public Life

(Originally published by the Nolan Committee)

**Selflessness** – Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family or their friends.

**Integrity** – Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

**Objectivity** – In carrying out the public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

**Accountability** – Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

**Openness** – Holders of public office should be as open as possible about all the decisions and actions they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

**Honesty** – Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

**Leadership** – Holders of public office should promote and support these principles by leadership and example.

Adopted by the Governing Board of Wargrave House School & College on 31 October 2022.

The Committee on Standards in Public Life was established by the then Prime Minister in October 1994, under the Chairmanship of Lord Nolan, to consider the standards of conduct in various areas of public life, and to make recommendations.