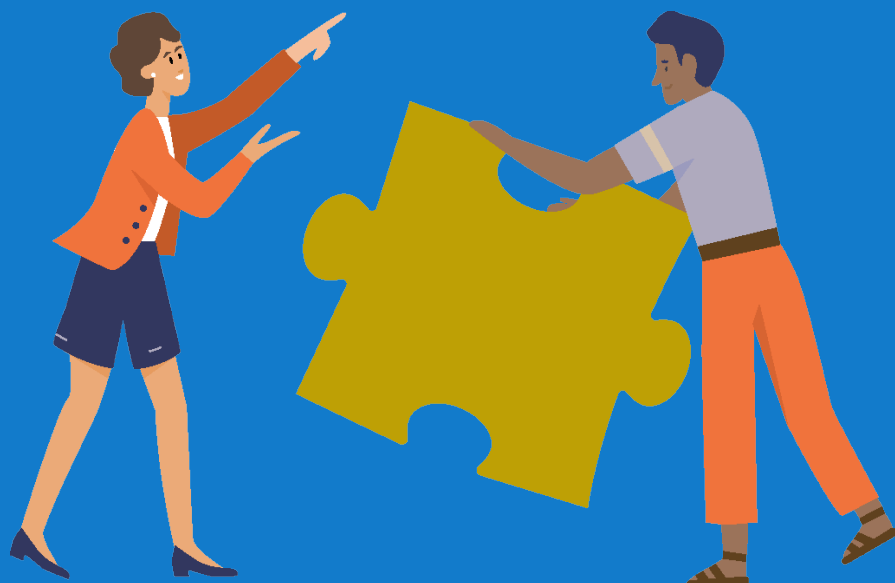




SCOTTISH
CHILDREN'S REPORTER
ADMINISTRATION

Staff Code of Conduct



Introduced **October 2024**
Next review **October 2027**



Revision History

Date of Amendment	Type of Change	Detail of Change
August 2024	Policy update	Code updated to align with the Inclusive Standards and Behaviour Framework
August 2024	Content update	Code updated to reflect the recommendations from an SCRA Internal Review
August 2024	Content added	Details on substance misuse updated to align with SCRA Health & Safety Policy.





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(click the links above to take you to the relevant section of the Code)





1. Introduction

- 1.1 The Scottish Children's Reporter Administration (SCRA) recognises that as an organisation making decisions to improve the lives of Scotland's most vulnerable children, it is essential that the conduct of its staff is to the highest professional standards of integrity and impartiality and above any criticism or suspicion in terms of propriety to maintain public trust and confidence. It also acknowledges SCRA's responsibility to protect individual members of staff from any unacceptable behaviours from anyone attending our offices or hearing centres including those not covered by the Code of Conduct.
- 1.2 This Code of Conduct sets out the standards of behaviour required of staff in performing their role and the expectation which must be followed in specific circumstances. Staff are required to ensure that they are familiar with the Code of Conduct and seek guidance from their line manager at an early stage if uncertain as to what is required of them.
- 1.3 All employees will be provided with a copy of the Code of Conduct when they join SCRA and are responsible for keeping up to date with any amendments to the conduct which will be posted on Connect.
- 1.4 In accordance with the Equality Framework, SCRA will not discriminate in the application of this Code of Conduct in respect of age; disability; gender reassignment or trans status/history, marriage or civil partnership status, pregnancy and maternity, sex; care experience; race; nationality; ethnic or national origin; religion or belief; sexual orientation; trade union membership or non-trade union membership.

2. Scope

- 2.1 This Code of Conduct applies to all members of staff employed by the Scottish Children's Reporter Administration.
- 2.2 Contractors' staff, consultants, agency staff and staff on secondment to or on secondment from the other organisations are also expected to act in accordance with the values and standards of behaviour set out in this Code.

3. Values

- 3.1 SCRA requires staff to commit to the highest standards of conduct in carrying out our work. These standards are reflected in our Code of Conduct values as set out below:
 - **Integrity** - putting the obligations of public service above personal interests.
 - **Honesty** - being truthful and open.
 - **Objectivity** – basing advice and decisions on rigorous analysis of the evidence.
 - **Responsibility** - upholding the law and acting in accordance with the law and the public trust. As an employee acting in the interests of SCRA in accordance with its core functions and duties.





- **Inclusiveness** – appreciating and respecting difference, building cohesive teams, and fostering the values and experiences of diversity.
- **Excellence** - taking care to enhance SCRA's reputation in everything we do and using skills and resources to deliver high-quality sustainable results.

4. General standards of behaviour

4.1 Staff have a responsibility to:

- undertake their duties and responsibilities to the best of their abilities, acting in accordance with all reasonable management instructions.
- conduct themselves with the highest standards of honesty, integrity, impartiality, and professionalism, consistent with the values of the SCRA.
- protect information which is held in confidence and avoid misuse of any information in fulfilling their duties.
- ensure that their impartial judgement and integrity are not compromised or seen to be compromised by any personal, financial, political, or other professional interests they may have, by views expressed publicly or by the offering or acceptance of gifts, hospitality, or other benefits to or from a third party.
- be as open and honest as possible about decisions and actions taken and be prepared to give reasons for decisions.
- ensure that the nature of any activities they choose to engage in cannot embarrass SCRA or bring it into disrepute.
- ensure they present themselves for work in a way which is appropriate to the environment in which they work, and the type of work performed, in a manner which is consistent with the values of the SCRA, and the standards of behaviour expected of staff.
- comply with this Code of Conduct and all SCRA policies and procedures; and promptly report to line management any breaches of this Code of Conduct.

4.2 In addition, there are specific standards of behaviour which staff must uphold and specific rules which apply in certain circumstances. These are designed to reflect the unique context in which staff within SCRA operate in their day-to-day work and relate to:

- Managing Information and Expressing Views
- Conflicts of Interest
- Participation in Political Activities
- Participation in Additional Activities or Employment
- Acceptance of Gifts and Hospitality
- Bribery and corruption
- Use of SCRA resources
- Recruitment and Appointment of Staff
- Openness, Disclosure and Use of SCRA Information
- Contacts with Members of Parliaments, Members of the Scottish Parliament, and Professional Bodies





- [Dress at Work](#)
- [Family or Associated Referrals](#)
- [Relations with children's support services](#)
- [Relationships](#)
- [Corporate Hospitality and Out of Office Social Events](#)
- [Substance Misuse](#)

4.3 More detailed information on the standards of conduct expected of staff can be seen by clicking the links above.

5. Policies and procedures

5.1 Staff are required to comply with the standards of behaviour set out in SCRA's Inclusive Standards and Behaviour Framework. In addition, staff are also required to comply with SCRA corporate and employment policies and procedures. These include but are not limited to:

- Dignity at Work Policy
- Rights, Equality and Corporate Parenting (RICP) Strategy
- Equality Opportunities Policy
- Health and Safety Policy
- Information and Security Policies
- Social Media Guidance
- Policy on Substance Abuse
- SCOTS IT Code of Conduct

5.2 SCRA Policies can be found on [Connect](#).

6 Raising matters of concern

6.1 If staff believe that any wrongdoing, impropriety, or malpractice has occurred or is likely to occur within SCRA, or if they believe they are being asked to act in a way which conflicts with the Code of Conduct, they should normally report this to their line manager in the first instance.

6.2 If circumstances mean that this is inappropriate, they should report the matter to the member of the Senior Team responsible for their Locality or Head Office Team. Where fraudulent activity is suspected, they should also notify the Head of Finance & Resources

6.3 Additionally, SCRA's Whistleblowing Policy is available to all staff who have concerns relating to the delivery of SCRA's corporate and operational services. The Whistleblowing Policy provides protections to staff raising concerns in line with The Public Interest Disclosure Act 1998. Further details and the procedure to be followed in such circumstances are set out in the Whistleblowing Policy. The Whistleblowing Policy does not cover individual grievances as set out in SCRA's Grievance Policy.





7. Breaches of code of conduct

- 7.1 Any alleged breach of the Code of Conduct, including causing others to breach it through instruction or negligence, will be viewed seriously and will be investigated in accordance with the Disciplinary Procedure set out in the Employee Handbook, available on Connect. Disciplinary action may result, up to and including dismissal.

8. Data protection

- 8.1 Information provided by staff in relation to actual or potential conflicts of interests will be recorded on the Staff Register of Interests which is restricted strictly to those who require this information in fulfilling the responsibilities of their job roles. Click [here](#) for more information on conflicts of interest.

9. Fair and reasonable treatment at work

- 9.1 SCRA Employees can expect fair and reasonable treatment from colleagues and managers. SCRA Managers can expect to carry out their responsibilities in an appropriate, respectful manner in keeping with our Policies and Procedures and Inclusive Standards Behaviour Framework. If a member of staff feel that they have been unfairly treated or have been discriminated against, they are entitled to use of SCRA's appropriate policies including Dignity at Work or the Grievance Procedures.
- 9.2 SCRA will not tolerate bullying, discrimination, harassment, or victimisation of an employee who has raised concerns through these processes. It is the duty of all employees to ensure that colleagues do not suffer from any type of unacceptable behaviour.
- 9.3 It should be noted that if an employee is already the subject of action under another SCRA policy e.g., Disciplinary Procedures this will not automatically be halted as a result of them expressing their concerns under the Dignity at Work Policy or Grievance Procedures however the circumstances would determine the course of action followed.

10. Inclusion and Diversity

- 10.1 Inclusion and Diversity is integral to our staff code of conduct, ensuring that all employees are treated fairly and equitably, and encouraged to reach their full potential, regardless of their background. During employment, managers will consider diverse perspectives and ensure that discussions and feedback is free from bias, while recognising the unique contributions of team members from all legally protected characteristics, and beyond to embrace the full spectrum of diversity. This approach fosters a culture of belonging, driving both individual and team growth.





11. More information

- 11.1 If you need any further information or have question on the Staff Code of Conduct, please contact the hr.helpdesk@scra.gov.uk

12. Managing Information and Expressing Views

Freedom of Information and Data Protection

- 12.1 SCRA is committed to openness and transparency, and routinely makes information available to the public to increase understanding of how SCRA fulfils its functions, makes decisions, and uses public funds.
- 12.2 Staff should be aware that information which they process may be released to individuals or the wider public in accordance with this commitment and in line with the Freedom of Information (Scotland) Act 2002. Certain information is covered by FOI exemptions including personal data which must be safeguarded. Staff are required to treat all direct and indirect personal information in line with the UK Data Protection Act and UK General Data Protection Regulation 2018. Guidance on freedom of information and data protection is available from SCRA's Information Team or on [Connect](#).

Confidentiality

- 12.3 In discharging the duty of confidentiality to SCRA, staff must exercise due care and diligence in handling information to which they have access as an employee. Staff must not disclose or comment on any information which carries a protective marking to any third party, either internal or external to SCRA. Staff must not:
- exploit for personal advantage any information obtained in the course of their duties whether in the public domain or not.
 - use such information to seek to frustrate the policies or decisions of SCRA or partner organisations.
- 12.4 If staff are in any doubt regarding confidentiality of information, they should seek advice from their line manager in the first instance. Guidance on the protection of documentation can be found in the Information Governance pages on [Connect](#).
- 12.5 These obligations continue to apply after an employee's employment with the SCRA ends.

Contact with the Media

- 12.6 Staff must not make any direct contact with the media or respond to media enquiries in any form (including television, radio, newspaper, e-media) regarding the business of SCRA unless:
- such activities form part of their normal official duties.





- express prior authorisation from a member of the Senior Team has been given and the content has been approved by them and the Press and Communications Manager.

- 12.7 Except for national, organisational or branch representatives of UNISON who are discharging their duties as representatives, staff are not permitted to discuss concerns relating to terms and conditions of employment with the media.
- 12.8 If a member of staff makes an improper, unauthorised, or premature disclosure of information to the media or any other third party external or internal to SCRA, they may be subject to disciplinary proceedings. In addition, if an employee chooses to approach the media with their concerns, then in most cases they would lose their rights to protection. Further details can be found in the Whistleblowing Policy on Connect.
- 12.9 Prior permission is not required for participation in media broadcasts or publications which have no bearing on SCRA and the Hearings System.

Expressing Views on Work Related Matters

- 12.10 Staff must not bring SCRA into disrepute by publicly making any adverse, derogatory, or objectionable comments in relation to individuals (colleagues, or others), or any other partner organisation.
- 12.11 Staff should be aware that “publicly” includes use of social media and applies regardless of whether account settings are private or restricted or not. SCRA’s [Social Media Guidance](#) is available on Connect.
- 12.12 Staff are not permitted to participate in research survey projects or opinion polls which concern attitudes or opinions relating to SCRA policy matters in an official capacity. This does not preclude staff from participating in research projects where they are simply imparting factual knowledge on SCRA’s Policies and processes or taking part in consultations as directed by SCRA.
- 12.13 Unless staff have been invited to do so by a Senior Manager and/or such activities form part of the normal responsibilities of their job role, staff are required to seek permission from a Senior Manager to deliver any speeches, presentations, or lectures externally in an official capacity and must obtain advance approval in relation to the content and any subsequent publication.
- 12.14 Staff are required to seek permission in writing from the Principal Reporter/Chief Executive to:
- publish or broadcast any personal memoirs relating to work undertaken in relation to the business of the SCRA.
 - publish any articles or materials which they have produced as part of official duties, copyright of which will be owned by SCRA in accordance with the Copyright Designs and Patent Act 1988.





- 12.15 These obligations continue to apply after employment with the SCRA has ended.

13. Conflict of Interest

- 13.1 Staff are required to act in the best interests of SCRA in carrying out their job role. Staff must ensure that their private interests, whether these are of a personal, financial, political, or professional nature, do not impact adversely upon their ability to undertake their official duties responsibly and does not place them in a position where their actions, decisions and/or independent judgement can reasonably be perceived to be open to improper influence.

Definition

- 13.2 A conflict of interest will arise where a member of staff has an interest which may compromise or be reasonably perceived to compromise their ability to perform their role within SCRA in an impartial and objective manner (i.e., where the interest provides them with an incentive and their role responsibilities provide them with the opportunity to grant an unfair advantage or disadvantage).
- 13.3 It is recognised that actual, potential, or perceived conflicts of interest will inevitably occur and that these may arise across all levels of decision making and areas of work. The types of potential conflict of interests which are most relevant in SCRA's context are those of a personal, financial, or other professional nature.

a) Personal Interests

- 13.4 SCRA recognises that relationships and friendships will naturally develop within the working environment. The majority of these will not give rise to any concern and will therefore be regarded as a private matter and no declaration of interest will be necessary.
- 13.5 A conflict of interest will arise, however, if one party in the relationship is professionally in a position where they can grant the other an unfair advantage or disadvantage or can exert improper influence over a decision relating to the other. This might attract perceptions of bias and unfair treatment where a member of staff can:
- make or significantly influence any evaluative decisions about the other party in the relationship, such as those relating to selection for employment, promotion, pay and grading, performance management, discipline, access to opportunities and resources or the awarding of contracts for goods and services.
 - have responsibility for the direct or indirect supervision of the other party.

b) Financial Interests

- 13.6 A financial conflict of interest may arise where it could be perceived that a member of staff (or someone with whom they have a personal relationship) have:





- the opportunity to gain financially from their decisions or actions.
- financial interests which may influence their independent judgement and integrity in undertaking their role.
- the opportunity to gain from the award of a particular contract for goods or services.
- been declared bankrupt and their financial status makes them more vulnerable to situations which could be seen to compromise their official position.

13.7 Interests of a professional nature are covered in the [Participation in additional activities or employment section](#). It is important to note that a conflict of interest may arise even if no inappropriate actions result from it. This would apply where it could reasonably appear that a member of staff could be influenced or be open to influence in decisions and actions on account of a private interest. Perceptions of impropriety have the potential to seriously undermine the reputation of SCRA. The risks associated with actual or potential conflicts of interest are such that careful identification, monitoring and management are required.

Declaration of Interests

13.8 In order that potential risks can be mitigated through appropriate action and to protect staff and the organisation from perceptions or accusations of impropriety, staff have a duty to declare any actual or potential conflict of interest or any circumstances which might reasonably give rise to perceptions of a conflict of interest, to a line manager and to ensure that it is recorded on SCRA's Central Register of Interests. A copy of the guidance is attached at [Appendix A](#) and the relevant form at [Appendix B](#).

13.9 Where a conflict of interest may impact on a role in the recruitment or promotion of staff, staff should also declare it to the Chair of the relevant interview panel, making the declarations at the time the conflict first arises or as soon as it is recognised that a conflict might reasonably be perceived. A verbal declaration of interest must be followed up in writing and inform the line manager if there are subsequent changes to an employee's circumstances.

13.9 In most situations, a written declaration of interest will be all that it is required. In certain situations, however, the actual, potential, or perceived conflict of interest will require to be managed. Appropriate management of the conflict of interest may involve asking an individual to:

- withdraw from discussions or decisions relating to certain specified matters.
- withdraw from involvement in particular projects.
- refer certain decisions to others.
- agree changes to line management arrangements.

13.10 Guidance, for example, in terms of identifying if an interest could give rise to a conflict or whether an existing declaration requires to be updated, should normally be sought from a line manager in the first instance. Advice and guidance can be obtained from the Human Resources Team thereafter as required.





Central Register of Interests

- 13.11 SCRA holds a central register of interests which records interests of a financial, political, or professional nature which have been declared by SCRA staff to their Senior Manager.
- 13.12 Personal interests such as family or other close relationships will not be recorded in the centralised register. Except in relation to Senior Team interests, the register of interests is held by the Human Resources Team and access is restricted to that Team.

14. Participation in Political Activities

- 14.1 Staff are expected to undertake their duties in a politically neutral way and must implement the policies of SCRA irrespective of any personal views.
- 14.2 Staff must not take part in any political activity when on duty or on official premises, or attend in an official capacity, outside conferences or functions convened by, or under the aegis of, any party-political organisation, unless the relevant Locality Reporter or Head Office Manager gives their permission.
- 14.3 Staff in Grades H - F must seek permission to take part in national and local political activities. All applications will be considered on their merit and where permission is granted it will be subject to the general rules set out above. SCRA reserves the right to withdraw permission at any time, without warning, if there is a change in relevant circumstances. This will be reflected in employees' contracts of employment.
- 14.4 Unless otherwise provided for in an employee's individual contract of employment, staff in Grades A – E2 have standing permission to participate in national or local political activities except for adoption as Parliamentary Candidate, without express permission being sought. For certain roles SCRA may require employees holding staff grades A – E2 to seek permission to take part in national and local political activities. SCRA will make potential holders of such posts aware of this prior to appointment and this will be reflected in the employee's contract of employment.

15. Participation in Additional Activities or Employment

- 15.1 SCRA recognises the potential benefits to be gained from staff's participation in outside activities including but not exclusive to additional employment (including self-employment), career development initiatives involving transferable skills or voluntary, community and charity work.
- 15.2 Staff are generally permitted to engage in activities out-with the duties of their role within SCRA without seeking prior authorisation, providing that the activity concerned does not:





- require attendance at times which conflict with normal work patterns at SCRA*
- have the potential to conflict with their duties or the interests of SCRA, for example, if the work relates to official duties or the employer/organisation concerned has a contractual or other relationship with SCRA.
- have the potential to bring SCRA into disrepute.
- require use of SCRA facilities or resources, including the use of official information or official designation as an employee of SCRA.

* Provisions are made to allow members of staff to participate in certain activities including specific public duties during normal working hours. Further details are set out in the Leave and Associated Allowances Policy.

- 15.3 If the activity does fall within the circumstances described above, staff must seek prior permission in writing from a line manager. Permission will not be unreasonably withheld.
- 15.4 Where staff are granted permission to undertake additional employment or activity, their interest must be recorded in the centralised Register of Interests by completion of the [Confirmation of Independence and Declaration of Interests Form](#)
- 15.5 Permission granted may subsequently be withdrawn by SCRA if this is considered appropriate in the circumstances.

16. Acceptance of Gifts and Hospitality

- 16.1 As an SCRA employee, staff must not offer, promise, or give a gift, hospitality, or other benefit to a third party which may be perceived as inducing that person or organisation to perform a relevant function or activity improperly. Staff should seek guidance from their line manager, if necessary, before proceeding.
- 16.2 Staff must exercise particular care in relation to the acceptance of gifts, hospitality, or other benefit from any member of the public, partner organisations or any individual or organisation with whom they have been in contact through their official duties. This is due to the potential risks of creating a perceived obligation to the giver and of others perceiving such to influence staff's advice and/or decisions.
- 16.3 Staff must not accept gifts and/or hospitality with an estimated value of £50 or more, without the express approval of a Senior Manager. If the refusal of such a gift is likely to cause offence to the giver, for example, for cultural reasons, staff should discuss the facts immediately with a Senior Manager. Isolated gifts of a modest or promotional nature (for example, a diary, calendar, confectionery, pen, or keyring) or modest hospitality such as a working lunch may be accepted without approval if this is not a regular occurrence.





- 16.4 The Human Resources Team keeps a central Register of Gifts and Hospitality. Where the estimated value of a gift or hospitality is more than £50, details must be reported by the relevant line manager to the Human Resources Team for recording on the Register. A copy of the relevant form is attached at [Appendix B](#). Details should be provided in terms of the nature of the gift or hospitality, the giver, the relationship between the giver and recipient, the reason it was given, the estimated value and the decision on acceptance.

17. Bribery and corruption

- 17.1 Bribery is the offering, giving, receiving, or soliciting of any item of value or advantage to influence the actions of an official or any other person in charge of a public or legal duty.
- 17.2 It is a serious criminal offence to:
- give, receive, or solicit a bribe (i.e., to corruptly receive or give any gift, loans, fee, reward, or advantage) in return for doing or not doing anything.
 - show favour or disfavour to any person in the course of work.
- 17.3 An act of bribery by an individual may make SCRA liable of committing an offence. SCRA have a zero tolerance to bribery and corruption and such an act can lead to dismissal and prosecution.

18. Use of SCRA resources

- 18.1 SCRA staff must use equipment, materials, and resources in the course of their duties in such a way as to ensure value for money, efficiency, and effectiveness.
- 18.2 Staff must never use SCRA equipment, materials, or resources for party political or campaigning activities.
- 18.3 The use of SCRA equipment for non-SCRA work related purposes must be approved by a manager. Any loss or damage must be paid for by the employee concerned.
- 18.4 Equipment approved for personal use may only be used if:
- it is used in staff's own time.
 - the employee meets the cost of any consumables.
 - the member of staff is not receiving any fee or reward for the purpose.
 - staff do not store personal (non-work related) information on SCRA equipment and follows SCRA policy on the use of electronic media such as email and the Internet.
- 18.5 The intellectual property in any design, document, invention, or any other matter created in the course of an employee's employment is the property of SCRA and no employee may claim copyright, patents, or other intellectual property



rights in respect of them without the express written consent of the Principal Reporter/Chief Executive.





19. Recruitment and Appointment of Staff

- 19.1 All staff appointments will be based on merit and staff participating in the recruitment and selection process and who have any kind of relationship which might affect their ability to be impartial, must declare this to a line manager. The line manager and the person chairing the selection process will decide whether the member of staff can take part in the process. The same procedure must be followed in other HR processes such as grievance, discipline, or performance reviews.
- 19.2 Staff must not try to influence Board Members or other colleagues either directly or indirectly to secure an appointment or promotion, or the appointment or promotion of another person. Staff must report any instances of this occurring to a line manager and the relevant Human Resources Manager.

20. Openness, Disclosure and Use of SCRA Information

- 20.1 All staff are required to comply with the principles of the Data Protection Act and the Human Rights Act and ensure the safe handling of all referrals and other SCRA information. Staff must **only** access the case management system, other databases and/or manual records as required for the proper conduct in the execution of their duties. This means that staff should only access information on individuals, whether in respect of adults (including those who may have been referred as children) or children, if it is related directly to their work. If staff access information not related directly to their work and role the matter will be considered under SCRA's Disciplinary Policy.
- 20.2 SCRA's decision making process must be transparent and open. SCRA must provide the public with clear and accessible information about how it operates. It must also ensure that there is an effective complaints procedure in place for the public to use when things go wrong.
- 20.3 However, there are exceptions to the principle of openness where confidentiality is involved, and information may be withheld if, for example, it would compromise a right of personal or commercial confidentiality. This does not apply where there is a legal duty to provide information.
- 20.4 Staff must follow SCRA's policy on making information available to the public and must not break the law in this area. Information must never be used for the purpose of personal or financial gain or used in such a way as it is likely to bring SCRA into disrepute. Any misuse of SCRA information may be dealt with under SCRA's Disciplinary Policy.





21. Contacts with Members of Parliaments, Members of the Scottish Parliament, and Professional Bodies

- 21.1 Where contact is made by a Member of Parliament, Member of the Scottish Parliament, or other professional body, all enquiries should be notified to the Policy and Public Affairs Manager, who may provide guidance on how the specific enquiry should be managed or responded to.

22. Dress at Work

- 22.1 Staff are expected to dress appropriately for delivering their duties and their role. Tattoos which could be considered offensive e.g., discriminatory images, political symbols, aggressive words, or images should be covered.

23. Family or Associated Referrals

- 23.1 Where staff are aware (or become aware) that there has been a referral of a child who is a member of their family or there is an association such as the child of a neighbour, Panel Member or colleague in a partner agency, staff must declare this to their Locality Reporter or Head Office Manager. The reason for reporting this is to ensure privacy, perception of impartiality and the integrity of SCRA and its staff, and to ensure that SCRA meets its statutory obligations under Data Protection and Human Rights Law. Priority must always be given to preserving the confidentiality of the individuals concerned.
- 23.2 For new referrals, the Locality Reporter/Head Office Manager will make the necessary arrangements to have the referral transferred to an alternative team or Locality as appropriate. Where the referral is to be dealt with by an alternative Team, the Locality Reporter Manager will determine the investigative and decision-making process to be followed. Where the referral is to be dealt with by an alternative Locality, the Senior Operational Manager will determine the investigative and decision-making process to be followed.
- 23.3 Where a member of staff or a family member living with the employee is subject to police or social work investigation concerning domestic disturbance or other allegations of child abuse whether or not charged by the police and whether or not there is to be a referral, they should inform their line manager so that appropriate decisions and/or support can be arranged.

24. Relations with children's support services

- 24.1 Where any employee offers paid or unpaid care to non-biological children who are referred to SCRA then any support relationship should be advised to their line manager who can ensure caseload allocation etc, takes account of no conflict, undue influence, or interest.





25. Relationships

Public

- 24.1 Staff will have contact with children and their families as well as other members of the public through their work in the children's hearing system and must always be courteous and helpful in line with SCRA's Inclusive Standards and Behaviours Framework. Staff should deal fairly, equitably, and consistently with each member of the public and must comply with SCRA's Equal Opportunities Policy.

Colleagues, Board Members and Partners

- 24.2 Staff should treat colleagues and Board Members in line with SCRA's values and the Inclusive Standards and Behaviours Framework and it is expected that this treatment is reciprocated.

Relations with Suppliers/Contractors of Goods and Services

- 24.3 Staff must be fair and impartial in dealings with contractors, sub-contractors, and suppliers. If participating in a tendering process, they must follow SCRA's Procurement Policy and Procedures about tenders and contracts. If staff have access to confidential information on tenders or contracts, they must not disclose that information to any unauthorised individual or organisation.

26. Corporate Hospitality and Out of Office Social Events

- 26.1 The opportunity to come together to socialise and celebrate is an important feature in any workplace. It is important that any social events are inclusive, and that we have appropriate parameters in place on the use of alcohol, to ensure the safety of all, and reputation of SCRA.
- 26.2 The use of illegal drugs at any work-related social event is prohibited. Guidance around the inclusion of alcohol in any work-related events is outlined below. Please note that, staff must not drive whilst under the influence of alcohol or any other substance, either within or out with normal working hours. Driving offences relating to driving under the influence may be considered a disciplinary offence.
- 26.3 Employees representing SCRA at work related events where alcohol is served during normal office hours are considered still to be at work and must refrain from drinking alcohol.
- 26.4 Where staff attendance at events or conferences extends beyond normal office working hours, staff members should be mindful that they are still present and representing SCRA, and that the consumption of alcohol and their personal conduct, including their actions and language, must not jeopardise the safety, nor the inclusion and wellbeing, of anyone in attendance, nor have any detrimentally impact upon the reputation of SCRA.
- 26.5 Alcohol is not permitted on SCRA premises, unless specifically approved by a Senior Operational Manager/Head Office Senior Team member.





- 26.6 Where a staff celebration event is arranged within SCRA premises, and the event is not work focused (e.g., retirement of colleague, office Christmas party) the event should be arranged to take place out-with office hours, or when arrangements have been made to close the office to partners / members of the public. Celebrations and social events should maximise inclusion and SCRA encourages staff to consider all types of events, i.e. not always focused around alcohol, being mindful that not everyone will wish to partake in the consumption of alcohol; be mindful that events on a Friday which may preclude Jewish staff or staff with caring responsibilities. All staff should be sensitive to the impact of their celebrations on all staff attending the event, and where alcohol is included ensure that plenty non-alcoholic options are offered to staff who do not wish to partake and to ensure that the neighbours to the property are not disrupted by any celebrations. When disposing of alcohol containers this should be done sensitively and being mindful of the impact on those individuals within neighbouring properties.
- 26.7 Where a staff event is arranged out-with SCRA premises, such as a Christmas party or other Team celebration, staff should be mindful that they are employees of SCRA and they should behave in a way that does not jeopardise their or others safety or wellbeing, and their personal conduct should not bring SCRA into disrepute. The Dignity at Work Policy and Inclusive Standards and Behaviours Framework applies to all SCRA social events, during and out with normal working hours, any breach of which may result in Disciplinary action.

27. Substance Misuse

- 27.1 Employees should refrain from consuming any drugs or alcohol immediately before or during their working day and must not attend work under the influence of drink or drugs.
- 27.2 SCRA prohibits the use, possession, distribution, or sale of illicit or illegal drugs at work, or when undertaking SCRA business and will report any such activity to the Police and will result in disciplinary sanctions up to and including termination of employment. Further information is available in SCRA's Substance Misuse Policy. It should be noted that it may be necessary to use the disciplinary procedure to deal with any unsatisfactory performance, attendance or behaviour caused by excess alcohol consumption or by drugs.





REGISTER OF STAFF INTERESTS

This schedule sets out the following interests and descriptors, which must now be registered by all staff:

REGISTERABLE INTEREST	DESCRIPTION OF INTEREST
Gifts and hospitality	A description of any gifts or hospitality received
Remuneration	<p>A description of</p> <p>(a) remuneration received by virtue of being: -</p> <ul style="list-style-type: none"> i) employed by someone other than SCRA or self-employed; ii) the holder of an office; iii) a director of an undertaking; iv) a partner in a firm; and v) involved in undertaking a trade, profession, vocation, or any other work; <p>(b) any allowance received in relation to membership of any organisation;</p> <p>(c) the name, and registered name if different, and nature of any applicable employer, self-employment, business, undertaking or organisation;</p> <p>(d) the nature and regularity of the work that is remunerated; and</p> <p>(e) the name of the directorship and the nature of the applicable business.</p>
Related undertakings	A description of a directorship that is not itself remunerated but is of a company or undertaking which is a parent or subsidiary of a company or undertaking which pays remuneration.
Contracts	<p>A description of the nature and duration, but not the price of, of a contract which is not fully implemented where: -</p> <ul style="list-style-type: none"> (a) goods and services are to be provided, or works are to be executed for SCRA; and (b) any responsible person has a direct interest, or an indirect interest as a partner, owner or shareholder, director or officer of a business or undertaking, in such goods and services.





REGISTERABLE INTEREST	DESCRIPTION OF INTEREST
Non-financial interests	<p>A description of such interests as may be significant to, of relevance to, or bear upon, the work or operation of SCRA, including without prejudice to that generality membership of or office in: -</p> <p>a) other public bodies;</p> <p>b) clubs, societies, and organisations;</p> <p>c) trades union</p> <p>s; and</p> <p>d) voluntary organisations</p>





Scottish Children's Reporter Administration
Confirmation of Independence and Declaration of Interests Form

Name (PRINT): Employee Number:

REGISTERABLE INTEREST	DECLARATION
Gifts and hospitality	
Remuneration	
Related undertakings	
Contracts	
Non-financial interests	

Signature of Employee:

Date:



