



**COGGESHALL<sup>RD</sup>**  
THERAPEUTIC PROVISION LTD

# Staff Code of Conduct

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# 1. Aims, Scope and Principles

This policy aims to set and maintain standards of conduct that we expect all staff to follow.

By creating this policy, we aim to ensure our provision is an environment where everyone is safe, happy, and treated with respect.

Many of the principles in this code of conduct are based on the Teachers' Standards 2011.

Staff have an influential position in the provision and will act as role models for young people by consistently demonstrating high standards of behaviour.

We expect that all staff will act in accordance with the personal and professional behaviours set out in the Teachers' Standards.

We expect all staff to act with personal and professional integrity, respecting the safety and wellbeing of others.

Failure to follow the code of conduct may result in disciplinary action being taken, as set out in our staff disciplinary procedures.

Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, staff will use their professional judgement and act in the best interests of the provision and its young people.

## 2. Legislation and Guidance

In line with the statutory safeguarding guidance '[Keeping Children Safe in Education](#)', we must have a staff code of conduct, which should cover acceptable use of technologies, staff/pupil relationships and communications, including the use of social media.

## 3. General Obligations

Staff set an example to young people. They will:

- Maintain high standards in their attendance and punctuality,
- Never use inappropriate or offensive language,
- Treat young people and others with dignity and respect,
- Show tolerance and respect for the rights of others,
- Not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs,
- Express personal beliefs in a way that will not overly influence young people, and will not exploit young people' vulnerability or might lead them to break the law,
- Understand the statutory frameworks they must act within,
- Adhere to the Teachers' Standards.

## **4. Safeguarding**

Staff have a duty to safeguard young people from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, or neglect.

Staff will familiarise themselves with our safeguarding policy and procedures and the Prevent initiative, and ensure they are aware of the processes to follow if they have concerns about a child.

Our safeguarding policy and procedures are available on iSAMS, and from the provisions main office. New staff will also be given copies on arrival.

## **5. Staff / Pupil Relationships**

Staff will observe proper boundaries with young people that are appropriate to their professional position. They will act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so.

As staff members and young people may spend time on a one-to-one basis at Coggeshall Road, staff will ensure that reasonable steps to safeguard both the pupil and staff member should be put into action. This may include, leaving doors open or ensuring visible sight lines into the room.

Staff should avoid contact with young people outside of provision hours, if possible.

Personal contact details should not be exchanged between staff and young people. This includes social media profiles.

While we are aware many young people and their parents may wish to give gifts to staff, for example, at the end of the academic year. Gifts from staff to young people are not acceptable under any circumstances.

If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, this should be reported to the SLT.

## **6. Communication and Social Media**

Provision staff's social media profiles should not be available to young people. If they have a personal profile on social media sites, they should not use their full name, as young people may be able to find them. Staff should consider using a first and middle name instead and set public profiles to private.

Staff should not attempt to contact young people or their parents via social media, or any other means outside provision, in order to develop any sort of relationship. They will not make any efforts to find young people' or parents' social media profiles.

Staff will ensure that they do not post any images online that identify children who are young people at the provision without their consent.

Staff should be aware of the provision's e-safety policy and the acceptable use of technology policy.

Staff will not have contact outside the provision context, either on social media or otherwise, with any pupil or ex-pupil under the age of 19.

## 7. Acceptable use of Technology

Staff will not use technology at Coggeshall Road to view material that is illegal, inappropriate, or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails, gambling, and viewing pornography or other inappropriate content.

Staff will limit the use of personal mobile phones, or the provisions equipment for personal use. Particularly during provision opening hours or in front of the young people. They will also, where possible, not use personal mobile phones or cameras to take pictures of young people. Any pictures that are taken on personal devices should be immediately emailed to the provision office and then deleted from the device.

We have the right to monitor emails and internet use on the provisions IT system.

Staff will not use personal social media platforms during Coggeshall Road opening hours.

## 8. Confidentiality

In the course of their role, members of staff are often privy to sensitive and confidential information about the provision, staff, young people and their parents.

This information will never be:

- Disclosed to anyone without the relevant authority,
- Used to humiliate, embarrass or blackmail others,
- Used for a purpose other than what it was collected and intended for.

This does not overrule the staff's duty to report child protection concerns to the appropriate channel where staff believe a child is at risk of harm.

## 9. Honesty and Integrity

Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with young people, handling money, claiming expenses and using the provisions property and facilities.

Staff will not accept bribes. Gifts that are worth more than £20 must be declared and recorded.

Staff will ensure that all information given to the provision about their qualifications and professional experience is correct.

## 10. Dress Code

Staff will dress in a smart, professional, appropriate manner.

Outfits will not be overly revealing.

Clothes will not display any offensive or political slogans.

While staff are not expected to wear formal clothing, it is expected that clothing will be well maintained and of an appropriate standard.

## **11. Conduct Outside of Work**

Staff will not act in a way that would bring the provision, or the teaching profession into disrepute. This covers relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the provision on social media.

## **12. Monitoring Arrangements**

This policy will be reviewed every 2 years but can be revised as needed. It will be ratified by the Director.

## **13. Links with Other Policies**

This policy links with other Coggeshall Road Therapeutic Provision policies.