Magnum Opus
TRAINING LIMITED

POLICIES AND PROCEDURES

Staff Code of Conduct

Magnum Opus Training Limited

LAST REVIEWED	NEXT REVIEW DUE
September 2026	September 2027
APPROVED BY	**ROLE**
Mr S King	Headteacher

Signature



Karting Academy
MAGNUM OPUS TRAINING LTD

Boxing Academy
MAGNUM OPUS TRAINING LTD

Construction Academy
MAGNUM OPUS TRAINING LTD

Purpose and scope

This code sets the conduct expected of everyone working for or on behalf of Magnum Opus Training Limited: employees, directors, agency staff, volunteers and contractors. It applies at all three sites, on visits, in remote work, in online contact and whenever a person represents the provision. It protects students, including young adults aged 18 to 25, and gives staff a clear way to raise concerns about conduct. The Headteacher ensures that visitors and short-term workers receive the expectations relevant to their role before contact with students.

Magnum Opus is a non-school alternative provision. We use current safeguarding guidance and the Department for Education voluntary standards for non-school alternative provision as references while following the duties that apply to our own setting. The Teachers' Standards apply where relevant to a person's role; this code sets the expected conduct for everyone in scope. Employees may face action under the Disciplinary Policy for a breach. Agency staff, volunteers and contractors may be managed through their employer, contract or placement arrangement, alongside any safeguarding action.

Everyday professional conduct

Staff act honestly, arrive reliably, follow reasonable instructions and use provision time, money and property for authorised purposes. They treat students, families, colleagues and visitors with dignity. Bullying, harassment, discrimination, humiliation, sexualised comments, offensive language and exploitation of a student's vulnerability are prohibited. Staff do not use their position to promote personal, political or religious beliefs to students or to seek a personal advantage.

Staff adapt communication to a student's EHCP, support plan and needs. They allow processing time, support regulation and follow the Behaviour and Attitudes Policy rather than treating disability-related distress as deliberate defiance. They do not make promises they cannot keep or discuss a student's private circumstances with people who do not need the information. Staff report unsafe practice promptly, even where the person involved is senior or the matter appears minor.

Safeguarding and reporting concerns

All adults covered by this code read and follow the Child Protection and Safeguarding Policy. They report a student safeguarding concern promptly to Scott King, lead DSL, or Summer King or Tate Morris, Deputy DSLs, and record it in LearnTrek as directed. In an emergency they call 999 and act to protect the person without waiting for a manager. They do not investigate a disclosure, ask leading questions or promise secrecy. The correct child or adult safeguarding route is used for the student's age and circumstances.

Any concern that an adult working here has harmed or may harm a child, may have committed a related offence, or may be unsuitable to work with children is reported immediately under the safeguarding policy. Concerns about Scott King go directly to the appropriate Norfolk or Suffolk LADO for the area of the alleged incident; staff need no internal permission to do this. Concerns involving an adult student are referred through the relevant adult safeguarding and people-in-positions-of-trust route, with police contacted where necessary. Staff preserve information and

do not question the person accused before advice is obtained, unless emergency protection requires action.

A low-level concern is conduct that may be inconsistent with this code but does not appear to meet the child-harm threshold. Examples include boundary crossing, favouritism, humiliating a student, inappropriate one-to-one arrangements or using a personal device to capture an image. Staff report concerns and may self-report an incident that could be misinterpreted. Reports about another worker go to the Headteacher. If the Headteacher is the subject or a conflict exists, staff use the external LADO, commissioner or adult safeguarding route described above. The Headteacher records and reviews patterns and obtains external advice where the threshold is uncertain.

Professional boundaries and meetings

Relationships with students remain professional. Staff do not enter personal, romantic, sexual, financial or secretive relationships with a student, including an adult student, or use their role to develop such a relationship after a placement ends. They do not share personal contact details, invite students to private meetings outside provision, or seek contact with students or their families through personal social media. Any pre-existing family, social or financial connection to a student or family is declared to the Headteacher so appropriate boundaries can be agreed.

One-to-one student meetings may take place on site under the student's plan and site risk assessment. Another staff member must know where the meeting is taking place and be available if needed. Staff use an appropriate room and follow the site's CCTV arrangements where CCTV is present; CCTV does not replace supervision or a safe meeting plan. Staff report an unusual interaction or one that could reasonably be misinterpreted. Home visits take place with two staff members under the Health and Safety Policy. Staff do not transport students in their personal cars.

Physical contact, safety and searches

Staff do not use physical contact as a routine part of teaching, behaviour management, reassurance, greeting or directing a student. They use verbal guidance, time, space and the student's agreed support strategies. Physical punishment, intimidation and unnecessary touching are prohibited. Staff follow the Behaviour and Attitudes Policy and individual risk plans when an item or behaviour presents a safety concern. A check of possessions is voluntary and proportionate; staff do not force a personal search and should only be conducted by a DSL. Where a weapon or drugs are suspected and not handed over, staff secure safety and call police rather than physically searching the student.

Emergency first aid and action necessary to prevent immediate serious harm are managed under the Health and Safety, Medication, Behaviour and Safeguarding policies. Staff call for trained help and emergency services as needed, use the least intrusive safe response, and record and report any contact or intervention promptly. The Headteacher reviews the incident and informs the commissioner and family or agreed adult contact as appropriate.

Communication, phones and social media

Routine contact with students, families, schools and local authorities uses approved company phones, email and systems for provision business. Staff do not use personal numbers, accounts, messaging apps or social media to develop or maintain contact with students or families. If an emergency requires a call and a work phone is unavailable, a staff member may use a personal phone, with the number withheld when calling a student or family. They limit the call to the urgent purpose, do not save the contact or continue personal messaging, inform a manager and record the relevant action in LearnTrek or the appropriate secure record as soon as practicable. Emergency services may be called immediately from any available phone.

Staff do not search for, follow, friend, tag or message students through personal social media. They do not post material identifying a student or discuss the provision, students or colleagues in a way that breaches confidentiality or professional boundaries. A concern arising from online contact is reported under the safeguarding policy. Staff avoid contact outside normal provision hours except where an approved arrangement or genuine emergency requires it.

Images, technology and records

Staff do not take photographs or videos of students on personal or company devices. They do not ask a student to send an image to a personal account. CCTV is governed by the Data Protection and Privacy Policy and the relevant site operator; it is not a substitute for staff taking a photograph. Staff do not access or share CCTV footage unless authorised for a legitimate purpose.

Staff use LearnTrek and the secure cloud according to their role permissions. Company-managed phones may be used for approved work communications. The attendance WhatsApp chat uses student initials only and must not contain full names, EHCPs, health details, safeguarding accounts or detailed behaviour information. Safeguarding records belong in the restricted LearnTrek record, not in a group chat. Staff protect passwords and devices, use multifactor authentication, and report loss, mistaken sharing or suspected data access to the Headteacher promptly. They do not view illegal, sexual or offensive material on provision systems.

Confidentiality and information sharing

Staff access student, family, staff and business information only where their role requires it. They share it through approved secure routes only when necessary and lawful, and follow the Safeguarding Policy when safety requires information sharing. They do not promise absolute confidentiality or assume that a parent may receive an adult student’s information without the adult’s agreement or other lawful authority. Discussions about students take place privately, not in public areas, on social media or in ordinary group messages. These duties continue after work with Magnum Opus ends.

Gifts, money and conflicts of interest

Staff do not give personal gifts to students or accept gifts from students or families. This does not prevent an approved provision reward under the Behaviour and Attitudes Policy. If a gift is offered, received unexpectedly or sent to a site, staff tell the Headteacher promptly; the Headteacher records it and agrees a respectful return or other appropriate handling. Staff do not accept a loan, payment, favour, hospitality or personal benefit connected with a student or commissioner, and do not lend money to or borrow from a student or family. They declare any personal, family, financial or outside-work interest that could affect, or appear to affect, a provision decision.

Dress, site safety and conduct outside work

Staff wear the Magnum Opus uniform where provided and dress suitably for the role and activity. Closed-toe footwear is required at all sites. Staff use activity-specific protective equipment and follow site and activity risk assessments, including for boxing, karting and work with equipment or petrol. Clothing and messages displayed at work must not be offensive, discriminatory or unsafe for the activity. Staff report accidents, near misses and safety concerns through the Health and Safety Policy and LearnTrek.

Staff conduct outside work may be relevant where it affects student safety, professional boundaries, trust in the role or the provision's reputation. Staff tell the Headteacher promptly about a relevant criminal charge, police investigation, safeguarding allegation, disqualification or change that could affect their suitability for the role. The Headteacher considers the facts fairly and handles personal information confidentially; disclosure does not itself determine an employment outcome. Concerns about the Headteacher are raised with Rachel King as director or the relevant external safeguarding body.

Speaking up and responding to breaches

Staff may report unsafe practice, a blocked safeguarding referral, a suspected cover-up or other wrongdoing to a Deputy DSL, Rachel King, the commissioner, the relevant local authority or police. They may seek independent child safeguarding whistleblowing advice from the NSPCC on 0800 028 0285. A report may be made verbally or in writing; staff should give the facts they know and must not be discouraged because they cannot prove the concern. Reports are handled sensitively and shared only with people who need to act. No person may retaliate against someone for raising a genuine concern.

The Headteacher or an independent person where there is a conflict decides the appropriate response to a breach, including safeguarding action, coaching, contract action or the employee Disciplinary Policy. Serious concerns are referred to the relevant external authority without waiting for an internal process. Any formal employment action follows a fair investigation and the Disciplinary Policy. This code does not replace the Complaints Policy or a person's right to raise a grievance.

Induction, acknowledgement and review

Everyone covered by this code receives it at induction, has the expectations explained for their role, and signs to confirm they have read and understood it before working with students. They sign again after a major update. A manager records acknowledgement in the secure staff or contractor record and arranges clarification or training where needed. Scott King reviews the code at least annually with the board of directors, Scott King and Rachel King, and sooner after a significant safeguarding, legal or operational change.

Related documents: Child Protection and Safeguarding Policy; Behaviour and Attitudes Policy; Health and Safety Policy; Medication Policy; Data Protection and Privacy Policy; Disciplinary Policy; Complaints Policy; individual EHCPs, support plans and risk assessments.