

Harmony AE Ltd Staff Code of Conduct

All staff have a duty to keep students safe and protect them from physical and emotional harm. They also have a duty of care to themselves.

All students attending the Harmony Centre have significant social, emotional and behavioural needs and an aspect of this is that many have little trust in adults. This is equally true of their families, many of whom have not had positive relationships with schools or other outside agencies. Because of this, staff at The Harmony Centre have an additional responsibility due to the vulnerability of the cohort of young people who attend. Acting as a role model at all times becomes particularly important. It is vital that this is demonstrated both through our behaviour and our interaction with other members of staff; respect should be shown not only to the students but also towards each other. There is a need to behave in such a way that no one would ever question our suitability to work with children.

Aims:

To ensure that students are safe at all times.

To ensure that staff are clear of the expectations of them so that they are not put at risk.

To ensure that there is a level of consistency relating to how staff behave and carry out their job.

General

- Be ready and willing to work in your specified role/location
- Be punctual, honest and trustworthy
- Take care of school property
- Follow school policies and guidelines

Contact & Communication:

- Always speak respectfully to students and each other, avoiding sarcasm or demeaning comments
- Do not give your personal details to students and parents – communication is through the Harmony landlines, emails addresses and mobile phones only
- Friendship with current and past students on social media is prohibited
- Any unwelcome communication from students or parents must be reported immediately

Confidentiality:

- Do not share confidential information about a student with any person, other than on a professional need to know basis to relevant Harmony AE Ltd staff
- Never pass on confidential information to non-Harmony AE Ltd staff unless agreed in advance with the Owners
- Follow data protection and general data protection regulations

Transporting students:

- Do not transport students in your own vehicle without the agreement of the Owners who will complete the relevant vehicle checks.
- Never transport a student to hospital following an accident, unless specific agreement is given by parents/carers. Call an ambulance.

Dress

- Wear appropriate dress for the activity you are delivering/supporting i.e. sportswear is acceptable for Get Active and sporting activities
- Be aware that some styles of clothing are inappropriate i.e. low cut tops, very short skirts/shorts, backless shoes.

Low level concerns

All staff should be aware of the Low-level Concerns section in the Safeguarding policy 2025 where staff behaviour does not meet the criteria for and allegation. The policy outlines example behaviours and the procedures that will be followed.

Dated: September 2024

Signed: _____

S. Baker

Victoria Ball

Reviewed: September 2025