

Transitions Education

Staff Code of Conduct

Signed by:

Chris Manton

Director

Date: 22/08/2024

Next review: Sept 2025

Contents:

[Aim of this code of conduct](#)

1. [Safeguarding students](#)
2. [Appearance and dress](#)
3. [Attendance](#)
4. [Professional behaviour and conduct](#)
5. [Conduct outside of work](#)
6. [Smoking, alcohol and other substances](#)
7. [Health and safety](#)
8. [Declaration of interests](#)
9. [Relationships with students](#)
10. [Physical contact with students](#)
11. [Showering and changing](#)
12. [Transporting students](#)
13. [Financial inducements](#)
14. [Acceptable use of technology](#)
15. [Premises, equipment and communication](#)
16. [Photography and videos](#)
17. [Data protection and confidentiality](#)
18. [Probity of records](#)
19. [Contacts](#)
20. [Monitoring and review](#)

Aim of this code of conduct

Transitions Education expects all students to receive high-quality teaching and learning in a positive and respectful environment.

Employees at the provision should ensure that their own behaviour, and the manner in which they conduct themselves with colleagues, students, parents and other stakeholders, sets a positive and professional example for students.

We recognise that the majority of staff members act appropriately and treat each other with dignity and respect; however, we consider it important to clarify the expected standards.

This policy forms part of a staff members contract of employment and failure to comply with it, along with the associated provision policies, may result in disciplinary action being taken, including legal action where this is warranted.

This document applies to staff members who are:

- Employed by the provision, including the director and volunteers.

This document does not apply to:

- Employees of external contractors.

These employees are governed by their employment contracts and any relevant laws pertaining to their activities within the provision, for example, the UK GDPR and the Data Protection Act 2018.

1. Safeguarding students

In accordance with 'Keeping children safe in education 2024' (KCSIE), staff members have a responsibility to safeguard students, and protect and promote their welfare.

Staff members have a responsibility to ensure that they provide a learning environment in which students feel safe, secure and respected.

To effectively safeguard students, staff members are required to follow the procedures outlined in this Staff Code of Conduct, the Behaviour Policy and the Child Protection and Safeguarding Policy, ensuring that they do not act in a way that may put students at risk of harm, or lead others to question their actions.

In accordance with the provision's Behaviour Policy and Child Protection and Safeguarding Policy, staff members will be prepared to identify students who may be subject to, or at risk of, various types of abuse and neglect, including, but not limited to, the following:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Peer-on-peer abuse
- Serious violence
- FGM
- Child sexual exploitation (CSE)
- Child criminal exploitation (CCE)
- Bullying; this includes cyberbullying, and prejudice-based and discriminatory bullying

Copies of policies and a copy of Part one (or, where appropriate Annex A for staff members not working directly with children) of KCSIE will be provided to staff at induction. Staff will have a clear understanding of the provision's policies and procedures with regards to safeguarding issues, e.g. abuse, and the important role they play in preventing harm against students.

In accordance with the provision's Child Protection and Safeguarding Policy, staff will also be aware of the factors that could increase a student's risk of being subject to safeguarding issues, including but not limited to:

- Students who need a social worker (Child in Need and Child Protection Plans).
- Students requiring mental health support.
- LAC and previously LAC.
- Students with SEND.
- Identify as or are perceived to be LBGTQ+
- Students with mental health needs.
- Students who have a family member in prison, or who are affected by parental offending.
- Students that are frequently absent or permanently excluded from provision.

If a staff member identifies a student who is subject to, or at risk of, abuse and neglect, they will follow the necessary reporting and referral procedures outlined in the Child Protection and Safeguarding Policy. Staff will be aware of the procedures to follow if a student tells them they are experiencing abuse, exploitation or neglect.

In all cases, if a staff member feels unsure as to whether an incident or student would be classed as a safeguarding concern, they will speak directly to the DSL. Staff will not assume a colleague will take action and share information that might be critical in keeping children safe.

Staff will understand that even if there are no reports of peer-on-peer abuse in the provision, this does not mean it is not happening. Staff will report any concerns regarding any form of abuse to the DSL without undue delay. Staff will understand the importance of challenging inappropriate behaviours between peers that are abusive in nature.

Any staff member that has concerns about another staff member's (including volunteers and supply staff) actions or intent, or believes these actions may lead to a student being put at risk of harm, will report this in line with the Allegations of Abuse Against Staff Policy or Whistleblowing Policy immediately so appropriate action can be taken.

Upskirting is not tolerated by the provision and any incidents of upskirting must be reported to the DSL who will decide on the next steps to take, which may include involving the police.

If a staff member feels unable to raise an issue with the provision, they will use other whistleblowing channels, including contacting the NSPCC's helpline on 0800 028 0285 (between the hours of 8:00am and 8:00pm Monday to Friday) or email address help@nspcc.org.uk. Staff members can also access guidance at www.gov.uk/whistleblowing. Fear about sharing information must not be allowed to stand in the way of the need to safeguard and promote the welfare of students.

If the concern is regarding the director, staff will report this to the chair of the governing board.

Staff will partake in the appropriate safeguarding and child protection training, which will include online safety; additionally, staff will receive regular safeguarding and child protection updates at least annually.

Staff will recognise that, when teaching students about safeguarding and online safety, a one-size-fits-all approach may not be appropriate for every student, and a more personalised or contextualised approach may be needed for students who are vulnerable, victims of abuse and/or have SEND.

Staff will be aware of their local early help process and understand their role in it. Staff will also be aware of the process for making referrals to children's social care service (CSCS) and for statutory assessments under the Children Act 1989, along with the role they may be expected to play in such assessments.

Staff will reassure victims that they are being taken seriously and that they will be supported and kept safe by the provision. Staff will never give the impression that students are creating a problem by reporting abuse, sexual violence or sexual harassment, nor should a student ever be made to feel ashamed for reporting an incident.

Staff will be aware that confidentiality must never be promised to a student – staff will understand the procedure for if a student discloses a potential safeguarding issue, in accordance with the provision's Child Protection and Safeguarding Policy.

Staff will be aware of the provision's legal duty to refer anyone who has harmed, or poses a risk of harm to, a child or vulnerable adult to the DBS – this includes where:

- The harm test is satisfied in respect of that individual.
- The individual has received a caution or conviction for a relevant offence, or if there is reason to believe that the individual has committed a listed relevant offence.
- The individual has been removed from working in regulated activity or would have been removed if they had not left their post.

2. Appearance and dress

The provision expects that staff members will:

- Ensure that their appearance is clean and neat when at work or representing the provision.
- Dress in a manner that is appropriate to their role – the provision will make reasonable adjustments to uniform expectations to suit disabilities, medical conditions, and religious and cultural beliefs.
- Remember that they are role models for students, and that their dress and appearance should reflect this.
- Not dress in a way that would cause embarrassment to students, parents, colleagues or other stakeholders.
- Cover any tattoos or body art whilst in provision; small earrings are acceptable, but all other body piercings must be removed.

3. Attendance

The provision expects that staff members will:

- Attend work in accordance with their contract of employment and associated terms and conditions in relation to hours, days of work and holidays.
- Make routine medical and dental appointments outside of their working hours or during holidays where possible.
- Refer to the provision's Staff Leave of Absence Policy if they need time off for any reason other than personal illness.
- Follow the provision's absence reporting procedure when they are absent from work due to illness or injury.

4. Professional behaviour and conduct

Staff members are expected to treat other colleagues, students, parents, and external contacts with dignity and respect.

The use of foul and abusive language will not be tolerated. Discrimination, bullying, harassment or intimidation, including physical, sexual and verbal abuse, will not be tolerated.

Staff members will not misuse or misrepresent their position, qualifications or experience, or bring the provision into disrepute.

Staff members will inform the director if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution.

Staff will be aware that professional behaviour and conduct is expected to be extended to extra-curricular trips and visits. Staff attending a trip or visit will act in accordance with this Code of conduct.

Staff will act appropriately in terms of the views they express (in particular political views) and the use of provision resources at all times and will not use provision resources for party political purposes.

5. Conduct outside of work

Staff may undertake work outside provision, either paid or voluntary, provided that it does not conflict with the interests of the provision. The nature of the work cannot be seen to bring the provision into disrepute, nor be at a level which may contravene the working time regulations or affect an individual's work performance.

Staff will not engage in outside work which could seriously damage the reputation and standing of the provision, the employee's own reputation, or the reputation of other members of the provision community. In particular, criminal offences that involve violence, possession or use of illegal drugs, or sexual misconduct are unacceptable.

Staff will not engage in inappropriate use of social network sites which may bring themselves, the provision, provision community or employer into disrepute. This is explored further in the [Acceptable use of technology](#) section of this policy.

6. Smoking, alcohol and other substances

Staff will not smoke on, or within a **50m** radius of the provision premises and whenever in the sight of students, parents or visitors.

Staff will not smoke whilst working with or supervising students off-site, such as when on educational visits and trips.

The taking of illegal drugs or alcohol during working hours is unacceptable and will not be tolerated. Staff members must never attend work under the influence of alcohol or illegal drugs.

If alcohol or drug usage impacts on a staff member's performance, the provision has the right to discuss the matter with the employee and take appropriate action in accordance with the provision's disciplinary procedures, including referral to the police. Further details can be found in the Staff Drug and Alcohol Policy.

7. Health and safety

Staff members will:

- Be familiar with, and adhere to, the provision's Health and Safety Policy and ensure that they take every action to keep themselves and everyone in the provision environment safe and well.
- Comply with health and safety regulations and use any safety equipment and protective clothing which is supplied to them.
- Comply with hygiene requirements.
- Comply with accident reporting requirements.
- Inform the director of any paid work which is undertaken elsewhere, for compliance with The Working Time Regulations 1998 (as amended).

8. Declaration of interests

Staff members are required to declare their interests, both personal and financial, where the group or organisation they are affiliated with could be considered to be in conflict with the ethos of the provision.

For the purposes of this policy, a financial conflict of interest is one where there is, or appears to be, opportunity for personal financial gain, financial gain for close relatives or friends, or where it may be reasonable for a third party to take the view that financial benefits may affect an individual's actions.

The term 'financial interest' means anything of monetary value, including the following:

- Payments for services
- Equity interests
- Intellectual property rights
- Hospitality or gifts

Examples of financial interests that must be declared include, but are not limited to, equity interests in services considered for use by the provision.

Non-financial conflicts of interest can also come into conflict, or be perceived to come into conflict, with an individual's obligations or commitments to the provision. These interests may include any benefit or advantage including, but not limited to, direct or indirect enhancement of an individual's career or gain for immediate family or someone with whom the individual has a close relationship.

Examples of situations that could give rise to non-financial conflicts of interest include the following:

- Pressure or temptation to accept gifts, inducements or hospitality
- Participating in the appointment, hiring, promotion, supervision or evaluation of a person with whom the individual has a close personal relationship
- Where a member of staff has or develops a close personal relationship with a colleague

Membership to a trade union or staff representative group does not need to be declared.

Staff members will also carefully consider whether they need to declare their relationship with any individual where this might cause a conflict with provision activities.

Failure to make a relevant declaration of interests is a serious breach of trust and, therefore, if employees are in doubt about a declaration, they are advised to contact the provision or trade union.

All declarations, including nil returns, will be submitted in writing to the director for inclusion on the Register of Business Interests.

9. Relationships with students

The provision expects that staff will:

- Maintain professional boundaries and relationships with students at all times, and will consider whether their actions are warranted, proportionate, safe and necessary.
- Act in an open and transparent way that would not lead to others questioning their actions.
- Ensure that they do not establish social contact with students for the purpose of securing a friendship, or to pursue or strengthen a relationship.
- Ensure that they do not develop personal or sexual relationships with students: this includes sexual remarks and discussing their own sexual relationships with, or in the presence of, students.
- Only contact students via the provision's established mechanisms: personal phone numbers, email addresses or social media platforms will not be used to contact students.

Under the Sexual Offences Act 2003, it is an offence for a person aged 18 or over to have a sexual relationship with a child under 18 where that person is in a position of trust in respect to that child, even if the relationship is consensual. This may be extended to young people aged up to 25 where they have a special educational need or disability.

10. Physical contact with students

The provision understands that there are circumstances in which it is entirely necessary for staff to have physical contact with students, e.g. when applying first aid and assisting with intimate care, but staff will only do so in a professional and appropriate manner in line with relevant provision policies.

When physical contact is made with students, it is imperative that it is conducted in a way which is responsive to the student's needs, is of limited duration and is appropriate to their age, stage of development, gender, ethnicity and background.

Staff will seek the student's permission, where possible, before initiating contact. Staff will always use their professional judgement when determining what physical contact is appropriate, as this may differ between students. As such, the student's feelings and wishes will always be taken into account. Staff will never touch a student in a way which is indecent and will always be prepared to explain their actions. Staff will be aware that even well-

intentioned physical contact may be misconstrued by a student, an observer or by anyone to whom this action is described and, therefore, will be prepared to justify their actions.

Staff will not engage in rough play, tickling or play fights with students.

Extra caution will be taken where it is known that a student has previously suffered from abuse or neglect.

Physical contact will never be secretive; if a member of staff believes an action could be misinterpreted, this will be reported to the director, or the chair of governors if the concern is about the director, and appropriate procedures will be followed.

Where it is necessary in physical education classes for teachers to demonstrate use of equipment, this will be conducted with another member of staff if possible. If a student is required to participate, their consent will be given before doing so.

If a child is in distress and in need of comfort as reassurance, staff may use age-appropriate physical contact, such as placing their hand on the student's shoulder. Staff will remain self-aware of their actions at all times and ensure that their contact is not threatening, intrusive or subject to misinterpretation.

Staff may also use reasonable force as a means of physical contact with students for restraint purposes, such instances will always be in accordance with the provision's Physical Restraint Policy.

11. Showering and changing

Students are entitled to respect and privacy whilst they are changing, e.g. before and after PE; however, a level of supervision is required to ensure that students are safe, and that they are not subjected to bullying.

The supervision will be appropriate to the needs and ages of the students, and sensitive to the potential for embarrassment.

Where possible, female staff will supervise girls and male staff will supervise boys.

Staff will announce their intention of entering the changing room to allow students to maintain their privacy and will only remain in the changing room for as long as is necessary.

Staff will never change or shower in the same area as students.

12. Transporting students

When it is necessary to transport students off-site, staff will ensure that the transport arrangements of the vehicle meet all legal requirements, they have an appropriate licence and the vehicle is roadworthy, has a valid MOT certificate and is insured.

Staff will gain consent from parents before transporting students and will be aware that the welfare of all students in the vehicle is their responsibility.

Two or more staff will be present in the vehicle to avoid any discrepancy regarding safeguarding concerns.

13. Financial inducements

Staff members will:

- Familiarise themselves and comply with the provision's financial regulations.
- Declare to the governing board, in writing, any gifts received, with the exception of:
 - Low cost, functional items suitable for business rather than personal use and displaying the supplier's logo – these items may be accepted.
 - Non-excessive gifts offered by parents or students to provision staff to express their gratitude, but staff members should always refuse monetary gifts.
 - Hospitality in the form of meals and drinks where it is part of a normal business meeting.
 - Authorised visits to exhibitions, demonstrations, conferences, business meals and social functions in connection with the provision's business, which shall be at the provision's expense.
- Not accept a personal gift, payment, or other incentive from a business contact – any such gifts should be returned.
- Declare any gift that cannot be returned to the governing board, who will decide how it will be used.
- Only accept offers to specific events after authorisation from the governing board.

14. Acceptable use of technology

Staff will adhere to the procedures outlined in the provision's Online Safety Policy and Technology Acceptable Use Agreement at all times.

Staff will be aware of how the use of technology can impact safeguarding and wellbeing issues, e.g. online abuse. Staff will be vigilant to ensure their own behaviour is respectful and that students are using technology appropriately while under their care.

Staff are required to employ the highest security settings on any personal profiles they may have.

Staff will not engage in inappropriate use of social networking sites including contacting students or their family members, accepting or inviting friend requests from students or their family members, or following students or their family members on social media.

The provision understands that some staff members are also parents of students at the provision and, therefore, may wish to contact other parents. When doing so, staff will exercise their professional judgement and will not contact family members on social media if this would lead to a conflict of interest.

Staff will remain mindful of their use of social media and their web-based presence including written content, videos or photographs, and views expressed directly or indirectly which may bring themselves, the provision or the provision community into disrepute.

15. Premises, equipment and communication

Provision equipment and systems are available only for provision-related activities and will not be used for the fulfilment of another job or for personal use, unless specifically authorised by the director.

Illegal, inappropriate or unacceptable use of provision equipment or communication systems may result in disciplinary action and, in serious cases, could lead to an employee's dismissal.

Employees receiving inappropriate communication or material, or who are unsure about whether something they propose to do might breach this policy, should seek advice from the director.

The provision reserves the right to monitor emails, phone calls, internet activity or document production on provision-owned equipment, principally in order to avoid offensive or nuisance material and to protect systems from viruses, but also to ensure proper and effective use of systems.

Communication systems may be accessed when the provision suspects that the employee has been misusing systems or facilities, or for the investigation of suspected fraud or other irregularity. Access will be secured by the systems manager, only with the permission of the governing board.

Passwords should not be shared and access to computer systems must be kept confidential except on the express request of the director or systems manager. Breaches of this confidentiality may be subject to disciplinary action.

Provision equipment that is used outside the premises, e.g. laptops, will be returned to the provision when the employee leaves employment or if requested to do so by the director.

16. Photography and videos

Photographs and videos will only be taken using provision equipment – using personal mobile phones for this purpose is prohibited, in accordance with the provision's Photography Policy.

Consent for taking photographs will be obtained from parents, or the student themselves, if they are deemed old enough and able to make the decision for themselves.

The age of consent that is legislated is 13 and above; however, this is only applicable for online services provided directly to children. For everything else, an appropriate age of consent is considered on a case-by-case basis by the DPO, director and a student's parents (where appropriate).

Students who have not provided consent, either personally or via their parents, to have their photograph taken or be filmed will have their wishes respected, in line with the Photography Policy.

The director will be notified of the proposed use of the imagery or video and the equipment and ensure that the use of such is included in lesson plans where this is necessary.

All photographs and videos will be available for scrutiny, and staff will be prepared to justify the images or footage taken.

Careful consideration will always be given to the activities which are being filmed or photographed, to ensure that images or videos are not indecent and cannot be misused.

17. Data protection and confidentiality

Regarding personal and sensitive data, staff members are required, under the UK GDPR and the Data Protection Act 2018, to:

- Consider the legal basis for collecting the data, ensuring that this is documented.
- Ensure that the data is stored on a UK GDPR-compliant server, and that the data is not held for any longer than necessary.
- Securely dispose of the data when the relevant retention period ends.

Staff members will not disclose sensitive information about the provision, its employees or the LA to other parties.

The only exception whereby it is acceptable for a staff member to disclose information that would otherwise be considered confidential is when the confidential information gives rise to concerns about the safety or welfare of a student.

Staff members have the right to request access to data that is held about them. Such requests will be made to the director in writing in accordance with the provision's Data Protection Policy.

18. Probity of records

The deliberate falsification of documents, such as references, academic qualifications or legal documents, is unacceptable. Where a staff member falsifies records or other documents, including those held electronically, this will be regarded as a serious disciplinary matter and potentially a criminal offence.

19. Contacts

Staff members will not use provision business contacts for acquiring materials or services at trade/discount prices for non-provision activities, unless participating in concessionary schemes arranged by trade unions or other such groups.

20. Monitoring and review

This document will be reviewed on an annual basis by the director and any changes made will be communicated to all members of staff.

All members of staff are required to familiarise themselves with this document as part of their induction programme.