

## Code of Conduct Policy

### 1. Purpose & Scope

This Code of Conduct establishes the expected standards of behaviour for all staff, volunteers, trustees, and anyone representing Charlton Premier Skills and all subsidiaries. It applies to:

- All program activities (onsite/offsite)
- Digital communications
- External engagements
- Social events linked to our organisation

### 2. Our Core Values

We expect everyone to uphold these principles:

- **Respect:** Value diversity and treat everyone with dignity
- **Integrity:** Act honestly and take responsibility
- **Safety:** Prioritise welfare of children and vulnerable groups
- **Professionalism:** Maintain appropriate boundaries at all times

### 3. Behavioural Standards

#### Professional Conduct

- Maintain clear professional boundaries with participants
- Use appropriate language (no swearing, derogatory or discriminatory remarks)
- Dress appropriately for activities
- Be punctual and reliable

#### Safeguarding

- Follow all safeguarding policies and procedures
- Never be alone with a child without another adult present
- Report concerns immediately to the Safeguarding Lead
- Use approved communication channels only (no private social media contact)

#### Confidentiality

- Protect personal data in line with our Privacy Policy
- Never share sensitive information without authorization
- Store documents securely

#### Conflict of Interest

- Declare any personal relationships that may influence decisions
- Avoid accepting gifts that could create obligations (>£50 value)
- Do not use organizational resources for personal gain

#### Digital Conduct

- Use work accounts for organisational communications
- Maintain professionalism in all digital interactions

- Respect copyright laws when sharing content

#### 4. Unacceptable Behaviour

The following will result in disciplinary action:

- Bullying, harassment or discrimination
- Abuse of position or authority
- Possession/use of illegal substances during activities
- Physical punishment of participants
- Fraud or financial misconduct
- Retaliation against whistleblowers

#### 5. Social Media Guidelines

- **Do:**
  - Share positive program updates
  - Use privacy settings appropriately
  - Report concerning content
- **Don't:**
  - Post identifiable photos of participants without consent
  - Make negative comments about the organisation
  - Engage in political/controversial debates as a representative

#### 6. Compliance & Enforcement


- **All personnel** must sign acceptance of this Code annually
- **Breaches** will be investigated under relevant policies (Disciplinary, Safeguarding)
- **Serious violations** may result in dismissal/termination and legal reporting

#### 7. Raising Concerns

Report any Code violations to:

Compliance Officer

[programmes@charltonpremierskills.org.uk](mailto:programmes@charltonpremierskills.org.uk)

 07908174875

Anonymous reports can be made via:

Fraud or Cybercrime 0300 123 2040

#### 8. Policy Review

Annual review by Trustees. Last updated: 19/04/2025

#### Approved by:

Dennis Ssemwogerere

Director of Programmes

Charlton Premier Skills

19/04/2025

**Related Policies:**

- Safeguarding Policy
- Social Media Policy
- Disciplinary Procedure
- Equality & Diversity Policy

*This Code helps us maintain trust and deliver our mission effectively.*

*All team members will receive training on this policy during induction and annually thereafter.*