



# SENnections Professional Code of Conduct

**Version:** 1.0

**Effective Date:** \_\_\_\_\_

**Review Date:** \_\_\_\_\_

**Policy Owner:** SENnections Management

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## Purpose

This Code of Conduct sets out the professional standards expected of all candidates supplied by SENnections when working in educational settings.

It ensures that all staff represent SENnections professionally, maintain safeguarding standards, and contribute positively to the learning environment.

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## Scope

This Code applies to:

- All candidates placed through SENnections
  - All temporary, supply, and permanent staff
  - Any individual representing SENnections in a school or educational setting
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## Professional Expectations

All candidates must:

- Act professionally at all times
- Be punctual and reliable
- Follow instructions from school leadership and designated staff
- Maintain appropriate behaviour in line with school expectations

- Communicate respectfully with staff, pupils, and parents
  - Represent SENnections positively at all times
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## **Safeguarding and Child Protection**

All candidates must:

- Prioritise the safety and wellbeing of children at all times
  - Follow the safeguarding and child protection procedures of the school
  - Report concerns immediately to the Designated Safeguarding Lead (DSL)
  - Never act independently on safeguarding concerns
  - Maintain professional boundaries with all pupils
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## **Professional Boundaries**

Candidates must not:

- Form inappropriate relationships with pupils
- Share personal contact details with pupils
- Engage with pupils via personal social media
- Meet pupils outside of the workplace
- Communicate with pupils outside authorised school systems

All interactions must remain professional and appropriate.

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## **Conduct in the Workplace**

Candidates must:

- Follow all school policies and procedures
  - Support a positive and inclusive learning environment
  - Use appropriate language at all times
  - Avoid confrontational or aggressive behaviour
  - Report any concerns about workplace safety or conduct
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## **Appearance and Presentation**

Candidates must:

- Dress appropriately for a school environment
  - Ensure clothing is practical and professional
  - Maintain good personal hygiene
  - Wear identification badges where required
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## **Use of Mobile Phones and Technology**

Candidates must:

- Follow the school's mobile phone and ICT policies
  - Avoid personal phone use during working hours unless authorised
  - Never photograph or record pupils using personal devices
  - Use technology responsibly and professionally
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## **Confidentiality**

Candidates must:

- Protect all confidential information relating to pupils, staff, and schools
  - Not discuss sensitive information outside of professional settings
  - Comply with UK GDPR and data protection requirements
  - Only share information where legally or professionally required
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## **Attendance and Timekeeping**

Candidates must:

- Arrive on time for all assignments
  - Notify SENnections and the school immediately if unable to attend
  - Follow correct procedures for absence reporting
  - Maintain reliability and consistency in attendance
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## **Health and Safety**

Candidates must:

- Follow all health and safety procedures in the workplace
- Report hazards or concerns immediately
- Take reasonable care of themselves and others

- Follow fire evacuation and emergency procedures
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## **Drugs, Alcohol, and Fitness for Work**

Candidates must not:

- Attend work under the influence of alcohol or illegal substances
  - Misuse prescription medication that affects performance or safety
  - Engage in any behaviour that compromises safety or professionalism
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## **Social Media**

Candidates must:

- Not contact pupils via social media
  - Not share school-related information online
  - Maintain appropriate privacy settings
  - Avoid posting content that could damage SENnections or school reputation
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## **Gifts, Favours, and Conflicts of Interest**

Candidates must not:

- Accept inappropriate gifts or favours from pupils or families
  - Offer gifts or incentives to pupils
  - Enter into personal financial arrangements with pupils or families
  - Allow personal relationships to interfere with professional judgement
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## **Breach of Conduct**

Failure to comply with this Code of Conduct may result in:

- Removal from assignment
  - Suspension from SENnections
  - Termination of registration
  - Referral to safeguarding or regulatory bodies where appropriate
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# Reporting Concerns

Any concerns regarding unsafe practice, misconduct, or safeguarding issues must be reported immediately to:

- The school's Designated Safeguarding Lead (DSL)
  - SENnections management
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# Policy Review

This policy will be reviewed annually or sooner if required due to changes in legislation or safeguarding guidance.

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# Policy Acknowledgement

By working with SENnections, candidates confirm that they have read, understood, and agree to comply with this Professional Code of Conduct.