



Woodland Pathways

Staff Code of Conduct

Date created or revised: 0925

Date of next review: 0926

1. Purpose

This Code of Conduct sets out the expectations for all:

- Self-employed practitioners
- Volunteers
- Sessional or associate staff

working at Woodland Pathways.

It ensures that all adults:

- Act safely, professionally, and ethically
- Meet safeguarding and statutory requirements
- Uphold the values and standards expected by **Norfolk & Suffolk Local Authorities**

This document must be read alongside:

- Safeguarding & Child Protection Policy
- Behaviour & Relationships Policy
- Lone Working Policy
- Risk Assessment Policy
- Equality, Diversity & Inclusion Policy

2. Context and Ethos

Woodland Pathways is an outdoor, relational alternative provision supporting children and young people who may:

- Be vulnerable or disengaged from education
- Have SEND or SEMH needs
- Require a flexible, personalised approach

Our practice is built on:

- Trusting relationships
- Trauma-informed understanding
- Safe and structured environments

All practitioners are expected to model these values consistently.

3. Core Principles

All adults must:

- Act in the best interests of the child at all times (Children Act 1989)
- Prioritise safeguarding above all else
- Maintain professional integrity, honesty, and accountability
- Model respectful, inclusive behaviour
- Promote the wellbeing and development of every learner

4. Professional Responsibilities

Practitioners must:

- Follow all Woodland Pathways policies and procedures
- Accept direction from the Provision Lead / DSL
- Work within agreed roles and responsibilities
- Maintain appropriate qualifications and training
- Present themselves professionally at all times

Practitioners must not:

- Misrepresent their role or status
- Operate outside agreed parameters

5. Safeguarding Responsibilities

Safeguarding is **everyone's responsibility**.

All practitioners must:

- Understand and follow safeguarding procedures
- Report concerns immediately to the DSL
- Maintain professional curiosity and vigilance
- Never promise confidentiality to a learner

Concerns include:

- Abuse or neglect
- Changes in behaviour or presentation
- Peer-on-peer harm
- Exploitation or online risks

Failure to follow safeguarding procedures may result in:

- Immediate suspension
- Referral to external agencies

6. Professional Boundaries

Practitioners must:

- Maintain clear, appropriate boundaries at all times
- Avoid over-familiarity or dependency
- Ensure all interactions are transparent and accountable

Practitioners must not:

- Share personal contact details with learners
- Engage with learners on social media
- Form personal relationships with learners or families

Any concerns about boundaries must be reported immediately.

7. Conduct with Children and Young People

Practitioners must:

- Treat all learners with dignity and respect
- Use calm, supportive, and appropriate language
- Apply de-escalation and restorative approaches
- Support emotional regulation and wellbeing

Practitioners must not:

- Use humiliating, degrading, or aggressive language
- Engage in punitive or inappropriate behaviour
- Show favouritism

8. Physical Contact and Intervention

Physical contact must:

- Be proportionate, appropriate, and necessary
- Be used only to:
 - Provide first aid
 - Prevent immediate harm

Woodland Pathways does not use restrictive intervention as behaviour management.

All incidents must be:

- Recorded
- Reported
- Reviewed

9. Lone Working and Visibility

Practitioners must:

- Follow Lone Working Policy at all times
- Ensure sessions are:
 - Risk assessed
 - Approved
 - Monitored

Practitioners must:

- Maintain visibility wherever possible
- Follow check-in/check-out procedures

10. Health & Safety and Outdoor Practice

Due to the outdoor nature of provision, practitioners must:

- Follow all risk assessments and site rules
- Monitor environmental conditions (weather, terrain)
- Use tools and equipment safely
- Report hazards, incidents, and near misses

Practitioners must model:

- Calm, safe, and responsible behaviour

11. Communication and Use of Technology

Practitioners must:

- Use only approved systems for communication
- Maintain professional communication at all times

Practitioners must not:

- Use personal phones or social media to contact learners
- Store learner data on personal devices

- Use unapproved apps or platforms

Photographs/videos:

- Must have consent
- Must be uploaded securely
- Must be deleted from devices immediately

12. Confidentiality and Information Sharing

Practitioners must:

- Treat all information as confidential
- Share information only on a need-to-know basis
- Follow data protection and GDPR requirements

Important:

Safeguarding concerns override confidentiality

13. Equality, Diversity and Inclusion

Practitioners must:

- Promote equality and inclusion
- Respect all protected characteristics
- Challenge discrimination and prejudice

All learners must feel:

- Safe
- Valued
- Included

14. Whistleblowing and Low-Level Concerns

All practitioners have a duty to:

- Report unsafe practice
- Raise concerns about colleagues

Concerns should be reported to:

- DSL / Provision Lead

External options include:

- Local Authority safeguarding teams
- NSPCC whistleblowing helpline

15. Professional Conduct and Behaviour

Practitioners must:

- Act with integrity and professionalism
- Maintain appropriate dress and presentation
- Avoid being under the influence of drugs or alcohol

Practitioners must not:

- Engage in conduct that brings the provision into disrepute

16. Breaches of the Code

Breaches may result in:

- Immediate review
- Suspension or termination of engagement
- Referral to:
 - LADO
 - DBS
 - Local Authority

17. Agreement

All practitioners and volunteers must confirm:

I have read, understood, and agree to follow the Woodland Pathways Staff Code of Conduct.

Name: _____

Signature: _____

Date: _____

For Practitioners, Volunteers & Sessional Staff
Academic Year: 2025–2026
Review Date: September 2026

 1. Welcome

Welcome to Woodland Pathways.


You are joining a provision that supports children and young people who may:

- Have SEND or SEMH needs
- Be disengaged from education
- Require a personalised and relational approach

Our aim is simple:

To provide a safe, nurturing environment where young people can rebuild confidence and re-engage with learning.

As a practitioner or volunteer, you play a vital role in achieving this.

 2. Our Ethos and Approach

Woodland Pathways is built on:

 Relational Practice

Strong, consistent relationships are the foundation of all learning.

 Trauma-Informed Approach

We understand behaviour as communication and respond with care.

 Personalised Learning

All provision is adapted to meet individual needs.

 Safeguarding First

Safety and wellbeing underpin everything we do.

3. Key Policies (You Must Know These)

All staff must read and follow:

- Safeguarding & Child Protection Policy
 - Behaviour & Relationships Policy
 - Lone Working Policy
 - Risk Assessment Policy
 - First Aid Policy
 - Equality, Diversity & Inclusion Policy
 - Staff Code of Conduct
-

4. Safeguarding

Your Responsibilities

- Safeguarding is **everyone's responsibility**
- Always act in the **best interests of the child**
- Report concerns **immediately**

You Must:

- Report any concerns to the **DSL**
- Never promise confidentiality
- Record concerns clearly and factually

Concerns May Include:

- Abuse or neglect
 - Behavioural changes
 - Emotional distress
 - Online risks
-

5. Professional Conduct

You must:

- Act with integrity and professionalism
- Maintain appropriate boundaries
- Treat all learners with dignity and respect
- Model positive behaviour

You must not:

- Use inappropriate language
 - Show favouritism
 - Form personal relationships with learners
-

6. Professional Boundaries

You must:

- Maintain clear boundaries at all times
- Avoid over-familiarity
- Ensure all interactions are transparent

You must not:

- Share personal contact details
 - Use social media to contact learners
 - Meet learners outside agreed provision
-

7. Behaviour and Relationships

We use a **relational, restorative approach**:

- De-escalation first
- Calm, consistent responses
- Focus on understanding behaviour

You must:

- Support emotional regulation
 - Avoid punitive approaches
 - Promote respect and safety
-

8. Health & Safety and Outdoor Practice

Due to the outdoor nature of provision:

You must:

- Follow all risk assessments

- Monitor environmental conditions
- Use tools safely
- Report hazards immediately

You must model:

Calm, safe, and responsible behaviour at all times

9. Lone Working

You must:

- Follow Lone Working Policy
- Ensure sessions are risk assessed
- Maintain communication with leadership

You must:

- Use check-in/check-out systems
 - Maintain visibility wherever possible
-

10. Risk Assessment

You must:

- Follow all risk assessments
- Carry out **dynamic risk assessments**
- Adapt activities if risk increases

If unsure:

 **Stop and seek support**

11. First Aid and Medical

- First aiders must be present
- Follow medical care plans
- Record all incidents

In emergencies:

1. Ensure safety
 2. Provide first aid
 3. Call emergency services
 4. Inform DSL
-

12. Communication and Technology

You must:

- Use approved systems only
- Maintain professional communication

You must not:

- Contact learners via personal devices
 - Store learner data on personal devices
 - Use social media for communication
-

13. Confidentiality

You must:

- Keep all information secure
- Share only when necessary
- Follow GDPR

Important:

Safeguarding concerns override confidentiality

14. Equality, Diversity & Inclusion

You must:

- Promote inclusion
- Respect all differences
- Challenge discrimination

All learners must feel:

- Safe
 - Valued
 - Included
-

15. Training and Development

You are required to complete:

- Safeguarding (annual)
- SEND / SEMH
- Health & Safety
- First Aid (if required)
- EDI

Training must be:

- Up to date
 - Recorded
-

16. Supervision and Support

You will receive:

- Termly supervision
- Ongoing support
- Opportunities for reflection

Supervision includes:

- Safeguarding discussion
 - Practice reflection
 - Wellbeing support
-

17. Monitoring and Quality Assurance

Woodland Pathways will:

- Monitor practice
- Review incidents

- Audit risk assessments
 - Ensure continuous improvement
-

18. Whistleblowing and Concerns

You must report:

- Unsafe practice
- Concerns about colleagues

Report to:

- DSL / Provision Lead

External options:

- Local Authority
 - NSPCC Helpline
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19. Breaches of Conduct

Breaches may result in:

- Immediate review
 - Suspension
 - Termination
 - Referral to external agencies
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20. Practitioner Agreement

All staff must confirm:

I have read and understood this handbook and agree to follow Woodland Pathways policies and procedures.

Name: _____

Signature: _____

Date: _____

🌟 Final Message

The quality of our provision depends on the professionalism, care, and integrity of every adult working within it.

At Woodland Pathways, we:

- Put children first
 - Work together
 - Strive for the highest standards
-

Woodland Pathways Staff Declaration

I confirm that I have:

- Read and understood the **Staff Handbook**
- Read and understood all **key policies**, including:
 - Safeguarding & Child Protection
 - Behaviour & Relationships
 - Lone Working
 - Risk Assessment
 - First Aid
 - Equality, Diversity & Inclusion
- Understood my **safeguarding responsibilities**
- Agreed to follow the **Staff Code of Conduct**
- Understood how to report concerns

I agree to:

Act in the best interests of all children and young people and uphold the standards expected by Woodland Pathways and Local Authority commissioners.

Name: _____

Role: _____

Signature: _____

Date: _____

Staff Induction Checklist

Staff Name: _____

Role: _____

Start Date: _____

1. Safeguarding (CRITICAL)

Item	Completed (✓)	Date	Initials
Safeguarding Policy explained	<input type="checkbox"/>		
DSL identified and introduced	<input type="checkbox"/>		
Reporting procedures understood	<input type="checkbox"/>		
KCSIE awareness confirmed	<input type="checkbox"/>		

2. Policies and Procedures

Item	✓	Date	Initials
Staff Handbook	<input type="checkbox"/>		
Code of Conduct	<input type="checkbox"/>		
Behaviour Policy	<input type="checkbox"/>		
Lone Working Policy	<input type="checkbox"/>		
Risk Assessment Policy	<input type="checkbox"/>		
First Aid Policy	<input type="checkbox"/>		
EDI Policy	<input type="checkbox"/>		

3. Health & Safety

Item	✓	Date	Initials
Risk assessments explained	<input type="checkbox"/>		
Emergency procedures	<input type="checkbox"/>		
First aid arrangements	<input type="checkbox"/>		
Outdoor safety briefing	<input type="checkbox"/>		

4. Role-Specific Induction

Item	✓ Date Initials
Role responsibilities explained	<input type="checkbox"/>
Boundaries and expectations	<input type="checkbox"/>
Lone working procedures	<input type="checkbox"/>

5. Communication and Systems

Item	✓ Date Initials
Communication methods	<input type="checkbox"/>
Recording/reporting systems	<input type="checkbox"/>
Data protection expectations	<input type="checkbox"/>

6. Final Sign-Off

Induction completed by: _____

Signature: _____

Date: _____

Appendix 3: Staff Induction Log

Induction Log

Staff Name: _____

Role: _____

Induction Sessions Record

Date Topic Covered Delivered By Notes Signature

Key Learning Points

- -
 -
-

Areas for Further Support

-
-
-

Appendix 4: Staff Probation / Review Checklist

Initial Review (4–6 Weeks)

Area	✓ Notes
Safeguarding understanding	<input type="checkbox"/>
Professional boundaries	<input type="checkbox"/>
Engagement with learners	<input type="checkbox"/>
Adherence to policies	<input type="checkbox"/>
Communication	<input type="checkbox"/>

Follow-Up Review (3 Months)

Area	✓ Notes
Consistent safe practice	<input type="checkbox"/>
Risk assessment awareness	<input type="checkbox"/>
Behaviour management approach	<input type="checkbox"/>
Team working	<input type="checkbox"/>
Professional conduct	<input type="checkbox"/>

Outcome

- Continue engagement
 - Further support required
 - Termination of role
-

Reviewed by: _____

Signature: _____

Date: _____

Appendix 5: Safeguarding Quick Reference

If you are worried about a child:

1. **Stay calm**
2. **Listen carefully**
3. **Do not promise confidentiality**
4. **Record what was said (factually)**
5. **Report immediately to DSL**

DSL Contact

Name: Tom Underwood
Phone: 07702555076

Emergency

If a child is in immediate danger:

 **Call 999**