

# STAFF CODE OF CONDUCT POLICY

Next Gen  
Support  
Services

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### 1. AIMS, SCOPE, AND PRINCIPLES

This policy aims to set and maintain standards of conduct that we expect all staff to follow.

By creating this policy, we aim to ensure our provision is an environment where everyone is safe, happy and treated with respect.

Provision staff have an influential position in the provision and will act as role models for Young Persons by consistently demonstrating high standards of behaviour.

We expect that all teachers will act in accordance with the personal and professional behaviours set out in the Teachers' Standards.

We expect all support staff, governors, and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others.

Failure to follow the code of conduct may result in disciplinary action being taken, as set out in our staff disciplinary procedures.

Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, staff will use their professional judgement and act in the best interests of the provision and its Young Persons.

### 2. LEGISLATION AND GUIDANCE

In line with the statutory safeguarding guidance [Keeping Children Safe in Education](#), we should have a staff code of conduct, which should cover acceptable use of technologies (including the use of mobile devices), staff/Young Person relationships and communications, including the use of social media.

### 3. GENERAL OBLIGATIONS

Staff set an example to Young Persons. They will:

- Maintain high standards in their attendance and punctuality
- Never use inappropriate or offensive language in provision
- Treat Young Persons and others with dignity and respect
- Show tolerance and respect for the rights of others
- Not undermine fundamental British values, including democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs
- Not express personal beliefs in a way that exploits Young Persons' vulnerability or might lead them to break the law
- Understand the statutory frameworks they must act within
- Adhere to the Teachers' Standards

## **4. SAFEGUARDING**

Staff have a duty to safeguard Young Persons from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, and neglect.

Staff will familiarise themselves with our child protection and safeguarding policy and procedures, and the Prevent initiative, and ensure they are aware of the processes to follow if they have concerns about a child.

Our child protection and safeguarding policy and procedures are available on Next Gen Alternative Provisions website. New staff will also be given copies on arrival.

### **4.1 LOW-LEVEL CONCERNS ABOUT MEMBERS OF STAFF**

A low-level concern is a behaviour towards a child by a member of staff that does not meet the harms threshold, is inconsistent with the staff code of conduct, and may be as simple as causing a sense of unease or a 'nagging doubt'. For example, this may include:

- Being over-friendly with children
- Having favourites
- Taking photographs of children on a personal device
- Engaging in one-to-one activities where they can't easily be seen
- Using inappropriate language

Low-level concerns can include inappropriate conduct inside and outside of work.

All staff should share any low-level concerns they have using the reporting procedures set out in our child protection and safeguarding policy. We also encourage staff to self-refer if they find themselves in a situation that could be misinterpreted. If staff are not sure whether behaviour would be deemed a low-level concern, we encourage staff to report it.

All reports will be handled in a responsive, sensitive, and proportionate way.

Unprofessional behaviour will be addressed, and the staff member supported to correct it, at an early stage.

This creates and embeds a culture of openness, trust and transparency in which our values and expected behaviour are constantly lived, monitored and reinforced by all staff, while minimising the risk of abuse.

Reporting and responding to low-level concerns are covered in more detail in our child protection and safeguarding policy. This is available on Next Gen Alternative Provisions website.

## **5. STAFF-YOUNG PERSON RELATIONSHIPS**

Staff will observe proper boundaries with Young Persons that are appropriate to their professional position. They will act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so.

If staff members and Young Persons must spend time on a one-to-one basis, staff will ensure that:

- This takes place in a public place that others can access
- Others can see into the room
- A colleague or line manager knows this is taking place

Staff should avoid contact with Young Persons outside of provision hours if possible.

Personal contact details should not be exchanged between staff and Young Persons. This includes social media profiles.

While we are aware many Young Persons and their parents may wish to give gifts to staff, for example, at the end of the provision year, gifts from staff to Young Persons are not acceptable.

If a staff member is concerned at any point that an interaction between themselves and a Young Person may be misinterpreted, or if a staff member is concerned at any point about a fellow staff member and a Young Person, this should be reported in line with the procedures set out in our child protection and safeguarding policy.

## **6. COMMUNICATION AND SOCIAL MEDIA**

Provision staff's social media profiles should not be available to Young Persons. If they have a personal profile on social media sites, they should not use their full name, as Young Persons may be able to find them. Staff should consider using a first and middle name instead and set public profiles to private.

Staff should not attempt to contact Young Persons or their parents via social media, or any other means outside provision, to develop any sort of relationship. They will not make any efforts to find Young Persons' or parents' social media profiles.

Staff will ensure that they do not post any images online that identify children who are Young Persons at the provision without their consent.

Staff should be aware of the provision's online safety policy.

## **7. ACCEPTABLE USE OF TECHNOLOGY**

Staff will not use technology in provision to view material that is illegal, inappropriate or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails, gambling and viewing pornography or other inappropriate content.

Staff will not use personal mobile phones and laptops, or provision equipment for personal use, in provision hours or in front of Young Persons. They will also not use personal mobile phones or cameras to take pictures of Young Persons.

We have the right to monitor emails and internet use on the provision IT system.

## **8. CONFIDENTIALITY**

During their role, members of staff are often privy to sensitive and confidential information about the provision, staff, Young Persons and their parents.

This information should never be:

- Disclosed to anyone unless required by law or with consent from the relevant party or parties
- Used to humiliate, embarrass, or blackmail others
- Used for a purpose other than what it was collected and intended for

This does not overrule staff's duty to report child protection concerns to the appropriate channel where staff believe a child has been harmed or is at risk of harm, as detailed further in our child protection and safeguarding policy.

## **9. HONESTY AND INTEGRITY**

Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with Young Persons, handling money, claiming expenses, and using provision property and facilities.

Staff will not accept bribes. Gifts that are worth more than £20 must be declared and recorded on the gifts and hospitality register.

Staff will ensure that all information given to the provision is correct. This should include:

- Background information (including any past or current investigations/cautions related to conduct outside of provision)
- Qualifications
- Professional experience

Where there are any updates to the information provided to the provision, the member of staff will advise the provision as such as soon as reasonably practicable. Consideration will then be given to the nature and circumstances of the matter and whether this may have an impact on the member of staff's employment.

## **10. DRESS CODE**

Staff will dress in a professional, appropriate manner.

Outfits will not be overly revealing, and we ask that tattoos are covered up.

Clothes will not display any offensive or political slogans.

## **11. CONDUCT OUTSIDE OF WORK**

Staff will not act in a way that would bring the provision, or the teaching profession, into disrepute. This covers conduct including but not limited to relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the provision on social media.

## **12. MONITORING ARRANGEMENTS**

This policy will be reviewed annually but can be revised as needed. It will be approved by the headteacher.

Our proprietor will ensure this code of conduct is implemented effectively and will ensure appropriate action is taken in a timely manner to safeguard children and deal with any concerns.

### **13. LINKS WITH OTHER POLICIES**

This policy links with our policies on:

- Staff disciplinary procedures, which will be used if staff breach this code of conduct. It also sets out examples of what we will deem as misconduct and gross misconduct
- Staff grievance procedures
- Child protection and safeguarding
- Gifts and hospitality
- Online safety