

Code of Conduct & Behaviour

This policy applies to all employees of Steadfast, associate partners inclusive of visiting guests and speakers (e.g. DFE, OFSTED).

For the purpose of this policy the term "Staff" refers to all of the above

Staff must not:

- **Staff should not** spend excessive amounts of time alone with children and adults considered at risk, away from others. Meetings with individual children and adults considered at risk on your own should be avoided or take place within sight of others. If privacy is needed, the door should remain open and other staff should be aware of the meeting.
- **Staff are advised not to** make unnecessary physical contact with children and adults at risk. However, there may be occasions when physical contact is unavoidable, e.g. providing comfort at times of distress. In all such cases contact should only take place with the consent of the child and in a public area.
- It is **not good practice** to take children and adults at risk alone in a car, however short the journey. Where this is unavoidable, it should be with the full knowledge and consent of the parents (or guardians) where taxis are used they should be a company registered with the local authority as then they would normally be DBS checked and trained.
- Staff **should not** meet children and adults at risk socially outside of the work environment.
- Staff **should not** engage via social media (e.g.: Facebook).
- Staff **should not** give out their personal Mobile or Home number or address.
- Staff **should not** use Text messaging as a frequent contact method
- Staff **should not** use inappropriate language specifically sexist, abusive or extremist.
- Staff **should not** start an investigation or question anyone after an allegation or concern has been raised. This is the job of the authorities. You should record the facts and report these to the Safeguarding (DAP).
- Staff should **never** (even in fun) –
 - Initiate or engage in sexually provocative conversations or activity

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- Allow the use of inappropriate language to go unchallenged
- Do things of a personal nature for children and adults at risk that they can do themselves
- Allow any allegations made by a child or adults at risk go without being reported and addressed
- Trivialise or exaggerate child or adults at risk abuse issues
- Make promises to keep any disclosure confidential from relevant authorities.
- Comment or offer personal opinion on extremist views,
- Behave in a militant or extremist manner
- Staff **should not** show favouritism to any one child or adult at risk, nor should they issue or threaten any form of physical punishment.

You must:

- Staff **must respect** children and adults at risk' rights to privacy and encourage children and adults at risk to feel comfortable enough to report attitudes or behaviour they do not like
- Staff **will be expected** to act with discretion with regards to their personal relationships. They should ensure their personal relationships do not affect their leadership role within the organisation. All pre-existing relationships between staff and children and adults at risk **must** be declared as per the conflict of interest policy
- Staff **should always** wear / show your identification (Lanyard) in the classroom and when visiting learners at employer premises
- Staff **should always** dress appropriately (business attire)
- All staff **should be aware** of the procedures for reporting concerns or incidents, and should familiarise themselves with the contact details of the Designated Appointed Person (DAP) for Safeguarding. If a member of staff finds himself or herself the subject of inappropriate affection or attention from a child or adult at risk, **they should** make others aware of this.
- If a member of staff has any concerns relating to the welfare of a child or adult at risk in their care, be it concerns about actions/behaviours of another staff member or concerns based on any conversation with the child or vulnerable adult; particularly where the child or adult at risk makes an allegation, they should report this to a DAP.

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Allegations Against A Member Of Staff

- In the event there is any suspicion, allegation or apparent abuse of a child or adult at risk by a member of staff the matter should be reported to the Designated Appointed Person as soon as possible.

On being notified of any such matter the Designated Appointed Person shall:

- Take such steps as they consider necessary to ensure the safety of the child or adult at risk in question
- Liaise with the person who reported the original concern and ensure that a report of the matter is completed
- Report the matter to the local social service department in accordance with the safeguarding policy
- Notify the CEO
- If the DAP is the subject of the allegation or complaint the matter must be reported directly to the CEO.
- If a complaint has been made against the CEO the matter must be reported to the respective safeguarding authority and/or police.
- All staff should be aware of the fact that allegations may be made against them, and that the allegation may have grounds for substantiation or not. Any such notification may result in immediate suspension of the member of staff, and may result in the application of the company's disciplinary procedure where it is considered appropriate.

Relevant Documents

This procedure should be read in conjunction with Safeguarding Policy P209.

Jason Parnell

CEO

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