

## **Staff Code of Conduct**

### **1. Purpose**

This policy sets out the standards of behaviour expected from all staff working at Liminal Education East Anglia Ltd. The aim is to ensure a safe, professional, and respectful environment for pupils, staff, and visitors, and to safeguard the welfare of all pupils.

### **2. Legal and Statutory Context**

Although Liminal Education is an unregulated provision, staff are expected to work in line with relevant guidance and legislation, including:

- Keeping Children Safe in Education (KCSIE)
- The Children Act 1989 and 2004
- The Equality Act 2010
- The Health and Safety at Work etc. Act 1974

### **3. Aims**

- To promote high standards of professional conduct.
- To safeguard and promote the welfare of all pupils.
- To ensure clear boundaries between staff and pupils.
- To create a safe, respectful, and inclusive environment.
- To protect staff from misunderstandings or allegations.

### **4. Roles and Responsibilities**

Head of Centre

- Ensures all staff understand and adhere to this policy.
- Provides guidance and training where required.
- Takes appropriate action where conduct falls below expectations.

#### **All Staff**

- Maintain high standards of personal and professional behaviour.
- Act in the best interests of pupils at all times.
- Follow safeguarding procedures and report concerns immediately.
- Uphold the reputation of the provision.

## **5. Professional Conduct**

- Staff must treat all pupils with respect, fairness, and dignity.
- Staff must not use inappropriate language, sarcasm, or humiliation.
- Staff must act as positive role models at all times.
- Staff must maintain appropriate professional boundaries with pupils.
- Favouritism or discriminatory behaviour is not permitted.
- Under no circumstances should any staff member or volunteer inflict physical or psychological harm on a child.

## **6. Safeguarding and Pupil Welfare**

- Safeguarding is the responsibility of all staff.
- Staff must report any concerns about a pupil's welfare immediately to the Designated Safeguarding Lead (DSL).
- Staff must not promise confidentiality to pupils.
- Any allegations or disclosures must be recorded and passed on promptly.

## **7. Communication and Relationships**

- Staff must maintain professional relationships with pupils at all times.
- Relationships and communications between children, parents/carers, and staff or volunteers must remain professional at all times and must take place only through approved and, where appropriate, recorded channels.
- Staff and volunteers must not engage with pupils or parents/carers on personal social media platforms.
- Staff and volunteers must not share personal phone numbers with pupils.
- Phone contact, email, text messages, and messaging services must only be used where authorised, necessary, transparent, and professional.
- Physical contact should be appropriate, proportionate, and in line with safeguarding guidance.

## **8. Use of Technology**

- Staff must use technology responsibly and appropriately.
- Staff and volunteers must follow clear expectations regarding the acceptable use of technology at all times.
- Personal devices should not be used to contact pupils.
- Staff and volunteers must not communicate with pupils through personal social media, private messaging apps, or other non-approved platforms.
- Images or videos of pupils must not be taken or shared without permission.
- Staff must follow the Online Safety Policy at all times.

## **9. Attendance, Punctuality and Reliability**

- Staff are expected to be punctual and reliable.
- Absence must be reported in line with agreed procedures.
- Staff must ensure continuity of support for pupils wherever possible.

## **10. Health, Safety and Conduct on Site**

- Staff must follow all health and safety procedures.
- Staff must not attend work under the influence of alcohol or drugs.
- Smoking/vaping must only take place in designated areas and never in the presence of pupils.
- Staff must challenge unsafe behaviour appropriately.

## **11. Confidentiality and Data Protection**

- Staff must respect the confidentiality of pupils and colleagues.
- Information must only be shared on a need-to-know basis.
- Staff must comply with data protection requirements at all times.
- Sensitive information must be stored and handled securely.

## **12. Dress and Presentation**

- Staff should dress appropriately for a professional educational setting.
- Clothing should be suitable for working with young people and allow safe participation in activities.
- Appearance should reflect a calm, respectful, and professional environment.

## **13. Low-Level Concerns and Allegations**

- Staff must report any concerns about the conduct of another adult, including low-level concerns.
- All concerns will be taken seriously and managed in line with safeguarding procedures.
- Staff must also report any situations where their own conduct could be misinterpreted.

## **14. Breaches of the Code of Conduct**

- Failure to follow this code may result in action being taken.
- This may include additional training, formal warnings, or termination of engagement.
- Serious breaches may be referred to relevant external agencies.

## **15. Review**

This policy will be reviewed annually or sooner if guidance, staffing, or circumstances change.

Approved by: Richard Henwood (Head of Centre)

Date: 01/09/25

Next Review: September 2026