



Staff Code of Conduct Policy

2025 - 2026

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1. Aims, Scope, and Principles

This policy sets and maintains the high standards of conduct expected of all staff and volunteers at REACH Learning Provision.

Our aims are to ensure:

- A safe, respectful, and professional environment for pupils, staff, and visitors.
- Consistent role-modelling of positive behaviours by staff and volunteers.
- Safeguarding of pupils through clear expectations and professional boundaries.

This Code of Conduct applies to:

- All staff, volunteers, contractors, governors, and anyone working on behalf of REACH.
- Both in-provision and outside-provision conduct where it could impact on safeguarding, pupil welfare, or the reputation of REACH.

The Code is not exhaustive. Where situations arise that are not explicitly covered, staff must use professional judgement and act in the best interests of pupils and the provision.

2. Legislation and Guidance

This policy is underpinned by:

- *Keeping Children Safe in Education (KCSIE) 2025*
- *Working Together to Safeguard Children (2023)*
- *Guidance for Safer Working Practice for Adults who Work with Children and Young People in Education Settings (2022)*
- Equality Act 2010
- Data Protection Act 2018 / UK GDPR
- Teachers' Standards (2012)

All staff and volunteers are required to read and follow this Code alongside:

- The REACH Safeguarding Policy
- Staff & Volunteer Handbook
- Staff Acceptable Use of IT and Communications Policy

3. General Conduct

All staff and volunteers must:

- Maintain high standards of attendance and punctuality.
- Use professional, respectful, and inclusive language at all times.
- Treat pupils, colleagues, and parents with dignity, fairness, and respect.
- Model tolerance and respect for different faiths, cultures, and beliefs.
- Keep personal beliefs separate from professional influence.
- Adhere to all REACH policies and procedures.

4. Safeguarding

Safeguarding is the responsibility of everyone. Staff must:

- Be familiar with and follow the REACH Safeguarding Policy.
- Report concerns immediately to the Designated Safeguarding Lead (DSL).
- Never promise confidentiality where safeguarding is concerned.
- Take part in annual safeguarding training and updates.

Physical Contact

- Should be minimal, proportionate, and in line with safeguarding guidance.
- Must never be secretive, for gratification, or represent a misuse of authority.
- Any incident that could be misinterpreted must be reported to senior staff.

Allegations and Low-Level Concerns

- All concerns about staff (including volunteers, contractors, or supply staff) must be reported promptly in line with the *Managing Allegations and Low-Level Concerns Policy*.
- Low-level concerns (e.g., over-familiarity, favouritism, blurred boundaries) are recorded, reviewed, and addressed to protect both staff and pupils.
- A culture of openness, transparency, and professional accountability is expected at all times.

5. Health and Safety

Staff and volunteers must:

- Read and comply with the REACH Health & Safety Policy.
- Take reasonable care of their own and others' safety.
- Report hazards, accidents, or unsafe practices immediately.
- Supervise pupils and advise them on safe use of equipment.
- Contribute to ongoing risk assessments.

6. Staff–Pupil Relationships

Staff must maintain professional boundaries at all times.

- 1:1 interactions should take place in visible, open areas.
- Personal contact details must not be exchanged with pupils.
- Staff must avoid contact with pupils outside of provision hours unless pre-authorized.
- Any situation that could be misinterpreted must be reported to a senior leader immediately.

7. Communication and Social Media

- Staff must not communicate with pupils or parents via personal social media, phone, or email.
- Personal social media profiles should be private and not accessible to pupils.
- Staff must not post images or information that could compromise their professional role.
- Inappropriate or compromising online behaviour may result in disciplinary action.

8. Social Contact with Pupils and Families

- Staff should not seek or encourage social contact with pupils or their families.
- Any unavoidable or coincidental social contact must be reported to senior staff.
- Planned social contact (e.g., reward trips) must be pre-approved.
- Staff must avoid situations that could be misconstrued as grooming.

9. Acceptable Use of Technology

- Staff must use REACH IT systems responsibly and lawfully.
- Personal mobile phone use is restricted to staff areas.
- Staff must not take or store pupil images on personal devices.
- The provision reserves the right to monitor staff email and IT use.

10. Confidentiality

Staff may access sensitive information as part of their role.

This information must never be:

- Disclosed without authorisation.
- Used to embarrass, manipulate, or exploit.
- Shared outside the purposes for which it was collected.

This does not override the duty to report safeguarding concerns.

11. Honesty and Integrity

- Staff must act honestly and with integrity at all times.
- Staff must not accept bribes, gifts, or inducements.
- All qualifications, experience, and professional declarations must be truthful.

12. Dress Code

Staff must dress smartly and appropriately to reflect their professional role.

13. Professional Standards and Expectations

Staff are expected to:

- Model respect, politeness, and aspiration at all times.
- Communicate with emotional intelligence.
- Maintain high classroom standards (attendance registers, punctuality, cover work, supervision).
- Adhere to the Teachers' Standards (where applicable).
- Meet all agreed deadlines.

14. Monitoring and Review

- This policy will be reviewed annually, or sooner if statutory guidance changes.
- It will be ratified by the Governing Body/Management Committee.
- Breaches of this Code may result in disciplinary action up to and including dismissal.