



The right support, at the right time

Staff Code of Conduct Policy

Author	Mrs Emma Rennie-Gibbons
Policy Adopted	April 2025
Policy Published	April 2025
Reviewed	September 2025 – no changes September 2026 – minimal changes
Review Date	September 2027

This policy sets out the expectations for staff conduct at Leading Futures Alternative Provision.

Contents

- 1. Purpose**
- 2. Scope**
- 3. Examples of such behaviour could include but are not limited to**
- 4. Duty of Care**
- 5. Honesty and Personal Integrity**
- 6. Tackling Discrimination**
- 7. Confidentiality and Data Protection**
- 8. Physical Contact with Learners**
- 9. Behaviour Management**
- 10. Social Contact with Learners**
- 11. Employees should Read and Understand our Social Media Guidance**
- 12. Alcohol and Substance Misuse**
- 13. Working One-to-One with Learners**
- 14. Curriculum**
- 15. Dress and Appearance**
- 16. Gifts and Hospitality**
- 17. Keeping within the Law**
- 18. Disqualification under the Childcare Act**
- 19. Conduct Outside of Work and at Work Related Functions**
- 20. Agency Workers**
- 21. Reporting Staff Absence and Sick Pay**
- 22. Whistleblowing**
- 23. Review and Monitoring**

1. Purpose

The aim of this Code of Conduct for employees is to set out the standards of conduct expected of all employees and to provide further information for employees.

- This should be read in conjunction with Leading Futures HR Policies, the Disciplinary Policy, Health and Safety Policy, Equality, Diversity and Inclusion Policy, Data Protection Policy - Tutors' Standards, and the statutory guidance Keeping Children Safe in Education.
- This Code should make it clear to employees the expectations Leading Futures has of them. Employees should note that this Code is not exhaustive in defining acceptable and unacceptable standards of conduct and employees must use common sense in adhering to the underpinning principles.
- If any employee is ever unsure what the expectations are in any given circumstance, they should speak to the Directors.

This Code does not form part of any employee's contract of employment, and it may be amended at any time.

Terminology: the use of the word 'learner' applies to all children within our provision regardless of phase or age.

2. Scope

- The Code applies to all employees regardless of length of service, including those in their probationary period. It also applies to consultants, contractors, casual and agency employees [and volunteers] collectively referred to as employees in this policy.
- As representatives of Leading Futures within the local community, employees are expected to uphold a standard of conduct that reflects positively on the organisation, both during and outside of working hours. Instances of behaviour outside the workplace that may impact an employee's role or the reputation of Leading Futures could be subject to disciplinary measures. This includes actions regarding/ during off-site visits, staff events, safeguarding duties, promoting the welfare of children, police-related matters, and addressing low-level concerns proactively.
- All employees are responsible for safeguarding children and promoting their welfare. This means that employees are required to take action to protect children from maltreatment, prevent impairment of children's health or development and ensure that children grow up in circumstances consistent with the provision of safe and effective care. This will enable all children to have the best outcomes.
- All teaching and support employees should be prepared to identify children who may benefit from Early Help. Early Help means providing support as soon as a problem emerges at any point in a child's life, from the foundation years through to the teenage years.

- All employees must be aware of the signs of abuse and neglect and know what action to take if these are identified.
- All employees must be aware of low-level concerns, no matter how small - and even if no more than causing a sense of unease or a 'nagging doubt' - that an adult working in or on behalf of the provision or home schools may have acted in a way that:
 - is inconsistent with the employee Code of Conduct, including inappropriate conduct outside of work; and
 - does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the Local Authority Designated Officer (LADO).

3. Examples of such behaviour could include but are not limited to:

- being over friendly with children;
- giving individual or groups of children preferential treatment;
- taking photographs of child;
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door;
- humiliating, embarrassing, shaming or intimidating a learner;
- inappropriate use of social media;
- using inappropriate sexualised, intimidating, or offensive language.

To do this, employees must have fully read and understood our organisation's Safeguarding Policies (including all statutory documentation), be aware of our systems for keeping children safe and must follow the guidance in these policies at all times.

All employees must cooperate with colleagues and with external agencies where necessary.

4. Duty of Care

All employees must:

- Understand the responsibilities, which are part of their employment or role, and be aware that sanctions will be applied if these stipulations are breached;
- Always act, and be seen to act, in the learner's best interests;
- Avoid any conduct which would lead any reasonable person to question their motivation and/or intentions;
- Take responsibility for their own actions and behaviour including their own health and safety.

All employees must ensure that they:

- Familiarise themselves with the Health and Safety Policy;
- Comply with Health and Safety Regulations or instructions and use any safety equipment and protective clothing which is supplied to you by the provision;
- Comply with any hygiene requirements including appropriate use of PPE;
- Comply with any accident reporting requirements;
- Never act in a way which might cause risk or damage to any other members of the Leading Futures community or visitors;
- Inform their line manager of any paid work undertaken elsewhere. This is to comply with the Working Time Regulations, which are a Health and Safety initiative.

5. Honesty and Personal Integrity

Employees are expected to demonstrate consistently high standards of personal and professional conduct.

Employees must comply with any lawful or reasonable instructions issued by managers.

Employees must uphold public trust in Leading Futures and maintain high standards of ethics and behaviour, within and outside the provision, by:

- Treating learners with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to their professional position;
- Having regard for the need to safeguard learners' well-being, in accordance with statutory provisions;
- Showing tolerance of and respect for the rights of others;
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs;
- Ensuring that personal beliefs are not expressed in ways which exploit learners' vulnerability or might lead them to break the law.

Employees must have proper and professional regard for the ethos, policies, and practices of Leading Futures and maintain high standards in their own attendance and punctuality.

Employees must treat all colleagues with respect, dignity, fairness, and courtesy at all times.

Employees must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of Leading Futures property and facilities.

6. Tackling Discrimination

Employees are required to understand the types of discrimination and bullying that learners and colleagues may be subject to. Employees are required to have read and understood the policies, procedures, and guidance notes as appropriate.

Employees must not ignore any form of discrimination. This includes inappropriate jokes and 'banter'. Employees must positively promote equality, diversity, and inclusion at all times.

Employees of Leading Futures are in a position of trust in relation to our learners, which means that the relationship between an employee and a learner is not one of equals. It is a specific offence for a person aged 18 or over (e.g. tutor) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual.

Employees must ensure that they avoid behaviour which might be misinterpreted by others. This includes any type of communication that they may have with learners.

Employees must not make sexual remarks to any learner or discuss their own sexual relationships with, or in the presence of learners. Employees must not discuss a learner's sexual relationships in inappropriate settings or contexts. Any sexual behaviour by a member of staff towards any learner is unacceptable and illegal.

Employees must ensure that professional boundaries are always maintained. This means that employees should not show favouritism to any learner or groups of learners and should not allow learners to engage in any type of behaviour that could be seen to be inappropriate. Learners are not employees' friends and should not be treated as such.

Employees should be aware that it is not uncommon for learners to become attracted to a member of staff or to develop an infatuation. If any member of staff becomes aware of an infatuation, they should discuss it with the Directors immediately so that they can receive support on the most appropriate way to manage the situation.

For employees who are in a relationship with a colleague, parent or carer, or any other person associated with Leading Futures, we expect that they identify this to the Directors and ensure that this does not create a conflict of interest or affect their professional judgement or responsibilities in any way.

Where an employee has managerial authority over another employee with whom they are in a close personal relationship, Leading Futures reserves the right to consider the transfer of one or both employees to another role, following appropriate consultation with both employees to seek agreement to the transfer.

Employees must report and record any incidents motivated by prejudice or discrimination, including incidents relating to disability, race, religion or belief, sexual orientation, sex, gender reassignment or other protected characteristics. Such incidents will be monitored to identify patterns and support preventative action.

7. Confidentiality and Data Protection

Employees may have access to confidential information about learners, colleagues or other matters relating to Leading Futures. This could include personal and sensitive data, for example information about a learner's home life.

Employees should never use this information to their own personal advantage, or to humiliate, intimidate or embarrass others. Employees should never disclose this information unless this is in the proper circumstances and with the proper authority.

If an employee is ever in doubt about what information can or can't be disclosed, they should speak to the Directors or IT support.

We comply with the requirements of Data Protection Legislation (being the UK General Data Protection Regulation and Data Protection Act 2018) and any implementing laws, regulations, and secondary legislation, as amended or updated from time to time.

Employees must comply with the Leading Futures systems as set out in our Data Protection Policy. If any employee becomes aware that data is at risk of compromise or loss or has been compromised or lost, they must report it immediately to the Directors or IT support. Directors (where applicable) for relevant breaches to be reported to the Information Commissioners Office within 72 hours.

Employees must read and understand the Leading Futures Data Protection Policy and other relevant policies including in relation to criminal records information, recruitment and safer recruitment, internet, email and communications, information security, copies of which are available from the Directors or Leading Futures website.

8. Physical Contact with Learners

There are occasions when it is entirely appropriate and proper for employees to have physical contact with learners.

Employees must ensure that they only do so in ways that are appropriate to their professional role and in response to the learner's needs at the time.

This should be of limited duration and appropriate to the age, stage, and development of the learners. Employees should always be able to explain why they have made physical contact with a learner.

There may be occasions where a learner is in distress and needs comfort and reassurance which may include age-appropriate physical contact. If an employee is in this position, then they should consider the way in which they offer comfort, ensuring that it is not open to misinterpretation and is always reported to the Directors.

Employees may legally physically intervene with learners to prevent them from committing a crime, injuring themselves or others, causing damage to property, engaging in behaviour prejudicial to good order and to maintain good order and discipline. Physical force should never be used as a form of punishment. The Use Of Reasonable Force Guidance from the DfE defines in more detail what reasonable force is, when it can be used, who can use reasonable force and how this should be communicated within the alternative provision.

On the rare occasion that Restrictive Physical Intervention (RPI) may be used to support a learner in crisis; Employees must be trained to provide that support to Level 1 standard.

Some of our settings/ curriculums provide close physical contact which may include but is not limited to:

- Therapeutic or sensory support allied to a health or care plan;
- Personal care allied to a health or care plan;
- Learner/ tutor contact to support Health and Safety within curriculum activities.

Activities must always be completed following a risk assessment and parent/ carer consent as appropriate. Where multiagency work is taking place, the lead agency must complete the risk assessment and provide appropriate training and supervision to education employees.

All education employees who have planned or responsive physical contact with learners must ensure they adhere to the Leading Futures Dress Code and wear clothing/PPE appropriate to the care they are giving.

Sexual or sexualised contact, including grooming patterns of behaviour, with learners is illegal.

9. Behaviour Management

Employees should not use any form of degrading or humiliating treatment to punish a learner. The use of sarcasm, demeaning or insensitive comments towards learners is unacceptable. Where learners display difficult or challenging behaviour, employees should follow the Leading Futures Engagement For Learning Policy, using strategies appropriate to the circumstance and situation.

Allegations that a member of staff has humiliated, bullied, intimidated, ridiculed, shamed, or emotionally harmed a learner will be considered a safeguarding concern and will be managed in accordance with the safeguarding, complaints, disciplinary and low-level concerns procedures as appropriate.

10. Social Contact with Learners

Employees should not establish or seek to establish social contact, via any channels (including social media), with learners for the purposes of securing a friendship or to pursue or strengthen a relationship.

Employees should use their work-provided equipment only for communicating electronically with learners. If there are any circumstances in which an employee has had to provide their personal contact details, including phone numbers, email address etc, to any learner they should report this to the Directors.

Leading Futures advice to employees is not to connect to learners via social media or other communication channels unless this is for professional purposes and that the employee can demonstrate that this is the case.

Leading Futures is part of the community, and we recognise that, as members of the community, employees will encounter learners and their families outside of the provision. We expect employees

to use their professional judgement in such situations and to report to the Directors any contact that they have had with a learner or their family outside of the provision, that they are concerned about or that could be misinterpreted by others.

11. Employees should Read and Understand our Social Media Guidance

Many educational activities involve recording images. These may be undertaken for displays, publicity, to celebrate achievement, and/ or to provide records of evidence of the activity. Under no circumstances should employees use their personal equipment to take images of learners at, or on, behalf of Leading Futures.

Employees should only use ICT systems and resources (email and phone) for all Leading Futures business in line with what is allowed. Employees should read and understand our Acceptable Use Policy.

Employees should use the Leading Futures ICT systems and resources for all the Leading Futures business except in exceptional circumstances, or with the prior agreement of the Directors. Any photographs/ video footage must be taken using Leading Futures equipment. Employees must only save images on Leading Futures ICT hardware/computers.

Employees must use artificial intelligence (AI) technologies responsibly and in accordance with data protection, confidentiality and safeguarding requirements. Confidential, personal or identifying learner information must not be entered into AI platforms unless expressly authorised and compliant with organisational procedures.

Employees must not create, share or distribute digitally manipulated, AI-generated or edited content involving learners except where authorised for legitimate educational purposes.

Employees working in the presence of learners should not use personal mobile phones in the provision during their directed/ paid hours of employment unless there are exceptional circumstances, and they have requested and been given explicit permission to do so by their Director.

Outside of these times, mobile phones should only be used in areas of the provision where learners are not present.

12. Alcohol and Substance Misuse

Employees are expected to arrive at work fit to carry out their job and to be able to perform their duties safely without any limitations due to the use or after-effects of alcohol or drugs.

In this Policy, drug use includes the use of controlled drugs, psychoactive (or mind-altering) substances formerly known as "legal highs", and the misuse of prescribed or over-the-counter medication.

Alcohol and drug-related problems may develop for a variety of reasons and over a considerable period of time. Therefore, Leading Futures will seek, where appropriate, to treat these problems in a similar way to other health issues.

Support may be provided at this point, to aid a full recovery, allowing a return to work/ effective performance and the full range of duties.

13. Working One-to-One with Learners

There will be times where an employee is working one to one with a learner and this is acceptable. Employees need to understand that this means that they may be more vulnerable to allegations against them. Please discuss with your designated safeguarding lead if you have any concerns before working one to one with a learner.

It is important that employees:

- Avoid meeting on a one-to-one basis in secluded areas of the provision
- Ensure that the door to the room is open or that there is visual access into the room;
- Inform a colleague or Director of the meeting, preferably beforehand;
- Reports to the Directors if the learner becomes distressed or angry.

14. Curriculum

Many areas of the curriculum can include, or raise subject matter, which is sexually explicit or of a political or sensitive nature. Care should be taken to ensure that resource materials cannot be misinterpreted and clearly relate to the learning outcomes identified by the lesson plan. This can be supported by developing ground rules with learners to ensure sensitive topics can be discussed in a safe learning environment.

This plan should highlight particular areas of risk and sensitivity, and care should especially be taken in those areas of the curriculum where usual boundaries or rules are less rigorously applied e.g., PSHE.

The curriculum can sometimes include or lead to unplanned discussion about subject matter of a sexually explicit, political, or otherwise sensitive nature. Responding to learners' questions requires careful judgement and employees should take guidance in these circumstances from the Designated Safeguarding Lead.

15. Dress and Appearance

Employees are role models to learners and how they present themselves is important. Our expectation is that employees are decently, appropriately, and professionally dressed in work at all times. A business style dress code for staff should strike a balance between professionalism, approachability, and practicality.

Leading Futures does not permit the wearing of clothes that are revealing, allow underwear to be seen, have offensive logos or writing, denim, or are ripped or torn at any time.

Below is a breakdown for men and women, while keeping in mind the unique demands of working in an alternative provision environment:

General Principles for All Staff (Regardless of Gender)

- Clothing should be clean, tidy, and in good repair
- Footwear should be practical and safe (e.g., closed-toe, flat or low heel)
- Dress in a way that is respectful to the diverse backgrounds of learners
- Nails should be a safe and sensible length
- Cultural or religious attire is permitted (policy agreements will determine the Health and Safety approach to some religious items to be worn and should be discussed with Directors)
- A staff ID badge should be worn at all time
- Provision polo or fleece can be worn by staff
- Avoid overly casual or revealing clothing (e.g. no ripped jeans, low-cut tops, or short skirts)
- Avoid large or excessive accessories that could be a safety risk (e.g. jewellery, including earrings)

Men's Business and Professional Dress Code

Acceptable	To Avoid
• Collared shirts (button-down or polo) • Smart trousers or chinos • Optional blazer or smart jumper/ sweater • Smart shoes or clean, practical footwear (e.g., loafers, brogues) • Tie is optional, unless required for formal meetings or external visits	• T-shirts with graphics/ logos • Ripped jeans, joggers, or shorts • Trainers (unless approved for practical or PE-related sessions) • Caps or hats indoors

Women's Business and Professional Dress Code

Acceptable	To Avoid
• Blouses, smart tops (no cleavage or sheer fabric) • Capped sleeves • Trousers, knee-length skirts, or smart dresses • Cardigans, blazers, or tailored jackets • Closed-toe flats or low-heeled shoes • Leggings only if worn under a long top/ dress	• Strapless tops or spaghetti straps without a covering layer • Short skirts or dresses • Flip flops or overly casual footwear • Excessive jewelry or long dangling earrings (due to safety)

If staff are involved in physical activities, therapeutic work, or creative/technical sessions, dress may lean more toward smart-casual or practical professional - like a polo shirt, smart jeans (without rips), and durable shoes - while still upholding professionalism.

If an employee is unsure whether any item of clothing is inappropriate, then they should not wear it to work. Employees can speak to the Directors or a senior member of staff for further clarification if necessary.

Where it is identified that an employee is wearing clothing that is not acceptable, they will be informed and requested to dress in appropriate clothing.

16. Gifts and Hospitality

Leading Futures employees may not accept gifts from parents/ carers above the monetary value of £30.00. Employees must not accept gifts or hospitality from suppliers or associated organisations above the monetary value of £30.00 without obtaining approval from the Directors.

Any gift, hospitality, award, or prize accepted must be recorded in the leading Futures gift register and advise the Directors. Acceptance of gifts, hospitality, awards, prizes, and any other benefit that might be seen to compromise the judgement or integrity of the provision should be avoided.

Approval must be sought from the Directors if it might be seen to compromise the judgement or integrity of the provision for example, gifts, awards, prizes. Approved funding of gifts to Directors, learners, staff or suppliers, will be documented by the Directors and have regard to propriety and regularity.

The purchase of alcohol using public funds is considered irregular use of public funds and must not be undertaken.

17. Keeping within the Law

Employees must operate within the law. Unlawful or criminal behaviour, at work or outside work, may lead to disciplinary action, including dismissal, being taken. However, being investigated by the police, receiving a caution, or being charged will not automatically mean that an employee's employment is at risk; it depends on the nature of the investigation/ charge.

18. Disqualification under the Childcare Act

The 2018 regulations are made under section 75 of the Childcare Act 2006. They set out the circumstances in which an individual will be disqualified for the purposes of section 75 of the act.

Schools and Academies (extended to alternative provisions) are prohibited from employing a disqualified person in connection with relevant childcare provision unless the individual in question has been granted a waiver by Ofsted for the role they wish to undertake.

Employees are covered by this legislation if they are employed or engaged to provide early years childcare (this covers the age range from birth until 1 September following a child's fifth birthday, that is up to and including reception year) or later years childcare (this covers children above reception age but who have not attained the age of 8) in nursery, primary or secondary school settings, or if they are directly concerned with the management of such childcare.

Childcare disqualification is an additional requirement to the general child safeguarding arrangements provided under the Disclosure and Barring Service (DBS) regime, which apply to all children.

Applicants to roles covered under the legislation will be asked to declare if they are disqualified in line with Disclosing offences – Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

Those already in post in relevant childcare roles are required to inform the Directors immediately if their circumstances change during their employment. In addition, employees in such roles will be required to make an annual declaration.

Further details can be found - <https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006>

Employees must ensure that they:

- Uphold the law at work;
- Never commit a crime away from work which could damage public confidence in them, or which makes them unsuitable for the work they do.

This includes, for example:

- Submitting false or fraudulent claims to public bodies (for example, income support, housing, or other benefit claims);
- Breaching copyright on computer software or published documents;
- Sexual offences which will render them unfit to work with children or vulnerable adults;
- Crimes of dishonesty which render them unfit to hold a position of trust;
- Breaching provision policies relating to legal compliance around attendance at school of children. Please note employees who are parents may face prosecution over non-school attendance of their children.

Employees must inform the Directors if they are questioned by the police, charged with, or convicted of, any crime whilst they are employed at Leading Futures (this includes outside of their working hours). In the case of a Director, notify the other Director(s) as appropriate. The appropriate Directors will then need to consider whether this charge or conviction damages public confidence in Leading Futures and makes the employee unsuitable to perform their duties.

19. Conduct Outside of Work and at Work Related Functions

Unlike some other forms of employment, working at Leading Futures means that an employee's conduct outside of work could have an impact on their role.

Employees must not engage in conduct outside work which could damage the reputation and standing of Leading Futures, damage the employee's own reputation, or damage the reputation of other members of our community.

Employees must demonstrate responsible behaviour at work-related functions and work-related social events that take place outside normal work hours.

Employees should be aware that any conduct that may impact their role within the provision, or affect Leading Futures reputation, will be addressed under our Disciplinary Procedures.

Employees must not behave in a way outside work that may impact on their suitability to work with children. This includes behaviour which does not directly involve a child/ children. Should Leading Futures become aware of any such incident or behaviour, the Directors may treat the issue as a safeguarding matter and manage it in accordance with the Keeping Children Safe in Education statutory guidance document and the Leading Futures Staff Disciplinary and Grievance Policy. Such behaviour may lead to a referral to the Disclosure and Barring Service (DBS) and the Teaching Regulation Agency (where appropriate).

Leading Futures expects employees to make us aware immediately of any such situations that have happened outside of the provision.

20. Agency Workers

Leading Futures will investigate allegations made against agency workers with the cooperation of the relevant agency. Whilst Leading Futures may decide to cease using the services of an agency worker, this will not prevent us from investigating allegations and liaising with the Local Authority Designated Officer (LADO) to determine a suitable outcome. Leading Futures expects agency workers and agencies to cooperate with its investigations and with external agencies where applicable.

Leading Futures will discuss with the agency whether it may be appropriate for them to consider suspending an agency worker, or whether it is prepared to redeploy an agency worker during an investigation.

21. Reporting Staff Absence and Sick Pay

Employees must report any absence due to illness or other reasons as soon as possible, so suitable cover can be arranged. This should be done by contacting either of the Directors of Leading Futures by 7.30am on the first day of illness/ absence.

Sick pay entitlements will be provided in accordance with company policy and statutory regulations. During their 6-month probationary period, employees are not eligible to receive contractual (company) sick pay. See Staff Absence Policy.

Employees should familiarise themselves with the sick pay provisions outlined in their contract of employment and seek guidance from their trade union if needed.

Failure to report absences appropriately may result in disciplinary action.

22. Whistleblowing

Employees must report any safeguarding concern, allegation, low-level concern, unsafe practice, or conduct that may place a child at risk.

Concerns may be raised through safeguarding reporting procedures, the Whistleblowing Policy, or directly with external agencies where appropriate.

No employee will suffer detriment for raising a genuine concern in good faith.

23. Review and Monitoring

This Staff Code of Conduct Policy is reviewed and amended annually by Leading Futures. The Directors will monitor the application and outcomes of this staff code of conduct to ensure it is working effectively.