



Professional Conduct Policy

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Professional Code of Conduct Procedure

Ethos

Learn 4 Life School have a caring and committed team of highly qualified, trained, and experienced emotional available adults to provide a safe and nurturing environment for children, young people, and staff to feel safe, be safe, and develop and thrive as British citizens. Our school is committed to the principles, policies, and practices outlined in all Children and Young people's legislation and always ensure that we understand, keep fully updated, and implement best practices and procedures according to 'Keeping Children Safe in Education' (DfE 2019/20). Learn 4 Life School implement policies, procedures, and practices that promote, provide, and enable effective safeguarding that prevents, protects, and promotes the social, emotional, and physical well-being of children, young people, and staff. Learn 4 Life School is committed to supporting the delivery of effective early help and early intervention by using the Multi-Agency Levels of Need and Response Framework and working in partnership with parents/carers, and collaboration with statutory agencies and organisations.

Children and young people experience a broad range curriculum that includes psychosocial education, social emotional literacy, and health and well-being support to promote their welfare and enable them to acquire the skills, knowledge, and values to be able to be safe and promote and enhance their personal, social, physical, emotional development, and support and enhance well-being. Our Curriculum and personal development support prepare young people for adult life, with particular regards to developing their knowledge and skills for independent living, citizenship, personal and professional relationships, and family life. Our teaching, care, and support promote young people's well-being and enable them to participate and contribute as British citizens to the wider aspects of keeping people and communities' safe and contributing to a healthy, cohesive, and prosperous society.

Purpose and Scope

At Learn 4 Life school we strongly believe that all people matter. We treat EVERYONE including young people, staff, visitors, volunteers and our communities with integrity, honesty, transparency and respect. We believe in treating people the same as to how we would like to be treated. Everything we do professionally, how we speak, write and communicate represents us as people and as our company.

All employees are accountable for achieving the highest possible standards in work and conduct. Staff, managers, and Senior Leaders must act with honesty and integrity; have strong subject knowledge of their professional area, keep their knowledge and skills as professionals up to date through continuous professional development and are self-critical; forge positive professional relationships; and work with all stakeholders in the best interests of the Company.

Principles – Your responsibilities & our expectations.

Professional Conduct, Competence & Behaviour.

Employees are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a professional career. Employees uphold public trust in their profession and maintain high standards of ethics and behaviour, within and outside the Company by:

- treating all stakeholders with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a professional position.
- seek appropriate support if business needs require involvement in new areas of activity, only act within the scope of knowledge or ability, seek advice or support.
- apply professional high standards of relevance, accuracy and timeliness in the information and advice they provide to stakeholders.
- safeguard all confidential, commercially sensitive and personal data acquired as a result of business relationships and not use it for personal advantage or the benefit or detriment of third parties.
- having regard for the need to safeguard service users' 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 any service users' vulnerability or might lead them to break the law.
- identify where there is a conflict of interest. If an action could be perceived as a conflict of interest the Employee should carefully consider whether it is appropriate to act in all circumstances and evidence independence and be able to demonstrate the distinction between personal and professional capacity.

Employees must have proper and professional regard for the ethos, policies and practices of the Company, and maintain high standards in their own attendance and punctuality. Employees should dress in a way which is appropriate to their role and the activity they are undertaking. When dressing casually this should always be smart, e.g. no ripped jeans, flipflops or revealing clothing.

Employees must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

Behaviour Management and Safeguarding.

Employees are expected to behave in a professional manner both within and outside of working hours so not to lead any reasonable person to question their suitability to work with service users of all ages or act as a role model. All employees have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of all stakeholders.

Employees should work and be seen to work in an open and transparent way. We are all responsible for our own actions and behaviour and avoid any personal conduct which would bring into question individuals' motivation and intervention whilst upholding their responsibilities as professional people towards the wider community

Professional standards should always be maintained when dealing with all stakeholders regardless of culture, disability, language, race, religion, sexuality, gender and gender identity. All people must be treated equally and with respect. – Equality Act 2010.

Individual service users should never be discussed in front of other service users. Employees should make it clear that any disclosures implying threats to the welfare or safety of themselves and others cannot be kept confidential and may need to be referred to an appropriate professional.

Gifts can never be given personally and will be made where appropriate by the Company. The giving of gifts or rewards to students is part of an agreed policy for supporting positive behaviour or recognising particular achievements. Employees must not accept gifts from service users unless they are small token gifts appropriate to a celebration. All gifts must be reported to the Headteacher.

All social contact outside of working hours with service users should be avoided. Home or mobile phone numbers, addresses or email addresses should not be exchanged except to the designated senior members of staff for emergency contact purposes only. Employees should not establish social contact with learners for the purpose of securing friendship or to pursue or strengthen a relationship. Any social contacts between students and staff, such as where the parent/carer and staff member share mutual friends or family must be recognised and openly acknowledged. Nevertheless, there must be awareness on the part of those working with learners that some social contacts can be misconstrued as being part of the grooming process.

Employees are not permitted to visit the home of a service user unless pre-arranged and the designated Safeguarding Lead and/or the Duty Team are informed. The appointment must be logged with the Designated Safeguarding Lead or other designated team member. Service users should never be invited into the home of an employee.

Physical Contact with service users should be avoided unless within the guidance of Team Teach training or individual Positive Handling Plans. Possible exceptions using professional judgement may be greetings or congratulations such as handshakes; the guiding of a student to where they need to be, or a hug in an appropriate situation. There should never be any physical contact when students are getting changed or showering and respect and privacy must be shown to them at this time.

Sexual activity between an adult and a student with whom they work (including verbal comments, letters, emails, phone contact, and physical contact) may be regarded as a criminal offence and a grave breach of trust and confidence. 'Working Together to Safeguard Children', defines sexual abuse as "forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware."

Communication.

Mobile phones should be switched off or silent at all times. Employees should only use their mobile phones for personal calls or messages during break times. Under no circumstances should a member of staff give or allow a service user to use their personal mobile phone.

Employees should never store parent's or student's telephone numbers on their personal mobile phone. Designated senior members of staff will be appointed by the CEO to be permitted to have personal contact details for cases of emergencies. A list of the designated senior members of staff will be held in the HR Department.

Communication between service users and staff by whatever method should take place within clear and explicit professional boundaries. Employees should not share any personal information with service users. Employees should ensure that all communications are transparent and open to scrutiny.

Employees must ensure that they establish safe and responsible online behaviours. This includes the use of social media. Whether it's blogs, Twitter, Facebook or other social media platforms, employees should:

- Keep private profiles protected.
- Keep public profiles professional.
- Public or private? 'Pause before you post' and ask: 'How would I feel about this if I was a parent of a student?'
- Model good social-media behaviour to all service users.
- Be clear about you and your purpose – if you want to share ideas, resources, interests with other professionals, use keywords in your profile: *'I'm a DSL at an independent school... etc.'*
- Choose and share public and private photos carefully.
- Protect passwords and security (Do NOT allow service users to use employees' PCs or personal devices).
- Keep your 'followers', friends' and 'connections' under review. Visit friendships regularly. Your profile may not have changed, but someone else's profile may have the last time you checked!
- Maintain 'private' profiles or set them to allow only 'invited' or those 'approved' to your network. Approve all followers on a private account.
- Ask friends and family not to 'tag' you in ways that may compromise your professional persona.

All employees are asked to sign the Staff Acceptable Use ICT Policy.

Whistleblowing.

Whistle blowing is the mechanism by which staff can voice their concerns, made in good faith, without fear of repercussion. Learn 4 Life School has a clear and accessible whistle blowing policy that meets the terms of the Public Interest Disclosure Act 1998. In accordance with the Learn 4 Life School policy, staff should report any behaviour by colleagues that raises concern to either the CEO, Headteacher, or to the Designated Safeguarding Lead as appropriate.

Staff members should read and sign the above policy to indicate their intention to adhere to have a full understanding of its content

I confirm that I have read, understand and will adhere to the content of the Professional Code of Conduct Policy

Staff Name:

Staff Signature:

Date:

Upon completion, please forward completed slip to School Administrator