

Staff Code of Conduct Policy

Purpose

This Staff Code of Conduct outlines the standards of behavior expected from all staff at Next Steps Ed to ensure a safe, respectful, and professional environment. The policy aligns with safeguarding principles, statutory requirements, and the ethos of the provision.

Scope

This policy applies to all individuals working at Next Steps Ed, including teaching staff, non-teaching staff, volunteers, contractors, and external agency staff.

Principles

- All staff are role models and must act with integrity, professionalism, and respect.
- The welfare and safeguarding of students is the highest priority.
- Staff must comply with the school's policies and statutory obligations.
- Professional boundaries must be maintained at all times.

Professional Behavior and Relationships

General Conduct

- Treat all students, colleagues, parents, and external partners with respect and courtesy.
- Refrain from any behavior that could bring the provision into disrepute.
- Act in a manner that upholds the values and ethos of Next Steps Ed.

Safeguarding and Child Protection

- Follow the safeguarding and child protection policy at all times.
- Report any concerns about a child's welfare to the Designated Safeguarding Lead (DSL).
- Avoid any actions that could be perceived as grooming or exploiting a student.

Maintaining Professional Boundaries

- Do not develop personal relationships with students outside of professional responsibilities.
- Avoid giving personal contact information (e.g., personal phone numbers, social media accounts) to students.
- Be mindful of physical contact, ensuring it is appropriate, necessary, and understood by the student.

Use of Social Media and Technology

Social Media

- Do not connect with learners or ex-learners on personal social media platforms.
- Staff must not accept requests from learners or ex-learners on personal social media platforms. If such a request is received, it must be reported to the DSL, especially if the contact raises concerns about the student's well-being or boundaries.

- Ensure that all professional social media accounts are used solely for educational purposes and approved by leadership.
- Refrain from posting content that could damage the reputation of Next Steps Ed.

Technology Use

- Use school-provided technology for professional purposes only.
- Do not share passwords or allow unauthorized access to school systems.
- Follow data protection and confidentiality guidelines when handling sensitive information.

Confidentiality and Data Protection

- Treat all student and staff information as confidential and handle it in line with data protection laws.
- Do not discuss students, staff, or school matters in public or on social media.
- Ensure all records, including student files and emails, are securely stored and accessed only by authorized personnel.

Dress Code

- Wear professional and appropriate clothing suitable for the educational environment.
- Avoid clothing with offensive slogans or images.
- Ensure that attire is practical for the activities of the day (e.g., PE lessons).

Attendance and Punctuality

- Arrive on time for work, meetings, and scheduled duties.
- Notify your line manager as early as possible if you are unable to attend work due to illness or emergencies.
- Ensure that planned absences are approved in advance according to the absence policy.

Interactions with Students

- Promote positive behavior through encouragement and praise.
- Follow the school's behavior policy when managing student conduct.
- Avoid any language, actions, or behavior that could be perceived as bullying, humiliating, or discriminatory.

Safeguarding Equality and Diversity

- Treat everyone fairly and inclusively, respecting diversity in culture, religion, gender, sexuality, and ability.
- Challenge and report any discriminatory or prejudiced behavior.
- Ensure that teaching materials and activities are inclusive and representative of all groups.

Health and Safety

- Comply with the school's health and safety policy and procedures.
- Take reasonable care for your own safety and the safety of others.
- Report any hazards, accidents, or unsafe practices to the designated health and safety officer.

Reporting Concerns and Whistleblowing

- Raise any concerns about the conduct of colleagues, safeguarding issues, or malpractice through the school's whistleblowing policy.
- Protect the confidentiality of individuals involved while concerns are being investigated.

Disciplinary Procedures

Failure to comply with this policy may result in disciplinary action, up to and including dismissal, in accordance with the school's disciplinary procedures.

Monitoring and Review

This policy will be reviewed annually by the Senior Leadership Team to ensure it remains relevant and aligned with statutory and school requirements.

Acknowledgement

All staff are required to read and acknowledge this policy.

Key Contacts

- Designated Safeguarding Lead (DSL): Olivia Campbell
- Deputy DSL: Mica Smith

This policy reflects Next Steps Ed's commitment to maintaining high professional standards, safeguarding students, and fostering a respectful and safe working environment.

Policy Review Date: 10th December 2025

Policy Approved By: Mica Smith - Director