

## 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