

# **NEWANGLE**

**N3W ANGLE**

**Code of Conduct  
for Directors, Staff and Volunteers**

**August 2025**

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**Next review due by: August 2026**

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## **1 Purpose**

The aim of this Code of Conduct for employees is to set out the standards of conduct expected of all directors, employees and volunteers. For the purposes of this policy, references hereon in to 'employees' also apply to directors, self-employed staff and volunteers where they are undertaking a role within N3W ANGLE.

This Code should make it clear to employees the expectations N3W ANGLE 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 their line manager.

This Code does not form part of any employee's contract of employment, and it may be amended at any time. Employees are expected to regularly review and keep themselves up to date with this policy

## **2 Scope**

The Code applies to all employees regardless of length of service including those in their probationary period. It also applies to agency workers and self-employed contractors although, unlike employees, breaches of the Code will not be managed through the disciplinary procedure.

As recognisable figures in the local community the behaviour and conduct of employees of N3W ANGLE outside of work can impact on their employment. Therefore, conduct outside work may be treated as a disciplinary matter if it is considered that it is relevant to the employee's employment

## **3 Safeguarding and promoting the welfare of children**

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 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.

To do this, employees must have fully read and understood our safeguarding policies, 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**

Employees must:

- Understand the responsibilities, which are part of their employment or role, and be aware that sanctions will be applied if these provisions are breached
- Always act, and be seen to act, in children and young people'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

#### **5 Health & Safety**

All employees must ensure that they:

- Comply with Health and Safety Regulations or instructions and use any safety equipment which is supplied to you by N3W ANGLE
- Comply with any hygiene requirements
- Comply with any accident reporting requirements
- Never act in a way which might cause risk or damage to any other members of the N3W ANGLE community

#### **6 Alcohol, Drugs and Smoking**

Smoking or vaping on N3W ANGLE sites is prohibited. Also, in consideration of children and adults accessing provision, it is requested that smoking or vaping outside the premises is not directly outside of any building or premises N3W ANGLE use.

The use, possession or distribution or sale of drugs in the workplace is totally prohibited. Employees in possession of illegal drugs or using illegal drugs whilst at work will be reported to the police and, in the case of employee's subject to disciplinary action, this may result in dismissal.

Employees are prohibited from working whilst under the influence of non-prescribed drugs or alcohol. Employees who suspect a colleague of being under the influence of alcohol and/or drugs at work must report this to their manager or a more senior manager if it is their manager under suspicion.

Employees must bring to the attention of their manager any medication or illness which may affect their work performance or behaviour

#### **7 Honesty and personal integrity**

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 N3W ANGLE.

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

Employees uphold public trust in N3W ANGLE and maintain high standards of ethics and behaviour, within and outside the provision, by:

- Treating children and young people 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 children and young people's 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 children and young people's vulnerability or might lead them to break the law.

Employees must have proper and professional regard for the ethos, policies and practices of N3W ANGLE 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 N3W ANGLE property and facilities.

## **8 Tackling discrimination**

Employees are required to understand the types of discrimination and bullying that children, young people and colleagues may be subject to.

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.

## **9 Professional boundaries and relationships**

Employees of N3W ANGLE are in a position of trust in relation to the children and young people we work with, which means that the relationship between an employee and a child or young person is not one of equals. It is a specific offence for a person aged 18 or over (e.g. mentor, youth worker) 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 children and young people.

Employees must not make sexual remarks to any child or young person or discuss their own sexual relationships with, or in the presence of children and young people.

Employees must not discuss a young person's sexual relationships in inappropriate settings or contexts. Any sexual behaviour by an employee towards any child or young person is unacceptable and illegal.

Employees must ensure that professional boundaries are maintained at all times. This means that employees should not show favouritism to any child or young person and should not allow children and young people to engage in any type of behaviour that could be seen to be inappropriate. The children and young people N3W ANGLE work with are not employees' friends and should not be treated as such.

Employees should be aware that it is not uncommon for children and young people to become strongly attracted to an employee or to develop an infatuation. If any employee becomes aware of an infatuation they should discuss it with line manager 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 the N3W ANGLE we expect that they identify this to a director or Line Manager and ensure that this does not create a conflict of interest or affect their professional judgement or responsibilities in any way.

## **10 Confidentiality and data protection**

Employees may have access to confidential information about children and young people, colleagues or other matters relating to the N3W ANGLE. This could include personal and sensitive data, for example information about a child'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.

N3W ANGLE uses a variety of methods to communicate with its employees, children and young people, volunteers, parents, carers and the community and to deliver services. Communications using N3W ANGLE facilities may be intercepted, recorded and monitored for business use and where appropriate for the detection and prevention of crime. This includes, but is not limited to, telephone calls, internet use, e mail and post.

If an employee is ever in doubt about what information can or can't be disclosed they should speak to their line manager and if any doubt remains the line manager should contact one of the directors who will seek appropriate data protection advice.

We will comply with the requirements of Data Protection Legislation (being (i) the General Data Protection Regulation ((EU) 2016/679) (unless and until the GDPR is no longer directly applicable in the UK) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then (ii) any successor legislation to the GDPR or the Data Protection Act 1998, including the Data Protection Act 2018). 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 a director, in order (where applicable) for relevant breaches to be reported to the Information Commissioners Office within 72 hours.

Employees should not discuss sensitive N3W ANGLE matters (unless they are clearly likely to be uncontroversial) with the press or public or disclose information or documents on N3W ANGLE business. Employees must not speak, write or give interviews to the media and, if approached by the media, should refer the enquiry to a director.

## **11 Physical contact with children and young people**

There are occasions when it is entirely appropriate and proper for employees to have physical contact with the children and young people we work with. Employees must ensure that they only do so in ways that are appropriate to their professional role and in response to the child or young person's needs at the time. This should be of limited duration and appropriate to the age, stage of development, gender and background of the child or young person. Employees should always be able to explain why they have made physical contact with a child or young person.

Employees should ensure that they have read and understood the N3W ANGLE physical intervention statement. N3W ANGLE operates a 'no physical intervention' approach to managing behaviour. However, employees may legally consider 'use of reasonable force' with a child or young person if no other options are available to prevent them from committing a crime, injuring themselves or others. Physical force will never be used as a form of punishment.

Sexual contact, including grooming patterns of behaviour, with children and young people is unlawful and unacceptable in all circumstances.

## **12 Behaviour management**

Employees should not use any form of degrading or humiliating treatment to punish a child or young person. The use of sarcasm, demeaning or insensitive comments towards children and young people is completely unacceptable.

Where a child or young person displays difficult or challenging behaviour, employees should use de-escalation strategies appropriate to the circumstance and situation.

## **13 Social contact with children and young people**

Employees should not establish or seek to establish social contact, via any channels (including social media), with children and young people for the purposes of securing a friendship or to pursue a relationship. However, it is recognised that due to the nature of the work of N3W ANGLE social media may be the media choice used to update young people on the service offer or activity.

N3W ANGLE advice to employees is not to connect to children and young people via social media or other communication channels unless this is for professional purposes and that the employee can demonstrate that this is the case.

N3W ANGLE is part of our community and we recognise that, as members of the community, employees will come into contact with children and young people outside of the provision. We expect employees to use their professional judgement in such

situations and to report to their line manager any contact that they have had with a child or young person, outside of the provision, that they are concerned about or that could be misinterpreted by others.

#### **14 Photography, videos and other images/media**

Many of the N3W ANGLE activities involve recording images. These may be undertaken or displays, publicity, to celebrate achievement and to provide records of evidence of the activity. Under no circumstances should employees use their personal equipment to take images of children and young people for their personal use. Consent will always be provided before any images of children and young people are used.

#### **15 Working one to one with children and young people**

There will be times where an employee is working one to one with a child or young person and this is acceptable. Employees need to understand that this means that they may be more vulnerable to allegations being made against them. Therefore, it is important that employees:

- Avoid meeting on a one to one basis in secluded areas of a school or provision
- Ensure that the door to the room is open or that there is visual access into the room
- Inform a colleague or line manager of the meeting, preferably beforehand
- Reports to their line manager if the child or young person becomes distressed or angry

#### **16 Dress and appearance**

Working at N3W ANGLE employees are role models to our children and young people and how they present themselves is important. Our expectation is that employees are decently, appropriately and professionally dressed in work at all times. We do not permit the wearing of clothes that are revealing, allow underwear to be seen or have offensive logos or writing at any times. If an employee is unsure whether any item of clothing is inappropriate then they should not wear it to work. Employees can always speak to their line manager if they are unsure. Where we identify that an employee is wearing clothing that we do not find acceptable, they will be informed.

#### **17 Gifts and hospitality**

For many of our employees there will be a limited opportunity to accept gifts and hospitality, but all employees must be aware that it is not acceptable for employees to accept bribes. Therefore any gift, promotional offer or hospitality, intended either for the employee or for the provision that exceeds a nominal value of £50.00 must be declared to their line manager.

It is traditional for children and young people and their parents or carers to give gifts as a small token of appreciation or as a thank you to employees at certain times throughout the academic year. This Code of Conduct is not designed to stop that practice. Employees may accept gifts from children and young people and their parents or carers provided that they meet this definition. Any employee receiving an individual gift with a

value of greater than £50.00 / £100 collective should inform their line manager. Employees should make their line manager aware of any child or young person who is giving them gifts on a regular basis, or any child, young person or parent or carer who expects something in return for a gift, as this would not be acceptable.

Employees should not give gifts to children and young people using the provision unless this is part of a recognised practice in line with our behaviour approach.

## **18 Keeping within the law**

Employees are expected to 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.

Employees must ensure that they:

- i. Uphold the law at work.
- ii. Never commit a crime away from work which could damage public confidence in them or N3W ANGLE, 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.
- iii. Write and tell a director immediately if they are questioned by the police, charged with, or convicted of, any crime whilst they are employed at N3W ANGLE (this includes outside of their working hours). The directors will then need to consult and consider whether this charge or conviction damages public confidence in N3W ANGLE or makes the employee unsuitable to carry out their duties.

## **19 Conduct outside of work**

Unlike some other forms of employment, working at N3W ANGLE 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 seriously damage the reputation and standing of N3W ANGLE or the employee's own reputation or the reputation of other members of the N3W ANGLE community. Employees should be aware that any conduct that we become aware of that could impact on their role within the provision or affect the provision's reputation will be addressed under 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 we become aware of any such incident or behaviour, we may treat the issue as a safeguarding matter and manage it in accordance with the Keeping Children Safe in Education statutory guidance document. Employees should be aware that any behaviour that we consider may impact on an employee's suitability to work

with children will be addressed under our disciplinary procedure and may lead to a referral to the Disclosure and Barring Service (DBS).

We therefore expect employees to make us aware immediately of any such situations that have happened outside of the provision.

## **20 Additional Work**

It is not the intention of N3W ANGLE to prevent employee's from undertaking additional employment unless that employment conflicts with or detrimentally affects N3W ANGLE'S interests. Employees are expected to declare to their line manager if they plan to undertake additional employment. N3W ANGLE expects all employees to fulfil their obligations to our children and young people and reserves the right to make a judgment as to whether undertaking additional work would be prejudicial to that outcome or bring the provision into disrepute. A discussion with the manager before seeking additional employment should always precede the attempt to find an additional job/post. If on appointment an employee already has a further post, this should be declared at the interview.

N3W ANGLE recognises that every individual has a right to seek alternative employment. Since the provision will generally be asked for a reference, it is both courteous and sensible to inform managers in advance of a reference is being sought.

## **21 Review**

This Code of Conduct is reviewed and amended annually. We will monitor the application and outcomes of this code of conduct to ensure it is working effectively.