

Code Of Conduct

Reviewed by:	Richard Fihosy and Claire Ames
Policy Commencement Date:	02.09.2021
Ratified by:	Provision Manager and DSL
Review:	Annual
Next Review:	Autumn Term 2026
Review Date 08.03.24 Richard Fihosy	Page and Sections Page 1 - Former Provision Manager's name was deleted.
Review Date August 25	Full Policy Review

Aims, Scope, and Principles

This policy sets and maintains the standards of professional conduct expected of all adults working within AS2Educate. It ensures that our provision remains a safe, respectful, inclusive, and supportive environment for all children, young people, staff, and visitors.

Alignment with AS2Educate Values

AS2Educate is committed to:

- Inclusion and equity
- Trauma-informed and relational practice
- Professional integrity and accountability
- Holistic support and empowerment of all learners

Applicability

This policy applies to:

- Students
- All staff (permanent, temporary, agency)
- Volunteers and contractors
- Visitors, including external professionals

This policy reflects the statutory guidance outlined in **Keeping Children Safe in Education (KCSiE) 2025**, the **School Staffing (England) Regulations 2009**, the **Equality Act 2010**, and other relevant UK government legislation.

Failure to follow this policy may lead to disciplinary action as per AS2Educate's Staff Disciplinary Procedures.

Expectations for Students

Behavioural Expectations

Students must:

- Treat others with respect, kindness, and dignity
- Follow staff instructions and expectations
- Engage in learning activities positively
- Uphold a calm and safe learning environment
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Academic Expectations

Students are encouraged to:

- Complete tasks to the best of their ability
- Show effort and pride in their achievements
- Set and work towards personal development goals
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Unacceptable Behaviours Include:

- Bullying, harassment, or discriminatory remarks
- Verbal or physical aggression

- Disruptive behaviour that hinders learning
- Theft, vandalism, or bringing in prohibited items

Technology Use

Students must:

- Use devices appropriately and follow online safety rules
- Only access approved content and applications
- Avoid using personal devices unless permitted by staff

Attendance and Punctuality

Students are expected to:

- Attend all sessions and be on time
- Inform staff promptly about absences

Expectations for Staff

Professional Conduct

All adults working with AS2Educate must:

- Act as positive role models
- Demonstrate honesty, fairness, and professionalism
- Promote safety, dignity, and respect for all
- Apply trauma-informed principles in all practice
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Personal Standards

Staff should:

- Maintain professional boundaries at all times
- Build trusting, supportive relationships with learners
- Avoid behaviour that may undermine professional integrity
- Not consume alcohol or drugs in ways that affect their professional capacity

Workplace Relationships

- Staff may form personal or romantic relationships, but these must not affect professionalism, safeguarding, or the learning environment.
- Any such relationship must be disclosed to the Director promptly.
- Staff in a relationship will be allocated separate roles or settings and must not work in a line management or supervisory capacity with each other.
- Maintain professional boundaries; avoid behaviour that could be seen as favouritism or unprofessional.
- All disclosures will be handled confidentially in line with HR and safeguarding protocols.
- Non-compliance may result in action under the Staff Disciplinary Procedures.

Technology and Social Media Use

- Internet use should support professional tasks
- Mobile phones should not interfere with duties
- Social media activity must not breach confidentiality or bring AS2Educate into disrepute
- Online contact with students is prohibited unless family-related and approved

Dress Code

- Staff must wear attire appropriate to their role
- AS2Educate-branded clothing is provided and expected to be worn
- Clothing should not pose risks or appear unprofessional

Communication with Families and the Public

- All interactions must be respectful and courteous
- Information must be accurate, transparent, and data compliant
- Confidentiality should be respected unless disclosure is required for safeguarding

Equality and Respect

Staff must:

- Promote inclusion and non-discrimination
- Challenge and report any prejudice, bullying, or unfair treatment

Honesty and Fairness

- Avoid personal gain from professional position
- Declare conflicts of interest or significant gifts
- Remain impartial in decision-making

Accountability

- Be open to supervision and feedback
- Follow agreed procedures and policies
- Maintain records accurately and lawfully

Stewardship

- Use public and school resources responsibly
- Seek permission before using school facilities for personal use

Personal Interests and Transparency

- Declare any interests that may impact professional responsibilities
- Maintain transparency without breaching confidentiality

Recruitment and Staff Relations

- Avoid involvement in recruitment or disciplinary decisions involving relatives or friends

- Follow safer recruitment and equal opportunity principles

Trade Union and Staff Support

- Staff have the right to join trade unions
- All staff may access BrightHR and support services when needed

Consequences for Breaches of the Code

For Students:

- Restorative conversations or verbal warnings
- Behaviour support plans
- Parental/carer involvement
- Suspension or exclusion in line with policy

For Staff:

- Line management review
- Supervision or capability support
- Formal disciplinary procedures (aligned with AS2Educate HR protocols)
- Referral to the Local Authority Designated Officer (LADO) where safeguarding thresholds are met

Consistency and Fairness

- All responses will be proportionate and trauma-informed
- Outcomes will be recorded and reviewed to ensure consistency

Reporting Mechanisms

Designated Contacts:

- **Designated Safeguarding Lead (DSL):** Claire Ames, safeguarding@as2educate.co.uk, 01462 542145 or 07359 467512
- **Deputy DSL(s):** Richard Fihosy, safeguarding@as2educate.co.uk, 01462 542145 or 07399 732761

Confidentiality and Support

- Reports are handled confidentially
- Whistleblowing protections apply
- Support, including counselling and mentoring, will be provided

Safeguarding and Safety

Safe Environment Commitments

- Comprehensive safeguarding training for all staff
- Regular review of safeguarding practices and policies
- Encouragement of open dialogue between students and staff

Reporting Concerns

- Concerns must be reported to the DSL/Deputy DSL without delay
- Immediate action will be taken as per statutory guidance

Working with External Agencies

- AS2Educate collaborates with:
 - Local safeguarding partners
 - Police and social care
 - CAMHS and educational psychology services

Review and Evaluation

- This policy is reviewed annually or in response to changes in legislation
- Led by senior leadership and provision management
- Stakeholder feedback will inform policy updates

Relevant Legislation and Guidance

This policy is informed by:

- Keeping Children Safe in Education (KCSiE) 2025
- Children Act 1989 & 2004
- Education Act 2002 & 2011
- Working Together to Safeguard Children (2023)
- School Staffing (England) Regulations 2009
- Behaviour in Schools (DfE 2022)
- Equality Act 2010
- Prevent Duty (2015)
- Data Protection Act 2018 & UK GDPR
- Searching, Screening, and Confiscation Guidance (DfE 2022)

Declaration

This declaration confirms that all staff have read, understood, and agree to adhere to the standards and expectations set out in the AS2Educate Code of Conduct. The Code of Conduct outlines the professional behaviours, responsibilities, and safeguarding obligations expected of all AS2Educate employees, contractors, and volunteers. It reflects AS2Educate’s commitment to maintaining the highest standards of integrity, professionalism, and child protection in all areas of practice.

By signing below, I confirm that:

- I have read and understood the AS2Educate Code of Conduct.
- I agree to comply with the principles, standards, and expectations outlined within it.
- I understand that breaches of the Code of Conduct may result in disciplinary action in line with AS2Educate’s Disciplinary Procedure.
- I agree to seek clarification from my line manager or Designated Safeguarding Lead (DSL) if I am unsure about any aspect of the Code.
- I understand that I must uphold the safeguarding and wellbeing of all children, young people, and colleagues in accordance with AS2Educate’s Safeguarding and Child Protection Policy and Keeping Children Safe in Education (KCSiE) 2025.

Employee Declaration

Name (print):	
Job Title/Role:	
Signature:	
Date:	

Line Manager Verification

Manager Name (print):	
Signature:	
Date:	

Note: A signed copy of this declaration will be kept on your personnel file. Staff are required to re-sign this declaration following any substantive update to the Code of Conduct or upon renewal of employment.