

AS2Educate Code of Conduct

Contents

Introduction.....	3
Purpose, Scope and Principles	3
AS2Educate Values in Practice.....	3
Professional Relationships and Boundaries	4
Relational Practice.....	5
Professional Boundaries	5
Personal Mobile Phones, Smart Devices and Wearable Technology	6
Personal use of mobile phones.....	6
Photography, Video and Audio Recording.....	6
Communication with Pupils	7
Professional Responsibility	7
Social Media and Online Conduct.....	8
Electronic Communication with Pupils and Families	8
Professional Judgement.....	9
Professional Conduct	9
Safeguarding Responsibilities	9
Professional Curiosity.....	10
Professional Accountability	10
Working with Colleagues and Partner Agencies	11
Physical Contact	11
One-to-One Working.....	12
Personal Care and Intimate Support	12
Educational Visits, Community Activities and Transport.....	13
Gifts, Hospitality and Professional Integrity	13
Confidentiality and Information Sharing.....	13
Equality, Inclusion and Respect	14
Raising Concerns and Professional Accountability	14
Professional Development and Reflective Practice	15
Staff Wellbeing.....	15
Breaches of this Code.....	16
Monitoring and Review.....	16
Staff Declaration.....	16

Record Retention	17
Appendix A	18
AS2Educate Staff Code of Conduct Declaration	18

Introduction

AS2Educate is committed to providing a safe, inclusive, nurturing and trauma-informed environment where every child and young person feels valued, understood and supported to achieve their potential. Our mission is to provide personalised education that empowers every young person to thrive through positive relationships, high expectations and compassionate practice.

Children learn best when they experience consistent, safe and trusting relationships with the adults around them. Every member of staff therefore plays a vital role in creating an environment where pupils feel emotionally and physically safe, respected and able to engage in learning.

This Code of Conduct sets out the professional standards and behaviours expected of all adults working at AS2Educate. It supports safeguarding by promoting safe practice, professional judgement, accountability and a culture where the welfare of children is everyone's responsibility.

This Code should be read alongside AS2Educate's Safeguarding and Child Protection Policy, Employee Handbook and all other safeguarding and employment policies.

Purpose, Scope and Principles

This Code applies to all adults working on behalf of AS2Educate, including employees, agency staff, volunteers, contractors, visitors and any other adults working with children and young people.

Its purpose is to:

- safeguard children and young people by promoting safe, professional practice;
- establish clear expectations for professional conduct and behaviour;
- support a culture of openness, integrity, accountability and mutual respect;
- promote positive, trusting and appropriate relationships with children and young people;
- protect both pupils and staff from situations that could place either at risk;
- ensure staff understand their professional and safeguarding responsibilities; and
- maintain public confidence in AS2Educate and those working within it.

All adults are expected to exercise professional judgement and act in accordance with this Code at all times. Where uncertainty exists, staff should seek advice from a senior leader or the Designated Safeguarding Lead before acting.

AS2Educate Values in Practice

This Code is underpinned by AS2Educate's core values of Resilience, Determination, Respect, Excellence, Compassion, Integrity and Equity, which guide every aspect of our work with children, families, colleagues and partner agencies.

These values are demonstrated by staff through:

- placing the welfare, safety and best interests of every child at the centre of decision-making;
- treating everyone with dignity, kindness, fairness and respect;
- maintaining high professional standards and acting with honesty and integrity;
- embracing diversity and promoting an inclusive environment where everyone feels valued;
- building positive, consistent and trusting relationships that help children feel safe and supported;

- maintaining high expectations whilst recognising the impact of trauma, adversity and individual need; and
- working collaboratively with colleagues, families and external professionals to achieve the best possible outcomes for children.

Staff recognise that they represent AS2Educate both within the provision and in the wider community and are expected to conduct themselves in a manner that maintains public confidence and reflects the organisation's values. This expectation reflects the Employee Handbook's emphasis that staff are the face of the provision and contribute directly to its reputation.

Professional Relationships and Boundaries

AS2Educate believes that positive, consistent and trusting relationships are fundamental to safeguarding, wellbeing and learning. Many of the children and young people attending the provision have experienced trauma, disrupted attachments, adverse childhood experiences, social care involvement, exclusion, mental health difficulties or other vulnerabilities. Safe and meaningful relationships with trusted adults are therefore central to helping children feel secure, develop resilience and achieve positive outcomes.

Staff are encouraged to develop warm, respectful and authentic professional relationships with pupils. This approach reflects AS2Educate's commitment to trauma-informed practice, relational practice and the principles of *Professional Love*, recognising that children thrive when they experience adults who are emotionally available, reliable, compassionate and consistently act in their best interests.

Professional love is not about becoming a friend, parent or family member. It is the deliberate and ethical commitment to demonstrating kindness, empathy, consistency, high expectations and unconditional positive regard whilst maintaining clear professional boundaries and exercising sound professional judgement at all times.

Staff should strive to ensure that every interaction with a pupil promotes safety, trust, belonging and self-worth.

Professional relationships should be characterised by:

- warmth, kindness and compassion;
- consistency and reliability;
- honesty and integrity;
- unconditional positive regard;
- respect for each child's dignity, individuality and lived experience;
- high expectations combined with appropriate support;
- active listening and professional curiosity;
- encouragement, praise and celebration of success;
- emotional availability whilst maintaining professional objectivity; and
- a commitment to helping every child feel safe, valued and able to succeed.

Staff must never:

- engage in sexual activity with, pursue a sexual or romantic relationship with, or engage in sexualised communication or behaviour towards a pupil or young person where a position of trust applies, irrespective of whether the young person is over the age of consent;
- make sexualised, suggestive or inappropriate remarks, jokes, comments or communications to or about pupils;

- encourage, tolerate or participate in conduct that could reasonably be regarded as grooming, favouritism, coercive, exploitative or designed to create an inappropriate degree of secrecy or dependency.

Relational Practice

AS2Educate adopts a relational approach to behaviour and safeguarding. Staff recognise that behaviour is a form of communication and seek to understand the experiences, emotions or unmet needs that may influence a child's behaviour.

In line with this approach, staff are expected to:

- regulate their own emotions before responding to behaviour;
- remain calm, respectful and emotionally available;
- separate the child from the behaviour;
- maintain high expectations without humiliation or confrontation;
- use restorative conversations to repair relationships where appropriate;
- support emotional regulation before seeking behavioural change;
- model respectful communication and conflict resolution; and
- recognise that consistency, predictability and trust are essential to effective behaviour support.

Staff should avoid practices that shame, ridicule, intimidate or unnecessarily escalate situations, recognising that these approaches may increase distress and reduce a child's sense of safety.

Professional Boundaries

Whilst positive relationships are encouraged, staff must maintain clear professional boundaries at all times. Appropriate boundaries protect both children and adults, reduce the risk of misunderstandings and ensure relationships remain safe, ethical and professionally accountable.

Staff must always:

- maintain appropriate professional relationships with pupils;
- exercise sound professional judgement;
- ensure their behaviour could withstand professional scrutiny;
- avoid situations that could be misinterpreted;
- maintain appropriate physical and emotional boundaries;
- follow safeguarding procedures at all times; and
- seek advice whenever they are uncertain about professional boundaries.

Staff must never:

- develop relationships with pupils that could reasonably be interpreted as personal, intimate or exploitative;
- seek emotional support from pupils or place them in the role of confidant;
- communicate with pupils through personal social media accounts or unauthorised messaging platforms;
- share personal telephone numbers, email addresses or home addresses with pupils;
- arrange to meet pupils socially outside authorised provision activities;
- exchange personal gifts outside agreed organisational procedures;
- engage in secretive communication or arrangements with pupils;
- accept behaviour that compromises safeguarding or professional standards; or
- behave in any way that could undermine public confidence in their professional role.

Where relationships or situations have the potential to blur professional boundaries, staff must discuss these promptly with the Provision Manager or Designated Safeguarding Lead. AS2Educate promotes a culture of openness where seeking advice is viewed as good professional practice and contributes to maintaining safe relationships.

Personal Mobile Phones, Smart Devices and Wearable Technology

AS2Educate recognises that personal mobile phones, smart watches and other electronic devices are part of everyday life and may be required to support authorised operational duties. Staff may need to use personal devices to access approved organisational systems, including the AS2Educate Secure Google Drive, Learntrek Management Information System (MIS), Microsoft 365/Google Workspace and multi-factor authentication (MFA) services. These expectations reflect the safeguarding principles contained within Keeping Children Safe in Education (KCSIE 2026) and the Guidance for Safer Working Practice for Adults who Work with Children and Young People.

The use of personal devices must always support professional practice and must never compromise safeguarding, confidentiality, information security, professional boundaries or the effective supervision of pupils.

Where personal devices are used for authorised work purposes, staff must comply with this Code of Conduct, the Information Governance and Data Protection Policy, the ICT Acceptable Use Policy and any Bring Your Own Device (BYOD) arrangements adopted by AS2Educate.

Staff must:

- ensure personal devices used to access AS2Educate systems are protected by a secure PIN, password or biometric authentication;
- maintain multi-factor authentication (MFA) where required;
- keep devices updated with the latest security and operating system updates;
- ensure confidential information cannot be viewed by unauthorised persons when accessing organisational systems;
- lock personal devices when not in use;
- immediately report the loss, theft or suspected compromise of any device used to access AS2Educate systems;
- use only approved organisational systems for storing, recording and sharing confidential information.

Personal use of mobile phones

Personal mobile phones, smart watches and other personal communication devices must not be used for personal purposes in the presence of pupils or while staff are responsible for supervising pupils. Personal use should be restricted to authorised breaks and appropriate staff areas, except in an emergency or other exceptional circumstance.

During the working day, staff should only use personal mobile phones for personal purposes during authorised breaks or in exceptional circumstances, ensuring that pupil supervision, safeguarding and professional responsibilities are not compromised.

Where an urgent personal matter arises, staff should notify a member of the Senior Leadership Team wherever reasonably practicable.

Photography, Video and Audio Recording

AS2Educate recognises that photographs, video recordings and audio recordings may occasionally be required for legitimate curriculum, assessment, safeguarding or organisational purposes.

Wherever possible, AS2Educate-approved devices should be used.

Where no suitable organisational device is reasonably available, staff may use a personal device only where there is a legitimate educational, curriculum, safeguarding or organisational purpose and in accordance with AS2Educate procedures.

Where a personal device is used for an authorised purpose, staff must:

- ensure appropriate permissions and recorded consent arrangements are in place where required;
- only capture images or recordings that are necessary for the agreed purpose;
- upload all photographs, videos or recordings to the AS2Educate Secure Google Drive or another approved organisational system at the earliest opportunity and, wherever practicable, before the end of the working day;
- permanently delete all copies from the personal device immediately after confirming that the upload has been successful, including deletion from the device gallery, "Recently Deleted" folders, cloud storage and backup services;
- ensure images are stored, retained and disposed of in accordance with AS2Educate's Information Governance, Data Protection and Records Retention policies.

Staff must never:

- retain photographs, videos or recordings of pupils on personal devices beyond the time required to complete the authorised upload;
- share images or recordings through personal email accounts, messaging applications or social media platforms;
- use images or recordings for any purpose other than that for which they were originally obtained.
- use artificial intelligence, image-generation, image-editing or other digital technologies to create, manipulate, distribute or facilitate inappropriate, sexualised, humiliating, discriminatory, misleading or otherwise harmful content relating to a pupil, colleague, parent/carer or AS2Educate;
- create, request, possess or share AI-generated or digitally manipulated sexual or intimate imagery involving or purporting to involve a child;
- upload confidential, personal or safeguarding information to an unauthorised artificial intelligence platform or other external digital service.

Communication with Pupils

Staff must maintain appropriate professional boundaries at all times.

Personal devices, personal telephone numbers, personal email addresses and personal social media accounts must not be used to communicate with pupils.

Communication with pupils and families must only take place through approved AS2Educate systems and communication channels, unless exceptional circumstances have been authorised by a member of the Senior Leadership Team.

Professional Responsibility

The authorised use of personal mobile devices does not reduce staff responsibility to maintain appropriate supervision, professional judgement and safeguarding standards.

Staff remain personally responsible for ensuring that confidential information is protected, professional boundaries are maintained and the welfare of pupils remains paramount at all times. Failure to comply with these requirements may be treated as a breach of this Code of Conduct and may result in disciplinary action in accordance with the AS2Educate Disciplinary Policy.

Social Media and Online Conduct

AS2Educate recognises that staff have the right to use social media responsibly in their personal lives. However, staff should recognise that online activity can affect professional reputation, public confidence and safeguarding.

Staff should exercise the same professional standards online as they would within the workplace. Staff must:

- maintain appropriate professional boundaries online;
- consider the impact of online activity upon their professional role;
- ensure privacy settings are appropriately configured;
- report any online safeguarding concerns immediately.

Staff must never:

- accept or initiate social media contact with current pupils;
- communicate with pupils using personal social media accounts or messaging applications;
- post photographs, videos or confidential information relating to pupils or colleagues;
- publish comments that could damage public confidence in AS2Educate or undermine professional standards;
- identify pupils or families online without appropriate authority.

Staff should remember that information placed online may remain accessible permanently and may be subject to professional scrutiny.

Electronic Communication with Pupils and Families

Communication with pupils and families should always be professional, transparent and capable of scrutiny.

All communication should support learning, safeguarding and the wellbeing of children.

Staff must:

- use only AS2Educate-approved communication systems;
- ensure communication is appropriate, professional and proportionate;
- maintain accurate records where appropriate;
- seek advice where communication raises safeguarding concerns.

Staff must never:

- communicate with pupils through personal email addresses;
- communicate with pupils using personal telephone numbers;
- use personal messaging applications unless specifically authorised by the Provision Manager for exceptional operational reasons;
- engage in private or secretive communication with pupils.

Where electronic communication raises safeguarding concerns, staff must immediately notify the Designated Safeguarding Lead and record the concern in accordance with the Safeguarding and Child Protection Policy.

Professional Judgement

This Code cannot anticipate every situation that staff may encounter. Adults working with children are therefore expected to exercise sound professional judgement in all aspects of their work.

When making professional decisions, staff should always consider:

- whether their actions are in the child's best interests;
- whether their actions maintain appropriate professional boundaries;
- whether their actions protect both the child and themselves;
- whether another professional would consider the action appropriate; and
- whether they would feel comfortable explaining or recording their actions if questioned at a later date.

Where uncertainty exists, staff should seek advice before acting wherever reasonably practicable.

Professional Conduct

All adults working at AS2Educate are expected to maintain the highest standards of professional conduct and integrity at all times. Staff should recognise that their behaviour, attitudes and decisions influence the culture of the provision and the experiences of the children and young people they support.

Staff are expected to:

- act honestly, professionally and with integrity;
- behave in a manner that maintains public confidence in AS2Educate;
- demonstrate fairness, consistency and impartiality;
- treat all individuals with dignity, courtesy and respect;
- promote a safe, inclusive and positive learning environment;
- maintain high expectations of themselves and others;
- follow all AS2Educate policies, procedures and statutory guidance;
- cooperate with colleagues and partner agencies in the best interests of pupils;
- accept responsibility for their professional actions and decisions;
- seek advice or support where required; and
- contribute positively to the culture and reputation of the provision.

Staff should model the behaviours and values they seek to develop in pupils, recognising that professionalism extends beyond compliance with policies and includes everyday interactions, communication and decision-making.

Safeguarding Responsibilities

Safeguarding is everyone's responsibility. Every adult working for or on behalf of AS2Educate has a duty to safeguard and promote the welfare of children and young people and must always act in their best interests.

Staff must:

- read and understand Part One of Keeping Children Safe in Education 2026 in full, together with AS2Educate's safeguarding policies and procedures, and complete required safeguarding training and updates;
- maintain an attitude of 'it could happen here' where safeguarding is concerned;
- remain professionally curious where concerns arise;
- recognise that abuse, neglect, exploitation and harm can occur in any setting;
- know how to recognise signs and indicators of abuse, neglect and exploitation;

- understand their responsibility to identify children who may benefit from early help;
- report concerns immediately in accordance with the Safeguarding and Child Protection Policy;
- cooperate fully with safeguarding enquiries and investigations;
- contribute to safeguarding discussions and multi-agency working where appropriate;
- challenge unsafe practice where necessary; and
- continually consider whether a child's behaviour, presentation or circumstances indicate that additional support or safeguarding intervention may be required.

Staff should never assume that somebody else has taken responsibility for reporting a concern. Where there is any doubt regarding a child's safety or welfare, staff must seek advice from the Designated Safeguarding Lead without delay.

Professional Curiosity

Professional curiosity is an essential safeguarding responsibility. Staff should remain inquisitive, observant and professionally sceptical where a child's presentation, behaviour or circumstances do not appear consistent with the information available.

This includes:

- noticing changes in presentation, attendance or behaviour;
- respectfully exploring explanations rather than making assumptions;
- recognising patterns of concern over time;
- record safeguarding concerns accurately and factually in accordance with AS2Educate procedures, ensuring that relevant records clearly distinguish fact from opinion and capture the concern, actions taken, decisions made, rationale and outcomes where applicable;
- sharing concerns promptly with the Designated Safeguarding Lead; and
- remaining focused on the lived experience of the child.

Professional curiosity should always be exercised respectfully and without judgement, recognising that children and families may experience complex circumstances that require understanding, compassion and coordinated support.

Professional Accountability

All staff are individually responsible for maintaining professional standards and for the decisions they make whilst carrying out their duties.

Staff are expected to:

- work within the limits of their role and competence;
- seek guidance where they are unsure;
- complete mandatory training and professional development;
- participate in supervision, appraisal and reflective practice;
- report mistakes, accidents or near misses promptly;
- learn from feedback and professional reflection; and
- contribute to continuous improvement across the provision.

Where professional practice falls below the standards expected by AS2Educate, appropriate management action may be taken in accordance with relevant organisational procedures.

Staff should always remember that they are role models and are expected to demonstrate the behaviours, professionalism and digital responsibility expected within the AS2Educate Student Code of Conduct and Behaviour Policy.

Working with Colleagues and Partner Agencies

Providing effective support for children requires collaborative working. Staff are expected to develop positive professional relationships with colleagues, parents, carers and external professionals based upon mutual respect, openness and shared responsibility for improving outcomes for children.

Staff should:

- communicate professionally and respectfully;
- value the expertise and contributions of others;
- work cooperatively within multidisciplinary teams;
- share relevant information appropriately and lawfully;
- challenge poor practice professionally where necessary; and
- contribute to a culture where safeguarding, wellbeing and continuous improvement remain everyone's responsibility.

Professional disagreements should always be managed respectfully and in a manner that prioritises the welfare of children.

AS2Educate does not tolerate bullying, harassment, victimisation, intimidation or discriminatory behaviour between members of staff, whether this occurs face-to-face, electronically, through social media or other online platforms. Staff must treat colleagues with dignity and professional respect and must not use their position, authority, communications or online activity to intimidate, humiliate, isolate, undermine or harass another person.

Concerns should be raised promptly through the appropriate management, grievance, safeguarding or whistleblowing procedure depending upon the nature of the concern.

Physical Contact

AS2Educate recognises that appropriate physical contact may, on occasion, be necessary to support, comfort, protect or care for a child. Any physical contact must always be appropriate, proportionate, responsive to the child's needs and in their best interests.

Staff should always consider the child's age, developmental stage, communication needs, medical needs, cultural background, previous experiences and individual preferences before initiating physical contact.

Appropriate physical contact may include:

- providing comfort or reassurance to a distressed pupil where appropriate;
- administering first aid or supporting medical needs;
- assisting pupils with mobility or physical disabilities;
- supporting personal care where this forms part of an agreed care plan;
- demonstrating practical activities where appropriate;
- preventing injury or harm where immediate intervention is necessary; and
- using reasonable force in accordance with the Positive Handling Policy where lawful, necessary and proportionate.

Wherever possible, staff should explain what they are doing, seek the child's cooperation and preserve the child's dignity and privacy throughout any physical intervention.

Any use of reasonable force or restrictive physical intervention must comply with the AS2Educate Positive Handling Policy and be recorded in accordance with that policy.

One-to-One Working

AS2Educate recognises that one-to-one working is often an essential part of supporting children and young people, particularly within an Alternative Provision. Individual support may be required for teaching, mentoring, pastoral support, therapeutic conversations, emotional regulation or safeguarding purposes.

Where one-to-one working takes place, staff should ensure that arrangements are open, transparent and professionally accountable.

Where reasonably practicable, staff should:

- ensure colleagues are aware that one-to-one work is taking place;
- use rooms or spaces that are suitable for the activity and, where appropriate, allow appropriate visibility;
- maintain appropriate professional boundaries at all times;
- avoid situations that could be misinterpreted;
- ensure interactions remain focused on the child's identified needs; and
- record significant safeguarding or welfare discussions in accordance with AS2Educate procedures.

Staff should exercise professional judgement at all times, recognising that safeguarding, confidentiality and the welfare of the child must remain central to any decision regarding one-to-one working.

Where lone working is unavoidable, staff must also comply with the AS2Educate Lone Working Policy.

Personal Care and Intimate Support

Some pupils may require assistance with personal care, intimate care or medical needs as part of their education and wellbeing.

Where personal care is required, staff must:

- treat every pupil with dignity, sensitivity and respect;
- promote independence wherever possible;
- follow agreed care plans and risk assessments;
- explain each stage of the support being provided;
- preserve the child's privacy and dignity;
- maintain appropriate professional boundaries; and
- record any concerns arising from the provision of personal care.

Where concerns arise during personal care, including concerns regarding injury, neglect, abuse or inappropriate behaviour, staff must report these immediately in accordance with the Safeguarding and Child Protection Policy.

Procedures relating to intimate care, medical support and the administration of medicines are detailed within the relevant AS2Educate policies.

Educational Visits, Community Activities and Transport

Staff representing AS2Educate during educational visits, community activities or transport arrangements remain subject to the same professional standards expected within the provision.

Staff are expected to:

- maintain appropriate professional boundaries;
- act as positive role models;
- exercise professional judgement at all times;
- prioritise the safety and wellbeing of pupils;
- follow agreed risk assessments and procedures; and
- report any safeguarding concerns immediately.

Operational arrangements relating to educational visits and transport are detailed within the AS2Educate Off-Site Visits, Educational Activities and Transport Policy.

Gifts, Hospitality and Professional Integrity

Professional relationships should never be influenced by personal gain or perceived favouritism. Staff should not accept gifts, hospitality or benefits that could reasonably be perceived as influencing their professional judgement or creating a conflict of interest.

Occasionally, pupils or families may wish to offer a small token of appreciation. Modest gifts of nominal value may be accepted where appropriate; however, any significant gift or offer of hospitality should be declared to the Provision Manager and recorded where necessary.

Staff must never:

- solicit gifts from pupils or families;
- offer personal gifts that could be interpreted as favouritism or an attempt to develop an inappropriate relationship;
- borrow money or possessions from pupils or families;
- lend money to pupils; or
- use their professional position for personal advantage.

Where uncertainty exists regarding the appropriateness of a gift or hospitality, staff should seek advice from the Provision Manager before accepting or offering it.

Staff should exercise particular care when accepting gifts from pupils or families to ensure that professional boundaries remain clear. Any gift that could reasonably be perceived as influencing professional judgement, creating a sense of obligation or giving rise to a conflict of interest must be declined. Where gifts are accepted, they should be modest, proportionate, declared to the Provision Manager and, where appropriate, recorded within the AS2Educate Gifts and Hospitality Register.

Confidentiality and Information Sharing

In the course of their work, staff will have access to confidential and sensitive information relating to pupils, families, colleagues and the organisation.

Staff are expected to handle all information professionally, lawfully and sensitively, recognising that maintaining confidentiality is essential to building trust whilst understanding that safeguarding concerns must always take precedence where information needs to be shared to protect a child.

Staff must not disclose, discuss or share information relating to a pupil, their family or personal circumstances with anyone who does not have a legitimate professional need to know. Information relating to pupils must only be shared on a need-to-know basis with professionals who are directly involved in supporting the pupil and where there is a lawful or safeguarding reason to do so.

Discussions about pupils must only take place in appropriate professional settings and never in public places or with family members, friends or other individuals who have no professional involvement with the pupil.

Unauthorised disclosure of confidential information, whether verbally, electronically, through social media or by any other means, may constitute a breach of confidentiality, data protection legislation and this Code of Conduct, and may result in disciplinary action, up to and including dismissal. Where appropriate, breaches may also be reported to external agencies or professional regulators.

Staff must:

- respect the privacy and confidentiality of pupils, families and colleagues;
- only access information required to carry out their role;
- share information appropriately where it is necessary to safeguard a child or fulfil a legal or professional duty;
- ensure discussions regarding pupils take place in appropriate settings; and
- report any concerns regarding confidentiality or information security immediately.

All staff must comply with the AS2Educate Data Protection and GDPR Policy and associated procedures.

Equality, Inclusion and Respect

AS2Educate is committed to providing an inclusive environment where everyone is treated fairly, with dignity and respect.

Staff are expected to:

- promote equality, diversity and inclusion in all aspects of their work;
- challenge discriminatory language, attitudes and behaviour appropriately;
- make reasonable adjustments to support pupils and colleagues where required;
- celebrate diversity and promote a culture of belonging; and
- model respectful and inclusive behaviour at all times.

All staff are expected to comply with the AS2Educate Equality, Diversity and Inclusion Policy.

Raising Concerns and Professional Accountability

Maintaining a safe culture depends upon adults feeling confident to raise concerns about safeguarding, professional practice or behaviour that falls below expected standards.

Staff must:

- report safeguarding concerns immediately in accordance with the Safeguarding and Child Protection Policy;
- report any safeguarding concern or allegation about an adult working for or on behalf of AS2Educate immediately in accordance with the Safeguarding and Child Protection Policy and Managing Allegations procedures;

- report any low-level concern about the behaviour of an adult, however small it may appear, where the behaviour is inconsistent with this Code of Conduct, AS2Educate's safeguarding expectations or the standards expected of adults working with children;
- report concerns about safeguarding practice, unsafe working practices or failures to act, using AS2Educate's whistleblowing procedures where appropriate; cooperate fully with any enquiries or investigations; and
- seek advice where they are uncertain about the appropriate course of action.

Concerns will be managed fairly, sensitively and in accordance with AS2Educate's safeguarding and employment procedures. Staff will never be disadvantaged for raising a genuine concern in good faith.

Where a safeguarding concern or allegation relates to the Provision Manager/Sole Director, staff must not report the matter to that individual. The concern must instead be reported without delay through the external safeguarding route set out within AS2Educate's Safeguarding and Child Protection Policy and Managing Allegations procedures, including referral to or consultation with the relevant Local Authority Designated Officer (LADO) where the applicable threshold may be met.

No member of staff should delay raising a concern because they are uncertain whether it constitutes a low-level concern or an allegation. Advice should be sought and the appropriate safeguarding procedure followed.

Procedures relating to low-level concerns, whistleblowing and allegations against staff are detailed within the relevant AS2Educate policies.

Professional Development and Reflective Practice

AS2Educate is committed to creating a culture of continuous learning and professional development.

Staff are expected to:

- participate fully in induction, supervision and appraisal;
- complete all mandatory training within required timescales;
- maintain the knowledge and skills required for their role;
- engage positively with professional development opportunities;
- reflect upon their own practice and identify areas for improvement;
- remain informed of changes to legislation, statutory guidance and organisational policies; and
- contribute positively to the ongoing development of the provision.

Reflective practice is encouraged throughout AS2Educate and forms an important part of maintaining high standards of safeguarding, teaching and professional conduct.

Staff Wellbeing

AS2Educate recognises that supporting children and young people with complex needs can be both rewarding and emotionally demanding.

The provision is committed to promoting a positive working environment where staff wellbeing is valued and supported. Staff are encouraged to seek support whenever personal circumstances, health or wellbeing may affect their ability to carry out their role safely or effectively. Staff are encouraged to raise concerns about workload, wellbeing or fitness to practise at an early stage so that appropriate support can be provided.

Support may include:

- regular supervision and professional discussions;
- wellbeing support;
- opportunities for reflection and debrief following significant incidents; and
- reasonable workplace adjustments where appropriate.

Looking after staff wellbeing contributes to maintaining high standards of professional practice and positive outcomes for children and young people.

Breaches of this Code

All adults working at AS2Educate are expected to comply with this Code of Conduct.

Where concerns arise regarding an individual's conduct, these will be considered fairly and proportionately, taking account of the circumstances, the level of risk and the relevant organisational procedures.

Breaches of this Code may result in:

- informal advice, guidance or supervision;
- additional training or support;
- management action;
- formal disciplinary procedures;
- referral to external agencies where appropriate; or
- referral to the Disclosure and Barring Service (DBS), Teaching Regulation Agency (TRA) or other relevant professional bodies where required.

Where concerns relate to safeguarding, they will be managed in accordance with the AS2Educate Safeguarding and Child Protection Policy and the relevant statutory guidance.

Monitoring and Review

The Provision Manager is responsible for ensuring that this Code is implemented consistently throughout AS2Educate.

Compliance with this Code will be monitored through:

- supervision and appraisal;
- safeguarding monitoring;
- staff training and professional development;
- quality assurance activities;
- policy reviews;
- audits and learning from incidents; and
- feedback from pupils, families and staff.

This Code will be reviewed annually, or sooner where there are significant changes to legislation, statutory guidance or organisational practice.

Staff Declaration

All staff are required to read this Code of Conduct and complete the AS2Educate Staff Code of Conduct Declaration Form. The completed declaration will be retained on the employee's personnel file in accordance with AS2Educate's recruitment and employment procedures.

Record Retention

The signed declaration will be retained on the employee's personnel file. Staff will be required to complete a new declaration:

- on commencement of employment;
- following any substantive revision to the Code of Conduct;
- following significant changes to statutory safeguarding guidance; or
- where requested as part of supervision, appraisal or professional review.

Appendix A

AS2Educate Staff Code of Conduct Declaration

Staff Declaration

This declaration confirms that I have read, understood and agree to comply with the standards, expectations and professional responsibilities set out in the AS2Educate Staff Code of Conduct.

I understand that the Code of Conduct forms part of my terms and conditions of employment and supports AS2Educate's commitment to safeguarding, professional integrity, trauma-informed practice and creating a safe, respectful and inclusive environment for all children and young people.

By signing this declaration, I confirm that I:

Professional Responsibilities

- ☐ Have read and understood the AS2Educate Staff Code of Conduct.
- ☐ Agree to uphold the professional standards, values and expectations contained within the Code.
- ☐ Understand my responsibility to safeguard and promote the welfare of all children and young people.
- ☐ Will always act in the best interests of children and young people.
- ☐ Will maintain appropriate professional relationships and boundaries at all times.
- ☐ Will exercise sound professional judgement and seek advice where I am unsure.

Safeguarding Responsibilities

I understand that I must:

- ☐ Have read and understood Part One of Keeping Children Safe in Education 2026 in full and understand that the Part One overview is supplementary and does not replace Part One.
- ☐ Report any safeguarding concern immediately in accordance with the AS2Educate Safeguarding and Child Protection Policy.
- ☐ Report concerns about the conduct of another adult, including low-level concerns, safeguarding concerns or allegations, in accordance with AS2Educate's reporting procedures.
- ☐ Maintain an attitude of "it could happen here" in relation to safeguarding.
- ☐ Exercise professional curiosity where I have concerns about a child's welfare.

Professional Standards

I confirm that I will:

- ☐ Treat pupils, families, colleagues and visitors with dignity, respect and professionalism.
- ☐ Promote AS2Educate's values of Resilience, Determination, Respect, Excellence, Compassion, Integrity and Equity.
- ☐ Maintain confidentiality and only share information where there is a legitimate professional need to do so.
- ☐ Comply with all AS2Educate policies relevant to my role.
- ☐ Undertake mandatory safeguarding and professional training.
- ☐ Raise concerns where I believe professional standards or safeguarding expectations are not being met.

Declaration

I understand that failure to comply with the AS2Educate Staff Code of Conduct may result in management action, disciplinary procedures and, where appropriate, referral to external agencies or professional regulators.

I understand that if I am unsure about any aspect of the Code of Conduct, I should seek advice from my Line Manager or the Designated Safeguarding Lead before acting.

I agree to uphold the professional standards expected of me and to contribute to a safe, respectful and supportive culture for all children, young people, colleagues and visitors.

Employee Details

Employee Name	
Job Title	
Department	
Start Date	
Signature	
Date	

Manager Confirmation

I confirm that the above member of staff has:

- ☐ Been provided with a copy of the AS2Educate Staff Code of Conduct.
- ☐ Had the opportunity to discuss the Code and ask questions.
- ☐ Been informed of the policies and procedures relevant to their role.
- ☐ Confirmed that they understand the professional expectations placed upon them.

Manager Name	
Job Title	
Signature	
Date	

Annual Review / Reconfirmation

Review Date	Employee Initials	Manager Initials

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 2027
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
Review Date: August 2026	Full Policy review