# STAFF CODE OF CONDUCT

**EFFECTIVE: SEPTEMBER 2026 | REVIEW: SEPTEMBER 2027**

SAFE PEOPLE • POSITIVE PATHWAYS • COMPLIANT PRACTICE | Impact Alternative Learning - commissioned alternative provision.

## 1 WELFARE AND PROFESSIONAL INTEGRITY

- Adults place learner safety first, act lawfully, show respect, avoid discrimination and maintain high professional standards on and off site.
- This code applies to employees, agency staff, volunteers, tutors, contractors and anyone acting on Impact's behalf.

## 2 BOUNDARIES AND CONTACT

- Use only approved channels for contact with young people and families. No private social media contact, private transport, private meetings or personal-device photography without documented authorisation and risk controls.
- Report accidental contact, gifts, personal disclosures or potential boundary conflicts immediately to the appropriate manager/DSL.

## 3 ONE-TO-ONE AND OFF-SITE WORKING

- One-to-one support is planned, observable where practicable, risk assessed and recorded; avoid unnecessary lone working.
- Off-site handovers, room allocation and transport are governed by signed activity plans and safeguarding procedures.

## 4 PHYSICAL CONTACT AND INTERVENTION

- Physical contact must be necessary, appropriate and consent-aware; restrictive intervention only when lawful, proportionate, necessary and in accordance with training and the Physical Intervention Policy.
- Report and record any restraint or injury immediately and notify families/commissioners as required.

## 5 ADULT BEHAVIOUR AND LANGUAGE

- No humiliation, threats, bullying, discriminatory language, favouritism, sexualised jokes, exploitation, inappropriate relationships or sharing confidential information.
- Staff must not attend impaired by alcohol or drugs; declare conflicts of interest and act within the professional role.

## 6 IT, PHOTOS AND AI

- Use approved school systems and devices. Do not upload identifiable learner information or sensitive safeguarding details to public generative AI services.
- Authorised imagery requires a clear lawful purpose and permissions; safeguard data even when consent to publicity exists.

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**Professional standards and boundaries for every adult**

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## 7 SAFEGUARDING AND WHISTLEBLOWING

- Report all child welfare concerns without delay; report staff conduct concerns through designated case manager or independent route if Principal involved.
- Understand the distinction between low-level concerns and allegations, and maintain confidentiality without withholding necessary information.

## 8 TRAINING, CONDUCT AND BREACHES

- Attend induction and required training; declare relevant changes affecting suitability or capability.
- Breaches are documented and managed fairly under employment, safeguarding and referral procedures. Serious concerns may require LADO/DBS referrals where legal criteria apply.

## 9 OVERSIGHT AND ACKNOWLEDGEMENT

- Managers supervise conduct and record training/read-and-understood declarations.
- Review annually, after serious incidents or significant changes to KCSIE, employment law or provider practice.

## 10 LINKED STATUTORY AND DFE GUIDANCE

- Keeping Children Safe in Education 2026 (in force 1 September 2026) This policy is a provider operational policy; the primary guidance and any commissioner requirements take precedence where applicable.

## 11 POLICY OWNERSHIP AND REVIEW

- Policy owner: Kate Willis, Principal and Proprietor. Effective date: September 2026. Next review: September 2027, or sooner if legislation, safeguarding guidance, commissioning requirements or provision changes.
- The Principal manages implementation and policy review, with governance oversight where appropriate; relevant staff are informed of updates and confirm understanding.