



STAFF CODE OF CONDUCT

1. Respect the views and wishes, and promote the rights and interests of students, colleagues and other professionals.

1.1 Ensure you work with students in person centred ways and use this as the basis for Mentor and Education care and support

1.2 You must respect and, where appropriate, promote and uphold the rights, values, beliefs, views and wishes of both students, colleagues and other professionals

1.3 You must support students to maximise their decision making and control over their lives

1.4 You must work with students, colleagues and other professionals in ways that respect their dignity, privacy, preferences, culture, language and rights

1.5 You must ensure that your actions promote equality, diversity and inclusion

2. Strive to establish and maintain the trust and confidence of students, colleagues and other professionals.

2.1 Always be honest and trustworthy

2.2 Always communicate in an appropriate, open, accurate and straightforward way

2.3 Always actively support students, colleagues and other professionals to communicate their views and preferences using their preferred method and language

2.4 Always respect confidential information and clearly explain policies about confidentiality to students, colleagues and other professionals

2.5 Always be reliable and dependable

2.6 Always honour work commitments, agreements and arrangements and, when it is not possible to do so, explain why to students, colleagues and other professionals as required.

2.7 You must declare issues immediately that might create conflicts of interest and take steps to ensure that they do not influence your professional judgement or practice

2.8 Always adhere to policies and procedures about accepting gifts and money from individuals, their families and seek confirmation from a member of the Senior Leadership Team in writing that you are able to accept such gifts

Signed: _____

Date: _____

3. Promote the well-being, voice and control of students, colleagues and other professionals. while supporting them to stay safe

- 3.1** Always work with students in ways that maximises their well-being and active participation and balances their rights and responsibilities
- 3.2** You must work in partnership with colleagues and other professionals to promote the well-being, voice and control of students, colleagues and other professionals
- 3.3** Always work with students, colleagues and other professionals to keep themselves safe
- 3.4** You must recognise and use sensitively and responsibly the power that comes from your work with students, colleagues and other professionals
- 3.5** You should support students, colleagues and other professionals to express concerns or make complaints, taking complaints seriously and responding to them or passing them to the appropriate person
- 3.6** You must use agreed systems and procedures to share information appropriately with colleagues and other professionals and in a timely manner
- 3.7** You must use relevant processes and procedures to challenge and report dangerous, abusive, discriminatory or exploitative behaviour and practice
- 3.8** You must raise concerns with your employer or an appropriate authority where the practice of colleagues or other professionals may be unsafe or adversely affecting standards of support
- 3.9** You must bring to the attention of your employer or the appropriate authority, resource or operational difficulties that might get in the way of the delivery of safe and effective support
- 3.10** You must never initiate or encourage any physical contact with a child or young person this includes patting them on the back. Only in exceptional circumstances (for example when someone's physical safety is at risk) should you act

Signed: _____

Date: _____

4. Respect the rights of students while seeking to ensure that their engagement and behaviour does not harm themselves or other people.

- 4.1 You must work with students to balance rights, responsibilities and risks
- 4.2 You must follow risk assessment policies and procedures to assess whether the behaviour and engagement of students presents a risk of harm to themselves or other people
- 4.3 You must take necessary steps to minimise the risks of student's behaviour and engagement causing actual or potential harm to themselves or other people
- 4.4 You must ensure that relevant colleagues and agencies are informed about the outcomes and implications of risk assessments

5. You must act with integrity and uphold public trust and confidence in the education profession.

- 5.1 You must not directly or indirectly abuse, neglect or harm students, colleagues and other professionals
- 5.2 You must not exploit students, colleagues and other professionals, in any way
- 5.3 You must not abuse the trust of students, colleagues and other professionals. or the access you have to personal information about them, or to their property, home or workplace
- 5.4 You must not form inappropriate personal relationships with students, their families, colleagues
- 5.5 You must not discriminate unlawfully or unjustifiably against students, colleagues and other professionals. or other people
- 5.6 You must not condone any unlawful or unjustifiable discrimination by students, colleagues and other professionals or other people
- 5.7 You must not put yourself or other people at unnecessary risk
- 5.8 You must not behave in a way, in work or outside work, which would call into question your suitability to work in the education profession
- 5.9 You must ensure that you report any safeguarding concerns, no matter how small, immediately to Fast Progress Tuition's Designated Safeguarding Lead via the specified forms and to the relevant DSL of the Client/member of SLT

Signed: _____

Date: _____

5.10 You must be dressed appropriately at all times. You should dress in a way that is not likely to be viewed as offensive, revealing, distracting, cause embarrassment or give rise to misunderstanding

6. Be accountable for the quality of your work and take responsibility for maintaining and developing knowledge and skills.

6.1 You must ensure that you are meeting relevant standards of practice, following procedures and working in a lawful, safe and effective way

6.2 You must always maintain clear and accurate records in accordance with legal and work setting requirements

6.3 You must be open and honest with people if things go wrong, including providing a full and prompt explanation to your employer or the appropriate authority of what has happened

6.4 You must Inform your employer or the appropriate authority immediately about any personal difficulties that might affect your ability to do your job competently and safely

6.5 You must seek assistance from your employer or the appropriate authority if you do not feel able or adequately prepared to carry out any aspect of your work or you are not sure about how to proceed in a work matter.

6.6 You must work openly and cooperatively with colleagues and other professionals and treating them with respect

6.7 You must understanding that you remain responsible for the work that you have delegated to other workers

6.8 You must recognise and respect the roles and expertise of other professionals and work in partnership with them

6.9 You must undertake relevant learning and development to maintain and improve your knowledge and skills to ensure you are fit to practise, and contributing to the learning and development of others

6.10 You must cooperate with investigations into your practice, or the practice of others, undertaken by your employer, Ofsted, or by any other appropriate bodies

6.11 You must ensure you are up to date with all policies and safeguarding documentation

6.12 You must abide by all guidance stated in these documents, including ensuring all behaviour and engagement management is dealt with in line with policies and procedures

Signed: _____

Date: _____