




## Provider and Volunteer Code of Conduct Policy

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### Approval Authorisation

Authorised By	
Melanie Smith:	Signature: 
	Print: MELANIE SMITH
	Date: 1 <sup>ST</sup> OCTOBER 2018



The following code has been negotiated with trade unions and is recommended for adoption by the governing body.

Employees should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.

### **PURPOSE, SCOPE AND PRINCIPLES**

A Code of Conduct is designed to give clear guidance on the standards of behaviour all staff are expected to observe. All staff are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all the children/parents and carers within the holiday clubs.

**This Code of Conduct applies to:**

- ✓ All staff who are employed by Northampton ESCO CIC.

### **SETTING AN EXAMPLE**

- ✓ All staff who work for Northampton ESCO CIC set examples of behaviour and conduct which can be copied by children/parents and carers and must always therefore avoid using inappropriate or offensive language.
- ✓ All staff must, therefore, demonstrate high standards of conduct to encourage our children/parents and carers to do the same.
- ✓ All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- ✓ This Code helps all staff to understand what behaviour is and is not acceptable.

### **SAFEGUARDING PUPILS/STUDENTS**

Staff have a duty to safeguard children/parents and carers from:

- ✓ physical abuse
- ✓ sexual abuse
- ✓ emotional abuse
- ✓ neglect

The duty to safeguard pupils/students includes the duty to report concerns about a children/parents and carers to Melanie Smith, Director of Northampton ESCO CIC.



Northampton ESCO CIC staff are provided with personal copies of the Child Protection Policy.

Staff must not seriously demean or undermine children/parents and carers, or colleagues.

Staff must take reasonable care of children/parents and carers under their supervision with the aim of ensuring their safety and welfare.

### **PUPIL/STUDENT DEVELOPMENT**

- ✓ Staff must comply with the policies and procedures that support the well-being and development of children/parents and carers.
- ✓ Staff must follow reasonable instructions that support the development of children/parents and carers.

### **HONESTY AND INTEGRITY**

- ✓ Staff must maintain high standards of honesty and integrity in their work. This includes use of school property and facilities.
- ✓ All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept, or receive a bribe from another person.

### **CONDUCT OUTSIDE WORK**

- ✓ Staff must not engage in conduct outside work which could seriously damage the reputation and standing of Northampton ESCO CIC.
- ✓ Criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.
- ✓ Staff must exercise caution when using information technology and be aware of the risks to themselves and others.
- ✓ Staff may undertake work outside Northampton ESCO CIC, either paid or voluntary, if it does not conflict with the interests of the Northampton ESCO CIC.
- ✓ Staff must not engage in inappropriate use of social network sites which may bring themselves or Northampton ESCO CIC into disrepute.



## **CONFIDENTIALITY**

- ✓ **Where staff have access to confidential information about children/parents and carers, staff must not reveal such information except to those staff who have a professional role in relation to the pupil/student.**
- ✓ **All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil/student is bullied by another pupil/student (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate procedure.**
- ✓ **However, staff have an obligation to share with their Director, Melanie Smith any information which gives rise to concern about the safety or welfare of a children/parents and carers.**
- ✓ **Providers and Volunteers must never promise a child/parent and/or carer that they will not act on information that they are told by the child/parent and/or carer.**

## **DISCIPLINARY ACTION**

- ✓ **All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.**