



## Staff Code of Conduct

All staff and responsible adults will -

- promote an atmosphere of tolerance and respect and will actively challenge extremist views that threaten this atmosphere. IN THE UK ONLY: Staff and responsible adults will promote core British values of democracy, the rule of law, individual liberty and tolerance of different beliefs and cultures. Staff will report any concerns to the PREVENT lead (please read the PREVENT policy carefully)
- need to set standards and to be excellent role models. For example, be somebody children can trust, use appropriate language, be punctual, be fair and not to have favourites, not to give preferential treatment, give clear instructions, be positive, react and respond appropriately to a variety of situations
- All staff and responsible adults know professional boundaries
- All staff and responsible adults must treat all students and young people with due respect
- All staff and responsible adults need to have appropriate appearance and to dress in a manner that is appropriate to their role.
- All staff and responsible adults should refrain from smoking, drinking alcohol and of course taking any form of illegal drug
- Members of staff or homestays should declare if they are on prescribed medication that might affect their ability to fulfil their duties
- All staff and responsible adults should not swear in front of young learners
- All staff and responsible adults should be aware of CES guidelines on the use of social networks and misuse of IT.
- All staff and responsible adults in residential centres should be aware of appropriate forms of behaviour in accommodation, particularly around bedrooms and bathrooms and the right to privacy
- All staff and responsible adults should be aware of the correct action to take with regard to arranging transportation for young learners
- All staff and responsible adults have a duty of care towards all students but in particular towards students under the age of 18
- All staff and responsible adults should avoid all forms of physical contact with students unless in certain clearly defined situations (e.g. administering of first aid by a trained first aider ideally in the presence of another member of staff)
- All staff and responsible adults should be aware of CES guidelines relating to the use of photographic and video equipment with young people
- All staff and responsible adults should share any concerns with the appropriate member of staff immediately