Ergo

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Ergo Education Code of Conduct for Staff

1. Purpose

This Code of Conduct sets out the conduct that Ergo Education expects from all of our staff. This includes directors, paid staff, self-employed tutors, interns, volunteers and anyone undertaking duties for the organisation, whether paid or unpaid. (hereafter called staff)

The Code of Conduct outlines our expectations and helps us to protect both participants of our programmes from abuse and staff from unfounded allegations. Ergo Education is responsible for making sure that everyone taking part in our programmes has read, understood and signed up to the Code of Conduct and that they understand the consequences of inappropriate behaviour.

2. The Role of Staff

Your role at Ergo Education places you in a position of trust and authority and as such you have a duty of care towards the people you work with. You are likely to be seen as a role model and are expected to act appropriately.

3. Your Responsibility

You are responsible for:

- Prioritising the safeguarding of all participants on the programme.
- Attending induction sessions and ongoing training about your role and your safeguarding responsibilities.
- Providing a safe and nurturing physical and online environment.
- Understanding that, when working with children, young people and vulnerable adults, you are in a position of trust and should therefore be an excellent role model.
- Acting professionally at all times and using appropriate language when communicating with participants, both verbally and in writing.
- Ensuring, when using online learning platforms, that they are used safely and for the intended purpose.
- Understanding safeguarding issues and recognising when a participant may need help and taking action when required.



- Reporting all safeguarding concerns, no matter how small to the Designated Safeguarding Lead or Deputy Safeguarding Lead.
- Ensuring that you always obtain parental/carer consent before any child, young person, or vulnerable adult is photographed or filmed. Publication of images will be with the direct consent of the parent/carer and the child.
- Maintaining confidentiality of any information relating to other staff, or participants obtained during your employment at Ergo Education. (such as personal details and contact information)
- Ensuring you read and adhere to our principles, policies and procedures, including our policies on safeguarding and whistleblowing.
- Behaving lawfully at all times.

4. Professional Conduct

You are expected to:

- Maintain professional boundaries with participants appropriate to your position and always consider whether your actions are warranted, proportionate, safe and applied equitably.
- Act in an open and transparent way that would not lead any reasonable person to question your actions or intent.
- Think carefully about your conduct so that misinterpretations are minimised.
- Ensure that any social media activity which relates to Ergo Education or that can associate you with Ergo Education remains professional and lawful. Be aware that participants may easily be able to identify and follow staff on social media (e.g., Twitter, Instagram) and it is therefore important to keep it professional at all times.
- Ensure that online sessions are conducted in the same professional manner that face to face sessions, e.g. dress code, surroundings, language etc.
- Not establish or seek to establish social contact with participants for the purpose of securing a friendship or to pursue or strengthen a relationship. (If a young person or their parents seek to establish social contact, staff should exercise their professional judgement in making a response and be aware that such social contact could be misconstrued.)

- Be aware of Section 16 of The Sexual Offences Act 2003 which deems a relationship between a person in a position of trust with a participant as a criminal offence.
- Never make sexual remarks to a participant or discuss your own sexual relationships with, or in the presence of a participant.
- Exercise caution when you are discussing sensitive issues.
- Never offer a programme participant a lift in your vehicle or invite them to your home.
- Ensure, wherever possible that meetings with programme participants will be in a public place with another adult present.
- Ensure your contact with participants is appropriate and relevant to the work of the project you are involved in.
- Where possible, make notes of any interactions between people you deem inappropriate and inform the Head of Educational Programming immediately.

5. Respect

You are expected to:

- Treat all individuals with dignity and respect.
- Listen to and respect programme participants at all times.
- Value and take participant's contributions seriously, actively involving them in planning activities wherever possible.
- Always act and dress in a professional manner.
- Not smoke, drink alcohol or be under the influence of alcohol in the presence of participants.
- Respect a participant's right to personal privacy as far as possible.

6. Equal Rights

You are expected to:

- Treat everyone fairly and without prejudice or discrimination.
- Understand that people are individuals with individual needs.
- Respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems, and appreciate that all participants bring something valuable and different to the group/organisation.

- Challenge discrimination and prejudice.
- Encourage people to speak out about attitudes or behaviour that makes them uncomfortable.

7. Upholding this Code of Conduct

You should always follow this Code of Conduct and never rely on your reputation or that of our organisation to protect you. Any action that breaches this Code of Conduct or failure to take action mandated by it, will be subject to disciplinary procedures.

Depending on the seriousness of the situation, you may be dismissed or asked to leave Ergo Education. Any dismissal for safeguarding concerns involving children or vulnerable adults will be reported to the Local Authority and the Disclosure and Barring Service.