

Path 4 AP

Staff Code of Conduct



1. Introduction

Path 4 AP is committed to providing a safe, supportive, and respectful environment for all members of its community, including students, staff, parents, and visitors. This **Staff Code of Conduct** sets out the professional standards and behaviours expected of all staff members, volunteers, contractors, and anyone working on behalf of the school. It is designed to ensure that staff maintain the highest standards of professionalism, integrity, and safeguarding, in line with the school's values and legal obligations.

All staff must act in accordance with this policy to promote the welfare of students and uphold the school's reputation.

2. Purpose and Scope

This Code of Conduct applies to all staff, including teaching and non-teaching staff, contractors, volunteers, supply staff, and management committee. It outlines the expectations for behaviour and conduct both within and outside of school, including interactions with students, colleagues, parents, and the wider community.

3. Professional Conduct and Responsibilities

3.1 Safeguarding and Child Protection

- All staff have a duty to safeguard children and protect them from harm.
- Staff must adhere to the **Safeguarding Child Protection Policy** and understand their responsibilities under **Keeping Children Safe in Education (KCSIE) 2024**.
- Any concerns regarding the safety or welfare of a child must be reported immediately to the school's **Designated Safeguarding Lead (DSL)** or their deputies.
- Physical contact with students should be appropriate and necessary. Inappropriate physical contact is strictly prohibited.

3.2 Professional Boundaries

- Staff must maintain professional boundaries with students at all times. Relationships with students that are not of a professional nature are strictly prohibited.
- Personal relationships with students that could be perceived as exploitative or inappropriate are unacceptable.
- Communication with students outside of school settings must be limited to professional purposes and conducted through approved school channels (e.g., school email or platforms).
- Staff should not share personal contact details, such as personal phone numbers or social media accounts, with students.

3.3 Conduct Outside School

- Staff should be aware that their conduct outside of work can impact the reputation of the school. Any behaviour that brings the school into disrepute or questions a staff member's suitability to work with children may result in disciplinary action.
- Criminal convictions or investigations involving staff that may affect their role must be disclosed to the Head of Centre as soon as possible.

3.4 Equality, Diversity, and Inclusion

- Path 4 AP promotes equality and respects diversity. Staff are expected to treat all students, parents, and colleagues with respect, fairness, and without discrimination.
- Staff must not engage in or tolerate any form of bullying, harassment, or victimization.

4. Confidentiality and Data Protection

- Staff must respect the confidentiality of information about students, colleagues, and the school, in line with **Data Protection Legislation (GDPR)**.
- Personal information must only be shared when it is legally appropriate, in the best interests of the student, and with those who have a need to know.
- All staff must follow the school's procedures for handling and storing confidential information securely, including both electronic and paper records.

5. Social Media and Electronic Communication

5.1 Social Media Use

- Staff must exercise caution when using social media. Personal social media profiles should not be used to communicate with students or parents.
- Staff must not post or share content on social media that may reflect poorly on the school or undermine their professional standing.

5.2 Electronic Communication

- Communication with students must always be professional and conducted through school-approved channels.
- Staff must not use personal devices to communicate with students or parents, except in emergencies.

6. Dress and Appearance

- Staff should dress in a manner that is appropriate to their role and promotes a professional image. Clothing should be modest, practical, and respectful of the school community.
- Any specific dress codes for particular roles (e.g., PE staff) must be adhered to.

7. Alcohol, Drugs, and Substance Abuse

- Staff must not be under the influence of alcohol, drugs, or any substance that impairs their ability to perform their duties while at work or representing the school.
- The use, possession, or distribution of illegal substances is strictly prohibited.

8. Health and Safety

- All staff are responsible for adhering to the school's **Health and Safety Policy** and ensuring that their actions do not put themselves or others at risk.
- Any health and safety concerns should be reported to the **Health and Safety Officer** immediately.

9. Relationships with Colleagues

- Staff are expected to foster a positive working environment by treating colleagues with courtesy and respect.
- Any workplace conflicts should be resolved in a constructive and professional manner, in accordance with the school's **Grievance and Disciplinary Policy**.

10. Gifts and Hospitality

- Staff must not accept gifts or hospitality from students, parents, or suppliers that could be interpreted as influencing decisions or actions.
- Modest gifts (such as tokens of appreciation) are acceptable but must be declared to the Head of Centre if their value exceeds a set threshold.



11. Whistleblowing

- Path 4 AP encourages staff to report any concerns about the conduct of colleagues or practices within the school that may put students at risk. The school's **Whistleblowing Policy** provides guidance on how to raise such concerns confidentially.
- Staff who raise concerns in good faith will be protected from any form of victimization or discrimination.

12. Compliance and Accountability

- All staff are expected to comply with this Code of Conduct and all school policies and procedures. Failure to do so may result in disciplinary action, which could include dismissal.
- Staff are encouraged to seek advice from the Head of Centre or senior leadership if they are unsure about any aspect of the Code of Conduct.

13. Review and Monitoring

- This Staff Code of Conduct will be reviewed annually by the Senior Leadership Team and the Governing Body to ensure it remains up to date and aligned with the latest safeguarding legislation and best practices.
- All staff will be required to sign a declaration acknowledging that they have read, understood, and agree to comply with the Code of Conduct.

Date agreed	11 th September 2024
Review Date	10 th September 2025
Approved by	Moinul Islam MBE (Head of Centre)
	Alaur Rahman (Head of Operations)

By adhering to this Code of Conduct, Path 4 AP staff will help maintain a safe, respectful, and positive environment that supports student achievement and well-being.