



Staff Professional Conduct Policy

V4. Last updated September 24. Next review due September 26

Author Carly Steel, Executive Director, Updated Lydia Gibson.

Also forms part of the Staff Handbook V4 (sept24)

Education settings have a legal duty to create and maintain a safe learning environment for children and vulnerable young people. A staff Code of Conduct is a mandatory requirement as described in the DfE statutory guidance: 'Keeping Children Safe in Education 2015' (paragraph 34). New Leaf Triangle seeks to provide a safe and supportive environment which secures the well-being and very best outcomes for individuals in our care. The following code draws together existing laws, regulations and conditions of service designed to protect the interests of staff and volunteers and the individuals with whom they work. Staff and volunteers should be aware that a failure to comply with this code could result in disciplinary action including dismissal. When staff are referred to in this policy, this refers also to volunteers.

It is recognised that the vast majority of adults who work with children and vulnerable adults act professionally and aim to provide a safe and supportive environment which secures the well-being and very best outcomes for individuals in their care. Achieving these aims is not always straightforward, as much relies on individual and staff interactions where tensions and misunderstandings can occur. This code aims to reduce the risk of that.

1. Core Principles

1. The welfare of the individuals who use New Leaf Triangle (NLT) services is paramount.
2. Staff are responsible for their own actions and behaviour and should seek to avoid any conduct that would lead any reasonable person to question their motivation or intentions.
3. Where staff are instructed to wear "New Leaf Triangle" branded workwear, this should be worn as often as reasonably possible. Different circumstances may have specific requirements that result in particular clothing demands, for example, where your work raises health and safety risks. It is important that all staff dress in a manner appropriate to their working environment and the type of work they do. Staff will be notified whether they are required to



wear branded workwear, and if this is the case, suitable items will be provided. Staff should not wear anything that could present a health and safety risk, or that may be considered excessively revealing.

4. Staff should apply the same professional standards regardless of culture, disability, gender, language, racial origin, religious belief, and sexual orientation.
5. Staff should not consume or be under the influence of alcohol or substances, including prescribed medication that may affect their ability to care for individuals. New Leaf Triangle may undertake random drug and alcohol testing of staff. This may become particularly relevant if there are concerns or following an accident or incident at work.
6. Staff should be aware that breaches of the law and other professional guidelines could result in disciplinary action being taken against them, criminal action and/or other proceedings including barring by the Disclosure & Barring Service (DBS) from working in regulated activity.
7. Staff and managers should continually monitor and review practice to ensure this guidance is followed and should understand their responsibilities to safeguard and protect children and vulnerable adults.
8. Staff should discuss and/or take advice promptly from their line manager or director over any incident which may give rise to concern, this includes low-level concerns.
9. Records should be made of any incident and decision made or where further actions have been agreed, in accordance with NLT policies and confidentiality
10. All staff should know NLT's Designated Safeguarding Lead and be familiar with local child protection arrangements, protection of vulnerable adults, arrangements for managing allegations against staff, whistleblowing procedures and their Local Safeguarding Children Board (LSCB) procedures, as written in our Safeguarding and Whistleblowing policies.
11. Staff should be aware of and comply with NLT's financial and administrative procedures and any other procedure manuals.
12. Staff have a duty of confidentiality to New Leaf Triangle and must not discuss any sensitive information or confidential matter with any outside individual or organisation. Staff must not refer to the Company or represent themselves on behalf of New Leaf Triangle on social media without permission from us to do so.
13. Staff should be careful not to misuse their power and influence over children.



14. Staff must not bring any individual to work who is not an employee or registered service user of NLT (including partners and their children) without prior written consent from a director. Staff must follow additional guidelines and risk assessments separate from this document before bringing anyone to work. All current NLT risk assessments, policies and procedures apply to all staff and individuals who do not work for NLT and are not service users under these circumstances. If permission is given for one occasion, this permission does not automatically extend beyond that one permitted occasion.

2. Conduct and Behaviour

1. All staff who work at NLT are in a position of trust in relation to individuals in their care and so must adopt high standards of personal integrity and conduct and behave in such a way that does not compromise their position both within and outside of the workplace or the safety and/or welfare of children, vulnerable adults, and animals.
2. Staff should be aware that it is a criminal offence (Sexual Offences Act 2003: abuse of a position of trust) to engage in sexual activity with an individual under the age of 18. Staff are not permitted to engage in sexual relationships of any sort with any individual who uses NLT services.
3. Staff should never make (or encourage others to make) unprofessional comments or use physical force as a form of punishment.
4. Staff should always adhere to NLT's policy on Positive Behaviour Support. This includes, that staff should never use physical intervention inappropriately. They should follow guidelines in the Positive Behaviour Support Policy and individual student support plans.
5. Staff should not use any information obtained in the course of their employment for personal gain or benefit. Nor should they pass it on to others who might use it in such a way.
6. Physical contact should be minimal, time limited, age appropriate and justified. For example, it is appropriate to help a child onto a horse or to give a brief hug to a small child for the purposes of physical comfort if upset or injured.
7. Intimate care and first aid should only be administered by staff who have completed training and shadowing. Two members of staff must help with intimate care wherever possible. Intimate care must be recorded, and a



director must be informed after the care has been completed. If the individual's parents/carers/school staff are present then they are responsible for intimate care, not NLT staff.

8. Staff should understand, adhere to and promote in their daily role, the core British Values of democracy, the rule of law, individual liberty, mutual respect, and tolerance of those with different faiths and beliefs.

3. Equality issues

1. All staff should adhere to NLT's Equality and Inclusion Policy (published on our website for public access, as well as accessible online in our share drive area), in addition to the requirements of the law.
2. All adults and children at NLT have a right to be treated at all times with fairness, equality and without discrimination.

4. Employment matters

1. All staff involved in recruitment and selection processes should ensure that appointments are made in accordance with Safer Recruitment principles, on the basis of merit, without discrimination and in accordance with NLT's recruitment and selection policy and procedure and Safer Recruitment Policy as outlined in the Safeguarding Policy.
2. Any staff involved in tendering processes should ensure that these are made on the basis of merit.
3. All relationships of a business or private nature with external contractors, or potential contractors, should be made known to one of the Directors.

5. Public Duty and Private Interest

1. Staff should not put themselves in a position where their duty to NLT and their private interests are in conflict.

6. Other Employment/Private Work



1. Any external work undertaken must not bring NLT into disrepute or conflict with the NLT's interest.

7. Safeguarding

1. Staff must read and adhere to our Safeguarding Policy (published on our website for public access, as well as accessible online in our shared drive area).
 2. Staff have a duty to safeguard pupils/students from abuse.
 3. The duty to safeguard children and young people includes the duty to report child welfare concerns to NLT's Designated Safeguarding Lead (DSL)
 4. Staff should be aware of and adopt the recommended procedures and best practice guidance outlined in the national Guidance for Safer Working Practice for those working with children and young people in education settings (October 2015).
- Guidance for Safer Working Practice
 - This document will be used to support the Code of Conduct and as such may be referred to in any disciplinary proceedings.
 - Staff should read this document in conjunction with this code.
 - Keeping Children Safe in Education
 - This document sets out the statutory duties that education settings must follow and includes guidance on mandatory reporting requirements. It is advised that this is read alongside Working Together to Safeguard Children.
 - (ii) Staff should ensure they understand and are familiar with their responsibilities and where this includes mandatory reporting expectations, they understand their role in any locally agreed procedures for reporting, such as informing the Designated Safeguarding Lead.

These documents can be found on the NLT drive. If you are unable to find them, please contact a director who will provide you with a hard copy.

- Staff should not engage in personal email or telephone communication with individuals who use the NLT service including but not limited to, schools, parents, carers, other professionals unless instructed to do so by a senior manager. All communication must be completed through an official NLT email or business phone.



- Only authorised areas of the curriculum should contain any sexual or sensitive material. Before teaching such subjects, staff must consult a director.
- Staff should monitor children using the internet to ensure that inappropriate material is not being viewed. Staff must not view inappropriate material whilst at work (on work laptops or their personal equipment).
- Staff should guard against young people developing an infatuation with them and report any concerns to a director.
- Staff should be mindful when a student/young person/children/parent/carer comes to depend on them for support outside of their role and discuss this promptly with a director.
- Staff should be mindful of the additional risks of lone working with vulnerable children and young people, and/or with animals and machinery and must understand and adhere to NLT's Lone Working Policy should lone working be a necessity.

8. Financial inducements, gifts, hospitality, and sponsorship

1. Staff should ensure that gifts are declared if they are received.
2. Where staff provide gifts, they should ensure they are of insignificant value and given to all children equally, for example, sweets as part of a session or a birthday cake for each child on their birthday.
3. Staff should not give any individuals a lift (including to or from NLT before or after sessions) unless this has been agreed by a director. Staff are able to take students in their car as part of sessions agreed by a director once they have complied with NLT's driving at work procedures.

9. Use of NLT time and facilities

1. Staff are expected to arrive on time and ready for each shift. Any delays must be reported to your line manager asap.
2. NLT's property and facilities may only be used for NLT business unless permission for their private use has been granted, this includes staff bringing their own children on site at the weekend (see point 1.14 of this policy).
3. Staff may be issued with keys or access codes to company premises. These remain the property of the company and loss of your key / code (or accidental disclosure to someone) must be reported immediately. Staff must



not remove Company property from the premises unless prior authority has been given. Company equipment must not be used for private purposes without prior permission.

4. Legislation exists which makes it illegal to smoke in enclosed public spaces, or where premises are stocked with flammable material such as hay and straw. Smoking is therefore strictly prohibited in all areas of New Leaf Triangle premises.

10. Staff property

1. Any personal property such as jewellery, cash, credit cards, clothes, cars, motorbikes, or bicycles etc. left on New Leaf Triangle premises is done so entirely at an individual's own risk. Staff are strongly advised not to leave any valuables unattended; a lockable cabinet is provided for staff use, but New Leaf Triangle does not accept liability for loss or damage to any personal property whatsoever.

11. Publication of books/articles

1. Staff must consult with a director before publishing books, articles, letters, dissertations etc where they are described as holding an appointment at NLT.

12. NLT copyright

1. Any and all work created at and for NLT remains the property of NLT and must remain with NLT, including after the staff member has left employment. This includes, but is not limited to, design and production of lesson plans, activities, games and designs for reports, marketing, or other documentation.
2. Student resources, literature and documentation created by NLT remain the property of NLT. You must not use or share them beyond the scope of your role with us, and you must return any and all copies to us, in the event of you leaving NLT or if you are otherwise asked by NLT to do so.



13. NLT Gmail account and emails

1. All NLT staff will be allocated an email address on appointment. This account, including use of emails, must be used only for NLT business use.
2. All staff must access and make use of the shared staff area in our secure Google Workspace, using their NLT email account. Support and training can be provided for this if needed. All staff must adhere to our Data Protection and Retention Policy.
3. All staff must ensure that they have a strong password for accessing their account and use secure devices with good privacy settings. When accessing the account at home or in a shared space staff must take care to not share information and must log out after each session.
4. Staff will be given read-only access to certain, sensitive documents in order for staff to undertake their role effectively (in accordance with Data Protection and Retention Policy). Where this is the case, staff must not download or copy the information to other devices or share it with anyone else.
5. Any new documents created that may need to be read by others, must be created and saved on the shared drive and not individual drives.

14. Pets

1. Staff may not bring pets on site to New Leaf without written agreement from a director. Agreement will only be given after a full and detailed Risk Assessment and once any measures are put in place to ensure well-being, safety and security of NLT and its own animals, the students, staff, and visitors on site and to the pet itself.

15. Disciplinary Action

1. All staff should be aware that a failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.