



**BRIGHT CENTRES**

WORKING TOWARDS A BRIGHTER FUTURE

# Staff Code of Conduct

Bright Centres

Date of Policy: September 2023

Review of Policy: September 2024

# Staff Code of Conduct

A Code of Conduct is designed to give clear guidance on the standards of behaviour all Centre staff are expected to observe. This behaviour code outlines the conduct that Bright Centres expects from all our staff and volunteers. This includes trustees, agency staff, interns, students on work placement and anyone who is undertaking duties for the organisation, whether paid or unpaid. The behaviour code is there to help us protect children and young people from abuse. It has been informed by the views of children and young people.

Bright Centres is responsible for making sure everyone taking part in our activities has seen, understood and agreed to follow the code of behaviour, and that they understand the consequences of inappropriate behaviour.

## **The role of staff and volunteers:**

In your role at Bright Centres you are acting in a position of trust and authority and have a duty of care towards the children and young people we work with. You are likely to be seen as a role model by young people and are expected to act appropriately. We expect people who take part in our services to always display appropriate behaviour. This includes behaviour that takes place outside our organisation and behaviour that takes place online.

## **Responsibility of staff and volunteers**

- Prioritising the welfare of children and young people.
- Providing a safe environment for children and young people o ensuring equipment is used safely and for its intended purpose of having good awareness of issues to do with safeguarding and child protection and taking action when appropriate.
- Following our principles, policies and procedures o including our policies and procedures for safeguarding and child protection, whistleblowing, and online safety
- Staying within the law at all times.
- Modelling good behaviour for children and young people to follow
- Challenging all inappropriate behaviour and reporting any breaches of the behaviour code to the DSL.
- Reporting all concerns about abusive behaviour, following our safeguarding and child protection procedures o this includes inappropriate behaviour displayed by an adult or child and directed at anybody of any age.

## **Diversity and inclusion**

- treat children and young people fairly and without prejudice or discrimination

- understand that children and young 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 young people and adults to speak out about attitudes or behaviour that makes them uncomfortable.

## **TEACHING AND LEARNING**

As Staff you are expected to:

- Deliver a curriculum that is stimulating and that is relevant whilst challenging students of all abilities to be the best they can
- Create a positive work ethic enabling students to achieve their best
- Create a well ordered, safe and supportive learning environment to ensure that strong learning takes place
- Regularly monitor, assess and provide feedback on students' work • Agree students' individual targets for future progress and monitor their progress towards these at regular intervals providing progress updates
- Fully support the Centre's Behaviour Policy
- Deal with instances of poor behaviour promptly, fairly and in-line with BC behaviour policy

## **SAFEGUARDING PUPILS/STUDENTS**

Staff have a duty to safeguard pupils/students from:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student to the school's Designated safeguarding officer for Child Protection.

Staff must take reasonable care of pupils/students under their supervision with

the aim of ensuring their safety and welfare.

## **STAFF DRESS**

- Staff must dress in a manner that reflects the professional nature of their job (ie: smart practical clothes)
- Staff must avoid wearing clothes that could cause offence or embarrassment to others

## **SOCIAL NETWORKING SITES**

It is not recommended that staff use these sites, however if staff have a profile they must ensure that they:

1. Keep their profile private.
2. Lock all pictures and make sure that they can only be seen by 'friends'
3. Be careful of profile content
4. NEVER accept pupils as friends.

## **Inappropriate behaviour**

When working with children and young people, you must not:

- Allow concerns or allegations to go unreported.
- Take unnecessary risks.
- Smoke, consume alcohol or use illegal substances.
- Develop inappropriate relationships with children and young people.
- Make inappropriate promises to children and young people.
- Engage in behaviour that is in any way abusive or including having any form of sexual contact with a child or young person.
- Let children and young people have your personal contact details (mobile number, email or postal address) or have contact with them via a personal social media account.
- Act in a way that can be perceived as threatening or intrusive.
- Patronise or belittle children and young people.
- Make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people.

## **CONFIDENTIALITY**

Where staff have access to confidential information about pupils/students or

their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil/student.

Staff have an obligation to share with their manager or the Centre Designated Senior Person any information which gives rise to concern about the safety or welfare of a pupil/student. Staff must **never** promise a pupil/student that they will not act on information that they are told by the pupil/student.

If you have behaved inappropriately, you will be subject to our disciplinary procedures. Depending on the seriousness of the situation, you might be asked to leave Bright Centres. We might also make a report to statutory agencies such as the police and/or the local authority child protection services. If you become aware of any breaches of this code, you must report them to the entire director. If necessary, you should follow our whistleblowing procedure and safeguarding and child protection procedures.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_