



Staff Code of Conduct

Adopted 01/09/2020
Reviewed 01/09/2022
Next review 01/09/2024

Aims and Scope

This Code of Conduct is designed to give clear guidance on the standards of behaviour all staff are expected to observe. Make it! should notify staff of this code and the expectations therein. Make it! staff are in a unique position of influence and must adhere to behaviour that models the highest possible standards for all the pupils attending Make it!. As a member of the Make it! community, each employee has an individual responsibility to maintain their reputation and the reputation of Make it!, whether inside or outside working hours. Make It's Staff Code of Conduct will be shared with all employees as part of their induction programme. Thereafter, all employees will be expected to revisit the Code of Conduct on an annual basis, along with other Make it! policies, including Child Protection, Safeguarding and Health and Safety policies.

Please note that this Code of Conduct is not exhaustive. If situations arise that are not covered by this code, staff will use their professional judgement and act in the best interests of Make it! and the students.

Underpinning principles

- a. The welfare of the child is paramount
- b. Staff should understand their responsibilities to safeguard and promote the welfare of pupils
- c. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions
- d. Staff should work, and be seen to work, in an open and transparent way
- e. Staff should acknowledge that deliberately invented/malicious allegations by children are extremely rare and that all concerns should be reported and recorded
- f. Staff should discuss and/or take advice promptly from the Centre manager if they have acted in a way which may give rise to concern
- g. Staff should apply the same professional standards regardless of culture, disability, gender, language, racial origin, religious belief and sexual orientation
- h. Staff should not consume or be under the influence of alcohol or any substance,
- i. including prescribed medication, which may affect their ability to care for children
- j. 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.
- k. Staff and managers should continually monitor and review practice to ensure this guidance is followed
- l. Staff should be aware of and understand the statutory frameworks in which they must act, their establishment's child protection policy, arrangements for managing allegations against staff, staff behaviour policy, whistleblowing procedure and their Local Safeguarding Children Board procedures.

Setting an example – general obligations

All staff who work at Make it! set examples of behaviour and conduct which can be copied by students. Staff must therefore set an example to pupils. They will:

- a. avoid using inappropriate or offensive language at all times.
- b. demonstrate the highest standards of conduct in order to encourage our students to do the same.

- c. Show tolerance and respect for the rights of others
- d. not undermine fundamental values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs
- e. express personal beliefs in a way that will not overly influence pupils and will not exploit pupils' vulnerability or might lead them to break the law.
- f. avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

Safeguarding Students

- a. Staff have a duty to safeguard pupils from harm, this includes physical abuse, emotional abuse, sexual abuse, neglect, extremism and radicalisation.
- b. The duty to safeguard pupils includes the duty to report concerns about a student to the Make it's Designated Safeguarding Lead.
- c. Staff will familiarise themselves with the Make it's safeguarding policy and procedures, Child Protection Policy and the Prevent initiative, and ensure that they are aware of the processes to follow if they have concerns about a child.
- d. Staff must not demean or undermine pupils, their parents or carers, or colleagues.
- e. Staff must take the utmost care of students under their supervision with the aim of ensuring their safety and welfare.

Student Development

- a. Staff must comply with Make it! policies and procedures that support the well-being and development of students.
- b. Staff must cooperate and collaborate with colleagues and with external agencies where necessary to support the development of students.
- c. Staff must follow reasonable instructions that support the development of students.

Staff/student relationships

- a. Staff will observe proper boundaries with pupils that are appropriate to their professional position. They will act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so.
- b. Staff should avoid contact with pupils outside of Make it! hours if possible.
- c. Personal contact details should not be exchanged between staff and pupils. This includes social media profiles.
- d. If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, this should be reported to their line manager.

Confidentiality

- a. In the course of their role, members of staff are often privy to sensitive and confidential information about Make it!, staff, pupils and their parents. This information will never be:
 - Disclosed to anyone without the relevant authority
 - Used to humiliate, embarrass or blackmail others
 - Used for a purpose other than what it was collected and intended for.
- b. All staff may at some point witness actions which need to be confidential for example, where a student is bullied by another student (or by a member of staff). Such incidents need to be reported and dealt with in accordance with the appropriate policy procedure. They must

not be discussed outside the Make it! or with colleagues at Make it! except with a senior member of staff with the appropriate role and authority to deal with the matter.

c. However, staff have an obligation to share with their manager or the Make it! Designated Safeguarding Lead, any information which gives rise to concern about the safety or welfare of a student. Staff must never promise a student that they will not act on information that they are told by the student.

Honesty and Integrity

- a. Staff must maintain the highest standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of Make it! property and facilities.
- b. All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept, or receive a bribe from another person.
- c. Gifts from suppliers or associates of the Make it! must be declared, with the exception of “one off” token gifts (with a value of less than £30) from students or parents. Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted.
- d. Staff will ensure that all information given to the Make it! about their qualifications and professional experience is correct

Conduct Outside Work

- a. Staff must not engage in conduct outside work that could seriously damage the reputation and standing of the Make it! or the employee’s own reputation or the reputation of other members of the Make it! Any such conduct could lead to dismissal.
- b. This covers negative comments about the Make it! on social media.
- c. Criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct and are likely to be regarded as unacceptable and could lead to dismissal.

Use of Electronic Technologies and Personal Communication Devices

- a. Staff must exercise caution when using communication technologies and be aware of the risks to themselves and others. Staff must not engage in inappropriate use of social network sites which may bring themselves or Make it! into disrepute.
- b. Staff must not use social media e.g. Facebook with pupils or former pupils who are still of statutory school age.

Disciplinary Action

All Staff provided with and instructed to read and use exemplification in the above document as a model of expected conduct within and outside the workplace. All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.

I have read and agree to abide by the Make it! - Staff Code of Conduct

Name

Signature Date