



**CReATIVE** Education provision

# IWYS Alternative Provision Staff Code of Conduct

(Including leaders, teachers, support staff,  
volunteers, contractors)

# IWYS Alternative Education Provision

## Staff Code of Conduct Policy

Effective Date: September 2025

Review Date: September 2026

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### 1. Purpose and Scope

- To set clear expectations for professional behaviour of all staff (including leaders, teachers, support staff, volunteers, contractors) at IWYS.
  - To ensure all staff act in a way that safeguards and promotes the welfare of children and young people, in line with legal, statutory and ethical obligations, especially *Keeping Children Safe in Education (KCSIE) 2025*. ([GOV.UK](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/92222/KCSIE_2025.pdf))
  - To protect staff from allegations of misconduct through clarity of expected behaviour.
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### 2. Legal and Statutory Foundations

Staff must comply with:

- The Children Act(s), Working Together to Safeguard Children, and all relevant child protection legislation.
  - **Keeping Children Safe in Education (KCSIE) 2025**, including:
    - Part One: Safeguarding information for all staff.
    - Requirements around safer recruitment and ongoing obligations
    - Responsibilities around online safety, including content risks (misinformation, disinformation, conspiracy theories), contact, conduct and commerce.
    - Obligations concerning alternative provision, ensuring appropriate safeguarding checks and oversight.
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### 3. Key Principles of Conduct

Staff are expected to:

#### 1. Put the child first

- Always consider what is in the best interest and welfare of the child.
- Maintain a child-centred approach.

#### 2. Professionalism and integrity

- Behave with honesty, fairness, consistency, and transparency.
- Demonstrate respect for all pupils, colleagues, parents/carers and members of the community.
- Avoid behaviour which might be perceived as favouritism, unfairness, or discrimination.

### **3. Safe and appropriate relationships**

- Maintain professional boundaries.
- Avoid behaviour or language that could be misinterpreted or seen as inappropriate.
- Be cautious in any physical contact with pupils; only when needed, appropriate, and in line with school policy.

### **4. Confidentiality & information sharing**

- Respect confidentiality of pupil, family, and staff information.
- Share information only on a need-to-know basis and always in line with safeguarding policy and legal requirements.
- Do *not* promise absolute confidentiality to a child; explain limits of confidentiality.

### **5. Conduct outside of work**

- Uphold the reputation of IWYS in public or private life, especially when behaviour could reflect on the school or affect the safeguarding of children.
- Use social media responsibly; avoid posting anything that could concern or harm pupils or the school.
- Staff will not act in a way that would bring IWYS Alternative Provision or the teaching profession, into disrepute. This covers conduct including but not limited to relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the IWYS Alternative Provision on social media, any conduct of this nature could lead to disciplinary action.

### **6. Use of technology & online behaviour**

- Use IWYS Alternative Provision ICT systems and devices responsibly; for professional purposes unless otherwise permitted.
- Be aware of risks posed by online content, including misinformation, disinformation and conspiracy theories. Ensure digital / online engagement with pupils is appropriate and monitored.
- Follow the school's filtering/monitoring policy and guidance.

### **7. Health, safety & welfare**

- Comply with health & safety policies.
- Report unsafe conditions or behaviour.
- Promote wellbeing of pupils and other staff; be alert to signs of abuse, neglect or harm and report them promptly.

### **8. Attendance, punctuality & readiness to teach/work**

- Be reliable, punctual, and alert.
- Prepare for lessons and work responsibilities.

## 9. Continuous professional development & compliance

- Participate in required training (especially safeguarding, online safety, child protection) including induction & regular updates.
  - Keep up to date with relevant policies, legislation and best practice (including KCSIE updates).
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## 4. Specific Conduct in Relation to Safeguarding

- All staff must read at least **Part One** of KCSIE 2025. Those not working directly with pupils regularly may read the condensed version (Annex A), but must be clear which applies to them.
  - Immediately report any safeguarding concerns, disclosures, or allegations to the Designated Safeguarding Lead (DSL) or deputy.
  - Assist with any investigations according to policy.
  - Do not ignore concerns, even if they seem minor.
  - Avoid any behaviour which could lead to allegations (e.g., being alone with a child behind closed doors without transparency).
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## 5. Sexual harassment

Sexual harassment is any unwanted physical, verbal or non-verbal conduct of a sexual nature that has a purpose or effect of violating a person's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. It also includes treating someone less favourably because they've submitted or refused to submit to unwanted conduct of a sexual nature in the past, or harassment related to sex or gender reassignment. When this behaviour is unwanted, it includes (but isn't limited to):

- Unwanted physical conduct or 'horseplay' including touching, pinching, pushing and grabbing
- Continued suggestions for sexual activity after it has been made clear that such suggestions are unwelcome
- Sending or displaying material that is pornographic, or that some people might find offensive
- Unwelcome sexual advances or suggestive behaviour (which the harasser may perceive as harmless)
- Offensive emails, text messages or social media content
- Comments and jokes of a sexual nature
- Sexually suggestive looks and staring
- Sexual propositions and advances
- Promising things in return for sexual favours
- Physical contact such as massaging, hugging or kissing
- Sexual contact on social media

Staff will help create a positive environment that works to prevent sexual harassment. This includes calling out sexual harassment that they witness. All witnesses will be provided with appropriate support and will be protected from victimisation.

If a staff member is concerned at any point about incidents of sexual harassment (either directed at them or someone else), they should report their concern to the (Charmaine Baines/Proprietor or another member of staff). If the concern is about the Proprietor, or it is believed they may be involved in the wrongdoing in some way, the staff member should report their concern to Local Authority. The IWYS Alternative Provision will investigate any complaints in a timely, respectful and confidential manner.

## **6. Role of Leadership & Management**

- Ensure this Code of Conduct is communicated to all staff, is part of induction, and regularly revisited.
  - Provide training and support to staff to understand and apply the Code.
  - Monitor compliance, including through performance management where appropriate.
  - Ensure reporting structures are clear, accessible, and trusted.
  - Ensure in alternative provision or placements, that the same high standards and checks are in place. IWYS must provide written confirmation that safeguarding checks on staff at IWYS Alternative Provision have been completed and inform of any changes in staff or circumstances that may pose risk.
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## **7. Breaches of the Code**

- Any breach of this Code may lead to disciplinary action, up to and including termination.
  - In cases involving allegations of abuse or serious misconduct, procedures under KCSIE Part Four must be followed.
  - Transparent investigation processes, ensuring fairness and respecting confidentiality (subject to child protection requirements).
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## **8. Signature and Acknowledgement**

- All staff, volunteers, contractors (who work regularly) must read this Code of Conduct.
  - Sign a statement to acknowledge receipt, understanding, and commitment to uphold these standards.
  - Updates to the Code or relevant policies will be shared; staff must re-acknowledge as required.
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## **9. Policy Review**

- This policy (and the Code) will be reviewed at least annually, or sooner if there are changes to legislation, statutory guidance (including KCSIE), or local safeguarding requirements.

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## 10. Links with Other Policies

[IWYS-Complaints-Policy.pdf](#)

[IWYS-Allegations-Against-Staff-and-Including-Low-Level-Concerns.pdf](#)

[IWYS-ICT-and-Internet-Acceptable-Use-Policy.pdf](#)

[IWYS-Safer-Recruitment-Policy-.pdf](#)

[IWYS-Whistleblowing-Policy.pdf](#)

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Reviewed by:	Charmaine Baines
Position	Proprietor
Date	September 2025
Review Date	September 2026