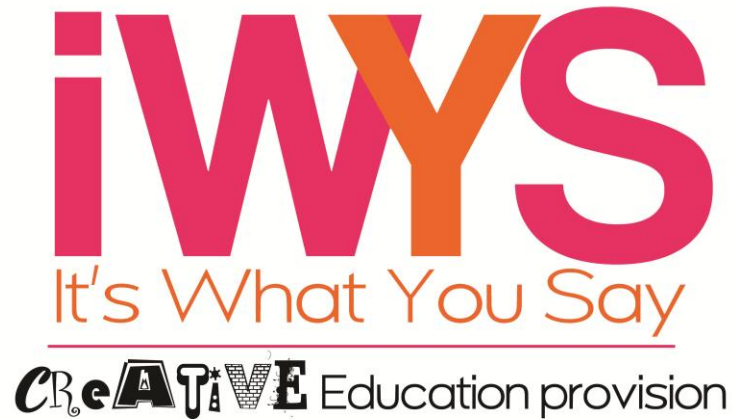




IWYS

ALTERNATIVE EDUCATION PROVISION

STAFF CODE OF CONDUCT

Policy

Policy status	Statutory / Safeguarding
Effective from	September 2026
Review date	September 2027
Applies to	All staff, tutors, volunteers, contractors, agency workers, visiting professionals and other adults working on behalf of IWYS
Policy owner	IWYS Alternative Education Provision
Approved by / date	Charmaine Baines/Proprietor/Head of Provision

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1. Purpose of this Policy

The purpose of this Staff Code of Conduct is to establish clear standards of professional behaviour expected from everyone working at or on behalf of IWYS Alternative Education Provision (IWYS AEP).

- Safeguard and promote the welfare of children and young people.
- Protect students and staff from inappropriate behaviour.
- Establish clear professional boundaries.
- Promote a positive, respectful and inclusive learning environment.
- Support staff in making safe and professional decisions.
- Prevent misunderstandings and situations that could place students or staff at risk.
- Provide clear expectations regarding communication, technology and social media.
- Explain how safeguarding concerns about staff will be managed.
- Support the identification and reporting of low-level concerns.

2. Legislative and Guidance Framework

This Code of Conduct has been updated with regard to the September 2026 edition of Keeping Children Safe in Education (KCSIE). It should be read alongside current safeguarding legislation, statutory guidance and local safeguarding arrangements.

- Keeping Children Safe in Education 2026.
- Working Together to Safeguard Children 2026.
- Education Act 2002.
- Children Act 1989 and Children Act 2004.
- Equality Act 2010.
- Health and Safety at Work etc. Act 1974.
- Data Protection Act 2018 and UK GDPR.
- Sexual Offences Act 2003.
- Prevent duty legislation and guidance.
- Relevant Disclosure and Barring Service requirements and safeguarding referral arrangements.

3. Scope

This Code applies to permanent and temporary employees, teachers and tutors, supply and agency staff, volunteers, apprentices and trainees, visiting tutors, contractors, external professionals, work-experience staff and any other adult working with or having access to IWYS students. The expectations apply on IWYS premises, during educational visits, when working remotely, when communicating electronically and whenever an individual represents IWYS.

4. Core Principles

All adults working with IWYS students are expected to put student welfare and safety first and to act as positive professional role models.

- Treat students with dignity and respect.
- Maintain appropriate professional boundaries.
- Act professionally at all times.
- Follow safeguarding procedures.

- Report concerns promptly and never ignore inappropriate behaviour.
- Never promise confidentiality where safeguarding information may need to be shared.
- Maintain appropriate confidentiality.
- Use professional judgement and follow IWYS policies.
- Challenge unsafe or inappropriate practice.
- Promote equality and inclusion.

5. Professional Standards

Staff are expected to maintain high standards of professional conduct in all aspects of their work.

- Arrive on time and be prepared.
- Maintain appropriate professional standards of dress and communication.
- Maintain appropriate classroom and professional boundaries.
- Follow reasonable management instructions and health and safety requirements.
- Maintain accurate records and confidentiality.
- Treat students, colleagues, parents/carers and visitors fairly.
- Avoid favouritism and discriminatory or prejudicial behaviour.
- Do not humiliate, ridicule, threaten or intimidate students.
- Do not use sexually inappropriate language or make inappropriate comments about students.

6. Safeguarding Responsibilities

Every member of staff has a responsibility to safeguard students. Staff must know who the Designated Safeguarding Lead (DSL) ([Charmaine Baines](#)) and Deputy DSL ([Joy Baines](#)) are and how to report concerns.

- Report safeguarding concerns without delay to the DSL or Deputy DSL.
- Follow IWYS safeguarding and child protection procedures.
- Recognise signs that a student may be at risk of harm.
- Do not investigate concerns themselves unless specifically authorised within their role.
- If a student is in immediate danger, contact emergency services where appropriate.

7. Responding to Student Disclosures

If a student discloses information suggesting they may be at risk of harm, staff should remain calm, listen carefully, take the student seriously and report the concern immediately.

- Allow the student to speak without interruption.
- Avoid leading questions and do not investigate.
- Do not promise secrecy or confidentiality.
- Explain that information may need to be shared to keep them safe.
- Record the concern accurately and promptly.
- Pass the concern to the DSL or Deputy DSL without delay.

8. Professional Boundaries

Staff must maintain clear professional boundaries with students and recognise the power imbalance between adults and young people.

- Do not form inappropriate personal relationships with students.
- Do not invite students to your home or visit students at home unless specifically authorised.
- Do not give inappropriate personal gifts or borrow money from students.
- Do not become involved in students' personal relationships.
- Do not communicate through inappropriate personal accounts.
- Do not engage in sexualised conversations or make comments about students' bodies.
- Do not use professional contact as a means of developing a personal relationship.

9. Physical Contact

Physical contact with students must always be appropriate, necessary, proportionate and respectful.

- Avoid unnecessary physical contact.
- Any physical intervention must comply with IWYS policy and applicable legal requirements.
- Use physical intervention only where necessary to prevent harm or protect people or property.
- Report and record significant physical intervention in accordance with IWYS procedures.

10. One-to-One Working

One-to-one support may be necessary within alternative education provision. It must be undertaken in a safe, professional and transparent manner.

- Use an appropriate professional environment.
- Maintain visibility where reasonably possible.
- Follow IWYS room-use procedures.
- Keep doors open or use rooms with appropriate visibility where appropriate.
- Avoid unnecessary secluded meetings.
- Record significant meetings where required.
- Inform another member of staff where appropriate.

11. Communication with Students

All communication with students must be professional and, wherever possible, through approved IWYS systems.

- Use approved IWYS communication systems.
- Do not use personal social media accounts to communicate privately with students.
- Do not send inappropriate, sexualised or disappearing messages.
- Do not request or exchange inappropriate photographs.
- Do not communicate at inappropriate times without a legitimate professional reason.
- Do not use electronic communication to develop a personal relationship.

12. Mobile Phones and Personal Devices

Staff must follow IWYS rules regarding personal mobile phones and devices.

- Do not photograph or record students without appropriate authorisation.
- Do not use personal devices for private communication with students.
- Do not access inappropriate content while working.
- Do not share confidential IWYS information.
- Use IWYS-approved systems for photographs, recordings and educational information where required.

13. Social Media

Staff should understand that social media activity may affect professional relationships, safeguarding and the reputation of IWYS.

- Do not contact current students through personal social media.
- Do not publish confidential student information.
- Do not post student photographs without appropriate authorisation.
- Do not make derogatory comments about students, parents/carers or colleagues.
- Do not publish confidential IWYS information.
- Consider whether online behaviour could compromise professional boundaries.

14. Technology and Acceptable Use

IWYS technology must be used appropriately, securely and for legitimate professional purposes.

- Protect passwords and access credentials.
- Lock devices when unattended.
- Maintain confidentiality.
- Report suspected cyber incidents or data breaches.
- Follow filtering and monitoring requirements.
- Do not deliberately attempt to bypass IWYS filtering or monitoring systems.

15. Confidentiality and Information Sharing

Staff must protect confidential information relating to students, families, safeguarding, staff, medical information and educational records. Confidentiality must never prevent appropriate safeguarding information from being shared.

- Only access information needed for your role.
- Do not discuss students in public areas.
- Do not share confidential information through personal social media.
- Use approved systems for storing and sharing information.
- Report data breaches promptly.
- Share safeguarding information when necessary and proportionate to protect a child.

16. Equality, Diversity and Inclusion

IWYS is committed to an inclusive environment. Staff must not discriminate against students or colleagues and must challenge discriminatory or abusive behaviour.

- Challenge racist behaviour and discriminatory language.
- Challenge homophobic or transphobic bullying.
- Challenge disability-related discrimination.
- Challenge sexist behaviour and sexual harassment.
- Challenge prejudice based on religion or belief.
- Promote equality, dignity and inclusion.

17. Sexual Harassment and Sexualised Behaviour

Staff must never engage in sexualised conduct towards students or encourage sexualised behaviour.

- Do not make sexual comments or jokes about students.
- Do not make sexualised remarks about a student's body.
- Do not send sexual material to students.
- Do not engage in sexual conversations with students.
- Do not encourage sexualised behaviour.
- Report concerns regarding sexual harassment or sexualised behaviour between students through safeguarding procedures.

18. Staff and Student Relationships

Staff must recognise the professional and legal boundaries governing relationships between adults and students. Any concern about an inappropriate relationship must be reported immediately.

- Never pursue a sexual or romantic relationship with a student.
- Do not exploit a position of trust.
- Maintain clear professional boundaries at all times.
- Seek management/DSL advice if a situation creates uncertainty about boundaries.

19. Gifts, Money and Favouritism

Staff must avoid situations that could create a conflict of interest or the appearance of favouritism.

- Do not give inappropriate personal gifts.
- Do not accept significant personal gifts without following IWYS procedures.
- Do not lend or borrow money from students.
- Do not promise special treatment.
- Report unusual gifts or offers to management.

20. Transporting Students

Staff must only transport students where this has been authorised and where appropriate safeguarding, insurance and health and safety requirements have been met.

- Follow authorised transport arrangements.
- Ensure appropriate insurance requirements are met.

- Avoid unnecessary journeys alone with a student where alternatives exist.
- Record journeys where required.
- Do not make unauthorised personal journeys with students.

21. Alcohol, Drugs, Smoking and Vaping

Staff must never attend work under the influence of alcohol or illegal drugs and must comply with IWYS rules on smoking, vaping and substances.

- Do not supply students with alcohol, tobacco, nicotine products, vaping products or illegal substances.
- Follow IWYS smoking and vaping rules.
- Comply with workplace requirements concerning medication that may affect safe working.
- Report safeguarding concerns involving substances through the appropriate procedures.

22. Professional Language

Staff should use language that is respectful, age-appropriate, professional and inclusive.

- Avoid swearing directed at students.
- Do not use sexualised or discriminatory language.
- Do not humiliate students.
- Do not make threatening or derogatory comments.
- Use professional terminology and respectful communication.

23. Behaviour Management

Staff must follow the IWYS Behaviour Policy. Behaviour management should be consistent, proportionate, fair, respectful and appropriate to individual student needs.

- Use positive and proportionate behaviour management.
- Do not use corporal punishment.
- Do not use humiliating punishments.
- Do not threaten violence.
- Do not use discriminatory sanctions.
- Record and report significant incidents according to IWYS procedures.

24. Low-Level Concerns

IWYS recognises the importance of reporting concerns about staff behaviour even when the behaviour does not meet the threshold for an allegation of harm. A low-level concern does not mean that an individual has harmed a child, but patterns may become significant.

- Report behaviour inconsistent with the Code of Conduct.
- Report apparent over-familiarity or unnecessary one-to-one contact.
- Report inappropriate language or communication.
- Report inappropriate use of technology.
- Report behaviour that causes another adult to feel uncomfortable.
- Record and manage concerns in accordance with IWYS low-level concerns procedures.

25. Allegations Against Staff

Any allegation that a member of staff has harmed a child, may have harmed a child, may have committed a criminal offence against a child, or may pose a risk of harm must be reported immediately under IWYS safeguarding procedures.

- Do not investigate the allegation yourself.
- Do not unnecessarily question witnesses.
- Do not confront the person involved.
- Do not discuss the matter with colleagues or on social media.
- Follow the appropriate safeguarding and allegations procedure.
- Where required, the matter will be referred to the Local Authority Designated Officer (LADO) and/or other agencies.

26. Allegations Concerning the Headteacher/Proprietor

Where the concern relates to the Headteacher, Principal or Proprietor, staff must use the alternative reporting route identified in IWYS safeguarding procedures and, where required, contact the relevant LADO.

- Do not allow seniority to prevent a safeguarding concern being raised.
- Use the alternative designated reporting route.
- Maintain confidentiality while the matter is managed.

27. Whistleblowing

IWYS encourages staff to raise genuine concerns about unsafe practice, safeguarding failures, inappropriate staff behaviour or serious breaches of professional standards.

- Raise concerns through IWYS's whistleblowing procedure.
- Where internal routes are inappropriate or unavailable, use appropriate external safeguarding or whistleblowing routes.
- Staff should not be disadvantaged for raising genuine safeguarding concerns in good faith.

28. Professional Appearance and Dress

Staff should maintain a professional standard of dress appropriate to their role, students, practical activities and health and safety requirements.

- Do not wear clothing with offensive language or imagery.
- Do not wear discriminatory or inappropriate messages.
- Follow practical activity and PPE requirements.
- Follow any specific IWYS dress expectations.

29. Attendance and Punctuality

Staff are expected to attend reliably, arrive on time and follow absence procedures.

- Notify management promptly of absence.
- Follow IWYS absence procedures.
- Maintain appropriate supervision arrangements.
- Do not leave students unsupervised where this creates a safeguarding risk.

30. Working with Vulnerable Students

Students accessing alternative provision may have additional vulnerabilities or safeguarding needs. Staff should remain alert to changes and patterns that may indicate harm.

- Changes in behaviour or presentation.
- Unexplained injuries.
- Changes in attendance or engagement.
- Withdrawal or emotional distress.
- Bullying and child-on-child abuse.
- Online harm.
- Criminal exploitation or sexual exploitation.
- Domestic abuse, neglect, radicalisation or other safeguarding concerns.

31. Staff Conduct Outside Work

Staff should understand that conduct outside work may become relevant where it affects safeguarding suitability, professional boundaries or the reputation of IWYS.

- Notify the appropriate manager of matters that may affect safeguarding suitability where required.
- Do not use outside-work relationships to establish inappropriate contact with students.
- Remember that professional boundaries continue to apply where staff represent IWYS.

32. Criminal Offences and Safeguarding Suitability

Staff must comply with IWYS procedures concerning DBS checks, safeguarding suitability and relevant changes in circumstances.

- Complete required DBS and suitability checks.
- Cooperate with safeguarding procedures.
- Notify IWYS where required of relevant changes that could affect suitability to work with children.
- Understand that IWYS will follow applicable DBS referral requirements.

33. Contractors, Visitors and Visiting Tutors

Contractors, visiting tutors and external adults working with students must comply with relevant IWYS safeguarding and conduct expectations.

- Maintain professional boundaries.
- Follow safeguarding procedures.
- Report concerns immediately.
- Comply with technology and health and safety requirements.
- Maintain confidentiality.

34. Staff Training

All staff will receive appropriate safeguarding training and must understand the safeguarding expectations relevant to their role.

- Read the relevant KCSIE 2026 requirements.
- Complete safeguarding induction.
- Complete refresher training.
- Understand the DSL role and reporting routes.
- Understand low-level concerns and allegations procedures.
- Understand whistleblowing and online safety expectations.

35. Failure to Follow the Code

Failure to follow this Code may result in management or disciplinary action, safeguarding referral or other action appropriate to the circumstances.

- Informal management action.
- Additional training or supervision.
- Formal disciplinary action.
- Suspension where appropriate.
- Referral to safeguarding agencies or the LADO.
- DBS or police referral where legally required.

36. Raising Concerns About the Code

Staff who are uncertain whether behaviour is appropriate should seek advice from the designated safeguarding or management contacts below.

Designated Safeguarding Lead (DSL)

Charmaine Baines - Tel: 07341 214173

Email: charmaine@iwys.co.uk

Deputy DSL

Joy Baines – Email: joy@iwys.co.uk

Head of Provision

Charmaine Baines (Proprietor)

LADO / relevant external contact

Name: Mr John Hanlon Email: John.hanlon@stoke.gov.uk
Direct Line: 01782 233342 Mobile: 07385 362877

37. Staff Declaration

All staff and relevant adults working for IWYS Alternative Education Provision are expected to read, understand and comply with this Code of Conduct.

If in doubt, speak out.

Name: _____

Job Title: _____

Signature: _____

Date: _____

38. Policy Review

This policy will be reviewed at least annually and sooner where legislation, KCSIE, safeguarding procedures, local arrangements or learning from incidents indicate that revisions are required.

- Next scheduled review: September 2027.

KCSIE 2026 Compliance Checklist

This checklist provides an internal prompt for IWYS AEP to confirm that key staff behaviour and safeguarding expectations are reflected in this Code. It should be reviewed alongside the full statutory guidance and the setting's safeguarding procedures.

Area	IWYS AEP Check	Evidence / Action Required
Staff safeguarding responsibilities	☐ Met ☐ Partly Met ☐ Review Required	_____
KCSIE Part One	☐ Met ☐ Partly Met ☐ Review Required	_____
Child protection procedures	☐ Met ☐ Partly Met ☐ Review Required	_____
Low-level concerns	☐ Met ☐ Partly Met ☐ Review Required	_____
Allegations against staff	☐ Met ☐ Partly Met ☐ Review Required	_____
Whistleblowing	☐ Met ☐ Partly Met ☐ Review Required	_____
Professional boundaries	☐ Met ☐ Partly Met ☐ Review Required	_____
Communication and social media	☐ Met ☐ Partly Met ☐ Review Required	_____
Mobile devices	☐ Met ☐ Partly Met ☐ Review Required	_____
Technology and online safety	☐ Met ☐ Partly Met ☐ Review Required	_____
Confidentiality and information sharing	☐ Met ☐ Partly Met ☐ Review Required	_____
Sexual harassment	☐ Met ☐ Partly Met ☐ Review Required	_____
Equality and inclusion	☐ Met ☐ Partly Met ☐ Review Required	_____
Training	☐ Met ☐ Partly Met ☐ Review Required	_____
External adults	☐ Met ☐ Partly Met ☐ Review Required	_____
Annual review	☐ Met ☐ Partly Met ☐ Review Required	_____

Document control: This policy should be read alongside the IWYS Child Protection and Safeguarding Policy and current statutory guidance. Where legislation or statutory guidance changes, the most current requirements take precedence pending formal policy review.