

Mode Training Ltd

www.modetraining.co.uk



Staff Code of Conduct

Copies of all Mode Policies and procedures can be obtained in large print. Please call 0151 709 4640 to request a large print copy or alternatively e-mail admin@modetraining.co.uk

To be read and understood by staff, learners, work experience providers, school mentors and all relevant partners.

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Section 1

Statement of Intent

Mode Training Limited (MTL) staff code of conduct has been written to ensure we keep our learners/students safe from harm and minimise the likelihood of allegations being made against staff. Staff must adopt the staff code of conduct as a key principle to their employment at MTL. A code of conduct, at its simplest, is a list of key principles of good practice. Employees should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.

Purpose, scope and principles

A Code of Conduct is designed to give clear guidance on the standards of behaviour all MTL staff are expected to observe. MTL staff are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all the learners/students within MTL. Each employee has an individual responsibility to maintain their reputation and the reputation of MTL, whether inside or outside working hours.

This Code of Conduct applies to:

- All staff who are employed by MTL, including the owner/director of the company
- All staff in units or bases that are attached to MTL

Section 2

Learners/Students

Safeguarding

- Staff have a duty to safeguard ALL learners/students from:
 - physical abuse
 - sexual abuse
 - emotional abuse
 - neglect
- The duty to safeguard learners/students includes the duty to report concerns about a learner/student to the MTL Designated Safeguarding Lead/s

Emma Sinnett emma@modetraining.co.uk

Amanda Clarke amanda@modetraining.co.uk

In the case of a report regarding the company director and/or a member of her family

Debbie Pearson dpearson@modetraining.co.uk

- Staff are provided with copies of the whistleblowing policy, safeguarding policy and child protection policy and procedures and must be familiar with these documents.
- Staff must not seriously demean or undermine learners/students, their parents or carers, or colleagues.
- Staff must take reasonable care of learners/students under their supervision with the aim of ensuring their safety and welfare.

Learner/Student development

- Staff must comply with MTL policies and procedures that support the well-being and development of learners/students
- Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of learners/students
- Staff must follow reasonable instructions that support the development of learners/students

Section 3

Staff

Setting an example

- All staff who work in educational establishments set examples of behaviour and conduct which can influence learners/students. Staff, must always therefore avoid using inappropriate or offensive language
- All staff must demonstrate high standards of conduct to encourage our learners/students to do the same
- All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct
- This Code helps all staff to understand what behaviour is and is not acceptable

Honesty and integrity

- Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of MTL property and facilities.
- 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. If you believe that a person has failed to comply with the Bribery Act, you should refer to the Whistleblowing policy.
- Gifts from suppliers or associates of MTL must be declared to the Director, except for “one off” token gifts from learners/students or parents. Personal gifts from individual members of staff to learners/students are inappropriate and could be misinterpreted.

Conduct outside work

- Staff must not engage in conduct outside work which could seriously damage the reputation and standing of MTL or the employee’s own reputation or the reputation of other members of MTL.
- Criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.
- Staff must exercise caution when using information technology and be aware of the risks to themselves and others.
- Staff may undertake work outside of MTL, either paid or voluntary, provided that it does not conflict with the interests of MTL nor be to a level which may contravene the working time regulations or affect an individual's work performance.
- Staff must not engage in inappropriate use of social network sites which may bring themselves, MTL into disrepute.

Confidentiality

- Where staff have access to confidential information about learners/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 learner/student.
- All staff are likely at some point to witness actions which need to be confidential. For example, where a learner/student is bullied by another learner/student (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate procedure. It must not be discussed outside of MTL, including with the learner's/student's parent or carer, nor with colleagues in MTL except with a senior member of staff with the appropriate role and authority to deal with the matter.
- However, staff have an obligation to share with their manager or the Designated Safeguarding Lead Emma Sinnett emma@modetraining.co.uk or Amanda Clarke amanda@modetraining.co.uk any information which gives rise to concern about the safety or welfare of a learner/student. Staff must **never** promise a learner/student that they will not act on information that they are told by the learner/student.
- If the concern is regarding the company director or someone who is related in any way to the company director the concern should be reported to Debbie Pearson dpearson@modetraining.co.uk

Disciplinary Action

- All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.

Good Practice

You will find the following bullet points of good practice useful:

- Respect all individuals, whatever their gender, age, developmental stage, ability, sexual orientation, ethnicity, religion or belief
- Place the safety and well-being of learners first – before any personal or organisational goals and before loyalty to friends and colleague
- Dress in a way which is appropriate to a teaching role, remember you are in a role of authority and your dress and manner should portray this
- Form only appropriate relationships with learners, based on mutual trust and respect
- Never phone, e-mail or text a child, young person or vulnerable adult on a personal matter – contact must be kept to company business without exception
- Never chat on-line with a child, young person or vulnerable adult
- Never offer gifts to a child, young person or vulnerable adult
- Never unless in an absolute emergency, (i.e. taking a learner to hospital if there has been an accident) share a car with a learner unless accompanied by a responsible adult
- Never invite a learner to visit your home
- Make sure you are fully aware of our safeguarding/child protection policy and your responsibilities within it.
- Staff should maintain a safe and appropriate distance with children, young people/vulnerable adults. Although it is expected staff to be friendly towards all learner's it is not advisable for staff to treat a learner as they would a friend – professionalism should be maintained at all times
- Staff should wherever possible ensure they are not alone with a child, young person/vulnerable adult, if the need arises e.g. giving a warning it should take place in an appropriate room
- Staff should adopt safe working practices themselves and ensure all learners/students follow their lead
- Staff should ensure they challenge learners/students during lessons if they are not following safe working practices
- Staff should encourage learners/students to read posters around the centre which promote staying safe and their well being, helpline telephone numbers are also clearly displayed around the centre

- Staff should adopt a **ZERO** tolerance to bullying of any kind
- Inappropriate use of language and or bad behaviour should **ALWAYS** be challenged by staff, whether this is in a lesson or in the common areas of the centre
- Staff should ensure prior to learners/students using IT equipment in the centre on line safety has been discussed fully and learners are aware of MTL ICT policy and procedures
- Staff should never allow or engage in inappropriate touching, there may be the need as part of the lesson being delivered contact made with the learner/student, this must always be in the appropriate way
- Staff should never make sexually suggestive remarks to a child, young person or vulnerable adult
- Staff should never reduce a child, young person or vulnerable adult to tears by means of control
- All learners/students should be treated with the respect every member of staff expects to be treated with in their place of work without exception

Section 3

Signatures

This policy was produced by Debbie Carney and Emma Sinnett on behalf of Mode Training Limited.

Signed:

Dated :

Debbie Tagoe
Company Director

Signed:

Dated :

Emma Sinnett
Performance Senior Manager

Policy Review

Date of review	Review completed by	Overview of any updates
15/02/2020	Debbie Carney	No changes required. Policy is still fit for purpose.