



HEROS Charity Education

Over-arching Principles contained within the Code of Conduct

This document summarises the over-arching principles which staff are asked to adhere to whilst working for our organisation the keep children, young people and themselves safe. Staff are also asked to read ‘Safer Working Practice for Adults Working with Children and Young People’ Guidance.

- Adults and staff referred to in this code of conduct, are anyone over the age of eighteen. All adults working with children (under 18 years old) in an educational setting are in a position of trust.
- All staff must take responsibility for their own actions and always act in the child’s best interest.
- The welfare of the children and young people at HEROS Charity education is paramount.
- Adults must understand that the relationship between them and children is a position of power and influence. Adults must ensure that they do not use their power to intimidate, threaten, coerce or undermine pupils.
- Adults must not have relationships with pupils which are sexual in nature or which may become so.
- Staff should always maintain appropriate professional boundaries, avoid behaviour which could be misinterpreted and report and record any such incident.
- Staff should work, and be seen to work, in an open and transparent way.
- Staff should acknowledge that deliberately invented/malicious allegations are extremely rare and that all concerns should be reported and recorded.
- Staff should discuss and /or take advice promptly from their line manager if they have acted in a way which may give rise to concern.
- Staff should apply the same professional standards regardless of culture, disability, gender, language, racial origin, religious belief and sexual orientation.
- Staff must keep information about pupils and their families confidential. Records can only be shown to those legally permissible to see them. Confidential information about a pupil should never be used casually in conversation.
- Staff should not consume or be under the influence of alcohol or any substance, including prescribed medication, which may affect their ability to care for children.
- Staff should ensure that they’re dressed decently, safely and appropriately for the work they are to undertake.

HEROS Staff Code of Conduct – Over-arching Principles

Final Version – August 2020

Reviewed – December 2022

- Staff should not receive gifts from pupils or parents and similarly it is indivisible to give personal gifts to pupils or parents. This could be interpreted as bribery or grooming for favours in return. Ensure any gifts are part of an agreed reward system at HEROS Education and distributed fairly by more than one member of staff.
- Staff should be careful with social contact outside including communication in the real world or web based such as, social media, phone calls, text, emails etc... with families of pupils or pupils themselves as it may be perceived as being made for negative reasons. This may bring HEROS Education into dispute. Social contact of families of pupils or pupils themselves must be brought to attention of senior management.
- Staff should not share their own personal details to pupils such as phone numbers, emails, and addresses.
- Staff should not contact pupils or respond to contact from a pupil outside of purposes of their work. Staff should not have pictures, data or details of pupils on their phones, or private web-based technologies. Staff should only use HEROS Education camera and devices for use in the educational setting.
- Any physical contact staff have with a pupil should be in response to the child's needs at the time and adults need to use their professional judgement. Where possible staff should seek pupil's agreement first.
- Staff will always try to act as role models for pupils in regard to behaviour. Staff will try to defuse situations before they escalate. Staff will not shout at pupils or use force to manage poor behaviour.
- Staff working one to one with pupils should ensure there is visual access by others or open door.
- Staff should not give lifts to pupils unless it has been agreed by management.
- If transporting pupils is necessary by staff vehicle then assessment of the pupils should be done and an additional adult should accompany them to ensure the driver is not distracted or compromised.
- Staff and others in on-site accommodation must not invite pupils into their living accommodation.
- Staff should be aware the 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, or for acts of serious misconduct prohibition from teaching by the Teaching Regulation Agency (TRA)
- Staff and managers should continually monitor and review practice to ensure this guidance is followed.
- Staff should be aware of and understand their establishment's child protection policy, arrangements for managing allegations against staff, staff behaviour policy, whistle blowing procedure and the procedures of the relevant Multi-Agency Partnership (MAP).