



## Staff Code of Conduct – Safe Space Education

Version 1 (01.03.2026)

### 1. Introduction

**Safe Space Education** expects all staff, tutors, mentors, and contractors to uphold the highest standards of professional behaviour. This Code of Conduct outlines the expectations, boundaries, and responsibilities required to ensure safe, respectful, and effective practice across all Alternative Provision (AP), 1:1 mentoring, and tutoring services.

The Code applies to:

- Employees
- Self-employed tutors and mentors
- Volunteers
- Contractors working on behalf of Safe Space Education

### 2. Purpose of the Code

The Code of Conduct aims to:

- Protect pupils and staff
- Promote professionalism and integrity
- Ensure safe and appropriate relationships
- Support safeguarding and wellbeing
- Maintain trust with commissioning schools, families, and partners

### 3. Professional Behaviour

Staff must:

- Act with honesty, integrity, and professionalism
- Treat all pupils, families, and colleagues with respect
- Maintain appropriate boundaries at all times
- Follow all Safe Space Education policies and procedures
- Communicate clearly, calmly, and appropriately
- Dress appropriately for the setting

Staff must not:

- Use offensive, discriminatory, or inappropriate language
- Behave in a way that could bring Safe Space Education into disrepute

#### **4. Safeguarding Responsibilities**

All staff must:

- Prioritise pupil safety and wellbeing
- Report safeguarding concerns immediately to the DSL
- Follow KCSIE and Safe Space Education safeguarding procedures
- Maintain professional curiosity
- Never promise confidentiality to pupils

Staff must never:

- Ignore or downplay safeguarding concerns
- Engage in behaviour that could be misinterpreted as grooming or favouritism

#### **5. Professional Boundaries**

Staff must:

- Maintain clear, professional relationships
- Avoid personal friendships with pupils
- Avoid physical contact unless necessary for safety
- Keep communication strictly professional

Staff must not:

- Share personal contact details with pupils
- Connect with pupils on social media
- Meet pupils outside agreed sessions

#### **6. Communication and Online Conduct**

Staff must:

- Use only approved communication channels
- Use work accounts for all pupil communication
- Maintain professional language and tone
- Follow the Online Safety Policy

Staff must not:

- Use personal devices for pupil communication
- Record sessions without authorisation
- Share confidential information via unapproved platforms

## **7. Confidentiality and Data Protection**

Staff must:

- Handle personal data securely
- Follow the Data Protection & Privacy Policy
- Store information appropriately
- Share information only when lawful and necessary

Staff must not:

- Discuss pupils or staff in public or informal settings
- Share data with unauthorised individuals

## **8. Attendance, Punctuality, and Reliability**

Staff must:

- Attend all scheduled sessions on time
- Notify leadership promptly of illness or emergencies
- Maintain accurate records of attendance and engagement

## **9. Use of Technology and Equipment**

Staff must:

- Use equipment safely and responsibly
- Report faults or concerns
- Use only approved platforms for online sessions

## **10. Conduct During Home Visits**

Staff must:

- Follow the Home Visit Protocol
- Conduct sessions in appropriate areas of the home
- Prioritise personal safety
- End the session if the environment becomes unsafe

## **11. Drugs, Alcohol, and Smoking**

Staff must not:

- Attend work under the influence of drugs or alcohol
- Smoke or vape during sessions or in front of pupils

## **12. Gifts and Favouritism**

Staff must:

- Avoid giving or receiving personal gifts
- Avoid behaviour that could be seen as favouritism

## **13. Reporting Concerns About Staff Conduct**

Concerns about staff behaviour must be reported to senior leadership or the DSL. Allegations involving safeguarding will be referred to the LADO where appropriate.

Staff must cooperate fully with investigations.

## **14. Breaches of the Code**

Breaches may result in:

- Additional training
- Formal warnings
- Removal from provision
- Referral to external agencies where required

## **15. Review of Policy**

This policy will be reviewed annually or sooner if required.

Review date: 01.03.2027