

Alternative Provision Staff Code of Conduct



1. Purpose

This Code of Conduct sets clear standards of professional behaviour expected from all staff working in Hazelwood Alternative Provision. Its purpose is to ensure a safe, respectful, and positive environment that supports the education, wellbeing, and safeguarding of all pupils.

2. Professional Behaviour

- Treat all pupils, parents/carers, colleagues, and visitors with dignity, respect, and fairness.
- Always maintain professional boundaries.
- Act as positive role models, demonstrating patience, empathy, and consistency.
- Promote inclusion and equality, challenging discrimination, or prejudice in any form.
- Maintain high standards of personal conduct, inside and outside of work, as behaviour may reflect on the organisation.

3. Safeguarding and Welfare

- Place the wellbeing and safety of pupils at the centre of all decisions and actions.
- Follow safeguarding policies and statutory guidance (e.g. *Keeping Children Safe in Education*).
- Report any safeguarding concerns immediately to the Designated Safeguarding Lead (DSL).
- Never promise confidentiality to a pupil—concerns must always be passed on appropriately.

4. Professional Relationships with Pupils

- Build trusting relationships while maintaining clear professional boundaries.
- Avoid favouritism, inappropriate familiarity, or behaviour that could be misinterpreted.
- Never use language, gestures, or actions that are aggressive, discriminatory, or humiliating.
- Do not engage in any physical contact that is not appropriate to the role, necessary for care, or in line with behaviour management guidelines.
- Never communicate with pupils via personal social media, messaging apps, or personal phone numbers.

5. Teaching and Learning

- Provide high-quality support that meets the individual needs of pupils.
- Encourage positive engagement, resilience, and independence.
- Manage behaviour fairly, consistently, and in line with the organisation's behaviour policy.
- Promote a culture of achievement, celebrating effort as well as success.

6. Confidentiality and Data Protection

- Handle personal information in line with GDPR and organisational policies.
- Do not share confidential information about pupils, families, or staff outside of professional contexts.
- Report any data breaches immediately to the appropriate manager.

7. Use of Technology and Social Media

- Use work equipment responsibly and only for professional purposes.
- Ensure online communication with pupils, parents, and colleagues is professional and transparent.
- Do not post or share content on personal social media that could bring the organisation into disrepute.

8. Health, Safety and Wellbeing

- Follow all health and safety procedures and risk assessments.
- Take responsibility for reporting hazards or unsafe practices.
- Support the wellbeing of pupils and colleagues, promoting a safe and supportive environment.

9. Compliance and Accountability

- Familiarise yourself with and adhere to all relevant policies (safeguarding, behaviour, equality, health & safety, whistleblowing).
- Take part in mandatory training and professional development.
- Report misconduct or breaches of this Code of Conduct in line with the whistleblowing policy.
- Understand that breaches of this Code may lead to disciplinary action.

10. Commitment

By working at Hazelwood Alternative Provision, all staff agree to uphold this Code of Conduct, ensuring the highest standards of professionalism, safeguarding, and care for the pupils we serve.

Signed.....S.Scott.....

Date.....1.9.26.....