



## **Staff Code of Conduct**

### **Venture Learning**

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Venture Learning values and respects all members of the community. Colleagues are expected to work in co-operation and collaboration, within an ethos of mutual trust and confidence. All employees and volunteers must be committed to promoting the safety, welfare and interests of students. Staff are expected to place the wellbeing, development and progress of young people at the heart of their professional practice.

The public is entitled to expect the highest standards of conduct from all Venture Learning employees. As an employee of Venture Learning, you should implement its policies and perform your duties, with integrity, honesty, impartiality and objectivity.

The purpose of the Code is to assist you in carrying out your job by making clear the standards of behaviour Venture Learning requires you to meet. It incorporates the existing laws, regulations and conditions of service you should be most aware of in your work.

If you fail to comply with the Code's provisions, this may result in action under the disciplinary procedure (refer to the Grievance & Disciplinary Policy). If you believe a colleague is in breach of the Code you should inform your line manager, or where this is inappropriate, a senior manager.

## **1 Integrity**

- 1.1 You must maintain high standards of honesty and integrity in your work. You should treat all students, colleagues, parents/carers and visitors with respect and professional courtesy.
- 1.2 You should maintain professional boundaries and avoid behaviour which may lead any reasonable adult to question your behaviour, motivations or intentions.
- 1.3 In order to maintain high standards of working practice with and/or around children, you are expected to comply with 'safe working practice' guidance.

## **2 Safeguarding**

- 2.1 You have a duty to safeguard pupils/students from:
  - physical abuse;
  - sexual abuse;
  - emotional abuse;
  - neglect; and,
  - specific safeguarding issues as outlined by the DfE guidance, Keeping Children Safe in Education 2025, which includes responsibilities in relation to Prevent.
- 2.2 You must take reasonable care of students under your supervision with the aim of ensuring their welfare and safety.
- 2.3 You must co-operate and collaborate with external agencies that support the welfare of children/young people.
- 2.4 You have a duty to safeguard pupils/students including the duty to report any concerns about a student and to have a working knowledge of the procedures in place for this. You have a professional responsibility to inform an appropriate person if it is believed that a colleague is behaving in a way that compromises the wellbeing and safety of any young person or group of children or young people.



### **3 Professional Standards**

All staff are expected to:

- 3.1 Be punctual and presentable.
- 3.2 Accept and adhere to school policies and procedures.
- 3.3 Undertake their duties and responsibilities effectively, efficiently and diligently.
- 3.4 Show respect for all members of the school community by being polite and courteous in all forms of communication eg. verbal, face to face and electronic communications.
- 3.5 Act as a role model for students, modelling the behaviours we expect to see from them.
- 3.6 Maintain the confidentiality of sensitive information obtained in the course of their employment. Any information obtained in the course of employment should be not used for personal gain or benefit, nor should it be passed on to others who might use it in the same way. Any queries about what constitutes 'sensitive' information and who it can be shared with should be directed to the appropriate member of the school's leadership team or the Designated Safeguarding Lead.
- 3.7 Ensure fairness at all times when dealing with customers, suppliers, other contractors and sub contractors. No special favour should be given to current/former employees or partners/relatives or associates.
- 3.8 Note that it is a criminal offence under the Bribery Act 2010 to offer, promise or give financial advantage or other advantage to someone; or to request, agree or accept or receive a bribe from another person.
- 3.9 Declare any interests (financial or otherwise) that may be considered as being in conflict with the Venture Learning's interests.
- 3.10 Use appropriate lines of communication and/or the relevant procedure (refer to social media policy) to express views relating to their employment or the activities of Venture Learning.
- 3.11 Have no contact with the media regarding provision matters without the express permission of the Head Teacher.
- 3.12 Notify the Headteacher of any known or suspected breaches of the law or of Venture Learning's policies, procedures and regulations and co-operate with any investigation of such breaches, particularly in relation to the safeguarding of children, health and safety and financial irregularity. Where this is considered not possible, reference should be made to the whistleblowing policy.
- 3.13 Disclose on appointment or at any time any civil/criminal charges or convictions (being charged or in possession of a conviction may not necessarily debar from appointment/employment or lead to disciplinary action; however failure to disclose where required will be considered as a serious act of misconduct).
- 3.14 Use equipment provided for the purposes of carrying out their role in a responsible and lawful manner.

### **4 Personal Conduct**

- 4.1 Ensure that personal relationships within work do not affect their professional role and do not bring Venture Learning into disrepute.
- 4.2 Notify the Head Teacher either at appointment or during employment of any personal relationship in or outside of work which may result in honesty, objectivity or integrity being brought into question.
- 4.3 Notify the Head Teacher of any change in personal (including medical) circumstances which could impact on ability to carry out their role.



- 4.4 Not engage in outside employment which could be considered as undermining or conflicting with the business of Venture Learning.
- 4.5 Wear any uniform, clothes, overalls or protective clothing as required.
- 4.6 Dress in a way which is appropriate for an educational setting and which reflects Section 3, Paragraph 8 of the 'Guidance for Safer Working Practice'.
- 4.7 Conduct themselves in a professional manner at all times when wearing clothing or an identification badge that identifies them as an employee of Venture Learning.
- 4.8 Declare any interest/involvement with any outside organisations which may benefit financially or contractually from decisions taken by the Venture Learning, eg. the procurement of goods or services.
- 4.9 Conduct themselves both on and off duty in a manner compatible with their employment status with Venture Learning.
- 4.10 Ensure personal hygiene and appearance is respective of being employed in an educational setting.

## **5 Staff Conduct With Students**

Venture Learning expects all staff members, including teachers, mentors, counsellors, administrators, others to maintain the highest professional, moral and ethical standards in their conduct with students. For the purpose of this policy staff means employees, contract service providers and school volunteers.

The relationship between staff members and students in the school should be one of cooperation, understanding, mutual respect and trust. All staff have the responsibility to provide an atmosphere conducive to learning. All students and staff members will treat each other with respect.

When interacting with students in all curricular and extracurricular activities, both on-line and off-line, staff are expected to exercise good judgment and to maintain professional boundaries appropriate to an educational setting and consistent with the educational mission of the school.

### **Examples of unacceptable and prohibited conduct by staff include but are not limited to:**

- 1. Any behavior of a sexual nature which may constitute professional misconduct and/or is a violation of criminal or civil statutes, professional codes of ethics or board policy; (Staff may not use their status to adversely influence a student of the district. Staff may not date, make sexual advances toward or engage in any sexual relationship with a district student, regardless of the student's age, the perceived consensual nature of the relationship, where the advances are made, or whether the staff member directly supervises the student. Further, staff may not discuss or plan a future romantic or sexual relationship with a student.)
- 2. Disclosing personal, sexual, family, employment concerns or other private matters to one or more students;
- 3. Exchanging sexual banter, allusions, jokes or innuendoes with students;
- 4. Association with students in any situation or activity which could be considered sexually suggestive or involve the presence or use of tobacco, alcohol or drugs;



5. Using insults or sarcasm against students as a method of forcing compliance with requirements or expectations;
6. Disclosing information concerning a student, other than directory information, to any person not authorized to receive such information; (This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background.)
7. Non-counseling or social work staff encouraging students to confide their personal, family problems and/or personal relationship problems; (If students initiate such discussions, staff is expected to be supportive but to refer the student to appropriate counseling or social work staff. Noncounseling or social work staff involvement in such discussions should be limited to direct connections to the student's school performance.)
8. Asking students to keep a secret;
9. Singling out a student or students for personal attention and friendship beyond the normal teacher-student relationship;
10. Maintaining personal contact for non-school-related business with a student by telephone, email, text, twitter, letter or other form of communication; and/or
11. Addressing students or permitting students to address you in an overly familiar manner.
12. Following students through social networks such as Twitter or Facebook. Note: Instructors may use social networks to broadcast and/or discuss their courses, however, it is strongly recommended that they setup accounts to be used only for school related interactions. Before engaging in the following activities without parents, staff members will review the activity with the Director of Guidance and Student Services or his/her designee as appropriate:
13. Being alone with individual students out of public view;
14. Inviting or allowing students to visit the staff member's home unless accompanied by the student's parent or with parental permission;
15. Visiting a student at home, unless on official school business; (This does not preclude a staff member or his/her child visiting a student's home at the parent's invitation for a social or other event.)
16. Exchanging personal gifts; (Beyond the customary student-teacher gifts); and/or
17. Socializing or spending time with students (including but not limited to activities such as going out for meals or movies, shopping, traveling and recreational activities) outside of school-sponsored events; (This prohibition does not extend to community activities such as church or other events where there may be incidental social contact with students.)

In formulating this policy, the school understands that there are circumstances when staff members and/or their children have personal relationships with the families of students outside of school. The intent of this policy is not to prohibit all social contact between staff members and families outside of school. However, because of the trust placed in school staff by the community and our schools' responsibility to protect the well-being of students, staff members are expected to be sensitive to the appearance of impropriety in their conduct with students at all times. Staff members are encouraged to discuss issues with the Head teacher



whenever they are unsure whether particular conduct or a planned activity may constitute a violation of this policy.

### Reporting Violations

Students and/or their parents/guardians are strongly encouraged to notify the Head Teacher, if they believe a teacher or other staff member may be engaging in conduct that violates this policy. Staff members are required to notify promptly the Head Teacher, Proprieter or Finance Director if they become aware of a situation that may constitute a violation of this policy.

### Disciplinary Action Staff

Violation of this policy shall result in disciplinary action up to and including dismissal. Violations involving sexual or other abuse will also result in referral to the Department of Human Services and referral to law enforcement, in accordance with the Board's policy on reporting child abuse and neglect and state law.

