Staff Code of Conduct Policy

1. Policy Statement

At Alpha Training, we are committed to providing a safe, respectful, and supportive learning environment for all learners, staff, and visitors. This **Staff Code of Conduct** sets out the standards of professional behaviour expected from all employees, volunteers, contractors, and visiting staff. Our values — integrity, respect, inclusion, and accountability — underpin all staff conduct. All adults working at Alpha Training must act as positive role models and uphold the highest standards of professional behaviour at all times.

2. Aims of the Policy

- To ensure a safe, supportive, and inclusive environment for learners and staff.
- To protect staff by clearly defining acceptable and unacceptable conduct.
- To promote positive relationships between staff, learners, families, and external partners.
- To comply with statutory safeguarding and professional standards.

3. Scope

This policy applies to all individuals working on behalf of Alpha Training, including:

- Full-time and part-time staff
- Volunteers and placement students
- Contractors and visiting professionals

It applies both during and outside of working hours, where conduct could impact the reputation or functioning of Alpha Training.

4. Key Principles and Expectations

4.1 Professional Behaviour

- Maintain high standards of honesty, punctuality, reliability, and integrity.
- Dress appropriately and professionally in line with the nature of the work.
- Be respectful and courteous in all communication with learners, colleagues, and visitors.
- Uphold the reputation of Alpha Training at all times.

4.2 Safeguarding and Child Protection

- Staff must adhere strictly to Alpha Training's **Safeguarding Policy** and **Keeping Children Safe in Education (KCSIE)** guidance.
- Any concerns or disclosures must be reported immediately to the **Designated Safeguarding Lead (DSL)**.
- Staff must maintain professional boundaries and avoid any behaviour that could be misinterpreted.
- Physical contact with learners must only occur when necessary, proportionate, and in line with safeguarding guidelines.

4.3 Relationships with Learners

- Do not form inappropriate personal relationships with learners, including online or social media contact.
- Do not give personal contact details to learners or accept them as friends on social platforms.
- Avoid favouritism and maintain clear, respectful boundaries.

4.4 Confidentiality and Data Protection

- Treat all learner and staff information as confidential.

- Only share information on a need-to-know basis in line with GDPR and safeguarding procedures.
- Store records securely and follow Alpha Training's Data Protection Policy.

4.5 Use of Technology

- Use work devices, email, and internet responsibly and for professional purposes.
- Do not access, store, or share inappropriate material.
- Follow Alpha Training's Acceptable Use Policy at all times.

4.6 Drugs, Alcohol, and Substance Use

- Staff must not be under the influence of alcohol or drugs while working.
- Smoking or vaping is not permitted on site or in view of learners.

4.7 Reporting Concerns or Misconduct

- Staff have a duty to report any concern about the conduct of a colleague or visitor.
- Concerns should be reported to the DSL or senior leadership team.
- Whistleblowing procedures are in place and staff will be protected from retaliation.

5. Breaches of the Code

Failure to comply with this Code of Conduct may lead to disciplinary action, including dismissal. Serious breaches, particularly those related to safeguarding or criminal activity, will be referred to the appropriate external authorities.

6. Monitoring and Review

All staff will be given a copy of this policy during induction and asked to sign to confirm understanding.

This policy will be reviewed annually by the Senior Leadership Team or sooner if there are changes to statutory guidance or local procedures.

Approved by: Michelle Howdle