

STAFF CODE OF CONDUCT

CREATED BY: J. GARNER

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GROVE Neurodivergent Mentoring & Education LTD.

Company Number: 14550180.

Registered Address: 86-90 Paul Street, London, England, EC2A 4NE.

Registered in England & Wales.

RECORD OF UPDATES:

DATE:	BY WHOM:	DETAILS:

GROVE Neurodivergent Mentoring & Education (hereafter “GROVE”) is committed to providing services at the highest standard, in a safe and happy environment. Everything we do is guided by our values:

NEURO-AFFIRMING CONNECTION COMMUNITY GROWTH

This policy applies to all staff (employed, contractors, consultants, volunteers and other personnel that is associated with GROVE – together “**Staff**”), as well as any third parties who enter into business or voluntary relationships with GROVE.

In your role you are acting in a position of trust and authority and have a duty of care towards the children, young people and adults we work with. You are likely to be seen as a role model by the children and young people and are expected to act appropriately, this includes behaviour that takes place outside our organisation and behaviour that takes place online.

Please read this policy carefully; your compliance with this policy is mandatory. Staff who breach any part of this policy may be subject to disciplinary action. Contractors, consultants and all other third parties who breach this policy will be deemed to have committed a material breach of their contract with GROVE which may result in termination of their engagement.

This policy does not form part of any employee's contract of employment.

GROVE will regularly review this policy and may amend this policy from time to time.

‘Users’ refers to both children and young people as well as their parents/carers/guardians

SAFEGUARDING:

- All staff will have an annual Enhanced DBS check with a children’s barred list check;
- All new staff will be required to complete a full *Induction* before contact with any user;
- All staff agree to partake in relevant child protection and safeguarding training at least annually or earlier if required as directed by GROVE’s CEO;
- All staff agree to be knowledgeable with and comply with:
 - Part 1 of Keeping Children Safe in Education (KCSIE);
 - Annex B of KCSIE (about specific safeguarding issues);
 - Any additional national and local guidance and legislation that related to child protection and safeguarding;
 - GROVE specific policies:
 - Child Protection and Safeguarding Policy;
 - This Staff Code of Conduct;
 - Safer Recruitment Policy;
 - GROVE’s processes and procedures as outlined in our Child Protection and Safeguarding Policy and Staff Handbook and any other process and procedures introduced by GROVE’s CEO.

PROHIBITED ACTS:

- Under the Sexual Offences Act 2003, it is an offence for a person over the age of 18 to have a sexual relationship with a person under the age of 18, where that person is in a position of trust, even if the relationship is consensual. This means that any sexual activity between a member of GROVE staff and a user under 18 may be a criminal offence, even if that user is over the age of consent. This includes grooming, causing a child to engage/watch in sexual activities;
- Displaying any inappropriate images/items or using/making inappropriate verbal/written/physical remarks;
- Exposing children to violent/sexual/offensive/illegal materials;
- Consuming alcohol or using illegal substances before or during work with a user;

- Smoking during work with a user;
- Developing inappropriate relationships with children and young people;
- Making inappropriate promises to children and young people;
- Modelling, suggesting or encouraging inappropriate behaviour or attitudes;
- Letting children, young people and their parents/carers/guardians have your personal contact details (mobile number, email or postal address) or contacting them via these means (personal phones may be used as long as numbers are withheld);
- Using inappropriate/aggressive/sexual innuendos/racist/sexist/homophobic or any other language/body language/foreign languages that could cause harm or offense to others;
- Bullying/cyberbullying/insulting/abusing/making threats to a child or young person, including but not limited to physical, verbal and emotional bullying and abuse, such as name calling, hitting, pushing, spreading rumours, threatening, undermining, humiliating;
- Prejudicing, discriminating, victimising or treating any user unfairly based on certain characteristics of the student (such as age, sex, race, religion, sexual orientation, disability, etc.);
- Failing to recognise, record, refer or willingly turning a blind eye to child protection and safeguarding concerns;
- Destroying, concealing, and/or fabricating complaints from staff, users or parents/carers/guardians;
- Engaging in behaviour that is in any way abusive or exploitive of children/child labour, including child slavery;
- Breaching Data Protection laws and policies including but not limited to sharing/publishing/processing children's personal data/words/image without parents/guardians' explicit consent and without the knowledge of GROVE CEO, this includes identifying current or past users;
- Allowing any unknown/unidentified/unauthorised third parties to join/participate in online sessions;
- Arranging in-person meetings with users that are not authorised by the CEO/DSL;
- Engaging in conduct (including other employment and online) which could reasonably be expected to damage the reputation and standing of the organisation;
- Sharing any private or business material, communication, or information regarding GROVE outside the organisation;
- Engaging in activities outside of the law.

GENERAL CONDUCT / SESSION CONDUCT

All staff are required to providing a safe environment in which children and young people can thrive. Our expectation is that all staff will always model professional, kind and compassionate behaviours and work to create excellent relationships with users.

To achieve this, staff must:

- Prioritise the welfare of children and young people;
- Ensure contact with children and young people is appropriate and relevant to the nature of the activity they are involved in;
- Promote relationships that are based on openness, honesty, trust and respect;
- Value and take children and young people's contributions seriously, actively involving them in planning activities wherever possible;
- Treat children and young people fairly and without prejudice or discrimination;
- Always ensure their own language is appropriate and not offensive or discriminatory;
- Understand that children and young people are individuals with individual needs, tailoring approaches to suit;
- Respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems, and appreciate that all participants bring something valuable and different to their time with GROVE;
- Challenge discrimination, prejudice, bullying amongst users in the manner outlined in our Staff Handbook;
- Encourage children and young people to speak out about attitudes or behaviour from other users that makes them uncomfortable;
- Treat users fairly;
- Be prepared, on time and adhere to our Staff Handbook policies and guidance for content / approach;
- Respond promptly to all parent/carer/guardian enquiries and communicate professionally using only official GROVE email or private/business number messaging/telephone calls;
- Agree to our quality assurance practices and monitoring approaches to ensure we are reflective in our practice and continually striving to learn;

- Follow GROVE’s Staff Handbook guidance and User Code of Conduct for resolving minor behavioural concern/conflict using co-regulation, modelling, CPS, low arousal approaches – behaviourist, PSB and ABA approaches are not acceptable or appropriate;
- Report any escalated or major behavioural concern, conflict or dispute with or between users to the parent/carer/guardian and GROVE’s CEO/DSL following the session using procedures outlined in our Staff Handbook;
- Agree to and follow all additional GROVE policies, processes and procedures, including but not limited to:
 - Staff Online Safety;
 - Health and Safety;
 - Equality, Diversity and Inclusion;
 - Privacy Policy;
 - Data Protection;
 - User Code of Conduct.

Although this Staff Code of Conduct gives advice and instruction on how to deal with specific situations, it should not replace professional common sense and good judgement. In all matters relating to user/staff relationships, staff must bear in mind how an action might reasonably be regarded by a third party. Members of staff must notify the CEO and DSL immediately if they consider that they may have breached any area of this Code of Conduct.

STAFF DECLARATION

I have read and understand the above and agree to act within these guidelines.

Staff Name:

Signed:

Date: