**Code of Conduct**

This policy statement aims to set and maintain standards of conduct that we expect all staff to follow. By creating this policy, we aim to ensure our Charity is an environment where everyone is safe, happy and treated with respect.

LS-TEN team members will act as role models for our pupils, young people, riders and other visitors by consistently demonstrating high standards of behaviour. We expect all that team members, including Trustees and volunteers also act with personal and professional integrity, respecting the safety and wellbeing of others.

Failure to follow the code of conduct may result in disciplinary action being taken, as set out in our disciplinary policy. Please note that this code of conduct is not exhaustive; If situations arise that are not covered by this code, team members will use their professional judgement and act in the best interests of the charity, its stakeholders and partners, its pupils, customers and service users.

1. Legislation and Guidance

In line with the statutory safeguarding guidance ‘Keeping Children Safe in Education’, we have a staff code of conduct, which covers acceptable use of technologies, colleague/young people relationships and communications, including the use of social media.

1. General Obligations

LS-TEN team members set an example to the young people we work with. Team members will:

* Maintain high standards in their attendance and punctuality
* Never use inappropriate or offensive language while at work or in the LS-TEN facility
* Treat learners, young people and others visitors with dignity and respect
* Show tolerance and respect for the rights of others
* Not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
* Express personal beliefs in a way that will not overly influence learners, young people and other visitors, and will not exploit their vulnerability or might lead them to break the law
* Understand the statutory frameworks they must act within

Safeguarding Staff have a duty to safeguard children, young people and vulnerable adults from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, or neglect. Staff will familiarise themselves with our safeguarding policy and procedures and the Prevent initiative, and ensure they are aware of the processes to follow if they have concerns about a child. Our safeguarding policy and procedures are available in our Education Office, on our website and can be emailed upon request. New team members will be inducted into these procedures as part of our Induction Passport.

1. Staff/Pupil Relationships

Team members will observe proper boundaries with children, young people and customers that are appropriate to their professional position. They will act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so.

If team members and young or vulnerable people must spend time on a one-to-one basis, the team member will ensure that:

* This takes place in a public place that others can access
* Others can see in to the room
* A colleague or line manager knows this is taking place

Team members should avoid contact with learners outside of agreed working hours if possible. Personal contact details should not be exchanged between employees and learners. This includes social media profiles. While we are aware learners and their parents may wish to give gifts to team members, for example, at the end of the school year, gifts from team members to learners are not acceptable.

If a team member is concerned at any point that an interaction between themselves and a learner may be misinterpreted, this should be reported to the Education Leadership Team or the CEO.

1. Communication and Social Media

Colleagues at LS-TEN should ensure that their personal social media profiles are not available to learners. If they have a personal profile on social media sites, they should not use their full name, as learners may be able to find them. Team members should consider using a first and middle name instead, and set public profiles to private. Team members should not attempt to contact learners or their parents via social media, or any other means outside of LS-TEN, in order to develop any sort of relationship. They will not make any efforts to find learners’ or parents’ social media profiles. Team members will ensure that they do not post any images online that identify children who are learners at LS-TEN without their consent.

1. Acceptable Use of Technology

Team members will not use technology while in work, or on site to view material that is illegal, inappropriate or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails, gambling and viewing pornography or other inappropriate content. Team members will not use personal mobile phones and laptops, or LS-TEN equipment for personal use during working hours or in front of learners, young people or other customers. They will also not use personal mobile phones or cameras to take pictures of learners. We have the right to monitor emails and internet use on the LS-TEN IT system.

1. Confidentiality

In the course of their role, team members are often privy to sensitive and confidential information about the Charity, team members, learners and their parents, and other customers. This information will never be:

• Disclosed to anyone without the relevant authority

• Used to humiliate, embarrass or blackmail others

• Used for a purpose other than what it was collected and intended for

This does not overrule the team’s duty to report child protection concerns to the appropriate channel where staff believe a child is at risk of harm.

1. Honesty and Integrity

Team members should maintain high standards of honesty and integrity in their role. This includes when dealing with learners, riders and other customers, handling money, claiming expenses and using LS-TEN property and facilities. Team members will not accept bribes. Gifts must be declared and recorded on the gifts and hospitality register. Team members will ensure that all information given to LS-TEN about their qualifications and professional experience is correct.

1. Dress Code

Team members will dress in a professional, appropriate manner. Outfits will not be overly revealing, clothes will not display any offensive or political slogans. A full dress code is published in the Staff Handbook.

1. Conduct Outside of Work

Team members will not act in a way that would bring the Charity into disrepute. This covers relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the Charity on social media.