



**Life Skills
Enterprise**

Code of Conduct Policy 2025

1. Purpose and Statutory Context

This Code of Conduct sets out the expectations for all members of the school community and should be read as part of the school's safeguarding framework. It reflects the school's statutory duty to safeguard and promote the welfare of children and is underpinned by *Keeping Children Safe in Education (KCSIE) 2025* and relevant independent school standards.

The policy supports the creation of a culture in which safeguarding is effective, pupils feel safe, are listened to, and know that adults act in their best interests at all times.

A Life Skills Enterprise, we recognise that pupils may have additional vulnerabilities and that behaviour may be a form of communication. Expectations and responses are therefore applied consistently, proportionately, and with reasonable adjustments in line with pupils' needs.

2. Scope

This Code of Conduct applies to:

- All staff, including teaching, support, therapy, leadership and administrative staff
- Proprietors, governors and trustees
- Volunteers, supply staff and placement students
- Contractors and visitors

The Code applies when individuals are:

- On school premises
- Taking part in school activities, including off-site visits
- Working with pupils online or remotely
- Representing the school in any professional capacity

3. Culture and Values

The school promotes a culture of high expectations, mutual respect and safeguarding vigilance. All adults are expected to contribute to an environment where:

- Pupils are safe, supported and protected from harm
- Relationships are based on trust, respect and professional boundaries
- Discriminatory, harmful or abusive behaviour is not tolerated
- Concerns are raised promptly and professionally

4. Expectations of Pupils

With appropriate support and reasonable adjustments, pupils are expected to:

- Treat others with respect and dignity
- Follow reasonable instructions from staff
- Engage positively in learning and therapeutic activities
- Use language and behaviour that does not place themselves or others at risk
- Respect personal space, boundaries and property
- Tell a trusted adult if they feel unsafe, worried or distressed

The school recognises its duties under the Equality Act 2010 and will ensure expectations and responses to behaviour are individualised and aligned with pupils' EHCPs, behaviour support plans and risk assessments.

5. Expectations of Staff and Adults Working in School

All staff and adults must:

- Act as positive role models and uphold the school's values at all times
- Maintain the highest standards of professional conduct
- Establish and maintain appropriate professional relationships with pupils
- Read, understand and comply with Part One and Annex B of *KCSIE 2025*
- Follow all safeguarding, child protection, behaviour and whistleblowing procedures
- Use de-escalation, restorative and trauma-informed approaches (Proact-Scip)
- Maintain confidentiality in line with data protection legislation

Staff and adults must not:

- Use any form of degrading or humiliating treatment
- Use force outside agreed positive handling plans and statutory guidance (Proact-scip)
- Use inappropriate, discriminatory, sexualised or threatening language
- Engage in behaviour that could be misinterpreted or place pupils or themselves at risk
- Develop inappropriate relationships with pupils or their families

6. Professional Boundaries and Safer Working Practice

In line with *KCSIE 2025* and safer recruitment and working practice guidance, staff must maintain clear professional boundaries, including:

- Using only school-approved systems for communication with pupils
- Avoiding one-to-one situations where possible, or ensuring visibility and accountability
- Never sharing personal contact details or engaging with pupils on social media
- Not accepting or giving gifts that could be misconstrued
- Reporting any concerns about conduct, boundary issues or allegations immediately to the Designated Safeguarding Lead (DSL)

7. Safeguarding Responsibilities

Safeguarding is everyone's responsibility. All adults working in or on behalf of the school must:

- Act in the best interests of the child at all times
- Be alert to signs of abuse, neglect and exploitation
- Report safeguarding concerns immediately to the DSL or a deputy DSL
- Understand that safeguarding concerns may arise from behaviour, disclosures or changes in presentation
- Work in partnership with external agencies where required

Any breach of this Code that places a pupil at risk of harm will be treated as a serious safeguarding concern.

8. Equality, Diversity and Inclusion

The school actively promotes equality, diversity and inclusion. Discrimination, harassment or victimisation will not be tolerated on the basis of protected characteristics, including disability, race, sex, gender identity, sexual orientation, religion or belief.

All conduct must reflect the school's commitment to inclusive practice and respect for individual difference.

9. Online Conduct and Use of Technology

All members of the school community must:

- Use technology safely, responsibly and professionally

- Follow the school's Online Safety, Acceptable Use and Filtering and Monitoring procedures.
- Never take, store or share images of pupils without authorisation
- Be aware that online behaviour may be scrutinised where it impacts safeguarding or the school's reputation

10. Visitors, Volunteers and Contractors

Visitors, volunteers and contractors are expected to:

- Follow this Code of Conduct and safeguarding procedures at all times
- Sign in and out and wear identification while on site
- Act in a manner consistent with the school's safeguarding culture
- Report safeguarding concerns immediately to the DSL

11. Breaches of the Code

Failure to comply with this Code of Conduct may result in:

- Supportive or restorative interventions (for pupils)
- Disciplinary procedures (for staff or volunteers)
- Termination of contracts or withdrawal of site access
- Referral to external agencies, including the LADO, DBS or the police where appropriate

All concerns will be managed promptly, proportionately and in line with statutory guidance.

12. Related Policies and Documents

This Code of Conduct should be read alongside:

- Safeguarding and Child Protection Policy
- Staff Behaviour Policy / Safer Working Practice
- Behaviour and Relationships Policy
- Online Safety Policy
- Equality and Diversity Policy
- Whistleblowing Policy
- Positive Handling / Restrictive Physical Intervention Policy

13. Review and Monitoring

This policy is reviewed annually by the proprietor/governing body, or sooner in response to changes in legislation, statutory guidance or inspection findings.

Approved by: Mickey Capeling

Date: January 2026

Review Date: January 2027

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