



EduDiverse Staff Code of Conduct

Reviewed: September 2025

CODE OF CONDUCT FOR EduDiverse STAFF

INTRODUCTION

The Proprietor is required to set out a Code of Conduct for all EduDiverse employees. The following code is based on a code widely used throughout other educational establishments in both the maintained and non-maintained independent sectors.

Employees should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.

PURPOSE, SCOPE AND PRINCIPLES

A Code of Conduct is designed to give clear guidance on the standards of behaviour all EduDiverse staff are expected to observe, and the EduDiverse should notify staff of this code and the expectations therein.

EduDiverse staff are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all the pupils. As a member of the EduDiverse community, each employee has an individual responsibility to maintain their reputation and the reputation of EduDiverse, whether inside or outside working hours.

This Code of Conduct applies to:

- all staff who are employed by EduDiverse

The Code of Conduct applies to:

- peripatetic staff employed by the EduDiverse as well as those staff who have full-time contracts or are commissioned on a self-employed basis.

The Code of Conduct does not apply to:

- employees of schools who attend sessions as part of their role.
(Such staff are covered by the relevant Code of Conduct of their employing body)

SETTING AN EXAMPLE

All staff who work at EduDiverse set examples of behaviour and conduct which can be copied by pupils. Staff must therefore avoid using inappropriate or offensive language.

All staff must, therefore, demonstrate high standards of conduct in order to encourage our pupils to do the same.

EduDiverse is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

This Code helps all staff to understand what behaviour is and is not acceptable.

SAFEGUARDING PUPILS

Staff have a duty to safeguard pupils from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

The duty to safeguard pupils includes the duty to report concerns about a pupil to the EduDiverse's Designated Safeguarding Lead (DSL) for Child Protection.

EduDiverse's DSL is James Ranson.

Staff are provided with personal copies of EduDiverse's Policies and staff must be familiar with these documents particularly Safeguarding, Behaviour and Physical Intervention and Child on Child Abuse.

Staff must not seriously demean or undermine pupils, their parents or carers, or colleagues.

Staff must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare.

PUPIL DEVELOPMENT

Staff must comply with EduDiverse policies and procedures that support the well-being and development of pupils.

Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils.

Staff must follow reasonable instructions that support the development of pupils.

HONESTY AND INTEGRITY

Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of EduDiverse property and facilities.

All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept, or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should refer to the Whistleblowing procedure located within the Safeguarding Policy.

Gifts from suppliers or associates of EduDiverse must be declared to James Ranson, with the exception of "one off" token gifts from students or parents.

Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted. EduDiverse will provide a small token gift to each pupil at Christmas any other gifts should be discussed with James Ranson DSL and be gifted from EduDiverse not an individual employee.

CONDUCT OUTSIDE WORK

Staff must not engage in conduct outside work which could seriously damage the reputation and standing of EduDiverse or the employee's own reputation or the reputation of other members of the EduDiverse community.

In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.

Staff must exercise caution when using information technology and be aware of the risks to themselves and others.

Staff may undertake work outside EduDiverse, either paid or voluntary, provided that it does not conflict with the interests of the EduDiverse nor be to a level which may contravene the working time regulations or affect an individual's work performance.

Staff must not engage in inappropriate use of social network sites which may bring themselves, EduDiverse, EduDiverse community or employer into disrepute.

CONFIDENTIALITY

Where staff have access to confidential information about pupils or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil.

EduDiverse is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

Staff have an obligation to share with EduDiverse's Designated Safeguarding Lead any information which gives rise to concern about the safety or welfare of a pupil. Staff must never promise a pupil that they will not act on information that they are told by the pupil.

DISCIPLINARY ACTION

All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.