



# CODE OF CONDUCT

## 1 – Overview

Anglotec understands the important role our staff plays in creating a safe, friendly and professional environment for adult and under-18 students to study and live in. The code of conduct aims to help provide this by guiding all on what behaviour will help to successfully achieve such an environment.

Aims of the code of conduct:

- to support and protect students and staff
- to set boundaries, standards and give clear guidelines on what is expected of our staff in order to help create the safe, friendly and professional environment we aspire to, both in general and with specific reference to under-18s and vulnerable adults
- aims to protect adults and students from behaviours or actions that might be misconstrued

The code of conduct applies to all staff employed by Anglotec, including volunteers or work experience staff.

This Code of Conduct is also included in our Safeguarding Policy and is presented here as a stand-alone document for easier consultation. As a general guideline we would expect students to be treated in the way that we would wish our own friends, colleagues and family members to be treated in a foreign environment in which they are likely to be more vulnerable and lacking in awareness of the surrounding environment, language and cultural norms. If anyone is ever not sure about the appropriateness of his/her behaviour or has any questions or doubts about points in this Code of Conduct, or matters not covered here, he/she should speak to his/her line manager for guidance.

## 2 – Position of Trust

We have a legal and moral duty to protect our students from the risk of any form of abuse.

According to the Sexual Offences Act 2003, any sexual activity between an adult who has a position of care and responsibility and an under-18 year old is illegal even though the legal age of consent is 16. This applies to ALL members of Anglotec staff.

## 3 – Standards for Interaction with Under 18s

The school expects staff to behave with common sense to ensure the safety and wellbeing of young people under the age of 18. During the summer months and Easter period the majority of students are under 18 and if any staff member is unsure of the age of any of the students they can ask a member of the admin team.

A few areas to consider are:

- Staff should avoid situations where they are left alone in an enclosed space with a student under the age of 18 student. If a confidential meeting is necessary, it should take place with the door open and close to other staff or adults
- Staff should make sure their language is appropriate for use around under-18s
- Staff should avoid favouritism and treat all students equally and fairly

- Staff should avoid physical contact with under-18s that could be misconstrued by the child or anyone witnessing it
- Staff should be careful in dealings with under-18s in a social setting outside the school. These could easily be misconstrued and if they do meet students outside of school it should be in a group
- Staff should not explicitly or implicitly condone the breaking of any law, including with regard to alcohol, smoking, taking drugs, sexual activity or extremism
- During activities and excursions attention must be paid to the risk assessment document and any measures specifically for under-18s.

#### **4 – Personal Relationships**

Personal relationships may develop between colleagues, clients, students or others associated with Anglotec. Issues can arise when:

- two parties are of different seniority levels,
- there is resentment from other colleagues if they feel one party is being treated favourably,
- there is a break in a relationship but the parties continue to work with each other.

It is essential that there is a harmonious and professional atmosphere amongst staff at all times and staff are expected to ensure that any personal relationships do not interfere with this.

Staff are also expected to behave positively and professionally with each other even if they do not get on personally.

It is possible that a student may develop a crush or infatuation on a member of staff. Staff should make every effort not to encourage this and to ensure that their own behaviour cannot be called into question. Any member of staff who becomes aware that an under-18 is infatuated with themselves or another member of staff should bring this to the attention of the DSL or the Principal ASAP.

**Under no circumstances would an intimate relationship between an adult member of staff and a student, co-worker or volunteer in the school under the age of 18 be appropriate. If it becomes apparent that one has developed, it will lead to immediate dismissal and a report about the individual adult being made to the DBS.**

#### **Socialising with students and clients outside school**

Staff often interact with students and clients outside of work including on organised social activities or events, classes meeting outside the school informally etc. At all such times staff are expected to represent Anglotec in a professional manner and to abide by the Safeguarding Policy.

#### **Harassment and Bullying**

Students and staff have the right to attend the school without fear of harassment or bullying and every student and member of staff must ensure that their own behaviour does not constitute harassment. Anglotec will take action against any inappropriate behaviour that leads people to feel unsafe or threatened.

## **5 – Appearance**

We expect staff members to dress appropriately for the situation. In school they should be of clean appearance and smartly dressed to present a professional image. Shorts, flip-flops, T-shirts, sleeveless tops or frayed clothes are not acceptable. Jeans must be smart and cannot be ripped. Staff on activities or excursions may dress in a more relaxed manner but must continue to present a professional image.

## **6 – Drugs, Alcohol and Smoking**

It is a disciplinary offence for staff members to carry out their duties under the influence of alcohol or non-prescribed medication. Staff should not condone any breaking of the law on the part of students and should instead educate them as to the illegality of drinking or smoking under the age of 18 and the illegality of using drugs at all ages.

**NB** – it is a criminal offence for any person over the age of 18 to buy alcohol or cigarettes for any person under the age of 18. Any person found to be supplying either of these to a student in Anglotec will be instantly dismissed and reported to the proper authorities.

## **7 – IT & Social Networks**

Unfortunately, the internet provides opportunities for abuse and inappropriate behaviour in a range of ways including cyber bullying, exposure to radical/extremist views, grooming by adult sexual predators, and downloading of illegal or copyrighted materials and possibly computer viruses. The following guidelines have therefore been established:

1. Staff should not give out their personal mobile number, email address or any social media contact details to students, especially those under 18.
2. If a member of staff is taking a group of students out of school and for safety concerns they need to give the students a contact number, they should give out the school emergency number or the accommodation mobile number. If Facebook or another social media platform is used for a class then a separate account should be set up.
3. all staff are asked to be especially vigilant regarding use of the internet by under-18s, and if there are concerns about content, excessive use or possible grooming or abuse, they should be reported.
4. All students are made aware of the school's ICT and E-safety policy and this is displayed in the school and is also to be found on the school's website.
5. Staff should never use their own photographic equipment (including mobile phones) to take images of students. If they plan to film or take photos of any under 18s on school equipment, they need to make sure that the student is happy for them to do so and check with the office that the parents have given their consent. Any images should be deleted immediately after use.

## **8 – Accommodation**

Homestay providers should respect the privacy of the individual in their room and knock to gain permission to enter the room or bathroom. They should also not allow adults to be alone in a bedroom or bathroom with a child unless the door is open and other adults are present in the house.

## **9 – Transport**

All taxi and coach companies working with Anglotec employ drivers who have been properly DBS checked.

If for any reason a member of staff is required to transport an under-18 in their own car then the young person should sit in the back of the car, seatbelts must be used and driving must be done with all due care and attention, obeying all the rules of the road.

## **10 – Favouritism and Gifts**

All students must be treated equally and no favouritism should be displayed in front of them.

Staff must not solicit gifts from students but may accept appropriate gifts for special occasions or as a thank you when they leave. Under no circumstances should money be accepted from a student.

## **11 – Whistleblowing**

Staff are obliged to inform management of any concerns about colleagues not following this Code of Conduct. They will not be penalised and all reports will remain confidential.