



## **Alpha Plus Guardian Services Limited**

### **Staff Code of Conduct**

Our aim is to develop a happy, friendly, secure and well-disciplined organisation and to encourage a caring, respectful and trusting relationship between all students, parents, schools and host families.

#### Objectives:

- To safeguard students, staff and host families
- To make explicit expectations of performance and conduct
- To minimise opportunities for abuse
- For all staff, students, parents and host families to have confidence to report concerns with full confidentiality
- To create and maintain an ethos of mutual respect, openness and fairness

#### Our Code of Conduct:

1. All staff are expected to follow the Guardianship Organisation's policies including:

- Data Protection and Information Sharing
- Safeguarding
- Anti-Radicalisation
- Complaints
- Grievance
- Missing Students
- Safer Recruitment
- Welfare, Health and Safety
- Whistleblowing
- Antibullying

2. All staff are expected to treat each other with respect
3. All staff are expected to behave professionally at all times
4. Conduct Outside of Work – all staff must not engage in conduct outside work which could seriously damage the reputation and standing of the Guardianship Organisation or the employee's own reputation or the reputation of other members of the Guardianship Organisation.
5. Confidentiality – all staff have access to confidential information about students, parents, schools and host families. Staff must not reveal such information. However,

staff have an obligation to share with the DSL any information which gives rise to concern about the safety or welfare of a student. Staff must never promise to a student that they will not act on information that they are told by the student.

6. Staff should aim to maintain a welcoming and open relationship with parents. All parental concerns should be treated seriously and dealt with promptly.
7. Staff are encouraged to look after their physical and mental wellbeing. The Guardianship Organisation will look to provide appropriate support where necessary.

**Conclusion:**

All staff are expected to demonstrate consistently high standards of personal and professional conduct. By adhering to this code of conduct staff can be assured they are playing their part in safeguarding students and protecting themselves. All staff are required to sign a copy of this code of conduct.

Date: 30th March 2023

Next review date: 29th March 2024