

PACE NORTHWEST – STAFF CODE OF CONDUCT

Effective Date: 29th August 2025

1. Purpose of This Code

PACE Northwest is committed to providing a safe, supportive, and respectful environment for all learners. This Staff Code of Conduct sets out the standards of behaviour required of all staff (including employees, contractors, volunteers, agency workers, and visiting professionals). Its aim is to protect staff, safeguard students, and maintain the integrity and reputation of PACE Northwest.

All staff must read and comply with this Code as a condition of working with PACE Northwest.

2. Professional Conduct

2.1 Acting as a Role Model

Staff must demonstrate professionalism at all times, including:

- treating all students and colleagues with dignity and respect
- modelling positive behaviour that reflects PACE values
- demonstrating reliability, punctuality, and preparedness

2.2 Boundaries

Staff must maintain clear professional boundaries. This means:

- never forming inappropriate personal relationships with students

- not sharing personal contact details with students
- not accepting or giving gifts of significant value
- not communicating with students outside approved platforms

3. Safeguarding and Child Protection

3.1 Duty to Safeguard

All staff at PACE Northwest share responsibility for safeguarding. Staff must:

- follow PACE safeguarding policies at all times
- report concerns immediately to the Designated Safeguarding Lead (DSL)
- record any safeguarding concerns promptly and accurately

3.2 Prohibited Conduct

Staff must never:

- use physical punishment
- use force unless absolutely necessary for safety
- shame, humiliate, or verbally abuse a learner
- remain alone with a student in an isolated space unless unavoidable and recorded

3.3 DBS Requirements

All staff must:

- maintain an up-to-date Enhanced DBS certificate
- inform management immediately of any relevant changes (e.g., arrests)

4. Professional Relationships

4.1 With Students

Staff must:

- encourage, support, and challenge students appropriately
- communicate calmly and respectfully
- avoid sarcasm or belittling language
- maintain emotional and professional distance

4.2 With Colleagues

Staff must:

- collaborate positively
- raise concerns through appropriate channels
- avoid gossip and undermining behaviour

5. Conduct During Work

5.1 Attendance and Punctuality

Staff must attend punctually and report delays or absences promptly.

5.2 Dress Code

Clothing must be professional, modest, and safe for an alternative provision environment.

5.3 Use of Mobile Phones

Personal mobile phones must not be used in front of students except in emergencies and must never be used to capture images or video.

6. Use of Force and Behaviour Management

Force may only be used:

- to prevent injury
- to prevent serious property damage
- to maintain safety in high-risk situations

Incidents must be reported immediately and documented.

7. Confidentiality and Data Protection

Staff must:

- treat all student information confidentially
- follow GDPR requirements
- avoid discussing students outside the workplace

8. Health, Safety, and Welfare

Staff must:

- follow all health and safety policies
- report hazards
- avoid unsafe practices

No alcohol or drugs are permitted while on duty.

9. Use of PACE Premises and Resources

Staff must use PACE property responsibly and only for authorised purposes.

10. Social Media and Online Conduct

Staff must maintain professional conduct online and must not:

- discuss PACE, colleagues, or students negatively

- share student information or images
- connect with students on social media platforms

11. Reporting Concerns

Staff must report:

- safeguarding issues
- misconduct
- breaches of this Code
- unsafe practices

12. Breaches of This Code

Breaches may result in:

- removal from PACE premises
- termination of contract
- safeguarding referrals
- police involvement where required

13. Acknowledgment

All staff must sign to confirm understanding and agreement.

Staff Name: _____

Signature: _____

Date: _____

Manager Signature: _____

Date: _____