

MIAG



Staff Code of Conduct

Ratified by Chair of Govs:

Signed by

Date

Purpose:

The purpose of this Code of Conduct is to set out clear standards of professional behaviour expected from all staff at MIAG (Meeting Individual Aspirations & Goals). It supports the safeguarding and wellbeing of learners and promotes trust, respect, and integrity across the provision.

Scope:

This Code applies to:

- ✚ All employees, directors, volunteers, agency staff, and contractors
 - ✚ All settings where staff represent MIAG, including off-site activities, online environments, and transport arrangements
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Core Principles:

All staff must:

- ✚ Prioritise the **safety and welfare** of learners at all times
 - ✚ **Model respectful, inclusive, and appropriate behaviour**
 - ✚ Adhere to professional boundaries
 - ✚ Comply with all relevant MIAG policies (e.g., Safeguarding, Behaviour, Data Protection)
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Relationships with Learners:

Staff must:

- ✚ Treat all learners with dignity and fairness, and be aware of their own and other colleagues 'unconscious bias'
 - ✚ Maintain professional boundaries—**no inappropriate personal relationships**
 - ✚ Never engage in **physical punishment**, intimidation, or humiliation
 - ✚ Use positive and trauma-informed behaviour management strategies
 - ✚ Be mindful of the **power imbalance** between adults and learners
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Safeguarding Responsibilities:

- ✚ Be familiar with and follow MIAG's **Safeguarding and Child Protection Policy**
 - ✚ Report concerns about learners or staff **immediately** to the **Designated Safeguarding Lead (DSL)** or **Deputy DSL**
 - ✚ Attend all required safeguarding training
 - ✚ **Challenge** poor practice or unsafe behaviour by colleagues
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Confidentiality and Data Protection:

- ✚ Only share information on a **need-to-know basis**
 - ✚ Follow the **Data Protection & GDPR Policy**
 - ✚ Keep learner records **secure** and accurate
 - ✚ Never share personal or sensitive information about learners or staff outside of professional duties
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Use of Technology and Social Media:

- ✚ Only use MIAG devices and platforms for professional tasks
 - ✚ Do not engage with learners via personal social media accounts or private messaging
 - ✚ Use technology respectfully and in accordance with the **Internet & E-Safety Policy**
 - ✚ Maintain privacy and professionalism in your online presence
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Appearance and Presentation:

- ✚ Supplied uniform must be worn at all times to ensure that staff are dressed in a way that is **professional, safe**, and appropriate to the setting
 - ✚ Avoid wearing outer clothing with offensive language or images
 - ✚ Be mindful that appearance influences perceptions and sets expectations for learners
 - ✚ Be mindful that you are representing a professional alternative learning provision and your appearance and presentation reflects the core values of MIAG
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Alcohol, Drugs, and Smoking:

- ✚ Do not be under the influence of **alcohol, drugs, or legal highs** while working
 - ✚ **Smoking and vaping** are only permitted in designated areas and never in front of learners
 - ✚ Report any concerns about substance use affecting safety or behaviour
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Conduct Outside Work:

- ✚ Your conduct outside work must not bring MIAG into disrepute or affect your ability to work with young people
 - ✚ Report any arrests, cautions, or investigations that may affect your role
 - ✚ Maintain appropriate personal boundaries with learners and their families at all times
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Gifts and Favouritism:

- ✚ Avoid giving or accepting personal gifts from learners unless as part of recognised celebration or reward
 - ✚ Do not show favouritism or form exclusive relationships with individual learners
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Accountability:

- ✚ Co-operate fully with supervision, line management, and performance reviews
 - ✚ Take responsibility for your actions and decisions
 - ✚ Seek support and guidance when unsure how to act professionally
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Breaches of the Code:

- ✚ Breaches may result in disciplinary action, including referral to external agencies (e.g., LADO, DBS)
 - ✚ MIAG will investigate all concerns fairly and in line with its **Disciplinary Policy**
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Declaration:

All staff must read, understand, and sign this Code of Conduct as part of their induction and **annually** thereafter.

Declaration:	
Staff Member Name:	
Signature:	
Date:	
Line Manager Name:	
Signature:	
Date:	

A copy of this form will be sent to HR for your personnel file.

