



# Code of Conduct

August 2018

*To be reviewed: August 2019*

## **Code Aims and Objectives**

This Code of Conduct has been written for all Consultants that provide services for Savvy Education. Failure to do so may result in termination of a Consultant's contract.

Savvy Education relies upon the professionalism, reliability and loyalty of its Consultants. The aim of this Code is to assist Consultants to perform effectively by ensuring the rules and standards of the business are clearly communicated.

## **Who is this Code for?**

The Code applies to all people who hold a contract with Savvy Education.

## **Review of the Code of Conduct**

This Code will be reviewed in the event of any new developments in relevant legislation.

## **Roles and Responsibilities**

It is the responsibility of all Consultants to read, understand and work in accordance with the Code of Conduct and to -

- maintain conduct of the highest standard such that confidence in their integrity is sustained
- ask for clarification on any aspects of the Code when there is uncertainty
- incorporate and promote equality and diversity in all that is done

By virtue of the role, you will be viewed as occupying a position of trust. You have a responsibility to ensure that this power is not used for personal advantage or gratification. You should not use your position to intimidate, bully, humiliate, threaten, coerce or undermine the young person.

## **Corruption, Gifts and Rewards**

Consultants must be aware that it is a serious criminal offence for them corruptly to receive or give any gift, loan, fee, reward or advantage for doing, or not doing, anything or showing favour, or disfavour, to any person in their official capacity. In addition, care should be given when giving gifts to an individual. This should be only be done as a part of an agreed reward system.

## **Equality**

Consultants should always remember their responsibilities to the community they serve and ensure courteous, efficient and impartial service delivery to all groups and individuals. Within the workplace there should be mutual respect and language and behaviour should be conducive to a productive and harmonious work environment with all people, having the right to be treated with fairness, dignity and respect.

## **Copyright**

All records, documents and other papers which relate to the Savvy Education's business and which are made or obtained by Consultants in the course of their contracts, are the property of the Savvy Education. The copyright on all such original records, documents, papers (including copies and summaries thereof) belongs to Savvy Education.

### **Meeting Procedures/Contact with the Media**

No Consultant shall disclose to the public or media the contents of a confidential or reports. No proceedings of any meeting taken in confidence, including the content of any data, document, paper, report nor the contents of any documents made in confidential sessions should be disclosed unless required by law or expressly authorised. Consultants should not make statements on matters relating to Savvy Education's work to the media without consulting the Director.

### **Confidential Information**

Consultants will receive from time to time written, oral and computerised data which is of a confidential nature. Consultants must be aware that information is confidential and act accordingly. Such information should not be disclosed except in the normal course of business within the service and not otherwise unless specific approval has been given by an authorised person in the interests of the service.

### **Communication, photographs, social and physical contact**

Savvy Education held information on students or members of the public or personal information concerning another person should not be supplied to another person inside or outside the service of the consent, except where it is allowed in law or where it is necessary in co-operation with official investigative bodies. Consultants should also not give out personal details, including a personal mobile phone number, to a young person. **(If a personal mobile is needed to ring a parent, the outgoing phone number should be masked (e.g. by using the prefix: #31#).)** Internet based social networking sites should not be used to send personal messages to the young person.

Photographs of students should not be taken unless it is necessary for their course. Images should not be stored after reproduction and images of students (Home Tuition students only) must not be posted on personal or social media without parental consent.

Intimate or sexual relationships between Consultants and the young person will be regarded as a grave breach of trust and may be regarded as a criminal offence. Sexual activity can also include causing a young person to engage in watching sexual activity or pornographic material. Communication that may leave a Consultant open to allegation should be avoided, such as: suggestive verbal comments, letters, texts and physical contact.

In general, Consultants should avoid physical contact. If it is required, it should not be secretive and should take place in a safe open environment. In the case of challenge behaviour, only in exceptional circumstances may physical intervention may be necessary.

## **The Local Community and Service Users**

Employees should always remember their responsibilities to the community they serve and ensure courteous, efficient and impartial service delivery to all groups and individuals within that community as defined by the policies of Savvy Education.

## **Health and Safety**

The Health and Safety at Work Act 1974 places a duty on employees and contractors, whilst they are at work, to take reasonable care for the health and safety of themselves and others.

## **Information Security - Disclosure of Information**

Consultants should positively prevent information misuse and assure the accuracy of information by:

- protecting information against unauthorised access
- assuring the confidentiality of stored information (**e.g. by using initials only**)
- maintaining the integrity of information
- limiting the use of electronic mail and internet for authorised business purposes only

## **Alcohol, Drugs and Other Substance Misuse**

Savvy Education wishes to promote the health and well-being of all Consultants and minimise problems arising from the effects of alcohol, drugs (whether prescribed or illegal), solvents, etc.

Consultants whose performance or behaviour falls below the acceptable standard or who cause danger or inconvenience as a result of alcohol, drugs or other substance misuse may be the subject to the termination of their contract.

## **Conduct and Performance**

Standards of conduct and performance are determined by the Director of Savvy Education. The following gives a list which is neither exclusive nor exhaustive, of examples of offences which are normally regarded as gross misconduct. These may include:

- theft, fraud, deliberate falsification of records
- physical violence
- deliberate damage to Savvy Education's property
- being under the influence of alcohol or illegal drugs
- serious negligence
- serious act of insubordination
- misuse of communications systems
- conduct which is likely to discredit or be prejudicial to the interests of Savvy Education
- serious breaches of health and safety provisions

- any form of harassment including on the grounds of age; disability; ethnic or national origins, race or colour; religious or political beliefs; gender/gender reassignment; or sexual orientation
- wilful insubordination
- acceptance of bribes or any other corrupt or dishonest practice

### **Personal Appearance**

Savvy Education expects Consultants to observe a standard of personal appearance which is appropriate to the nature of the work undertaken, follows operational requirements and which portrays a professional approach. Employees are expected to observe a high standard of cleanliness and personal hygiene. Those who dress in a manner which could be considered inappropriate could render themselves vulnerable to criticisms or allegations. Accordingly:

- You should not wear clothing which is likely to be viewed as offensive, revealing, or sexually provocative.
- You should not wear clothing which is likely to distract, cause embarrassment or give rise to misunderstanding.
- You should not wear clothing which has overtly political or otherwise contentious slogans.

When working in schools or other more formal institutions, Savvy Education expects Consultants to adhere to the expectations of dress set out in their policies for visiting teachers.