

British Creative Institute

Staff Code of Conduct Policy

1. Policy Purpose

British Creative Institute (BCI) is unequivocally committed to safeguarding and promoting the welfare of children, young people, and vulnerable learners. This Staff Code of Conduct sets clear expectations for professional behaviour to ensure:

- Learners feel safe, respected and protected
- Adults understand their safeguarding responsibilities
- Boundaries are clear, consistent and enforced
- Practice complies with Keeping Children Safe in Education (KCSIE)

This policy evidences BCI's strong safeguarding culture, where all adults take responsibility for safeguarding and understand how to act on concerns.

BCI intent: Learners are safe, staff know what to do if they have concerns, and professional conduct does not place learners at risk.

2. Scope and Applicability

This policy applies to:

- All employees (teaching, support, leadership)
- Volunteers
- Governors and trustees
- Agency, supply and peripatetic staff
- Contractors working regularly with learners

The policy applies:

- On BCI premises
- Off-site activities and trips
- Virtual/online learning environments
- Any situation where staff represent BCI

Compliance is mandatory and forms part of induction, annual safeguarding updates, and disciplinary procedures.

3. Legislative and Statutory Framework

This policy has full regard to statutory guidance and legislation, including:

- Keeping Children Safe in Education (2025) – DfE
- Education Act 2002 (s.175 / s.157)
- Children Act 1989 & Children Act 2004
- Working Together to Safeguard Children
- Safeguarding Vulnerable Groups Act 2006
- Prevent Duty Guidance (Counter-Terrorism and Security Act 2015)
- Equality Act 2010
- Data Protection Act 2018 / UK GDPR
- Sexual Violence and Sexual Harassment Between Children in Schools and Colleges.

4. Safeguarding Culture and Staff Responsibility

Safeguarding is **everyone's responsibility**.

All staff must:

- Read and understand **Part 1 of KCSIE** (and Annex A where applicable)
- Know the identity and role of the **Designated Safeguarding Lead (DSL)** and Deputies
- Be confident in recognising signs of abuse, neglect, exploitation, peer-on-peer abuse, and contextual safeguarding risks
- Act immediately on concerns, no matter how small

Staff **must never assume another professional will act**.

5. Professional Conduct and Behaviour Standards

Staff must:

- Act with integrity, honesty and professionalism
- Treat learners with dignity, respect and fairness
- Uphold BCI values at all times
- Maintain a calm, supportive and inclusive learning environment
- Follow all safeguarding, behaviour, and health & safety policies

Staff must not:

- Behave in ways that could be viewed as intimidating, humiliating or discriminatory
- Use sarcasm, threats, or inappropriate language
- Conduct themselves in a manner that brings BCI into disrepute

6. Professional Boundaries and Appropriate Relationships

Staff are expected to maintain **clear professional boundaries** at all times.

Staff must not:

- Enter into personal, sexual or inappropriate relationships with learners
- Engage in flirtatious or suggestive behaviour
- Show favouritism or form exclusive relationships
- Share personal contact details with learners
- Meet learners socially outside of professional arrangements

All relationships must remain **professional, transparent and accountable**.

7. Physical Contact and Touch

Physical contact must:

- Be necessary, proportionate and in the learner's best interests
- Take account of SEND needs, care plans and risk assessments
- Be open and observable wherever possible

Staff must not:

- Initiate unnecessary physical contact
- Engage in contact that could be misinterpreted
- Use physical intervention unless trained and authorised, and only as a last resort for safety

All incidents of physical intervention are recorded and reviewed.

Ofsted evidence: Clear guidance on touch, staff confidence, consistent recording.

8. One-to-One Working and SEND Provision

Recognising the nature of SEND and pastoral support, BCI ensures safe one-to-one practice:

Staff must:

- Only conduct one-to-one sessions where unavoidable and purposeful
- Inform line managers of arrangements
- Use rooms with visibility (e.g. glass panels) wherever possible
- Follow individual risk assessments and care plans
- Record sessions where required

Staff must never place themselves or learners at risk through unmanaged isolation.

9. Use of Technology, Online Safety and Social Media

Staff must:

- Use only BCI-approved platforms for learner communication
- Maintain professional language and tone online
- Follow BCI Online Safety and Acceptable Use Policies
- Model safe and responsible online behaviour

Staff must not:

- Use personal social media to contact learners
- Accept or send friend/follow requests
- Share inappropriate images, videos or content
- Discuss learners or colleagues online

Online conduct is monitored and treated as professional conduct.

10. Confidentiality, Information Sharing and GDPR

Staff must:

- Respect learner confidentiality
- Follow Data Protection and GDPR requirements
- Share safeguarding information on a need-to-know basis
- Use secure systems for recording concerns (CPoms)

Staff must never:

- Promise confidentiality to a learner
- Keep safeguarding information to themselves

Safeguarding concerns **always override confidentiality**.

11. Behaviour Management and Use of Authority

Staff must:

- Use positive and restorative behaviour strategies
- Be consistent and fair
- Follow BCI Behaviour Policy
- Avoid power imbalance misuse

Staff must never:

- Use corporal punishment
- Degrade, shame or intimidate learners

- Use restraint outside of agreed procedures

12. Allegations Against Staff (Low-Level and Serious)

BCI follows **KCSIE allegations management procedures**.

Staff must:

- Report concerns about adults' behaviour immediately
- Understand low-level concern reporting systems
- Not investigate allegations themselves

BCI will:

- Follow Local Authority Designated Officer (LADO) procedures contact: 0121 675 1669.
- Maintain detailed records
- Ensure fair, swift and transparent processes

13. Whistleblowing and Safer Culture

Staff are expected and supported to raise concerns regarding:

- Unsafe practice
- Poor safeguarding culture
- Breaches of this code

Concerns can be raised via:

- DSL
- Senior Leadership
- Whistleblowing Policy (escalation routes included)

No staff member will suffer detriment for raising safeguarding concerns in good faith.

14. Health, Safety and Wellbeing

Staff must:

- Take reasonable care of learners, colleagues and themselves
- Follow risk assessments and health & safety guidance
- Report incidents, hazards or near misses promptly
- Model safe practices to learners

15. Training, Induction and Compliance

BCI ensures:

- Safeguarding training at induction
- Annual safeguarding updates
- Regular KCSIE briefings
- Recording of training attendance
- Staff confirmation of policy understanding

This policy is:

- Included in staff handbooks
- Signed annually by staff
- Reviewed during safeguarding audits

16. Monitoring, Impact and Review

BCI monitors the effectiveness of this policy through:

- Safeguarding audits
- Staff supervision and observations
- Incident and concern analysis
- Learner voice and feedback
- Ofsted readiness reviews

The policy is reviewed annually or sooner in response to:

- KCSIE updates
- Serious incidents
- Inspection findings

17. Staff Declaration

All staff must sign to confirm:

- They have read and understood this policy
- They agree to adhere to its requirements
- They understand the consequences of non-compliance
- They have read and understood KCSIE (Part 1)

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