**Code of Conduct Policy**

CEDAR Prime recognizes it staff are in a unique position of influence and trust and must adhere to behavior that models the highest possible standards for all the pupils/students within the school and working in the community.

Staff have an individual responsibility to maintain their reputation and the reputation of the project, whether inside or outside working hours.

In performing their duties, employees are required to act with integrity, honesty, impartiality, and objectivity and to the project standards of behavior which are set out in this Code of Conduct Policy.

This Code of Conduct applies to:

• Project workers and volunteers.

Whilst it is hoped that this is never the case, all employees should be aware that a failure to comply with the Code of Conduct could result in disciplinary action, including the possibility of dismissal.

**Behaviour at Work**

All staff are expected to treat other colleagues, pupils and external contacts, such as parents and professionals, with dignity and respect.

Staff should be aware that their behaviour, either in or out of the workplace, could compromise their position within the work setting in relation to the protection of children, loss of trust and confidence, or bringing the employer into disrepute.

Staff should not seek to compromise the project by withholding information, giving false information, or destroying, damaging, or altering any records or documents without proper authorisation.

Staff should not misrepresent the Project in their dealings with others or make any statement on behalf of the Project which they are not authorised to do (for example, making statements to the press or other media).

Staff are required to comply with the projects equality policies in respect of colleagues, students, and other contacts such as parents. Unacceptable behaviour such as discrimination, bullying, harassment, or intimidation will not be tolerated. This includes physical and verbal abuse and use of inappropriate language or unprofessional behaviour with colleagues, students, and parents and other professionals.

**Harassment at Work**

All employees should work in an environment where everyone is treated with dignity and respect. The Project will not tolerate any staff being, subjected to bullying or harassment and any complaints of perceived bullying and harassment will be considered seriously and investigated accordingly.

**Conduct outside of work.**

Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the Project or the employee’s own reputation or the reputation of other members of the project. During employment, criminal offences or types of behaviour that involves violence or possession, or use of illegal drugs or sexual misconduct is likely to be regarded as unacceptable and could lead to dismissal.

If an employee is arrested, convicted, cautioned, charged, or bailed by the Police then they should disclose this to the Project manager immediately at the earliest opportunity. Failure to disclose this information is unacceptable and could lead to dismissal.

Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Staff must not use social media e.g. Facebook, Messenger, Tic Toc etc. with pupils or former pupils (outside of established family or close family friend relationships). Where unsure, staff should seek further guidance from their line manager or safeguarding lead.

Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.

Staff must not discuss or share data relating to children/parents/carers in staff in social media groups.

**Alcohol, Drugs and Medication at Work**

Being under the influence of alcohol or illegal drugs at work is not permitted.

Alcohol may not be consumed during working hours, including lunchtime and break time. Employees must also note that many prescribed medications and over the counter medicines can have an adverse effect on the ability to work.

Therefore, employees must always check that they can still work safely before taking any drug.

**Domestic Abuse**

Domestic abuse is a crime. The Project may consider a range of measures to support an employee who discloses living in or dealing with a violent relationship, for example counselling, flexibility around workload. Employees found to be a perpetrator of domestic abuse may be subject to disciplinary action, which may include dismissal.

**Use of Mobile Phones and other Devices**

Communication with children and vulnerable adults, by whatever method, should take place within clear and explicit professional boundaries. Employees should not share any personal information with a child, or young person and should not use their personal mobile to communicate with any young person or on a personal level or to take photographs/videos of pupils/students without the parents/careers consent.

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