



Staff Code of Conduct Policy

Policy Name:	Staff Code of Conduct Policy
Policy reference Number:	QAP008
Approved Date:	June 2026
Review Date:	June 2027
Approved by:  Caroline Baughan, Director.  Victoria Haydon, Director.	

In reviewing this policy, Quercus AP has had regard to the Equality Act 2010 and carried out an equality impact assessment. It is satisfied that no group with a protected characteristic will be unfairly disadvantaged by this policy.

Quercus AP Staff Code of Conduct

All staff and volunteers have a duty to keep students safe and protect them from physical and emotional harm. They also have a duty of care to themselves. All children attending the Quercus AP have significant social, emotional and behavioural needs and an aspect of this is that many have little trust in adults. This is equally true of their families, many of whom may have not had positive relationships with schools or other outside agencies. Because of this, staff at The Quercus AP have an additional responsibility due to the vulnerability of the cohort of young people who attend. Acting as a role model at all times becomes particularly important. It is vital that this is demonstrated both through our behaviour and our interaction with other members of staff; respect should be shown not only to the students but also towards each other. There is a need to behave in such a way that no one would ever question our suitability to work with children.

Aims:

- To ensure that students are safe at all times.
- To ensure that staff are clear of the expectations of them so that they are not put at risk.
- To ensure that there is a level of consistency relating to how staff behave and carry out their job.

General:

- Be ready and willing to work in your specified role/location.
- Be punctual, honest and trustworthy.
- Take care of the setting and its property.
- Follow setting policies and guidelines.

Contact & Communication:

- Always speak respectfully to students and each other, avoiding sarcasm or demeaning comments.
- Do not give your personal details to students and parents – communication is through the Quercus AP phone lines, emails addresses and website only.
- Friendship with current and past students on social media is prohibited.
- Any unwelcome communication from students or parents must be reported to the DSL immediately.

Confidentiality:

- Do not share confidential information about a student with any person, other than on a professional need to know basis to relevant Quercus AP staff.
- Never pass on confidential information to non-Quercus AP staff unless agreed in advance with the directors.
- Follow data protection and general data protection regulations.

Transporting students:

- Do not transport students in your own vehicle without the agreement of the directors who will complete the relevant vehicle checks.
- Never transport a student to hospital following an accident, unless specific agreement is given by parents/carers. Call an ambulance.

Dress:

- Wear appropriate dress for the activity you are delivering/supporting i.e. sportswear is acceptable for sporting activities.
- Be aware that some styles of clothing are inappropriate i.e. low cut tops, very short skirts/shorts, backless shoes.

Low level concerns:

All staff should be aware of the Low-level Concerns section in QAP002 Safeguarding and Child Protection Policy. This policy outlines example behaviours and the procedures that will be followed.