



## *Creating Safe Connections & Environments that Promote Development*

### Code of Conduct 2025/2026

**(For all Staff including Volunteers)**

All staff will be expected to (in conjunction with relevant laws)

- Deliver their work in relation to Reach's policies detailed throughout and have the safety of students & young people at the forefront of their practice
- Behave in a professional manner at all times; including the use of appropriate language, being punctual and respecting others
- Obey the law at all times at work, including all driving laws
- Respect the ethos of Reach and reflect this in their delivery and communications based on our core offer
- Not smoke or drink or use any other substances whilst on duty or come to work under the influence of alcohol or illegal drugs
- Not advocate or encourage negative behaviour of and for young people including substance use and smoking, in relation to illegal activity and/or any potentially risky behaviour (unless part of a risk assessed programme of activity)
- Role model positive behaviours
- Be accountable for their delivery and processes supporting delivery
- Maintain a politically neutral view irrespective of personal views
- Support young people to express their views appropriately and challenge and develop such views through appropriate challenge without imparting personal views unless they are supporting professionalism

- Staff are expected to fulfil the requirement/expectations on them in accordance with their own Job Description
- Personal views and beliefs (whilst valued) are to be held appropriately by staff and not passed onto students to in any way influence areas that include religion, beliefs, sexuality, gender etc. Staff should question, find healthy debate and encourage discussions but not pass on own beliefs. Sharing your personal life should only be carried out when it feels healthy, beneficial to the student and justifiable. Clearly this can be important but always maintain professional boundaries. (See Equal Opportunities Policy)
- Not accept substantial gifts or hospitality without prior consent from the Director
- Maintain confidentiality at all times as per policies
- Ensure relationships with team, colleagues and schools are maintained as healthy and positive
- Maintain expenses/budget and claim forms in line with policies
- Conduct themselves outside of work, including on social media, in a way that does not bring themselves or Reach/schools into disrepute
- Ensure all social media and online posting is kept private and appropriate. This includes not contacting / accepting requests from families, students or ex-students
- Not communicate with the media or press without express permission from the Director
- Maintain all Reach resources responsibly and in accordance with procedures.
- Understand that conduct out of work (in personal time), may trigger an investigation (if deemed illegal or inappropriate) including referral to the LADO
- Any offences or significant incidents outside of work e.g. driving offence / crime / police incident, to be brought to the attention of the Director within 48 hours of occurrence

**Failure to abide by this code of conduct may result in disciplinary action being taken against a member of staff, which could include dismissal (please refer to the Company's Disciplinary Procedure).**

I can confirm that I have read and studied the  
  
'Keeping Children Safe in Education 2025'

Employee name:	
Signed:	
Date:	

Any further questions regarding this code of conduct please contact one of the leadership team.

Signed:



Date: 2<sup>nd</sup> September 2025

Dan Palmer

Founder / Director