

Staff Code of Conduct Policy



Bouncing Statistics

Overcoming the misunderstood conception

Lead member of staff:	Bobbi-Ann Taylor (HR & Office Manager)
Local Authority model policy or company written policy:	Company written policy
Required on company website:	Yes
Revision date:	28/08/2027
Date ratified by full governing body:	28/08/2025
Signed by:	B.Taylor

Our mission statement:

To inspire generations to achieve beyond their normality.

Introduction

At Bouncing Statistics, we believe in creating a culture that is safe, inclusive, and professional. This Staff Code of Conduct provides clear guidance on the standards of behaviour expected from all staff. Our staff are in a unique position of influence and must model the highest possible standards. Each employee has a responsibility to maintain their own reputation and the reputation of the company, both inside and outside of working hours.

Objectives:

- To safeguard pupils and protect staff.
- To make explicit expectations of performance and conduct.
- To minimise opportunities for abuse or discomfort.
- To encourage confidence to report concerns with full confidentiality.
- To respond promptly and fairly to concerns, applying appropriate sanctions.
- To promote mutual respect, openness, fairness, and professionalism.

1. Adherence to Policies

All staff are expected to follow the company's policies, including behaviour, safeguarding, anti-bullying, equality, diversity, and inclusion.

2. Physical Contact with Pupils

- Physical contact with pupils is generally inappropriate, except where required for safeguarding or medical needs.
- Restraint must only ever be used as a last resort, and only by staff who are appropriately trained, to prevent immediate risk of harm or injury to a child, another person, or themselves.
- Children should not be picked up unless medically necessary or being restrained.
- Staff should avoid being alone in a closed room with a child. If unavoidable, ensure doors are open, visibility is maintained, or another adult is present.

3. Respectful Workplace Relationships

- All staff are expected to treat colleagues, pupils, and parents with respect and professionalism.
- Relationships should be characterised by fairness, openness, and constructive communication.
- Disagreements must be handled calmly and fairly, maintaining professionalism at all times.

4. Responsible Use of Resources

All staff must use company resources responsibly, avoiding unnecessary waste (including energy, paper, and equipment).

5. ICT and Social Media Use

- Staff must comply with the Acceptable Use Agreement, Online Safety Policy, and GDPR Policy.
- Personal mobile phones must not be used in areas where pupils are present during directed hours.
- Photographs and videos must only be taken on company equipment and stored on secure systems.

- Staff must not use social media or messaging platforms (e.g., WhatsApp, Instagram, TikTok, Snapchat) to contact pupils.
- Staff must not engage in online activity that may damage the reputation of themselves or the company.

6. Professionalism, Attendance, and Confidentiality

- Staff are expected to be punctual, reliable, and fully prepared for work.
- All absences must be genuine and reported in line with company policy.
- Staff must dress appropriately, following company guidelines and setting positive example.
- Confidentiality must be maintained at all times regarding pupils, parents, staff, and company matters.

7. Conduct Outside of Work

- Staff must not engage in conduct outside work that could damage the company's reputation or their own professional standing.
- Criminal offences involving violence, drugs, safeguarding, or dishonesty may result in dismissal.
- Staff must only use their company email when communicating electronically with pupils, parents, or colleagues.
- External work is permitted provided it does not conflict with company interests or impact performance.

8. Confidentiality

- Staff must not share confidential information about pupils, families, or staff except where it is relevant to their role.
- Concerns about safeguarding must be reported to the Designated Safeguarding Lead immediately.
- Staff must never promise confidentiality to a pupil and must escalate concerns appropriately.

9. Parental Relationships

- Staff should establish open, respectful, and welcoming relationships with parents/carers.

- Parental concerns must be treated seriously and addressed promptly.

10. Safeguarding Responsibilities

- All staff must complete safeguarding training regularly and follow child protection procedures.
- Staff have a duty to remain alert to signs of abuse, neglect, or exploitation and report concerns immediately.

11. Whistleblowing and Reporting Concerns

- Staff must report concerns about other staff to the Head of Operations immediately.
- Concerns about the Head or Operations must be escalated to the HR Manager or Head of Business Development
- All reports will be treated seriously, confidentially, and investigated appropriately.

12. Staff Wellbeing

- Staff are encouraged to maintain a healthy work-life balance and look after their well-being.
- The company takes issues of stress seriously and offers appropriate support where required.

13. Support and Counselling

- Staff requiring support are encouraged to seek guidance from HR or their line manager.
- Support may be offered internally (mentoring, wellbeing initiatives) or externally (counselling, EAP if available).

Conclusion

All staff are expected to demonstrate consistently high standards of personal and professional conduct. By adhering to this Code of Conduct, staff contribute to safeguarding pupils, protecting themselves, and upholding the company's mission and values. Staff are required to sign a copy of this Code of Conduct to confirm understanding and agreement.