

Beacon Alternative School CIC (and Alternative Provision)

Staff Code of Conduct



Date: September 2026
Written by: O'Connell/Field
Review Due by: September 2027

Note: Beacon Alternative Provision operates under Beacon Alternative School CIC, which is not currently a registered school but is working toward future registration. This policy applies to all staff, volunteers, and contractors working with or on behalf of Beacon, at Beacon's premises at 6 Kew Court, Pynes Hill, Exeter, EX2 5AZ, and at any approved off-site or community venue.

1. Introduction

Everyone working at Beacon plays a part in creating a safe, respectful, and trusted environment for young people. This Code of Conduct sets out the standards of professional behaviour expected of all staff, volunteers, and contractors, and explains how to raise a concern about the conduct of a colleague.

2. Purpose

- Set out clear expectations of professional conduct for everyone working at Beacon
- Protect children and young people from harm
- Protect staff by giving clear guidance on appropriate boundaries
- Provide a clear route for raising low-level concerns, allegations, and whistleblowing

3. Scope

This Code applies to all staff, volunteers, and contractors, whether paid or unpaid, permanent, temporary, or sessional, working with or on behalf of Beacon in any setting.

4. Professional Conduct and Relationships

- Treat all children, colleagues, families, and visitors with respect, dignity, and fairness.
- Act as a positive role model at all times, including in language, tone, and behaviour.
- Maintain clear, professional boundaries with young people at all times.
- Avoid favouritism, and treat all young people equitably in line with the Equality, Diversity and Inclusion Policy.
- Never do anything that could be seen as seeking a close personal relationship with a young person outside of Beacon's professional role.

5. Safeguarding Responsibilities

- Read and understand this Code alongside the Safeguarding and Child Protection Policy and KCSIE Part One.
- Report any safeguarding concern immediately to the Designated Safeguarding Lead (DSL): Fiona Field, 079999 28576, or Deputy DSL Steven O'Connell, 075655 77041.
- Never investigate a safeguarding concern personally, and never promise a child confidentiality.
- Complete mandatory safeguarding training and keep it up to date.

6. Physical Contact and Physical Intervention

- Physical contact with a young person should only ever be necessary, brief, and appropriate to their age and needs — for example, comforting a distressed child or guiding them to safety.
- Physical intervention is only used where necessary to prevent harm, in line with the Behaviour Policy, and only by staff trained in recognised techniques.
- Any physical intervention is recorded and reported without delay.

7. Communication and Social Media

- Staff must not contact pupils or their families through personal phones, personal email, or personal social media accounts.
- All communication with families should be through Beacon's official channels.

- Staff should be mindful of what they post publicly online, and should not post anything that could bring Beacon into disrepute or identify pupils without consent (see the Photography, Video and Consent Policy).
- Any online safety concern involving a pupil is reported in line with the Online Safety and Technology Policy.

8. Confidentiality and Data Protection

- Personal and sensitive information about pupils, families, and colleagues is only shared on a need-to-know basis.
- Staff must handle all records in line with the Data Protection Policy, and store information securely.
- Safeguarding information takes precedence over general confidentiality where a child's welfare is at risk.

9. Dress and Presentation

Staff are expected to dress in a way that is practical, professional, and appropriate for working with young people, including for any practical or outdoor activities.

10. Gifts, Hospitality and Conflicts of Interest

- Staff should not accept gifts or hospitality from families, pupils, or professional contacts beyond a token gesture, and should discuss anything beyond this with the Head of Provision.
- Any potential conflict of interest, including personal or family connections to a pupil or their family, must be declared to the Head of Provision.

11. Low-Level Concerns

A low-level concern is any concern, however small, that an adult's behaviour has fallen below the standards expected in this Code, but which does not meet the threshold of an allegation of harm under the Allegations Against Staff Policy. Examples might include a lapse in judgement or a boundary issue that needs addressing but does not suggest a risk to children.

- Low-level concerns should be raised with the Head of Provision as soon as they arise.
- All low-level concerns are recorded, even where no further action is needed, so that patterns can be identified over time.
- Where a low-level concern indicates a possible risk to children, it is escalated and managed under the Allegations Against Staff Policy instead.

12. Whistleblowing

Staff who have a genuine concern about the conduct or practice of a colleague, or about wider practice at Beacon, are encouraged and supported to speak up.

- In the first instance, concerns should be raised with the Head of Provision: Fiona Field, 079999 28576, or Steven O'Connell, 075655 77041.
- Where a concern involves the Head of Provision, or a staff member does not feel able to raise it internally, it can be raised directly with the Local Authority Designated Officer (LADO), Devon: (01392) 384964 or ladosecure-mailbox@devon.gcsx.gov.uk.
- Staff can also contact the NSPCC Whistleblowing Advice Line, 0800 028 0285, for confidential advice.
- No member of staff will be penalised for raising a genuine concern in good faith, even if it later proves to be unfounded.

13. Allegations Against Staff

Any allegation that a member of staff has behaved in a way that has harmed, or may have harmed, a child is managed under the Allegations Against Staff Policy, not this Code.

14. Breaches of This Code

A breach of this Code will be addressed proportionately, and may range from informal discussion through to formal disciplinary action, depending on the nature and seriousness of the conduct concerned.

15. Monitoring and Review

- All new staff, volunteers, and supply personnel are given this Code as part of induction.
- This policy is reviewed annually or sooner if statutory guidance changes.

16. Related Policies

- Safeguarding and Child Protection Policy
- Allegations Against Staff Policy
- Safer Recruitment Policy
- Behaviour Policy
- Online Safety and Technology Policy

- Data Protection Policy