

PL6 Learning Hub Staff Code of Conduct Policy

Approved by: Western Education Solutions Ltd

Applies to: All staff, volunteers, contractors, and visitors

Designated Safeguarding Lead (DSL): Greg Western

Date of Approval: 8 October 2025

Next Review Due: 8 October 2026

1. Policy Statement

All staff at PL6 Learning Hub are expected to maintain the highest standards of professional behaviour and safeguarding awareness in line with Keeping Children Safe in Education (KCSIE 2025).

2. Aims

- Define clear professional boundaries.
- Safeguard learners and protect staff from allegations.
- Promote trust, respect, and integrity.

3. Professional Conduct

Staff must act with professionalism and respect at all times, follow Hub policies, use appropriate language, and maintain confidentiality.

4. Safeguarding Responsibilities

All staff must log concerns on CPOMS, report immediately to the DSL, and complete annual safeguarding training.

5. Relationships with Learners

Maintain professional boundaries. Avoid private communication or social media contact. Physical contact must be appropriate and justified.

6. Use of Social Media and Electronic Communication

No personal contact details shared. Use only authorised Hub systems. Maintain confidentiality and professional standards online.

7. Dress and Appearance

Dress appropriately for a professional setting, avoiding clothing that could be considered offensive, revealing, or unsafe.

8. Confidentiality and Data Protection

Comply with GDPR. Share information only on a need-to-know basis and secure all records appropriately.

9. Use of CPOMS and Record Keeping

All incidents, concerns, and safeguarding information must be recorded promptly and factually on CPOMS.

10. Attendance, Punctuality and Absence

Staff must arrive punctually. Planned absences require authorisation; unplanned absences must be reported immediately.

11. Conduct Outside of Work

Staff behaviour outside the Hub must not bring PL6 or Western Education Solutions into disrepute. All cautions or convictions must be disclosed to the DSL.

12. Conflict of Interest

Declare any personal relationships or external interests that could influence professional judgement.

13. Allegations Against Staff

Report any allegation or concern immediately to the DSL or Director. All cases handled in line with KCSIE 2025 and LA procedures.

14. Breaches of Conduct

Breaches of this policy may result in disciplinary action, up to and including dismissal.

15. Monitoring and Review

Policy monitored by the DSL and reviewed annually or after incidents, inspections, or legislation changes.

Signed:

Greg Western

Designated Safeguarding Lead / Director

PL6 Learning Hub

Western Education Solutions Ltd

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