



Derby City Council



## CODE OF CONDUCT

Version: 1.0

Review requirements: Every 3 years or following significant policy or legislative change

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**Working practices are derived from Derby City Council's Human Resources policies and procedures, national agreements, nationally agreed conditions of service and key school policies.**

### CODE OF CONDUCT: AN INTRODUCTION

Learners, parents and carers in particular, and the public in general, place a high degree of trust in the people who work within schools and colleges. The **Teachers' Standards 2012 (last updated December 2021)** state that teaching staff should not only safeguard children and young people's wellbeing but also carry out professional duties in a way that maintains public trust in the profession. Ofsted, when carrying out an inspection, will include judgements on behaviour and safety demonstrated over an extended period of time. This will focus on staff's understanding of safeguarding measures in place and how they are implemented. Transition2's Code of Conduct sets out to guide all staff in their working practice with young people to reduce their risk of harm to young people and minimise the risk of allegations being made of misconduct.

The information contained in this document is based on:

- Guidance for safer working practice for adults who work with children and young people (DfE 2015)
- Addendum Summary of Key C19 related Safeguarding changes
- Working Together to safeguard children (DfE December 2023)
- Keeping Children Safe in Education (DfE September 2025)
- Inspecting safeguarding in maintained schools and academies (DfE 2019)

### Scope

All Transition2 staff are employed by Derby City Council. This Code of Conduct applies to **all Transition2 staff**. This includes permanent, temporary, supply and sessional staff, and volunteers working with Transition2 learners and alumni, BeConnected members and/or travel trainees.

### Position of Trust

As a result of their knowledge, position and authority invested in their role, all Transition2 staff working with young people are in positions of trust in relation to the young people in their care. Staff should always act, and be seen to act, in the young person's best interests. Staff will be aware of and follow the 'seven principles of public life' which relates to anyone who works in a position of trust as a public-office holder. Staff also have an individual responsibility to maintain their reputation and the reputation of the College and the Local Authority both inside and outside working hours and work setting, on and offline. Staff should also be aware of their



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responsibilities to make known to their employer any reasons that may influence their employment. College staff are reminded that under section 16 of The Sexual Offences Act 2003, that it is an offence for a person aged 18 or over (e.g. teacher, key worker) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. A situation where a person is in a position of trust could arise where the child is in full-time education and the person looks after children under 18 in the same establishment as the child, even if they do not teach the child. It is not unusual for learners or, sometimes, their parents to develop interest in and infatuations towards members of staff. All such situations must be responded to sensitively to maintain the dignity of those concerned. Staff should also be aware that such circumstances carry a high risk of words or actions being misinterpreted and for allegations to be made against staff. Any indications of an infatuation towards a member of staff must be reported to the Designated Safeguarding Lead (DSL) or Head of Service.

### **Duty of Care**

All staff need to have read and understood their roles and responsibilities in their Job Description. All staff have a duty to keep learners safe and are accountable for the way in which they use their authority and position of trust. This duty can best be exercised through the development of caring but professional relationships. Staff also need to be aware of the routes available to them to escalate concerns if action or outcomes do not affect change needed for the safeguarding or promotion of a young person's needs or welfare. Staff members can raise any concerns with a member of SLT in the first instance. Staff members must show fairness in their treatment of children and young people, other staff and adults. Behaviours such as humiliation, discrimination or favouring individuals will not be tolerated at Transition2 and staff are strongly advised using any language or styles of humour that could be open to (mis)interpretation.

### **Gifts and Hospitality**

It is unacceptable for staff to receive gifts on a regular basis or to suggest to learners that gifts are appropriate or desired. Money must not be accepted as a gift. If a member of staff is unsure whether to accept a gift they should consult a member of SLT.

Staff need to take care that they do not accept any gift/offer of hospitality that might be construed as a bribe by others, or lead the giver to expect any form of preferential treatment. However, there may be occasions where learners or parents wish to give a small token of appreciation to staff, for example at religious festivities or at the end of the year graduation.

Staff must not accept significant gifts or hospitality from learners, parents, carers, actual or potential contractors or outside suppliers. All such gifts/offers of hospitality should be reported to the Head of Service and recorded. Personal gifts must not be given by staff to learners; any college reward to learners should be as a result of learner progress (learner of the term/year and/or receiving 10 tokens for exemplary work) and will be agreed by SLT.

### **Social media**

Transition2 staff are expected to maintain clear boundaries between their personal social media presence and professional responsibilities. Staff must not 'friend,' follow, or engage with current learners on social media platforms such as Facebook, Instagram, Threads, Snapchat, or similar channels.

### **Physical Contact with learners**

There are occasions when it is entirely appropriate and proper for staff to have physical contact with learners, but it is crucial that they only do so in ways appropriate to their professional role. Positive, safe touch to promote co-regulation and soothing at times of dysregulation or distress has been shown by extensive neurobiological



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research and other empirical studies that identify safe touch as a positive contributor to healthy brain development, emotional regulation, mental health and pro-social skills. A 'no touch' approach is impractical for most staff and may in some circumstances be inappropriate. When physical contact is made with learners it should be in response to their needs at that time, of limited duration and appropriate to their age, stage of development, gender, ethnicity and background. Staff should refer to Transition2's **Safeguarding Policy** and **Thrive Approach position statement** for guidance. When visiting other educational settings, staff should make sure they are familiar with their policies.

### Showers and changing

Learners are entitled to respect and privacy whilst they are changing or showering after physical exercise sessions, gym or swimming. However, there may need to be an appropriate level of supervision in order to safeguard young people, meet health and safety requirements and to ensure that bullying does not take place. The supervision should be appropriate to the needs, age and potential for independence of the learners, and sensitive to the potential for embarrassment. Staff should be vigilant about their own behaviour and announce their intention of entering a changing area before doing so. Staff will maintain an appropriate distance wherever possible when accessing changing facilities. At times, and in line with individual risk assessments / care plans there may be a need for staff to offer physical support when learners dress / undress. Staff will support learners to develop person-centred independence safely. Staff will ensure they do not use any mobile device in toilets, changing rooms or private spaces.

### Photography, video and images of children and young people

Via the cloud based learning platform, Earwig, Transition2 staff record relevant photographic footage of learning in action as part of a learners' evidence of learning. Photographs of learners in action are taken by Transition2 staff directly via the Earwig app and uploaded to the relevant learner's portfolio of learning to build a picture of progress against their bespoke targets. All Transition2 staff follow the **'Reporting and Evidencing – Earwig'** guidance and training. In accordance with The Data Protection Act 1998 the image of a learner is personal data. Therefore, it is a requirement under the Act for consent to be obtained from the learner and/or parent/guardian of a learner for any images made. It is also important to take into account the wishes of the learner, remembering that some learners do not wish to have their photograph taken or be filmed. Staff do not under any circumstances store any photographs or learners on mobile devices.

Staff must follow the college Safeguarding policy at all times and be aware of and follow the learners' wishes in relation to photo/video capture.

Using images for publicity purposes will require the age-appropriate consent of the individual concerned and their parent/guardian. Images are downloaded from Earwig for marketing purposes with learners consent. Images should not be displayed on websites, in publications or in a public place without learners consent. Staff should also be clear about the purpose of the activity and what will happen to the photographs/images/video footage when the lesson or activity ends. Photographs/stills or video footage of learners should only be taken using equipment for purposes authorised by the college and should be stored securely only on the college's drive or Earwig. All photographs/stills and video footage should be referenced in planning and available for scrutiny if requested. Staff should be able to justify all images/video footage made.

Staff should remain aware of the potential for images of learners to be misused to create indecent images of children and/or for grooming purposes. Therefore, careful consideration should be given to how activities which are being filmed or photographed are organised and undertaken. Particular care should be given when capturing a photographic image of a learner who may be unable to question how or why the activities are taking place. Staff should also be mindful that learners who have been abused through the use of video or photography may feel threatened by its use in a teaching environment.



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## Confidentiality

Members of staff may have access to confidential information about learners, their parents/carers or their family members. Staff must not reveal such information except to those colleagues who have a professional role in relation to the learners on a need to know basis.

Staff should never use confidential or personal information about a learner or her/his family for their own, or others' advantage (including that of partners, friends, relatives or other organisations). Information must never be used to intimidate, humiliate, or embarrass the learner.

All staff are likely at some point to witness actions which need to be confidential. For example, where a learner is bullied by another learner, this needs to be reported and dealt with in accordance with the appropriate procedure. It must not be discussed outside the college, including with the learners' parents or carers, nor with colleagues in the college except by a senior member of staff with the appropriate authority to deal with the matter.

Staff have a statutory obligation to share with the College's Designated Safeguarding Lead or Deputy Designated Safeguarding Lead any information which gives rise to concern about the welfare or safety of a learner or that might suggest a learner is in need or at risk of significant harm. Staff should pass on information without delay in accordance with the College's safeguarding policy and procedures and this should be recorded.

Staff must never promise a learner that they will not act on or pass on any information that they are told by the learner.

Any media or legal enquiries must be passed to SLT and only approved staff should communicate to the media about the college. Staff must adhere at all times to the Data Protection Policy and must ensure that all personal information is appropriately protected and encrypted.

## Safeguarding

As a caring College with direct responsibility for young people with care and support needs, our first concern must be for the young person's welfare in all its aspects, and therefore there may be occasions when we have to consult other agencies, particularly in relation to safeguarding concerns. The College Safeguarding policy should be read and all staff and volunteers should familiarise themselves with the procedures if a learner discloses information to you that you need to pass on. You will find this procedure on the shared drive under policies and on the staff notice board in the staff office. Simon Hancox, Bonnie Eardley and Hayley Korbely are the Designated Safeguarding Leads; Angie Waldron and Katie Harper are Deputy Designated Safeguarding Leads. All staff are required to undertake training and e-learning safeguarding procedures upon joining the organisation and as an annual refresher.

## DBS and 'barred list' Checks

Permanent, temporary, supply and sessional staff, and volunteers working with young people, will need to be DBS and 'barred list' checked by Transition2 / Derby City Council due to the position of responsibility and trust we all have in supporting young vulnerable people in regulated activity.

Transition2 staff will be asked by a member of SLT to complete a DBS form as a new employee / volunteer, or if the existing DBS is due to expire. DBS checks are carried out by Derby City Council Recruitment Team and renewed every three years.

Any staff who work at Transition2 on a short-term basis (agency workers and companies or individuals working with learners) will need to ensure that they produce a DBS disclosure and photo ID on arrival at the College.

Transition2 is committed to ensuring a safe learning environment for all by:



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- Prioritising the physical and mental health and safety of young people as our first consideration at all times.
- A continued commitment to enabling all young people to reach their full potential in line with our ethos of 'one size fits one' and an acknowledgement of our individual and collective responsibilities in further evidencing Transition2 as a high quality and aspirational learning organisation.
- Acknowledging that the work of the College is about meeting the learning and personal needs of learners.
- Ensuring purposeful engagement in positive interactions and relationships with learners and through this a commitment to continuously promote learners' independence.
- Being aware of the importance of the individual contribution we make to the lives of learners, their families, the local community and to the College as an organisation.
- A commitment to supportive staffing and organisational arrangements.
- Remaining vigilant to anything that may risk the safety, wellbeing or achievement of learners or colleagues; the safety of the premises / neighbourhood; or the reputation of Transition or Derby City Council

### Safeguarding Children - 'Low-level Concerns'

Keeping Children Safe in Education has included within its section on 'Allegations made against/Concerns raised in relation to teachers, including supply teachers, other staff, volunteers and contractors' a section on 'low-level concerns'. The term 'low-level' concern does not mean that it is insignificant, it means that the behaviour towards a child/young person does not meet the higher threshold. A low-level concern is any concern – no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' - that an adult working in or on behalf of the school or college may have acted in an inappropriate manner. Examples of such behaviour could include, but are not limited to:

- being over friendly with children and young people;
- having favourites;
- humiliating learners;

If staff have safeguarding concerns or an allegation is made about another member of staff (including supply staff, volunteers, and/or contractors) posing a risk of harm to children and young people, then:

- this should be referred to the Head of Service or DSL;
- in the event of concerns/allegations about the Head of Service or DSL, this should be directed to the Service Director – Learning, Inclusion and Skills at Derby City Council or the local authority designated officer(s) (LADO / PiPoT). Details of the local LADO / PiPoT team can be found on Derby City Council website.

It is vital that staff share any 'low-level concern' they may have. This is to ensure Transition2 has a culture of openness, trust and transparency in which the college's values and expected behaviour are constantly monitored and reinforced by all staff.

### Policies

You also need to be familiar with a range of key Transition2 policies. These can be found on the shared drive on the server in a file called 'Policies'.

We recommend you prioritise reading these policies as follows, seeking clarification if you are unclear from the relevant member of staff:

- Safeguarding Policy - including Keeping Children Safe in Education part 1 (for all College staff)
- Health and Safety Policy
- Statement of British Values at Transition2
- Position Statement: The Thrive Approach
- Fire Evacuation Policy and Procedures
- Lone worker risk assessment and Lone working policy



## CODE OF CONDUCT: OUR WORKING PRACTICES

- All Transition2 staff are contracted to work a 7 hour 24 minute day (7.4 decimal). Some staff are employed on a full-time basis, while others work part-time. Annual leave is calculated on a pro-rata basis, reflecting the number of hours and weeks worked.
- Some staff are employed on 52-week contracts, while others work on a term-time basis with additional weeks allocated for Inset, planning, events, providing extra support during transitions into and out of Transition2, and attending weekly team meetings.
- If staff work beyond their contracted weekly hours, they should speak with the Administration Manager or Head of Service to agree a Time Off in Lieu (TOIL) arrangement. This may involve adjusting hours on subsequent days or weeks to support a healthy work-life balance. It is anticipated this will be more applicable to those of a 52-week contract, where no additional weeks are paid.

### Absence from Work and leave of absence from work and through ill Health

Should ill health prevent attendance at College then the following procedure will be followed:

- Contact a member of SLT by phone by 8am on the day to inform that you are unwell.
- You agree to keep the College informed daily if you continue to be absent, unless you have been signed off for a specified period by your doctor.
- If you are off work 7 days or fewer, you can complete a self-certification form upon your return to work.
- If you are off work for more than 7 consecutive days, you will be asked for a fit note (Statement of Fitness for Work) from the healthcare professional treating you.
- Your absence must meet absence criteria for specific illnesses, e.g. diarrhoea and vomiting.

On your return to College, you are required to complete a return to work form, which will be obtained from the Administration Manager. In addition, you will have a short return to work interview with the Head of Service. This is standard absence management practice and ensures that we have everything in place should you need adjustments or support to return to full duties. On the day of your return to work you should request an appointment for this interview with the relevant member of staff.

As part of our commitment to staff welfare, we may make home visits to staff who are absent from work. Unfortunately, we are not able to do this for all staff. Staff are welcome to request visits if they need assistance.

### Informing SLT about Planned Absences from College

To ensure we can always operate a safe staff to learner ratio, staff and volunteers are expected to give us as much prior notice as possible about absences from College.

Planned absences might include:

- Medical appointments that cannot be made out of College time.
- Attendance at courses.
- Meetings at other schools/social care/health, etc.
- Other special leave including personal leave.

Please submit your request to a SLT member, giving as much notice as possible. Please note, we will always endeavour to be as accommodating as possible with any leave requests, but the safe operation of the college requires consideration in our decision-making.

### Appointments

Routine doctor and dentist appointments should not normally be made during College hours unless there is an



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emergency.

### **Absence for Other Reasons**

SLT can authorise other absences as paid or unpaid depending on the type of absence. This authorisation is discretionary, is likely to be unpaid and is carefully monitored over the year. It is essential that staff give us as much notice as possible. Such cases might include:

- Personal/family reasons.
- Compassionate leave.
- Attending a wedding of a member of immediate family.
- Attendance at a religious ceremony.
- Graduation.

Staff are advised that absence is monitored as part of the LA's Absence Management Framework. When your absence from work reaches an agreed threshold you will be invited, by email, to an absence monitoring meeting with the Head of Service. This is to identify whether there are any factors at work that are contributing to your ill health and that all reasonable adjustments have been made to support you back to full duties.

Staff have clear starting and finishing times according to the hours they are paid for. Staff are expected to be in College, ready to work at the time their day starts. Punctuality will be monitored and poor timekeeping will be managed within professional development meetings.

Please reference this Policy alongside The Seven Principles of Public Life

<https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2>  
and the "10 Dignity Dos" from the Dignity Care Council <https://oacp.org.uk/wp-content/uploads/2016/01/DignityDos.pdf>

And [Derby City Council Colleague Code of Conduct Policy](#) - revised version May 2025

"By working together, we can achieve more."