

ELEVATED

A Holistic Approach To The Education of Young People

Code of Conduct

Dated: 1st September 2025

Review Date: 1st September 2026

Policy Lead and Approved by: Mark Aitken, Head of Provision

1. Statement of Intent

ElevatEd AP Ltd is committed to maintaining the highest standards of integrity, professionalism, and care in all aspects of our provision. Our Code of Conduct sets out the expected behaviours of staff, volunteers, and students to ensure a safe, respectful, and inclusive learning environment.

This Code supports ElevatEd's ethos of restorative practice, compassion, and accountability. Breaches of this Code will be taken seriously and dealt with fairly, consistently, and transparently.

2. Guiding Principles

- Respect: Treat others with dignity, fairness, and kindness.
- Professionalism: Maintain clear boundaries and act as role models.
- Integrity: Act honestly and responsibly in all interactions.
- Safeguarding: Place the safety and wellbeing of students first.
- Accountability: Accept responsibility for actions and decisions.

- Equity: Uphold diversity, inclusion, and equal opportunities for all.

3. Scope

This Code applies to:

- All ElevatEd staff and volunteers.
- All students enrolled at ElevatEd.
- Visitors and external partners when engaging on site or in ElevatEd-led activities.

4. Expectations for Staff and Volunteers

Professional Conduct:

- Adhere to ElevatEd's values and policies.
- Maintain professional boundaries (no inappropriate relationships, favouritism, or communication outside agreed channels).
- Dress appropriately for a learning environment.
- Avoid the use of offensive or discriminatory language.

Safeguarding:

- Place the welfare of students above all else.
- Follow the Child Protection and Safeguarding Policy.
- Report any safeguarding concerns immediately to the DSL.

Confidentiality:

- Respect privacy, sharing information only on a need-to-know basis.
- Handle student data in line with Data Protection Policy.

Use of Technology:

- Use ElevatEd devices and systems responsibly.
- Do not engage in personal social media interactions with students.

5. Expectations for Students Respect:

- Treat peers, staff, and visitors with kindness and fairness.
- Respect property, equipment, and the learning environment.

Responsibility:

- Follow the Behaviour Policy and the 3 R's (Respect, Responsibility, Readiness).

- Arrive on time, ready to learn.
- Take ownership of actions and decisions.

Safety:

- Behave in ways that ensure safety for self and others.
- Avoid physical or verbal aggression.
- Refrain from bringing prohibited items (weapons, drugs, alcohol).

6. Breaches of the Code

Breaches may include:

- Failure to maintain professional conduct (staff/volunteers).
- Persistent disruption, bullying, or aggression (students).
- Breach of safeguarding protocols.
- Misuse of data, technology, or confidential information.

7. Procedures for Reporting and Responding

Flowchart: Reporting a Breach of the Code

Step 1: Concern Identified

Staff/student/volunteer notices a breach.

- Step 2: Immediate Action (if needed)
- If risk of harm → intervene to ensure safety.

Safeguarding concerns → report to DSL immediately.

- Step 3: Reporting
- Concern reported to line manager/Head of Provision (staff breaches).

Concern reported to Behaviour Lead/Head of Provision (student breaches).

- Step 4: Investigation

Senior leader gathers evidence, meets with those involved.

Step 5: Outcome

- Minor breach: restorative conversation, reminder of Code.
- Moderate breach: formal meeting, behaviour/professional plan.
- Serious breach: disciplinary process (staff) or exclusion process (students).

Step 6: Follow-Up

- Record kept on file.
- Support offered to prevent recurrence.

8. Monitoring, Evaluation, and Review

- Breaches and responses monitored by leadership team.
- Reports shared with Trustees where necessary.
- Annual review of policy and practice.

9. Related Policies

- Behaviour Policy
- Child Protection and Safeguarding Policy
- Fixed-Term and Permanent Exclusion Policy
- Data Protection and Information Management Policy
- Whistleblowing Policy sk is significant (see Exclusion Policy).