Employee Code of Conduct

Our priority is the safety, well-being, and happiness of all children and young people in our care, as well as the wellbeing of our staff. This code outlines the key behaviours we expect from all employees, including those working directly with children, mentoring young people and central support staff.

1. Keeping Children and Young People Safe:

- *Always put children's or young person's safety first*. Even if your role doesn't involve direct involvement with children, young people or vulnerable adults, be vigilant and report any concerns about a child's welfare immediately to the designated safeguarding lead.
- *Follow all safety rules and procedures relevant to your role* including those related to off-site work and transportation (if applicable).
- *Ensure premises are safe and secure* including mentoring environments. Whether on or off-site, always ensure environments are safe, appropriate and suitable for the activity.
- *Treat all children with respect and kindness when you interact with them.* Physical contact should only be for care, comfort, or safety. Consent should always be obtained, and contact should always be explained.
- *Never use inappropriate language or behaviour on the premises or in any setting related to your work.*
- Be aware of and follow procedures for lone working and maintaining appropriate boundaries during 1-to-1 mentoring sessions (if applicable).

2. Being Professional:

- Be a positive role model for the setting and always advocate for PACE as an organisation.
- Treat all children, families, colleagues, and visitors with respect and fairness.
- Work well as part of a team
- For those involved in our mentoring service, work collaboratively with school staff, families, and other professionals involved in the young person's care.
- Communicate clearly, respectfully, and professionally in all interactions (verbal, written, electronic) and ensure appropriate communication channels are used e.g. with families or schools.

- Maintain confidentiality about children, families, schools, and the setting, adhering to data protection policies
- Follow all setting policies and procedures relevant to your role.
- Attend required training and development, including specific training related to mentoring (where appropriate).
- Maintain a professional appearance appropriate for your role and the environment.

3. Supporting All Children (Direct Care and Mentoring Staff Primarily):

- Be inclusive and welcoming to all children, respecting their individual needs and backgrounds, and the reasons for their involvement in the mentoring service.
- Understand and follow individual support plans for children with Child in Need (CIN) status, Special Educational Needs and Disabilities (SEND), Vulnerable, care experienced, or those with disabilities.
- Understand and actively work towards the goals outlined in individual support plans, behaviour plans, and reintegration plans for each young person.
- Adapt your approach to meet the specific needs of each child, including those with autism, social, emotional, and mental health (SEMH) needs, learning difficulties, or challenging behaviours.
- Focus on building positive relationships, fostering trust, and empowering all children and young people to develop social skills, life skills, and confidence.
- Promote independence, resilience, and positive behaviour, helping children and young people to take responsibility for their actions and make positive choices.
- Work towards the young person's reintegration into school (where appropriate) by providing tailored support and collaborating with school staff.
- Provide consistent and reliable support, acting as a stable and positive influence in the young person's life.

4. Maintaining a Safe and Healthy Environment:

- Help keep the setting clean, tidy, and safe in all areas including at off-site locations.
- Report any hazards or concerns immediately including any concerns about the suitability or safety of mentoring locations.
- Follow good hygiene practices to prevent the spread of illness particularly when working in different environments.
- Ensure any resources or equipment used during mentoring sessions are safe and fit for purpose.
- Ensure office and support areas are organised and safe.

5. Being Responsible:

- Use setting resources and equipment appropriately.
- Report any damage or breakages of resources or equipment.

- Be punctual and reliable in your duties or scheduled mentoring sessions.
- Maintain accurate records and manage information and data responsibly and securely.
- Adhere to data protection policies.
- Always ensure that you are prepared for the activities that you are leading on or supporting.

Breaching this code may lead to disciplinary action.

Please speak to your manager if you have any questions or concerns.

Thank you for your commitment to providing a positive and safe environment for the children in our care.

Version:	March 2025
Description:	Code of Conduct
Last modified:	
Approved by:	
For review:	
Related policies and procedures:	Health & Safety Policy Safeguarding Policy Whistleblowing Policy GDPR Policy CIN, SEND, Vulnerable, Looked After and Disabled Children Mobile phone and electronic device use Disciplinary Grievance

Declaration

I confirm I have received, read and understood the PACE Employee Code of Conduct and

I understand my responsibility outlined within this code.

Signed:_____

Print Name:_____

Job Role: _____

Date: _____