



Code of Conduct & Professional Standards

1. Safeguarding First Principle

Winner Education Ltd operates under the fundamental principle that:

The welfare of children and young people is paramount and must take precedence over all other considerations.

All individuals supplied by Winner Education must:

- Act in accordance with Keeping Children Safe in Education (KCSIE)
- Follow safeguarding procedures at all times
- Understand that safeguarding is everyone's responsibility

This Code aligns with APSCo standards and safer recruitment requirements.

2. Scope

This Code applies to:

- Teachers, Teaching Assistants, Cover Supervisors
- SEN staff and support staff
- Office and non-teaching staff
- Long-term, short-term and temporary workers
- All individuals representing Winner Education in education settings

3. Safeguarding Responsibilities (Core Expectations)

All workers must:

3.1 Actively Safeguard Children

- Protect children from harm, abuse, neglect, and exploitation
- Be vigilant and professionally curious at all times
- Never assume someone else will report a concern

3.2 Recognise and Respond to Concerns

You must immediately report:

- Signs of abuse (physical, emotional, sexual, neglect)
- Changes in behaviour or appearance
- Disclosures made by a child
- Concerns about another adult's behaviour

Reports must be made to:

- The school's Designated Safeguarding Lead (DSL)

4. Professional Boundaries (Critical Safeguarding Requirement)

Maintaining clear boundaries is essential.

You must **never**:

- Develop personal or inappropriate relationships with pupils
- Share personal contact details
- Communicate with pupils via social media or messaging apps
- Engage in favouritism or grooming behaviours

You must:

- Maintain a professional, adult-child relationship at all times
- Avoid situations where you are alone with a pupil in an unobservable setting

5. Behaviour Towards Pupils

You must:

- Treat all pupils with dignity, respect, and fairness
- Use appropriate language at all times
- Promote a safe and inclusive environment

You must not:

- Use physical punishment or inappropriate physical contact
- Make sexual, discriminatory, or inappropriate comments
- Engage in banter that could be misinterpreted

6. Low-Level Concerns & Allegations

In line with KCSIE:

All workers must report:

- Any behaviour that may indicate a safeguarding risk
- Concerns about colleagues or other professionals

This includes:

- Inappropriate comments
- Boundary breaches
- Behaviour that “doesn’t feel right”

Failure to report concerns is itself a safeguarding breach.

7. Safer Recruitment & Ongoing Suitability

Winner Education operates strict safer recruitment processes, including:

- Enhanced DBS checks
- Barred list checks
- Right to Work verification
- References and employment history
- Section 128 checks (where applicable)

You must:

- Declare any criminal convictions or investigations
- Inform us immediately of any changes to your suitability

Relevant legislation includes:

- **Childcare Act 2006**
- **Education and Skills Act 2008**

8. Prevent Duty (Safeguarding Against Radicalisation)

All workers must:

- Be aware of the risks of radicalisation
- Recognise signs of extremist influence
- Report concerns through safeguarding channels

9. Online Safety & Use of Technology

You must:

- Switch off mobile phones during lessons
- Not use personal devices around pupils unless authorised
- Not take photos or videos of pupils

You must never:

- Engage with pupils on social media
- Share school-related content online
- Breach confidentiality digitally

10. Confidentiality & Information Sharing

You must:

- Keep all safeguarding and pupil information confidential

- Share information only on a need-to-know basis

However:

Safeguarding concerns must always be shared — confidentiality must not prevent reporting.

Data is processed in line with:

- **Data Protection Act 2018**

11. Conduct in Schools (Safeguarding-Led Expectations)

You must:

- Arrive on time (typically 8:15am unless agreed)
- Follow all school safeguarding policies
- Familiarise yourself with:
 - Behaviour policies
 - Safeguarding procedures
 - Emergency protocols

You must:

- Leave clear handover notes where required
- Ensure classrooms are safe before leaving

12. Attendance & Reporting Absence

- Notify Winner Education by **7:15am** if absent
- Follow school absence reporting procedures
- Maintain communication at all times

13. Equality, Diversity & Inclusion

All pupils have the right to protection regardless of:

- Age, disability, gender, race, religion, or sexual orientation

You must comply with:

- **Equality Act 2010**

14. Health & Safety

You must:

- Follow all school safety procedures
- Report hazards or incidents immediately
- Act to minimise risk to pupils

15. Candidate Expectations (Operational Standards)

To maintain safeguarding and professional standards:

- Arrive on time and prepared
- Carry valid DBS and ID
- Complete required work and feedback
- Dress professionally
- Remain on site until duties are complete
- Keep availability updated

16. Breach of Safeguarding or Conduct

Any breach may result in:

- Immediate removal from assignment
- Suspension or termination
- Referral to:
 - Disclosure and Barring Service
 - Teaching Regulation Agency
 - Local Authority Designated Officer (LADO)

17. Safeguarding Declaration

I confirm that:

- I understand that safeguarding is my responsibility
- I will prioritise the welfare of children at all times
- I will report all safeguarding concerns immediately
- I will maintain professional boundaries

Name: _____

Signature: _____

Date: _____

18. Candidate Declaration

I confirm that:

- All information provided is accurate
- I agree to comply with this Code of Conduct
- I understand failure to comply may result in removal and reporting

Signature: _____

Date: _____

19. Communication Consent

I consent to being contacted regarding:

- Job opportunities
- Training and safeguarding updates

(You may opt out at any time)

20. Safer Working Practice Guidance

Winner Education adopts and expects all workers to adhere to the principles set out in:

“Guidance for Safer Working Practice for those working with children and young people in education settings” (February 2022), published by the

Safer Recruitment Consortium available here :

https://www.saferrecruitmentconsortium.org/files/ugd/f576a8_0d079cbe69ea458e9e99fe462e447084.pdf

This guidance provides detailed expectations on professional conduct and is designed to:

- Help protect children and young people from harm
- Reduce the risk of allegations against staff
- Promote safe, transparent, and accountable working practices