

Accessible Education Provision for Neurodivergent Children  
through graduated interventions and academic support.



*An organisation that aims to improve every child's life  
by being closer to nature,  
providing equality in learning  
and promoting well-being*

# CODE OF CONDUCT POLICY FOR RAW LEARNING

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## **1. Introduction**

Raw Learning has created this code of conduct to ensure that we provide an environment where everyone is safe, happy and treated with respect in accordance with the statutory safeguarding guidance included in 'Keeping Children Safe in Education'. It also covers acceptable use of technologies, facilitators/pupil relationships and communications and the use of social media.

## **2. Aims and Objectives**

The aim of this policy is to set and maintain the standards of conduct that all facilitators are expected to follow when working at Raw Learning. In addition, we expect all facilitators to act with personal and professional integrity while respecting the safety and wellbeing of others.

## **3. Behaviour**

Facilitators are expected to act as a role model for pupils by consistently demonstrating high standards of behaviour. This Code of Conduct is not exhaustive, and there will be situations that arise that are not covered by the Code. Facilitators should use their professional judgement and always act in the best interests of the school and its pupils.

Facilitators should set an example to our pupils by:

- Maintaining high standards in attendance and punctuality.
- Never using inappropriate or offensive language in the provision.
- Treating pupils and others with dignity and respect.
- Showing tolerance and respect for the rights of others.
- Not undermining the fundamental British values of democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.

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- Expressing personal beliefs in such a way that we do not overly influence pupils, exploit their vulnerabilities or lead them to break the law.
- Understanding the statutory frameworks in which they must act.

#### **4. Safeguarding**

All facilitators have a duty to safeguard pupils from harm, including physical, emotional and sexual abuse or neglect, and to report any concerns you may have. Facilitators must familiarise themselves with our Safeguarding Policy and procedures, the Prevent initiative and the processes to follow if they do have a concern about a child as child protection is one of our highest priorities.

Our Designated Safeguarding Lead is Rachel King and our Deputy Designated Safeguarding Lead is Fiona D'Silva.

#### **5. Facilitators/Pupil Relationships**

The ethos of Raw Learning is to provide a safe, nurturing environment where our pupils can grow in self-esteem and feel supported to achieve their potential. Facilitators are expected to develop a nurturing relationship with each individual pupil while observing the proper boundaries that are appropriate to their professional position. They should always act in a fair and transparent way. They must not exchange personal contact details with pupils, including social media profiles, nor seek contact with pupils outside of school.

#### **6. Communication and Social Media**

Use of technology equipment:

Facilitators must not use technology in the provision to view material that is illegal, inappropriate or offensive. This includes, but is not limited to, sending obscene emails, gambling and viewing pornography or other inappropriate content.

Facilitators must not use personal mobile phones or school equipment for personal use during school hours or in front of pupils, although they are permitted to check their phones when not in directed time with the children. A personal mobile phone must be stored in personal property away from the children in line with our Safeguarding Children Policy. Facilitators are permitted to use a personal mobile phone or camera to take pictures of the pupils while they are at work, but these photos must be immediately deleted off their phone once they have been uploaded to our secure Facebook Page for our parents to view.

Social Networking Sites:

Facilitators must ensure that they do not post any images online that can identify pupils who attend our setting without the child's oral consent **and** the written consent of their parent/carer.

#### **7. Attendance**

Facilitators are required to be punctual for the start of their working day, leaving enough time to prepare before the pupils arrive.

Facilitators must notify us by telephone, as soon as it is possible to do so, if they are going to be late or absent for any reason. Please note, due to the procurement process for Raw Learning, sick pay is **not** available for absence due to personal illness.

#### **8. Confidentiality**

Any and all information gained during the course of your duties about the pupils and their families should be treated with the strictest confidence.

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All documentary or confidential information must be kept securely and must not be disclosed either orally or in writing to any unauthorized person.

Conversations relating to confidential matters should not take place in situations where they could be overheard or used to humiliate, embarrass or blackmail others.

However, this does not overrule your duty to report child protection concerns to the appropriate channel if you believe a child is at risk of harm.

## **9. Honesty and Integrity**

Facilitators should maintain high standards of honesty and integrity at all times in their role. This includes when dealing with pupils and other facilitators, handling money, claiming expenses and using school property and facilities.

Facilitators will not accept bribes.

Facilitators will ensure that all information given to Raw Learning about their qualifications and professional experience is correct.

## **10. Dress Code**

Facilitators should dress in a professional, appropriate manner to present a professional image to pupils and their parents/carers and to members of the public when accompanying children outside the provision.

Facilitators are required to provide and wear suitable outdoor shoes such as boots for use at the setting. Clothing should not display offensive or political slogans. Outfits must not be overly revealing, and we ask that tattoos are covered up.

## **11. Language**

We expect the highest standard of language to be used around our pupils as we act as a role model for them to imitate and copy. We will not tolerate inappropriate or offensive language, including but not limited to racist or sexist language, personal insults and offensive nicknames. We expect pupils and facilitators to be spoken to respectfully and in a moderate tone of voice. We understand that disagreements can occur over time, but we would still expect these to be resolved in a respectful manner.

## **12. Conduct Outside of Work**

As members of Raw Learning, facilitators are a role model for our pupils and their families. Please be aware that you still represent the provision and its reputation when you are away from work and we ask that you do not act in a way that would bring the provision or the teaching profession into disrepute. This covers relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the provision on social media. Any breach of this will result in disciplinary action.

## **13. Holidays**

Raw Learning runs term time only and is closed for public and bank holidays. You must not arrange to take a holiday during term time. However, time off may be authorized in exceptional circumstances.

## 14. Disciplinary Procedures

As a small private business, we observe the ACAS Code of Practice when dealing with a disciplinary matter. Please see [www.acas.org.uk](http://www.acas.org.uk) for more information.

This policy was adopted by	Raw Learning
On	17 <sup>th</sup> August 2022
Date to be reviewed	16 <sup>th</sup> August 2023
Signed on behalf of the provider	<i>Rachel King</i>
Name of signatory	Rachel King
Role of signatory	Director

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