

# **STAFF BEHAVIOUR** **CODE OF CONDUCT**



## **This policy applies to all LTS learners**

Lancaster Training Services Ltd (LTS) understand that it is not practical to provide definitive instructions that would apply to all situations, at all times, whereby staff come into contact with learners and to guarantee the protection of learners and staff.

However, below are the standards of behaviour required of all staff in order to fulfil their roles and duty of care. This code should assist in the protection of both learners and members of staff.

In relation to this policy the words: -

- **'learner'** means – child, minor, vulnerable adult, adult, any person under instruction or in the 'charge' of a tutor/instructor/staff member.
- **'staff'** means – full time employee, part time employee, casual employee, volunteer, a person sub contracted to provide a service for LTS or any person acting on LTS instructions.

### **Staff must:**

- Implement the Safeguarding Policy at all times, including acting to promote learner welfare and prevent abuse. You should report any abuse discovered or suspected to the DSL within 24 hours.

### **Staff must never:**

1. Engage in rough, physical games including horseplay with learners.
2. Spend any time alone with a learner on his/her own. If you find you are in a situation where you are alone with a learner, immediately move to a position where you can be clearly observed by others. This includes transporting learners to and from the training centre.
3. Allow or engage in inappropriate touching of any kind.
4. Do things of a personal nature for a learner that the learner can do for themselves.
5. Physically restrain a learner unless the restraint is to prevent physical injury of the learner/ other learners/visitors/themselves or other members of staff. In all circumstances physical restraint must be appropriate and reasonable.
6. Make sexually suggestive comments to, or within earshot of a learner.
7. Take a learner to the toilet unless accompanied by another member of staff.
8. Engage in a personal relationship with a learner, beyond that appropriate for a tutor/ learner relationship. To do so is classed as an 'abuse of a position of trust'. Crimes committed by a person in a 'position of trust' may be penalised more severely under the law.
9. Contact any learner from their personal mobile telephone.
10. Interact inappropriately with learners on social network internet web sites. (Learners should be directed to the LTS 'facebook' and not communicated with through their own account)
11. Allow a learners' personal information or contact details to be discussed out of the professional arena.

### **Implications for staff**

Staff who breach any of the above may be subject to the disciplinary procedure. If an allegation against a member of staff has occurred then an investigation will be carried out in accordance with the procedures laid down in our Vulnerable Person Policy. Copies of this are available from the Training Manager.

A handwritten signature in black ink, appearing to read 'Richard W Little'.

Richard W Little – Chairman

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