



The Ranch Xtreme Alternative Education Provision

Staff Code of Behaviour Policy

Reviewed by The Directors	Summer 2024	This policy will be reviewed annually but can be revised as needed. It will be approved by the Directors board. Our Directors will ensure this code of conduct is implemented effectively and will ensure appropriate action is taken in a timely manner to safeguard children and deal with any concerns.
Adopted by The Ranch Xtreme	Summer 2024	Review cycle: At least annually or sooner with updates
Date for next review	Summer 2025	Signed by Directors: <i>Toni Matthews</i> <i>Iain Woodbridge, James Matthews Woodbridge,</i> DIANA GLENCROSS.

Staff Code of Behaviour Policy

To be read in conjunction with the national guidance: 'Guidance for safer working practice for those working

with children and young people in education settings - October 2015'. Statutory guidance for schools and colleges on safeguarding children and safer recruitment. ['Keeping Children Safe in Education'](#).

To be read in conjunction with The Ranch Xtreme Staff Code of Conduct Policy.

Those whose roles are named in this policy:

1. [Toni Matthews](#) Head of Inclusion and Lead Facilitator - Director
2. [Iain Woodbridge](#) Designated Safeguarding Lead
3. [Tara Ballam](#) Deputy Designated Safeguarding Lead
4. [Gemma Richards](#) Human Resources Lead and Staff Representative
5. [Sarah Stilwell](#) Operational System Administrator

Purpose and Scope

This policy aims to set and maintain standards of conduct that we expect all staff to follow.

By creating this policy, we aim to ensure The Ranch is an environment where everyone is safe, happy and treated with respect.

The Ranch Xtreme staff have an influential position and will act as role models by consistently demonstrating high standards of behaviour.

Core Principles

We expect all staff and volunteers to act with personal and professional integrity, respecting the safety and wellbeing of others.

Failure to follow the code of conduct may result in disciplinary action being taken, as set out in our staff disciplinary procedures.

Please note that this Code of Behaviour is not exhaustive. If situations arise that are not covered by this code, staff will use their professional judgment and act in the best interests of The Ranch Xtreme and its users

General Obligations of Conduct and Behaviour

Staff set an example to pupils. They will:

1. Maintain high standards in their attendance and punctuality
2. Never use inappropriate or offensive language in provision hours
3. Treat children and others with dignity and respect
4. Show tolerance and respect for the rights of others
5. Not undermine fundamental British values, including democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs
6. Not express personal beliefs in a way that exploits others vulnerability or might lead them to break the law
7. Understand the statutory frameworks they must act within

Safeguarding

Staff have a duty to safeguard children from harm, and to report any concerns they have.

Safeguarding is everyone's responsibility.

This includes physical, emotional and sexual abuse, and neglect.

Staff will familiarise themselves with our child protection and safeguarding policy and procedures, and the Prevent initiative, and ensure they are aware of the processes to follow if they have concerns about a child.

Our child protection and safeguarding policy and procedures are revisited through monthly supervisions and appraisals with the Designated Safeguarding Lead.

Staff have access to instant reporting for concerns via the Sharepoint 365 report a concern system. QR code on Staff ID badges and steps by step guides via visually displayed advice and escalation procedures.

New staff will also be given copies of all relevant operational policies and procedures during their induction and probation period. Overseen by Human Resources Lead.

All staff will be entered into mandatory Level 2 Safeguarding and Contextual Safeguarding training. Completion will be evidenced by certification held securely on Sharepoint365 Staffing folders.

Low-level concerns about members of staff

A low-level concern is a behaviour towards a child by a member of staff that does not meet the harm threshold, is inconsistent with the staff code of conduct, and may be as simple as causing a sense of unease or a 'nagging doubt'.

For example, this may include:

Being over-friendly with children

Having favourites

Taking photographs of children on a personal device that are not uploaded as evidence of outcomes and for the child's learning portfolio.

Engaging in one-to-one activities where they can't easily be seen

Using inappropriate language

Low-level concerns can include inappropriate conduct inside and outside of work.

All staff should share any low-level concerns they have using the reporting procedures set out in our child protection and safeguarding policy.

We also encourage staff to self-refer if they find themselves in a situation that could be misinterpreted. Staff receive monthly supervisions, appraisals and monthly working practice reflection.

If staff are not sure whether behaviour would be deemed a low-level concern, we encourage staff to report it. Staff have access to support and information on the training and safeguarding glossary on our SharePoint365 system.

All reports will be handled in a responsive, sensitive and proportionate way.

Unprofessional behaviour will be addressed, and the staff member supported to correct it, at an early stage.

This creates and embeds a culture of openness, trust and transparency in which our values and expected behaviour are constantly lived, monitored and reinforced by all staff, while minimising the risk of abuse.

Reporting and responding to low-level concerns is covered in more detail in our child protection and safeguarding policy.

Staff - Children Relationships

Staff will observe proper boundaries with children that are appropriate to their professional position. They will act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so.

If staff members and children must spend time on a one-to-one basis, staff will ensure that:

1. This takes place in a public place that others can access
2. A colleague knows this is taking place
3. On site all staff will have a radio communication device on their person
4. Risk assessments will take place if staff are transporting children on a one to one basis. All vehicles, insurance and licenses must be recorded on the individual staff folder on the secure SharePoint365 system.
5. Staff will abide by the relevant Transport Policy.

Staff should avoid contact with children outside of The Ranch Xtreme Alternative Provision hours if possible.

Personal contact details should not be exchanged between staff and children. This includes social media profiles.

If a staff member is concerned at any point that an interaction between themselves and a child may be misinterpreted, or if a staff member is concerned at any point about a fellow staff member and a child, this should be reported in line with the procedures set out in our child protection and safeguarding policy.

In regard to contact initiated by a young person once they have left their placement:

Staff are advised to have no personal contact from current alumni or those who have transitioned into the next stage in education. If contact by any way of correspondence is made, staff must complete a Safeguarding Concern form on SharePoint365.

Evidence of any texts, messages or photos and files must be uploaded onto the report form. This information will be investigated by the DSL and an entry made into the Safeguarding Hub individual folder for the young person.

Communication and Social Media

To be read in conjunction with The Ranch Xtreme Online, Devices and Cyber Policies.

The Ranch Xtreme staff social media profiles should not be available to pupils.

Staff should not attempt to contact Children or their parents via social media, or any other means outside of provision hours, in order to develop any sort of relationship. They will not make any efforts to find children' or parents' social media profiles.

Communication and parental engagement will be conducted via the secure ClassDojo system and the secure child portfolios.

Staff will ensure that they do not post any images online that identify children who attend The Ranch without their consent. All pupils have their photographic permission and/or restrictions of use recorded at the time of registering for their placement. This permission is renewed at least annually.

The details are recorded on the daily attendance register and on the child's individual learning folder, accessible by all staff on the SharePoint365 system.

Any changes received verbally will be recorded and communicated during provision hours to staff in daily team meetings.

Acceptable Use of Technology

Staff will not use technology at The Ranch Xtreme to view material that is illegal, inappropriate or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails, gambling and viewing pornography or other inappropriate content.

We have the right to monitor emails and internet use on The Ranch Xtreme IT system. All staff will be issued with a work email and any correspondence will be sent and received through this channel.

Staff activity is logged and audited by the System Administration Lead. Staff access to data is password protected and at all times overseen by the System Administrator Lead.

Staff will use The Ranch Xtreme provided tablet devices to interact with educational applications with the children, these are logged on a central account through Amazon Kidz and usage can be audited and restricted.

Confidentiality

In the course of their role, members of staff are often privy to sensitive and confidential information about The Ranch Xtreme, staff, children and their parents.

This information should never be:

1. Disclosed to anyone unless required by law or with consent from the relevant party or parties
2. Used to humiliate, embarrass or blackmail others
3. Used for a purpose other than what it was collected and intended for

This does not overrule staff's duty to report child protection concerns to the appropriate channel where staff believe a child has been harmed or is at risk of harm, as detailed further in our child protection and safeguarding policy.

Honesty and Integrity

Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with children, handling money, claiming expenses and using The Ranch Xtreme property and facilities. Staff will ensure that all information given to The Ranch Xtreme is correct. This should include:

1. Background information (including any past or current investigations/cautions related to conduct outside of an education setting) The Ranch Xtreme will conduct Safer Recruitment Checks and hold a Central Staffing Safeguarding Register on SharePoint365, which can be accessed and updated securely. Staff who will have any unsupervised contact with children will be recorded on The Disclosure Barring Service(DBS).
2. Qualifications
3. Professional experience - All staff will provide a minimum of two references - these will be contacted by the Designated Safeguarding Lead to confirm accuracy.
4. Where there are any updates to the information provided to The Ranch Xtreme, the member of staff will advise The Ranch Xtreme Human Resources Lead of such as soon as reasonably practicable. Consideration will then be given to the nature and circumstances of the matter and whether this may have an impact on the member of staff's employment. Staff have access to the directory of all team members and team leads on their Sharepoint365.

Dress Code

Staff will dress in a professional, appropriate manner in The Ranch Xtreme uniform.

1. Logo top and black trousers.
2. Outfits will not be overly revealing.
3. Clothes will not display any offensive or political slogans.
4. Obscene or offensive tattoos must be covered.

Conduct Outside of Work

Staff will not act in a way that would bring The Ranch Xtreme into disrepute.

This covers conduct including but not limited to relevant criminal offenses, such as violence or sexual misconduct, as well as negative comments about The Ranch Xtreme on social media.

Staff must not engage in conduct outside work which could seriously damage our reputation

If they do anything criminal based, they need to disclose it

Social media guidelines must be respected and any restriction on Social media platforms due to conduct or abuse of the terms and conditions of that platform, must be disclosed to The Ranch Xtreme Human Resources Lead and Designated Safeguarding Lead.

Staff are expected to follow the codes and policies that govern The Ranch Xtreme; including but not limited to equality and inclusion.

Staff will not be permitted to attend rallies, gatherings, protests that cause fear, harm, hate speech.