

## **Code of Conduct**

This Code of Conduct sets out the standards of behaviour expected from all staff, governors, trustees, learners, delegates and partners working with Shropshire and Telford Education Partnership. It ensures that our community operates with professionalism, integrity and respect, and supports our commitment to equality, diversity and inclusion.

### **We commit to the following core principles:**

#### **Professionalism**

- Act in a manner that upholds the reputation of the Partnership at all times.
- Maintain high standards of personal conduct, honesty and accountability.
- Use professional judgement when making decisions that affect learners, colleagues or the wider community.

#### **Respect and Dignity**

- Treat all individuals with courtesy, kindness and respect.
- Value diverse backgrounds, identities and perspectives.
- Avoid behaviour that could be perceived as discriminatory, harassing or bullying.

#### **Safeguarding and Welfare**

- Prioritise the safety and wellbeing of all learners.
- Follow safeguarding policies and report concerns immediately.
- Maintain appropriate professional boundaries at all times.

#### **Integrity and Transparency**

- Be open and honest in communication and decision-making.
- Declare any conflicts of interest.
- Use Partnership resources responsibly and for legitimate purposes.

#### **Confidentiality**

- Protect sensitive information relating to learners, staff and the organisation.
- Share information only when authorised or required by law.

- Store and handle data securely in line with policies and legislation.

## **Expectations of Conduct by all staff, learners, trustees, learners and trainees**

### **Behaviour Towards Learners**

- Model positive behaviour, fairness and respect.
- Promote an inclusive learning environment free from discrimination.
- Maintain clear professional boundaries and avoid any behaviour that could be misinterpreted.

### **Behaviour Towards Colleagues**

- Foster a collaborative, supportive and inclusive working culture.
- Address disagreements constructively and professionally.
- Challenge inappropriate behaviour and support colleagues who raise concerns.

### **Use of Technology and Social Media**

- Use digital tools responsibly and in line with organisational policies.
- Maintain professionalism online and avoid posting content that could harm the Partnership's reputation.
- Never share confidential or sensitive information on social platforms.

### **Health, Safety and Wellbeing**

- Follow health and safety procedures and report hazards promptly.
- Take responsibility for personal wellbeing and support the wellbeing of others.
- Avoid behaviour that could put yourself or others at risk.

### **Equality, Diversity and Inclusion**

- Actively promote equality and challenge discrimination.
- Ensure that decisions, interactions and practices are fair and inclusive.
- Support the STEP's EDI objectives and participate in relevant training.

### **Leadership Responsibilities**

Leaders, managers, governors and trustees are expected to:



- Model exemplary conduct and uphold Partnership values.
- Create a culture where concerns can be raised safely and without fear.
- Ensure staff understand and follow this Code.
- Take prompt, fair action when standards are not met.

### **Breaches of the Code**

Breaches of this Code of Conduct will be taken seriously and may result in:

- Informal or formal management action
- Disciplinary procedures
- Referral to external agencies where appropriate

All concerns will be handled sensitively, fairly and in line with relevant policies.

### **Acknowledgement**

All staff, learners, trustees and governors are expected to read, understand and adhere to this Code of Conduct. By working with Shropshire and Telford Education Partnership (STEP), individuals agree to uphold the standards and values set out in this document.