## Code of Conduct

## Introduction

In keeping with its vision and values, NEW LEAF LEARNING is committed to maintaining the highest degree of ethical conduct amongst all it’s staff and associated personnel. To help increase understanding, this Code of Conduct details NEW LEAF LEARNING’s expectations of employees in key areas.

Scope and purpose

This Code of Conduct applies to all contracted staff, international and local, employed by NEW LEAF LEARNING. Adapted Codes of Conduct are applicable to volunteers, partners, contractors, trustees and suppliers.

The purpose of this Code of Conduct is to set out the conduct expected of NEW LEAF LEARNING staff whilst under contract to the organisation, and forms part of all contracts of employment. The Code is applicable at all times. Breaches of the Code of Conduct are grounds for disciplinary action, up to and including dismissal.

Mission and values

The purpose of New Leaf Learning is for the benefit of the public to promote the education and development of primary school-aged children with learning differences by but not limited to providing outdoor-based education and resources for primary school-aged children.

Code of Conduct Standards

As a NEW LEAF LEARNING employee I will:

* Ensure that all stakeholders (including children) are treated with respect, understanding and empathy
* Ensure that I stay up to date with, and follow all policies, in particular ensure that safeguarding procedures are followed stringently
* Supply documentation as requested by trustees/lead teacher including to allow New Leaf Learning to carry out DBS and safeguarding checks
* Follow statutory guidelines relating to health and safety
* Do whatever is necessary to ensure that all stakeholders are safe whilst taking art in activities at New Leaf Learning
* Ensure a courteous style of communication with all stakeholders
* Be proactive in ensuring the smooth running of New Leaf Learning

### Uphold the integrity and reputation of NEW LEAF LEARNING by ensuring that my professional and personal conduct is consistent with NEW LEAF LEARNING’s values and standards

* I will treat all people fairly with respect and dignity
* I will seek to ensure that my conduct does not bring NEW LEAF LEARNING into disrepute and does not impact on or undermine my ability to undertake the role for which I am employed
* I will not work under the influence of alcohol or use, or be in possession of, illegal substances on NEW LEAF LEARNING premises or accommodation

### Ensure the safety, health and welfare of all NEW LEAF LEARNING staff members and associated personnel (volunteers, partners, trustees, suppliers and contractors)

* I will adhere to all legal and organisational health and safety requirements in force at my location of work
* I will comply with any local security guidelines and be pro-active in informing management of any necessary changes to such guidelines
* I will behave in a manner such as to avoid any unnecessary risk to the safety, health and welfare of myself and others, including partner organisations and communities with whom we work

### Be responsible for the use of information, assets and resources to which I have access by reason of my employment with NEW LEAF LEARNING

* I will ensure that I use NEW LEAF LEARNING assets and resources entrusted to me in a responsible manner and will account for all money and property
* I will not use NEW LEAF LEARNING IT equipment, software or e-mail and social media platforms to engage in activity that is illegal under local or international law or that encourages conduct that would constitute a criminal offence. This includes any material that intimidates or harasses any group based on protected characteristics, or encourages extremism
* I will not use NEW LEAF LEARNING IT equipment to view, download, create, distribute or save in any format inappropriate or abusive material including but not limited to pornography or depictions of child abuse

### Perform my duties and conduct my private life in a manner that avoids conflicts of interest

* I will declare any financial, personal or family (or close intimate relationship) interest in matters of official business which may impact on the work of NEW LEAF LEARNING
* I will not be involved in awarding benefits, contracts for goods or services, employment or promotion within NEW LEAF LEARNING, to any person with whom I have a financial, personal, family (or close intimate relationship) interests
* I will seek permission before agreeing to being nominated as a prospective candidate or another official role for any political party
* I will not accept significant gifts or any remuneration from governments, communities with whom we work, donors, suppliers and other persons which have been offered tome as a result of my employment with NEW LEAF LEARNING

### Uphold confidentiality

* I will exercise due care in all matters of official business, and not divulge any confidential information relating to colleagues, work-related matters or any sensitive information unless legally required to do so

Complaints and reports

NEW LEAF LEARNING staff are obligated to bring to the attention of the relevant manager any potential incident, abuse or concern that they witness, are made aware of, or suspect which appears to breach the Standards contained in this Code. NEW LEAF LEARNING staff reporting concerns are protected by the Disclosure of Malpractice in the Workplace policy.

Staff members who have a complaint or concern relating to breach of the Code should report it immediately to the DSL:

Alex Preston 07510 075644 or [info@newleafl.com](mailto:info@newleafl.com)

If the staff member does not feel comfortable reporting to their line manager (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may report to

Mark Currell: [currellmark@gmail.com](mailto:currellmark@gmail.com)

Staff members receiving reports or concerns are obliged to action or refer the report immediately as per the NEW LEAF LEARNING Complaints Policy and procedures

Related policies

Complaints policy and procedures

Disclosure of Malpractice in the Workplace policy

Safeguarding policy

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In accepting my appointment I undertake to discharge my duties and to regulate my conduct in accordance with the requirements of this Code

Name:

Signature:

Date: