

Labyrinth Education LTD

Staff Code of Conduct and Behaviour Policy

This document contains the full Staff Code of Conduct and Behaviour Policy for Labyrinth Education LTD, with embedded Disciplinary and Whistleblowing Policies included at the end of this file.

1. Purpose and Scope

This policy outlines the professional conduct expected of all individuals working for or representing Labyrinth Education LTD. It applies to employees, contractors, supply teachers, volunteers, and directors, and supports statutory responsibilities including KCSIE, Working Together to Safeguard Children, PIDA, and UK GDPR.

2. Core Principles

- Place the safeguarding and welfare of learners above all else.
- Act with integrity, professionalism, and respect at all times.
- Maintain appropriate professional boundaries.
- Report concerns immediately.
- Follow company and placement school policies.

3. Professional Conduct and Behaviour

Staff must maintain safeguarding responsibilities, uphold professional boundaries, act respectfully with colleagues and clients, avoid inappropriate social media use, and comply with data protection legislation.

3.1. Dress Code

Staff will dress appropriately for work, ensuring that all they always convey an impression of professionalism. Whilst not imposing unreasonable obligations on staff they are, nonetheless, required to look smart in appearance. Staff should ensure they are dressed safely and appropriately for the roles they undertake.

Labyrinth Education LTD staff are not prohibited to wear:

- Low cut tops
- Tops which bare tummy
- Strappy vests
- Excessively ripped jeans or trousers
- Mini skirt
- Clothing with explicit messages or logos
- Clothing with messages relating to drug use or promoting illegal activities
- Clothing with sexualised messages
- Shoes with open toes
- Shoes with a raised heel over 2 inches

Management hold the right to challenge staff clothing choices if deemed inappropriate and request staff change their work attire.

4. Reporting Low-Level Concerns and Allegations

Low-level concerns and allegations meeting the harm threshold must be reported immediately to the DSL or Managing Director. Procedures will follow KCSIE and statutory LADO processes.

5. Whistleblowing

Staff may report concerns relating to safeguarding, malpractice, illegal activity, or unethical behaviour. Whistleblowers are protected under PIDA and reports will be handled confidentially. Whistleblowing policy is available for more information and will be shared with all new staff as part of their induction process.

6. Disciplinary Procedure

Breaches of this Code may result in disciplinary action, including warnings, training requirements, dismissal, or statutory referral where appropriate. Disciplinary policy is available for further information.

7. Training and Monitoring

All staff will receive regular safeguarding and Code of Conduct training. Compliance will be monitored and reviewed annually. Training matrices will log individual staff training records and ensure all training is up to date.

8. Acceptance of Policy

All staff, contractors and associates must confirm they have read, understood, and agree to comply with this policy.

Linked Policies

- Disciplinary Policy
- Whistleblowing Policy

Disciplinary Policy

1. Purpose

This Disciplinary Policy ensures fair and consistent management of conduct issues within Labyrinth Education LTD. Labyrinth Education LTD ensures that a culture of equality, support and safeguarding is established throughout the company and will ensure that staff feel supported and safe when raising complaints.

2. Scope

Applies to all employees, contractors, supply teachers, and associates representing the company.

2.1 Responsibility

It will be the responsibility of the headteacher, Senior leader team and proprietors to complete any investigation in accordance with procedures, with the appropriate person identified for the role at the earliest opportunity. Any investigation procedure will remain neutral, focused on collecting evidence relevant to the investigation and will follow the procedures in order to ensure the correct outcome has been concluded from the investigation.

3. Misconduct

Examples include minor breaches of policy, unprofessional conduct, or failure to follow procedures. Possible outcomes include informal or formal warnings, training, or monitoring.

4. Gross Misconduct

Examples include safeguarding breaches, discrimination, harassment, fraud, violence, criminal activity, or major breaches of professional boundaries. Outcomes may include suspension or dismissal.

5. Investigation Process

Investigations will be impartial, timely, confidential, and documented. Individuals have the right to respond and be accompanied.

Investigator will be identified and persons involved in process will be informed ensuring confidentiality and impartiality is maintained.

The investigator will collect evidence important to the investigation. This may be witness statements, physical evidence (such as photographs), emails/text messages, interviews with relevant people and witnesses where appropriate.

The investigator will inform the persons involved of the outcome of the investigation, in writing, within the agreed timeline.

Action from the investigation findings will be taken in accordance with the findings of the investigation (See 6. Possible Outcomes).

Depending on the seriousness of the investigation, Labyrinth Education LTD aim to conclude and provide outcomes of the investigation with 10 working days of the complaint being raised. However, this may be extended at the discretion of the investigator, with written notice to the required persons informing them of any extension. A maximum of 28 days from the date of the complaint being raised to a conclusion is to be allowed.

6. Possible Outcomes

Outcomes include: no further action, informal warning, formal warning, dismissal, or statutory referrals to DBS or TRA.