

Code of Conduct

1. Purpose

The purpose of this policy is to ensure we create and maintain a positive and effective environment both in terms of our fellow colleagues and the pupils and learners that we support by setting out the expectations we have of our staff, volunteers, agency workers and other representatives in relation to their conduct.

2. The Statutory guidance

This policy meets the requirements of:

- Keeping Children Safe in Education (KCSIE) (Updated Annually)
- Employment Rights Act 1996
- Employment: Code of Practice
- Data Protection Act 2018
- The Equality Act 2010
- Health and Social Care Act 2008 (Regulated Activity) Amendment Regulations 2015
- Care Act 2014
- Mental Capacity Act 2005
- Charities and social media guidance, September 2023 Charity Commission
- Campaigning and Political Activity Guidance, November 2022 Charity Commission

3. Policy statement

At Ambitious about Autism (**AaA**) and Ambitious about Autism Schools Trust (**AaAST**), autistic children and young people are at the heart of everything we do. We champion their rights and create opportunities and have zero tolerance of any form of abuse or discrimination.

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ELT/SMT/Managers - are responsible for ensuring members of their team and directorate follow the policy and procedures set out and that appropriate action is taken as outlined, should any

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Appendix 1 – Code of Conduct Procedure

1. Confidentiality

All information about pupils, learners, residents within our residential settings, their families or about staff, volunteers, supporters, partners or other stakeholders - however recorded including the use of mobile phones at work - is strictly confidential. It may only be used for the professional purposes for which they were gathered and may not be shared with third parties or other individuals except within the confines of a professional information exchange. If unsure as to whether a particular piece of information may be confidential, it is your responsibility to treat it as such and to seek advice from your line manager. You must follow the guidance as set out in the [Data Protection](#)

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or facial piercings should be limited to simple studs within the workplace for all those staff working directly with pupils and learners.

Visible tattoos, unless part [Equality Act 2010](#). However, AaA/AaAST values diversity and accepts that tattoos can be expressions of individuality. For this reason, visible tattoos are acceptable, providing they could not reasonably be interpreted as:

- discriminatory
- offensive
- likely to frighten pupils or learners
- relevant
- professional bodies, philosophies, standards or codes of conduct

Decisions about the appropriateness or otherwise of tattoos are for the relevant manager/SMT member within AaA/AaAST.

Inappropriate dress, tattoos or jewellery and should be remedied as soon as is feasible and no later than the following day. In some cases, a staff member may be sent home. It is the responsibility of all the staff working with someone dressed that expose flesh when seated).

4. Press & Media

AaA/AaAST works to raise awareness and understanding of autistic children and young people and their families in the media and elsewhere. We are at times asked to comment on issues relating to our work or activities on-site and beyond. Such interest is generally welcomed. However, the messages that go out to the media must be carefully considered and should be in the very best interests of the organisation. Positive comments and open discussions can at times be distorted or misconstrued. For this reason, you must not talk directly to the media at any time without first contacting the External Affairs team.

5. Social Media and Use of Mobile Phones

Social media is essential to the success of communicating AaA/AaAST work. It is important for some staff to participate in social media to engage with our audience, participate in relevant conversations and raise the profile of AaA/AaAST

However, the difference between a personal and professional opinion can be blurred on social media, particularly if you're discussing issues relating to AaA/AaAST /AaAST Policy sets out the standards we require of everyone to observe when posting as a representative of AaA/AaAST or posting as an individual with a personal view. Failure to comply may result in disciplinary action.

Each area AaA/AaAST will have different rules in relation to the use of personal and work mobile phones. These c4[)]Tq0.00000887 0 595.5 842 reW* nBT/F2 11 Tf1 0 0 1 50795 21 Tf(w)-4(o)681 503.7210.33 T

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6. Whistleblowing

Whistleblowing happens when a staff member raises a concern about malpractice or a potentially dangerous activity, that they are aware of through their work or from colleagues and they raise the matter so that it may be investigated and where necessary corrected. It is important that concerns can be raised in a confidential manner with no detriment to the whistleblower. For this reason, AaA/AaAST has a [Whistleblowing Policy](#) in place, which outlines the steps to be taken by any staff member who wishes to raise a concern. Should the concern relate to a safeguarding matter, the safeguarding policies and procedures for protecting children and/or adults must be followed. When dealing with complaints from young people, families, suppliers, commissioners and education and /or health and social care professionals, staff

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laid out and appropriate to your role. All financial transactions must be properly authorised and recorded, and wasteful or unnecessary expenditure must be avoided at all times.

All staff must comply with the Bribery Act 2010, please refer to the [Anti Bribery and Corruptionp](#),

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professional relationship. Staff must not discuss individual pupils, learners or residents with Trustees or Governors except where essential for professional reasons.

Staff & team

AaA/AaAST recognises that work is demanding and at times can be stressful. Good supportive relationships between colleagues are essential. Staff are therefore expected to treat each other with respect, being helpful and polite to all those with whom they have contact with. Intolerance and harassment are not acceptable and will be treated seriously. AaA/AaAST is committed to operating in such a way as is compatible with confidentiality. In return, staff are expected to display a positive attitude at work.

All personal information about staff and volunteers or about those applying for roles at AaA/AaAST should remain confidential and only shared where necessary and in line with GDPR.

All staff are encouraged to offer each other positive feedback, constructive criticism and support. It is not acceptable to criticise a colleague or a volunteer in front of a pupil, learner or resident or their

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Policy Owner

Director

Staff who have a personal blog or website which indicates in any way that they work at AaA/AaAST

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