

Staff Code of Conduct

The professional standards and safeguarding expectations for everyone working with Samiad

1. Purpose and scope

This Code of Conduct sets out the professional standards and safeguarding expectations for all staff, volunteers, contractors and host families working with Samiad. Safeguarding is everyone's responsibility, and all actions must prioritise the welfare and safety of students.

It applies at all times while working for Samiad: on campus, on offsite activities and excursions, in online and digital communications, and in any context where staff are associated with Samiad.

2. Safeguarding principles

Samiad is committed to protecting all children and young people in its care. Staff must:

- Put student welfare first in all decisions.
- Maintain professional boundaries at all times.
- Act immediately on safeguarding concerns.
- Share information appropriately to protect children.
- Never promise confidentiality to a student.

3. Professional conduct

Staff must

- Treat students with dignity, respect and patience.
- Use appropriate language and behaviour at all times.
- Act as positive role models.
- Follow all Samiad policies and procedures.
- Comply with instructions from senior staff and safeguarding leads.

Staff must never

- Engage in bullying, harassment or intimidation.
- Use sexualised language, jokes or behaviour.
- Form emotional or personal relationships with students.
- Discriminate on any protected characteristic.

4. Recognising and reporting safeguarding concerns

Staff must remain vigilant to signs of abuse, neglect, bullying, exploitation, self-harm, mental health distress or radicalisation. Any concern, however small, must be reported.

If a safeguarding concern arises

- Make sure the student is safe.
- Report immediately to the Designated Safeguarding Lead.
- Record the concern factually and promptly on the Samiad incident reporting system.
- Do not investigate the concern yourself, and do not discuss it more widely.

Contact	Number
Designated Safeguarding Lead — Jade Bartlett / Alex Hopkins	07957 903 746 / 07415705927
Children's Social Care	0121 303 1888 · Out of hours: 0121 675 4806
Childline	0800 1111
Emergency services	999

5. Professional boundaries

Physical contact

Physical contact should be avoided wherever possible. Where it is necessary, for example in first aid, it must be appropriate, minimal and proportionate.

One-to-one situations

Staff must avoid being alone with students behind closed doors. One-to-one interactions should be visible to others and reported where appropriate.

Favouritism

Staff must not show favouritism or create “special” relationships with students.

Communication

All communication with students must use approved Samiad systems. Staff must not share personal contact details with students and must not connect with students on social media. Section 7 sets this out in full.

6. Anti-radicalisation and the Prevent duty

Samiad has a duty under the Counter-Terrorism and Security Act 2015 — known as the Prevent duty — to have due regard to the need to prevent people from being drawn into terrorism. Radicalisation is a safeguarding matter, and it is treated in exactly the same way as any other risk of harm to a student.

The starting point

- Samiad students come from many countries and hold a wide range of political and religious views. Holding a view that a member of staff disagrees with is not radicalisation.
- The concern is a student being drawn towards supporting terrorism or extremist activity, or being targeted by someone seeking to draw them towards it.
- Concerns must never be based on a student's nationality, religion, ethnicity or appearance.

Staff must

- Complete the radicalisation awareness element of Samiad safeguarding training before working with students.

- Be alert to changes in a student's behaviour, language, associations or online activity that may suggest they are being drawn towards extremist views or activity.
- Be alert to any attempt — by a student, a visitor, another adult or an online contact — to promote extremist views to students.
- Report any concern to the Designated Safeguarding Lead immediately, however small or uncertain it seems.
- Record the concern factually on the Samiad incident reporting system.

Staff must never

- Promote or express extremist political, religious or ideological views to students, or use their position to influence a student's beliefs.
- Attempt to investigate a concern themselves, or argue a student out of a view.
- Discuss the concern with anyone other than the Designated Safeguarding Lead.
- Delay reporting because they are unsure whether the concern is serious enough. Deciding that is not a member of staff's job.

What happens next

The Designated Safeguarding Lead decides what action is needed, including whether to make a Prevent referral. Channel is the voluntary, confidential, multi-agency programme that offers support to people identified as susceptible to being drawn into terrorism. A Prevent referral is not a criminal investigation and does not create a criminal record.

7. E-safety and mobile phone use

Two rules matter more than any others in this section, and neither has an exception.

The two hard rules

- Never give a student your personal details, and never ask for theirs.
- Never photograph or film a student on a personal device.

Personal details and contact with students

- Staff must not give students, or their families, any personal contact details. That includes a personal phone number, personal email address, home address, social media account or messaging handle.
- Staff must not ask a student for their personal contact details.
- Staff must not connect with, follow or accept a student on social media, during the programme or after it has ended, while that student is under 18.
- Staff must not communicate privately with a student through any messaging app, game or online platform.
- All communication with students must use approved Samiad systems, and must be open to view by another member of staff.

Photographs and video of students

- **Photographs and video of students may only be taken on the Samiad devices provided on each campus.** Staff must never use a personal phone, camera or other personal device to photograph or film a student, for any reason.
- Images of students must not be copied to, stored on, or shared from a personal device or a personal account.
- Images may only be used for the Samiad purpose for which they were taken.

- If a student is accidentally captured on a personal device, the member of staff must tell their campus manager and delete the image.

Personal mobile phones on duty

- Staff may carry a personal mobile phone on campus.
- Staff should avoid using a personal phone during structured activities and lessons, unless it is for a work purpose.
- Personal phones must never be used in bedrooms, bathrooms, changing areas, or anywhere a student may be undressed.
- Staff must not show students personal content on their own device.

Online conduct and online risk

- Staff must not access, store or share inappropriate material on any device while working for Samiad.
- Staff must be alert to online risks to students, including grooming, bullying, harmful content and radicalisation, and must report any concern to the Designated Safeguarding Lead.
- Anything a member of staff posts publicly online that identifies them as working for Samiad reflects on Samiad.
- Any breach of this section, by anyone, must be reported to the Designated Safeguarding Lead or the campus manager immediately.

8. Alcohol, drugs and prohibited substances

Alcohol must not be consumed on Samiad campuses or in the presence of students. Staff must never supply or condone the use of drugs, alcohol or vaping by students.

9. Supervision and duty of care

Staff are responsible for active supervision at all times, following timetables, headcounts, curfews and safety procedures.

10. Trips and activities

Risk assessments must be followed for all activities and excursions, including transport, medical needs, supervision ratios and emergency procedures.

11. Confidentiality and records

Safeguarding information must be handled sensitively and shared only with appropriate safeguarding staff. Records must be accurate and factual.

12. Breaches of this Code

Breaches of this Code may result in disciplinary action, up to and including dismissal. Gross misconduct includes any sexual relationship with a student and any serious safeguarding breach.