

## **Appendix A – EtonX Staff Code of Conduct with respect to Safeguarding**

This Code of Conduct should be read as guidance for all working at EtonX regardless of their position. To meet and maintain our responsibilities to ensure the safety and wellbeing of all children and young people enrolled on EtonX courses (“students”), EtonX staff must agree standards of good practice which form a Code of Conduct which is contractually binding. Everyone working at EtonX will be asked to sign and return this as acceptance of their commitment to the Code of Conduct.

Good practice for staff must include:

- being aware of and complying with EtonX’s Safeguarding and Recruitment Policy and Procedures to ensure that they uphold public confidence in the company’s ability to safeguard the safety and wellbeing of students;
- treating all students with respect;
- conducting themselves in a professional manner at all times;
- maintaining professional boundaries at all times when communicating with Students and avoid behaviour which might be misinterpreted by others. Staff should report and record any incident that has this potential;
- not engaging in gossip about students;
- not abusing the Admin role in the Virtual Classroom if a member of staff is observing a Virtual Class;
- understanding that all communication may be recorded and may be reviewed on an ad hoc basis;
- reporting instances of an attempt by a student to make contact through social networking sites to the DSL who will advise on how to deal with this;
- showing awareness that any email communication between a member of staff and a Student outside agreed protocols may lead to disciplinary and/or criminal investigations;
- avoiding the use of inappropriate language; and
- referring all concerns about a student’s safety and wellbeing to the Designated Safeguarding Lead.

It is not permissible (and in some cases may be unlawful) for a member of staff to:

- share any personal or sensitive information with a student, other than that which might be appropriate as part of their professional role;
- request, or respond to, any personal or sensitive information from students;
- establish or seek to establish social contact with a student inside or outside of the Course Site or Virtual Classroom for the purpose of securing a friendship or to pursue or strengthen a relationship;
- if a student or parent of a student seeks to establish social contact, the member of staff should exercise their professional judgment in making a response and ensure that the Designated Safeguarding Lead is aware;
- use the EtonX Course Site or Virtual Classroom as a way to start or encourage a friendship or relationship with a student and communication should never fall into loose informality;
- accept any gifts that might be construed as a bribe by other students, or lead the giver to expect preferential treatment.

**I confirm that I have read and understood EtonX’s Staff Code of Conduct and agree to abide by its content.**

**Print name:** \_\_\_\_\_

**Signed and Dated:** \_\_\_\_\_