



Code of conduct



CODE OF
CONDUCT



Contents

| | |
|---|---|
| 1. Personal and Professional Responsibility | 3 |
| 2. Professional Integrity | 3 |
| 3. Collaborative Working | 4 |
| 4. Professional Knowledge and Understanding | 4 |
| 5. Professional Learning | 4 |

This code sets out the key principles of good conduct and professional practice all (ATL) employees must uphold.

Failure by an ATL employee to adhere to the code may result in disciplinary action. Any breaches may also be reported to the relevant governing body as appropriate.

The code of conduct is broken down into 5 key principles that must be upheld; Personal and Professional Responsibility, Professional Integrity, Collaborative Working, Professional Knowledge and Understanding and Professional Learning.

1. Personal and Professional Responsibility

1.1 Recognise their personal responsibility as a role model and public figure, to uphold public trust and confidence in the education professions, both in and out of the workplace;

1.2 Conduct relationships with learners professionally by:

- Communicating with learners respectfully, in a way which is appropriate for them;
- Using all forms of communication appropriately and responsibly, particularly social media;
- Ensuring any physical contact is necessary, reasonable and proportionate;
- Contributing to the creation of a fair and inclusive learning environment by addressing discrimination, stereotyping and bullying;
- Maintaining professional boundaries.

1.3 Engage with learners to encourage confidence, empowerment, educational and personal development;

1.4 Have a duty of care for learners' safety, physical, social, moral and educational well-being:

- Acting on anything which might put a learner's safety or welfare at risk;
- Reporting, in line with 4.3 below, any safeguarding issue, or any other issue which may potentially harm a learner's safety or welfare.

1.5 Are mindful of your professional responsibility for the health, safety and well-being of colleagues, and yourselves.

1.6 Demonstrate a commitment to equality and diversity.

2. Professional Integrity

2.1 Are accountable for your conduct and professional competence;

2.2 behave honestly, and with integrity, particularly with regard to:

- Finances and funds in the workplace;
- Personal credentials, experience and qualifications;
- References, declarations made and signing documents;
- Assessment and examination related tasks;
- Use of property and facilities provided by ATL
- Communications with ATL, informing ATL of any recordable criminal conviction or caution, or Restriction placed on your practice by any government body;
- Report any matter which is required by your terms and conditions of employment.

2.3 handle information and data appropriately, applying the necessary protocols to matters relating to confidentiality, sensitivity and disclosure;

2.4 adhere to lawful standards of behaviour, in a manner in keeping with your position as a member of the education profession.

3. Collaborative Working

3.1 Respect, support and collaborate with colleagues, learners and others to achieve the best learning outcomes;

3.2 Share experience and knowledge to help yourselves and other practitioners develop and maintain best practice (see Section B);

3.3 Aim to develop and maintain professional working relationships with parents, guardians, carers and other stakeholders as appropriate;

3.4 Communicate appropriately and effectively with all involved in the education of learners.

4. Professional Knowledge and Understanding

4.1 know, use and take responsibility for the relevant professional standards for your profession throughout your career;

4.2 know, understand and comply with current policies, procedures and guidelines which are relevant to your practice;

4.3 know, understand and comply with current safeguarding policies, procedures and guidelines which are relevant to your practice;

4.4 where necessary, seek support, advice and guidance and are open to feedback, responding to it positively and constructively.

5. Professional Learning

5.1 demonstrate a shared commitment to your continuing professional learning by reflecting upon and evaluating your practice, keeping your professional knowledge and skills up to date and taking steps to improve your practice where necessary.