

VIP Education Code of Conduct September 2026

INTRODUCTION

A code of conduct is designed to give clear guidance on the standards of behaviour all staff are expected to observe.

Staff are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all pupils. Each employee has an individual responsibility to maintain their reputation and the reputation of VIP Education, whether inside or outside of working hours.

THE POLICY

SETTING AN EXAMPLE

All employees who work at VIP Education set examples of behaviour and conduct which may be copied by pupils. Employees must therefore avoid using inappropriate or offensive language at all times.

All employees must demonstrate high standards of conduct in order to encourage our pupils to do the same.

Employees should be suitably dressed for their duties and responsibilities, including the wearing of appropriate uniform, safety clothing and equipment. Open toed shoes/sandals should not be worn.

EQUALITY ISSUES

Employees must comply with equality policies in relation to employment and their duties and responsibilities.

VIP Education will not tolerate any harassment, intimidation, unfair discrimination or victimisation, by employees against pupils, colleagues, parents or other visitors.

HONESTY AND INTEGRITY

Staff must be honest and act with integrity in their work. This includes the handling and claiming of money and the use of VIP Education property and facilities.

Gifts from suppliers or associates of VIP Education must be declared to the SLT, except for 'one off' token gifts from pupils or parents. Personal gifts from individual members of staff to pupils are generally inappropriate and could be misinterpreted. It is advisable to discuss this with the SLT before giving a personal gift to any pupil.

CONDUCT OUTSIDE OF WORK

Employees must not engage in conduct outside work which could seriously damage the reputation and standing of VIP Education or the employee's own reputation or the reputation of other VIP Education staff members.

In particular, criminal offences which involve violence or possession, or use of illegal drugs or sexual misconduct are unacceptable. Employees cautioned for, charged or convicted of a criminal offence following their appointment to the post must disclose/report this to the SLT immediately. *Consideration will then be given to the effect of the charge or the conviction and the suitability of staff to do the job.*

It is not appropriate for employees to have social contact with current or former pupils that is not declared to the SLT.

Employees must not engage in any use of social network sites which may bring themselves or VIP Education into disrepute.

RELATIONSHIPS

VIP Education recognises that employees who work together may form personal friendships and, in some cases, close personal relationships. While we do not wish to interfere with these personal relationships, it is necessary for VIP Education to ensure that all employees behave in an appropriate and professional manner while at work.

A relationship at work can be with a colleague but also includes but is not limited to parents and third-party providers.

Whilst VIP Education accepts that partners and family members and friends do work together within VIP Education, some regulation is necessary.

Existing or new personal relationships at work between colleagues should be declared to the SLT where there is a potential for this to impact upon the work of either (for example: a risk of allegations of bias or conflict of interest). The SLT will treat declarations in confidence.

Employees should not assume that VIP Education are aware of any such connections.

Any employee who has a close personal relationship with another colleague, parent, or any third party related to VIP Education must not allow that relationship to influence their conduct at work.

Where there is evidence that a conflict of interest, breach of confidentiality or unfair advantage may occur as a result of employees with a personal relationship working together, the SLT may consider an alternative arrangement, e.g., a change in reporting arrangements, or duties within a team if appropriate in the circumstances.

Intimate behaviour during work time, for example kissing, touching or holding hands, is expressly prohibited. This rule applies during all working time, whether at the normal workplace, at VIP Education events or on other premises.

Any breach of this rule will be regarded as a disciplinary offence leading to disciplinary action.

Any relationships at work that create or cause a safeguarding breach will be investigated in line with Keeping Children Safe in Education and the disciplinary policy.

All employees have a duty to protect pupils and VIP Education, any employee that sees a conflict of interest, or any unfairness arise due to others having a personal relationship must report it as soon as possible to the SLT.

USE OF PERSONAL MOBILE PHONES, LAPTOPS AND TABLETS

If there is a requirement to take photographs of or record pupils for VIP Education's purposes this must be carried out using VIP Education equipment that will be provided, and we must have parental consent.

Under no circumstances should personal equipment be used to photograph and record pupils.

CONFIDENTIALITY

Where employees have access to confidential information about pupils or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil.

All employees are likely at some point to witness actions which need to be confidential. For example, where a pupil is bullied by another pupil (or a member of staff), this needs to be reported and dealt with in accordance with the appropriate VIP Education procedure. It must not be discussed outside of work, including with the pupil's parent or carer, nor with colleagues except for a senior member of staff with the appropriate role and authority to deal with the matter.

Employees have an obligation to share with the SLT any information which gives rise to concern about the safety or welfare of a pupil. Employees must **never** promise a pupil that they will not pass on information that they are told by a pupil.

DISCIPLINARY ACTION

All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action up to and including dismissal.

- SLT (Senior Leadership Team) **

Policy Date: September 2026

Policy Review Date: September 2027