



Code of Conduct

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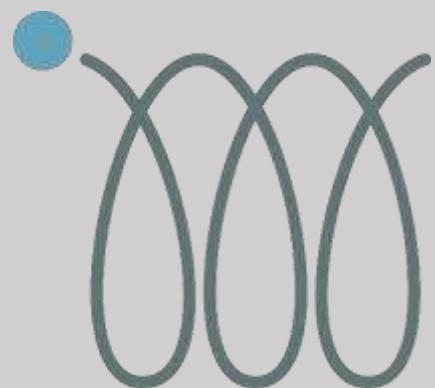
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Our approach

Grace Foundation exists to transform young people's lives through holistic education. Through our Christian ethos, we are committed to working with schools from the inside out to support the aspirational, relational, and spiritual needs of students and their families. Our approach to education focusses on developing the whole person, enhancing student wellbeing, and improving OFSTED outcomes to help transform school communities.

- We partner with secondary schools to help develop students holistically, enhance student wellbeing, and improve student outcomes.
- We embed our Ethos Team made of up an Ethos leader, Youth Worker and Family Support Worker, to add capacity to schools and help drive long-term change.
- We integrate our bespoke Ethos Programme through a whole school approach that encompasses lessons, assemblies, drop-down days, intervention groups, enrichment activities and special events.
- Our Ethos Team helps improve outcomes for individual students and improve overall OFSTED outcomes for school communities.

The purpose and scope of behaviour code

This behaviour code outlines the conduct that Grace Foundation expects from all our staff and volunteers. This includes trustees, agency staff, interns, students on work placement and anyone who is undertaking duties for the organisation, whether paid or unpaid.

The behaviour code is there to help us protect children and young people from abuse. It has been informed by the views of children and young people.

Grace Foundation is responsible for making sure everyone taking part in our activities has seen, understood and agreed to follow the code of behaviour, and that they understand the consequences of inappropriate behaviour.

As a Grace Foundation representative, you are required to ensure your conduct is in keeping with the organisation's Christian identity, beliefs, values and aims and abide by the organisation's policies and procedures. For employees, this includes the terms and conditions of your employment (as outlined in your employment contract) and for volunteers, this includes the expectations outlined in your volunteering agreement.

The aim of this Code of Conduct is to formalise the standards by which you need to behave in all circumstances. The code applies to all Grace Foundation representatives, whether staff, trustees, committee members, advisers, volunteers, consultants and all those connected with the activities of Grace Foundation regardless of location (including on international trips). By accepting an appointment or otherwise representing Grace Foundation, you undertake to discharge your duties and regulate your conduct in accordance with this code.

The Code of Conduct is intended to provide direction for all Grace Foundation representatives to perform their duties and conduct their private life in a manner that avoids possible conflicts of interest with the values of Grace Foundation.

By following this Code of Conduct, all representatives will contribute to strengthening the professionalism and impact of the work of Grace Foundation and will have a shared understanding of who we are and how we behave.

This Code of Conduct supports the achievement of Grace Foundation's vision and values. It underpins the behaviours that are expected of our representatives to demonstrate their commitment to Grace Foundation's culture and ways of working. It is supported by the competency framework and various Grace Foundation policies and procedures.

Grace Foundation aspires to be a truly diverse organisation and therefore is fully committed to ensuring that individuals are not discriminated against because of gender, marital or civil partnership status, race, religion or belief, sexual orientation, age, disability, gender reassignment, pregnancy and maternity, or because they work part-time or on a fixed-term contract. We ask our staff to embody the Christian Ethos of the organisation in a distinctive but inclusive manner.

The role of staff and volunteers

In your role at Grace Foundation, you are acting in a position of trust and authority and have a duty of care towards the children and young people we work with. You are likely to be seen as a role model by young people and are expected to always act appropriately.

We expect people who take part in our services to always display appropriate behaviour. This includes behaviour that takes place outside our organisation and behaviour that takes place online. You are also expected to follow the procedures and policies of schools/venues in which you work. If you need assistance understanding these and how they relate to you, please speak to your line manager as soon as possible.

Responsibility of staff and volunteers

You are responsible for:

- Prioritising the welfare of children and young people.
- Providing a safe environment for children and young people and ensuring equipment is used safely and for its intended purpose.
- Maintaining a good awareness safeguarding and child protection issues and taking action when appropriate.
- Following Grace Foundation's principles, policies, and procedures including safeguarding and child protection, whistleblowing and online safety policies.
- Always complying with the law.
- Modelling good behaviour for children and young people to follow.
- Challenging all inappropriate behaviour and reporting any breaches of the behaviour code to [Phil Miles- Designated Safeguarding Lead]
- Reporting all concerns about abusive behaviour, following our safeguarding and child protection procedures. This includes inappropriate behaviour displayed by an adult or child, directed at anyone of any age.

Respecting children and young people

You should:

- Listen to and respect children at all times.
- Value and take children's contributions seriously, actively involving them in planning activities wherever possible.
- Respect a young person's right to personal privacy as far as possible. If you need to break confidentiality in order to follow child protection procedures, it is important to explain this to the child or young person at the earliest opportunity.

Diversity and inclusion

You should:

- Treat children and young people fairly and without prejudice or discrimination.
- Understand that children and young people are individuals with individual needs.
- Respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems, and appreciate that all participants bring something valuable and different to the group/organisation.
- Challenge discrimination and prejudice.
- Encourage young people and adults to speak out about attitudes or behaviour that makes them uncomfortable.

Appropriate relationships

You should:

- Promote relationships that are based on openness, honesty, trust and respect.
- Avoid showing favouritism.
- Be patient with others.
- Exercise caution when you are discussing sensitive issues with children or young people.
- Ensure your contact with children and young people is appropriate and relevant to the nature of the activity you are involved in.
- Ensure that whenever possible, there is more than one adult present during activities with children and young people.
- If a situation arises where you are alone with a child or young person, ensure that you are within sight of, or can be heard by, other adults.
- If a child specifically asks for or needs some individual time with you, ensure other staff and/or volunteers know where you and the child are, in line with the venue's policies and procedures.
- Only provide appropriate personal care in an emergency, and ensure there is more than one adult present, if possible, unless it has been agreed that the provision of personal care is part of your role and you have been trained to do this safely.

Inappropriate behaviour

When working with children and young people, you must not:

- Allow concerns or allegations to go unreported.
- Take unnecessary risks.
- Smoke, consume alcohol, or use illegal substances.
- Develop inappropriate relationships with children and young people.
- Make inappropriate promises to children and young people.
- Engage in behaviour that is in any way abusive, including having any form of sexual contact with a child or young person.
- Let children and young people have your personal contact details (mobile number, email or postal address) or have contact with them via a personal social media account.
- Act in a way that can be perceived as threatening or intrusive.
- Patronise or belittle children and young people.
- Make sarcastic, insensitive, derogatory, or sexually suggestive comments or gestures to or in front of children and young people.

Upholding this code of behaviour

You should always follow this code of behaviour and never rely on your reputation or that of our organisation to protect you.

If you have behaved inappropriately, you will be subject to our disciplinary procedures. Depending on the seriousness of the situation, you might be asked to leave Grace Foundation. We may make a report to statutory agencies such as the police and/or the local authority child protection services.

If you become aware of any breaches of this code, you must report them to Phil Miles, Designated Safeguarding Lead. Staff should follow our whistleblowing procedure outlined in our safeguarding policy.

FURTHER ONLINE LINKS

- [Safeguarding and child protection](#)
- [Recognising and responding to abuse](#)
- [Safeguarding children who come from Black, Asian and minoritised ethnic communities](#)
- [Safeguarding deaf and disabled children and young people](#)
- [Safeguarding LGBTQ+ children and young people](#)
- [Safeguarding children with special educational needs and disabilities \(SEND\).](#)