



Code of Conduct

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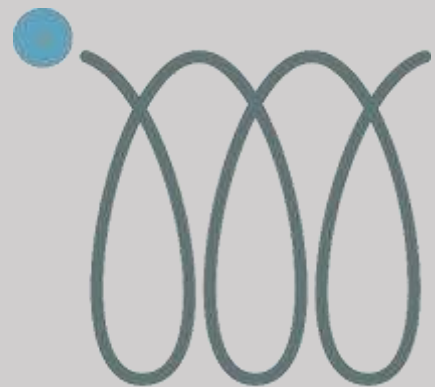
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Our approach

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 focuses 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 of 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 the code of conduct

This code of conduct 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 code of conduct 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. All Grace Foundation representatives are expected to conduct themselves outside work in a manner that does not undermine their professional responsibilities, safeguarding obligations, the legitimate interests or reputation of Grace Foundation, or the trust and confidence required in their role. This includes conduct online and on social media.

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 of safeguarding, child protection, online safety, exploitation, domestic abuse, coercive control, child-on-child abuse and other emerging safeguarding risks and taking appropriate action where concerns arise.
- 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 code of conduct to Phil Miles, current Designated Safeguarding Lead, or in his absence to the current Deputy DSL, Dave Boden. Where the concern arises while working in a school, or relates to a member of the school community, it must also be reported promptly through the school's safeguarding procedures to the school's DSL or appropriate senior leader. Staff must therefore ensure that concerns are reported through both Grace Foundation and school safeguarding channels where applicable. Where the concern relates to the Grace Foundation DSL or Deputy DSL, it must be reported to an appropriate senior leader or Trustee in accordance with the Grace Foundation Safeguarding and Whistleblowing Policies.
- 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 always respect children.
- 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.
- Share information appropriately where there are safeguarding concerns and in accordance with Grace Foundation's safeguarding policies, data protection legislation and relevant statutory guidance.
- Understand that data protection legislation is not a barrier to sharing information where this is necessary to protect a child or young person from harm.

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.
- Grace Foundation is committed to fostering an inclusive, anti-discriminatory and anti-racist culture. All staff, volunteers and representatives are expected to challenge discriminatory attitudes, language and behaviour and promote equality, dignity and respect for all.

Appropriate relationships

You should:

- Promote relationships that are based on openness, honesty, trust and respect.
- Avoid showing favouritism.
- Staff and volunteers must not give gifts to individual children or young people, except where this forms part of an authorised activity or has been appropriately agreed. Where a gift is considered appropriate, it should wherever possible be given on behalf of Grace Foundation or the host school, rather than personally from an individual member of staff or volunteer. Staff and volunteers must not lend money, accept significant gifts from children or families, or enter into private arrangements that could compromise professional boundaries.
- 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. One to one work with children must be taken place within host school procedures. Where possible, interactions should take place in an appropriate, observable and accessible location. Other relevant staff should be aware of where the member of staff and young person are.
- 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.
- Staff and volunteers must not take, store, share or publish photographs, videos or recordings of children or young people using personal devices unless expressly authorised and in accordance with Grace Foundation's policies and the host school's 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.
- Physical contact with children and young people must always be appropriate, necessary and proportionate to the circumstances, taking account of the young person's needs, dignity and personal boundaries. Staff are responsible for familiarising themselves with and following the host school's procedures regarding appropriate touch, physical intervention and restraint. Where physical intervention or reasonable force is necessary to prevent harm, staff must follow the school's relevant policy and procedures, including any requirements for reporting, recording and completing the school's restraint or physical intervention log. Any concerns arising from physical contact or intervention must be reported promptly in accordance with safeguarding procedures.
- Staff must not transport children and young people in private vehicles except where this is authorised by both the school and in line with host school procedures.

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.
- Take, store, share or publish photographs, videos or recordings of children and young people on personal devices, personal social media accounts or unauthorised platforms.

Online conduct

Staff and volunteers must:

- Follow Grace Foundation's Online Safety Policy.
- Maintain appropriate professional boundaries in all online communication.
- Only communicate with children and young people using authorised organisational or school communication systems.
- Never use personal social media, messaging applications or personal email accounts to communicate with children or young people.
- Report any online safeguarding concerns immediately in accordance with safeguarding procedures.
- Ensure any online activities are appropriately risk assessed and supervised.

Reporting low-level concerns

Low-level concerns are behaviour that may not meet the harm threshold but is inconsistent with the staff code of conduct including inappropriate conduct both inside and outside of work. Staff and volunteers must share any concern, no matter how small, about their own or another adult's behaviour if it may be inconsistent with this Code of Conduct. All concerns will be recorded and managed in accordance with Grace Foundation's safeguarding procedures.

Upholding this code of behaviour

All staff and volunteers working in regulated activity will be subject to appropriate recruitment checks, including Disclosure and Barring Service (DBS) checks where required by law.

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 of Conduct, you must report them to Phil Miles, current Designated Safeguarding Lead, or in his absence to the current Deputy DSL, Dave Boden. Where the concern arises while working in a school, or relates to a member of the school community, it must also be reported promptly through the school's safeguarding procedures to the school's DSL or appropriate senior leader. Staff must therefore ensure that concerns are reported through both Grace Foundation and school safeguarding channels where applicable. Where the concern relates to the Grace Foundation DSL or Deputy DSL, it must be reported to an appropriate senior leader or Trustee in accordance with the Grace Foundation Safeguarding and Whistleblowing Policies.