

Staff Code of Conduct

Liberty in the Wild Ltd



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1. Introduction

This Code of Conduct sets out the standards of behaviour and professional expectations for all staff working at Liberty in the Wild Ltd.

This policy applies across all areas of the provision, including:

- The Wilderness
- The Woodland
- The Wild Meadow

As an alternative provision and specialist educational setting, Liberty in the Wild Ltd is committed to creating a nurturing, inclusive, therapeutic and supportive environment which meets the diverse needs of our pupils and families.

All staff are expected to uphold the values, ethos and professional standards of Liberty in the Wild Ltd and to act in a manner that promotes the safety, wellbeing and dignity of all members of the provision community.

This policy applies to:

- Directors
- Staff
- Volunteers
- Contractors
- Agency staff
- Work experience students
- Visitors working within the provision

This policy should be read alongside:

- Safeguarding & Child Protection Policy
- Staff Behaviour Policy
- Whistleblowing Policy
- Health & Safety Policy
- Equality, Diversity & Inclusion Policy
- E-Safety Policy
- Data Protection & Confidentiality Policies

This policy is reviewed annually.

2. Core Values

Liberty in the Wild Ltd is guided by the core values:

“Nothing Ventured, Nothing Gained... Never Forgotten.”

All staff are expected to demonstrate the following values in their professional practice:

Respect

Treat all pupils, colleagues, parents/carers and visitors with dignity, fairness and respect regardless of background, identity, ability or circumstance.

Integrity

Act honestly, professionally and transparently at all times.

Compassion

Demonstrate empathy, patience and understanding towards the individual needs and experiences of pupils and families.

Excellence

Strive to achieve high standards in education, safeguarding, care and professional conduct.

Safety

Prioritise the physical, emotional and psychological wellbeing of pupils, staff and visitors at all times.

Inclusion

Promote an inclusive environment where diversity is respected, barriers are reduced and all individuals feel valued and supported.

3. Professional Conduct

3.1 Respect and Inclusivity

Staff must:

- Treat all pupils with kindness, dignity and respect
- Promote positive relationships and inclusive practice
- Recognise and support individual needs and differences
- Challenge discriminatory, prejudicial or inappropriate behaviour

- Create an environment where pupils feel emotionally and physically safe
- Promote equality, diversity and inclusion at all times

Any form of discrimination, harassment, bullying or victimisation is unacceptable.

3.2 Confidentiality and Information Sharing

Staff must:

- Maintain the confidentiality of personal and sensitive information
- Comply with UK GDPR, data protection legislation and provision policies
- Share information only where there is a lawful, professional or safeguarding reason to do so
- Store and manage confidential information securely
- Avoid discussing confidential matters in inappropriate locations or with unauthorised individuals

Confidentiality must never prevent staff from appropriately sharing safeguarding concerns.

3.3 Communication

Staff must communicate professionally, respectfully and appropriately with:

- Pupils
- Parents/carers
- Colleagues
- External professionals
- Visitors

Staff must:

- Use appropriate and professional language at all times
- Avoid language or behaviour that may be offensive, intimidating or harmful
- Maintain professional standards in verbal, written and online communication
- Report concerns, incidents or safeguarding matters promptly through the appropriate procedures

3.4 Professional Boundaries

Staff must maintain clear and appropriate professional boundaries at all times.

Staff must not:

- Develop inappropriate relationships with pupils
- Show favouritism or create dependency relationships
- Communicate with pupils through personal social media accounts or personal messaging platforms
- Engage in behaviour that could be misinterpreted or compromise professional judgement

Relationships with parents/carers must also remain professional and appropriate at all times.

Any concerns regarding boundaries must be discussed immediately with a Director or the Designated Safeguarding Lead (DSL).

3.5 Personal Conduct

Staff are expected to conduct themselves in a way that reflects positively on Liberty in the Wild Ltd both inside and outside of work.

Staff must:

- Behave professionally and responsibly
- Avoid conduct that could damage the reputation of the provision
- Dress appropriately and safely for their role and activities
- Avoid the misuse of social media or online platforms
- Refrain from attending work under the influence of alcohol or illegal substances

Staff must not consume alcohol or use drugs during working hours or whilst responsible for pupils.

Prescription medication which may impact fitness to work should be discussed with a Director where appropriate.

4. Safeguarding and Child Protection

Safeguarding is everyone's responsibility.

All staff must:

- Read and follow the Safeguarding & Child Protection Policy
- Follow the principles outlined within Keeping Children Safe in Education (KCSIE)
- Immediately report safeguarding concerns to the Designated Safeguarding Lead (DSL)
- Maintain professional curiosity and vigilance
- Record concerns accurately and promptly
- Attend safeguarding training and updates as required
- Understand procedures relating to child-on-child abuse, online safety, mental health and safer working practice

Staff must always act in the best interests of pupils and prioritise their welfare and safety.

5. Professional Development

Staff are expected to actively engage in continuous professional development and reflective practice.

Staff must:

- Attend mandatory training sessions
- Maintain appropriate qualifications and certifications where required
- Engage positively with supervision and appraisal processes
- Reflect upon practice and seek support where needed
- Contribute to a positive culture of learning and development

Liberty in the Wild Ltd values creativity, innovation and the development of staff strengths to enhance provision opportunities for pupils.

6. Health and Safety

Staff must comply with all Health & Safety policies, procedures and risk assessments.

Staff are responsible for:

- Maintaining safe working environments
- Reporting hazards, accidents or concerns promptly
- Following safe practice during activities, trips and outdoor learning
- Using equipment appropriately and safely

- Contributing to risk assessments where required

Staff involved in outdoor learning, transport, adventurous activities or practical sessions must ensure appropriate safety procedures are followed at all times.

7. Online Conduct and Social Media

Staff must use technology and social media responsibly and professionally.

Staff must not:

- Share confidential information online
- Post content that may damage the reputation of Liberty in the Wild Ltd
- Engage in inappropriate online interactions with pupils
- Use personal devices inappropriately around pupils

Privacy settings should be used appropriately; however, staff should be aware that online conduct outside of work may still impact professional reputation and suitability to work with children.

8. Attendance, Punctuality and Reliability

Staff are expected to:

- Attend work punctually and reliably
- Follow absence reporting procedures
- Maintain professional standards of reliability and communication
- Notify the provision promptly where absence or lateness occurs

Persistent lateness, unexplained absence or failure to follow procedures may be managed through formal processes.

9. Equality, Diversity and Inclusion

Liberty in the Wild Ltd is committed to creating an inclusive environment where all individuals feel respected, valued and supported.

Staff must:

- Promote equality and inclusion
- Respect diversity and individual identity
- Challenge prejudice, discrimination and stereotyping
- Support pupils with SEND, SEMH needs and additional vulnerabilities appropriately
- Contribute to an environment of belonging and emotional safety

All staff are expected to uphold the principles outlined within the Equality, Diversity & Inclusion Policy.

10. Compliance and Accountability

All staff must comply with:

- Relevant legislation
- Statutory guidance
- Provision policies and procedures
- Professional expectations

Staff are expected to take responsibility for their actions and seek support where necessary.

Any breaches of this Code of Conduct may result in:

- Informal management action
- Formal disciplinary procedures
- Referral to external agencies where appropriate

Serious breaches relating to safeguarding, professional conduct or unlawful behaviour may result in immediate action.

11. Whistleblowing and Reporting Concerns

Staff have a professional responsibility to report concerns regarding:

- Safeguarding
- Unsafe practice
- Professional misconduct
- Discrimination or harassment
- Health and safety concerns
- Breaches of policy or procedure

Concerns should be reported in accordance with the Whistleblowing Policy or safeguarding procedures.

Staff raising genuine concerns in good faith will be supported appropriately.

12. Conclusion

By adhering to this Staff Code of Conduct, all staff contribute to the safe, supportive and effective operation of Liberty in the Wild Ltd.

Professional conduct, positive relationships and a commitment to safeguarding and inclusion are central to the ethos of the provision.

All staff are expected to model the values and standards expected within Liberty in the Wild Ltd and contribute positively to the wellbeing, development and success of all pupils.