

Meadow Pathways Wellbeing and Education Cornwall (MPWEC)



Staff Conduct Policy Education other than at School (EOTAS)

Responsibility to update: Zoe Waitz and Michelle Pascoe

Applies to: All staff, contractors, volunteers and visiting professionals working with children and young people (CYP) engaged in Meadow Pathways EOTAS packages (including tuition in homes, community venues and online).

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Date: September 2025

Review Date: September 2026

Introduction

This Staff Conduct Policy outlines the standards of behaviour expected of all staff working at Meadow Pathways Cornwall.

It is based on statutory guidance including Keeping Children Safe in Education (KCSIE) and Working Together to Safeguard Children.

All staff must understand and adhere to this policy to maintain the highest standards of safeguarding, professionalism, and ethical behaviour.

Purpose

The purpose of this policy is to:

- Promote safe and positive relationships between staff and learners.
- Safeguard children and young people from harm.
- Uphold Meadow Pathways values of respect, care, and inclusion.
- Ensure staff are aware of professional boundaries and responsibilities.

Expectations of Staff Conduct

All staff must:

- Act in the best interests of children at all times.
- Treat all learners with dignity and respect.
- Report any concerns about a child's welfare immediately to the Designated Safeguarding Lead (DSL).
- Maintain appropriate professional boundaries in person and online.
- Avoid any behaviour that could be perceived as favoritism or inappropriate.
- Communicate with children and families in a respectful, professional manner.
- Ensure all learning and interaction spaces are safe, inclusive and supportive.

Use of Personal Mobile Phones and Devices

Due to the community-based nature of Meadow Pathways, staff may use personal phones in the course of their work.

To protect children and staff:

- Personal devices must only be used in line with this policy and for work purposes.
- No photographs or recordings of learners are to be taken on personal devices.
- Personal devices used must have filtering and appropriate security settings enabled.
- Staff must never share personal numbers with learners.
- Work-related communication must be professional and documented where appropriate.

Safeguarding Responsibilities

All staff are responsible for ensuring they:

- Understand and follow the latest statutory safeguarding guidance.

- Complete relevant safeguarding and child protection training annually.
- Report safeguarding concerns without delay to the DSL, Michelle Pascoe.
- Cooperate fully with any investigations or reviews regarding staff conduct or safeguarding.

Confidentiality

Staff must maintain confidentiality at all times. Information about learners or staff must not be shared unless there is a safeguarding concern or a legal requirement to do so. Conversations or observations about learners must not be discussed outside of work or on social media.

Breaches of the Policy

Breaches of this policy will be taken seriously and may result in disciplinary action. Serious misconduct may lead to suspension or dismissal.

Declaration

All staff must read, understand, and sign their agreement to comply with this Staff Conduct Policy. A signed copy will be retained on each employee's file.