



CODE OF CONDUCT AND ETHICS

Principles of the Central Education Code of Conduct and Ethics

The purpose of this document is to establish, determine and maintain professional standards for all Central Coaching, Central Out of School Club and Central Stars in Schools representatives, and to inform and protect clients and members of the public using our services. It will be used in conjunction with all Central Education activities in schools and in the community.

Central Education expects all individuals who are engaged in any area of delivery within schools on its behalf to confirm to ethical and professional standards in a number of areas, which clearly laid out in this document. It is imperative that all representatives have read and understood this code, and adhere to the principles and responsibilities embodied in it before working with any group of children or young people on behalf of Central Education.

Introduction

Central Education provides a wide range of sporting and childcare activities which are popular with children. All children who are entrusted in our care are exposed to positive and memorable experiences, and are protected from negative ones.

Staff must respect the rights, dignity and worth of every human being and their ultimate right to self-determination. Specifically, staff must treat everyone equitably and sensitively, within the context of their activity and ability, regardless of gender, ethnic origin, cultural background, sexual orientation, religion or political affiliation.

A staff member is any person who is responsible for the delivery and development of any child, or group of children who are part of any Central Education programme, both within and beyond the school day. As well as the delivery of a specific session or activity, the staff member is also tasked with the all-round development of the child or group of children. All Central Education staff must demonstrate exemplary behaviour at all times. The staff member has to maintain this level of behaviour when communicating with individuals across all levels, from children and parents to Head Teachers and governors.

At Central Education, we understand our privileged position as role models, mentors, confidants and teachers to all children who are involved in any activity with us. Our aim is for all children and young adults to have a positive experience through all of our activities.



PERSONAL STANDARDS, BEHAVIOUR & RELATIONSHIPS

Central Education staff and representatives are aware that personal appearance is of great importance when working within schools, and have a responsibility to look clean, tidy and professional, and project an image of “functional efficiency” at all times. All staff are expected to wear the full branded company clothing provided to them, to all Central Education sessions, and failure to do so will result in disciplinary action. It is the responsibility of the staff to communicate when individual items of company clothing need replacing or if further items are required.

Staff members will NOT:

- Smoke on or near school premises
- Wear any type of headwear on school premises (unless for religious reasons)
- Wear any type of jewellery (i.e. earrings, necklaces, etc.) on school premises (unless for religious reasons)
- Chew gum whilst on school premises
- Deliver any session under the influence of alcohol or other substances - under any circumstances
- Discuss or communicate information, which is confidential to Central Education or its customers, with persons either inside or outside the school (i.e. staff who have left the school) or with parents. Behaviour of this kind is a disciplinary matter and will be dealt with by Head Office
- Use sarcastic, demeaning, insensitive or inappropriate comments or language towards the children
- Write personal notes, letters, send emails or blog individual children. It is not acceptable for any Central Education staff member to add children to online profiles or groups

Staff members WILL:

- Only eat during specified breaks and only in the staff room on school premises
- Only be referred to formality by Mr, Mrs, Miss, etc. on school premises
- Ensure mobile phones are on silent prior to any session and should only be handled and used during the lesson in the case of an emergency
- Arrive promptly for every session (not less than 15 minutes before the start of a lesson)
- Consider whether it would be possible to arrange the presence of another adult in the vicinity if children require any assistance with toileting
- Be honest and accurate when providing professional information about colleagues or themselves
- Maintain appropriate professional relationships and boundaries with all individuals they meet and communicate with around the delivery of the service, and respect their unique position of trust as a coach/teacher
- Take care that their relationships with children reflect the age, gender and maturity of the children. It is particularly important to ensure that all aspects of demeanour, language and attitudes - however conveyed - do not give rise to misunderstandings



STAFF RESPONSIBILITIES

Further to the behaviours listed, Central Education staff members have a responsibility to:

- Encourage appropriate behaviour by the children during all aspects of any Central Education activity
- Encourage the children to abide by the school or club rules and enjoy being active
- Encourage all children to participate in any activity to the best of their ability
- Encourage all children to treat everyone with due respect
- Encourage the use of the Central High 5

All Central Education members of staff....

...will be concerned primarily with the wellbeing, safety, protection and future of the individual. There must be a balance between the development of performance and the social, emotional, intellectual and physical needs of the individual. A key element is the development of independence. Children must be encouraged and guided to accept responsibility for their own behaviour.

...are responsible for setting and monitoring the boundaries between a working relationship and friendship with the children in their care. The staff members must realise that certain situations or friendly words and actions could be misinterpreted, not only by the child, but also by outsiders (or other members of a class or group) motivated by jealousy, dislike or mistrust, and could lead to allegations of misconduct or impropriety.

...must ensure that no action on their part could be misconstrued and that any AfPE and Ofsted guidelines are followed where physical contact between staff member and child is a necessary part of the session during any activity. Wherever possible, any physical contact should be avoided and the session should be adapted to avoid contact. In the event of health and safety and to protect a child from injury, staff members may react instinctively in order to prevent a child from coming to any harm. The relationship between staff member and child relies heavily on mutual trust and respect.

Comforting a child in distress

There is no easy definition of what is acceptable here, since a lot will depend on the circumstances, the age of the child, the extent and cause of the distress and the alternative means of providing comfort. Staff members will need to use their professional judgement and discretion in relation to these factors, and should consider how others might perceive the action - even if no one else is present - and ensure that it does not develop into unnecessary contact. Particular care must be taken in instances which involve the same child over a period of time. Any incident where a child in distress is in need of assistance from a Central Education member of staff, wherever possible, another adult should witness the situation and a note of it should be made on the **Central Education Incident Reporting Form**.

Safety

All Central Education staff members have a professional responsibility to ensure all children have a safe environment to work and play within. If an accident occurs, it is imperative that staff members follow the steps laid out in the **Company Accident Procedure** or in the specific school's accident procedure. Staff members also have a responsibility to protect children from poor practice and any form of abuse during sessions and any other time that children are in their care. It is strongly recommended that staff members arrange adequate insurance to cover their own practice. It is also recommended that any activities carried out by staff members are suitable for the age, maturity, strength and ability of all children. In a PESSPA capacity, it is essential that staff members do not attempt to coach techniques or skills that have not been covered in their specific level of coaching award qualification. Any attempt to do so will invalidate their insurance cover. Central Education are insured to coach all primary-based activities.

Competency

Competency should be verified through the proof of qualification and should not be inferred from evidence of prior experience.

In a PESSPA context, It is recommended that staff members are able to recognise when to pass children on to other clubs or agencies, but should always inform and seek advice from the Head Office or school Head Teachers in the first instance (prior to recommendation). For all staff members, it is important they take responsibility for their own continuous professional development, making the most of any opportunities offered to them through Central Education or other education agencies. It is important for staff members to be objective about their ability, and if at any time they feel concerned about their ability to deliver sessions at a certain level, or about their effectiveness in a certain situation, it is up to them to discuss this with Head Office or withdraw if necessary. All staff members will be required to undergo continuous professional development. All necessary support will be offered to them to do so by Central Education.

Staff members have access to all policies and procedures via an online portal at all times, which can be accessed through the website:

www.centraleducation.co.uk

