



# CODE OF CONDUCT FOR BERKELEY GUARDIANS ADULTS 2025/2026

Approved by: Karen Pickles  
Designated Safeguarding Lead  
Date: 1st September 2025

## POLICY REVISION RECORD (annual reviews)

Date	Section	Revision	Updated by
05/07/22			Karen Pickles
04/08/23	Re-written policy	Re-styled to include all above as required and acknowledgement of KCSIE 2023	Karen Pickles
01/09/24		Reviewed and acknowledgement of KCSIE 2024	Karen Pickles
01/09/25		Reviewed and edited in line with KCSIE 2025	Karen Pickles

# 1. Policy Aims

**This Code of Conduct is designed to:**

- Promote a safe, respectful, and inclusive culture across Berkeley Guardians
- Build trust between children and adults, and protect both from misinterpretation or misconduct
- Ensure all staff and homestays understand their safeguarding responsibilities and professional boundaries
- Uphold the highest standards of integrity, fairness, and accountability in all adult behaviour

Berkeley Guardians values diversity and is committed to supporting all individuals regardless of gender, race, ethnicity, culture, disability, sexual orientation, age, religion, or socio-economic background.

# 2. Key Principles

- The welfare of the child is paramount (Children Act 1989)
- Adults must act in ways that are open, transparent, and accountable
- Adults must avoid behaviour that could be misinterpreted or questioned
- Concerns must be reported promptly to the Designated Safeguarding Lead (DSL)
- Records must be kept of any incidents, decisions, or actions taken
- All children must be treated with equal respect and professional standards
- Adults must know the DSL's name and understand their safeguarding duties

# 3. Professional Conduct Standards

**All Berkeley Guardians adults must:**

- Maintain high standards of honesty, integrity, and professionalism
- Avoid using their position to intimidate, threaten, coerce, or undermine children
- Never engage in corporal punishment or degrading treatment
- Avoid placing personal interests above their duty to Berkeley Guardians
- Respect confidentiality and never misuse personal information about children
- Never engage in or encourage sexual activity with or in front of children
- Dress appropriately and avoid clothing that may be considered offensive or provocative
- Exercise caution with gifts and rewards to avoid favouritism or misinterpretation
- Handle pupil infatuations sensitively and report them to senior staff
- Avoid social contact with pupils outside approved channels
- Only communicate online with pupils through sanctioned platforms
- Ensure physical contact is age-appropriate, justified, and open to scrutiny

- Knock and wait before entering rooms where children may be undressed
- Use physical intervention only to prevent harm or criminal activity, and never with excessive force
- Avoid unnecessary one-to-one situations with children
- Ensure motor insurance covers transporting children and seatbelts are used
- Maintain professional behaviour during off-site or social activities
- Ensure medical forms and care plans are completed for pupils requiring medication
- Report concerns about medication to the DSL and school promptly
- Justify and document any images taken of children, with prior parental consent
- Seek advice before discussing sensitive topics with children
- Never access or possess indecent images of children
- Report concerns about child welfare or adult behaviour to senior staff or external agencies
- Record and report all child protection concerns to the DSL
- Promptly report any incident that could be misinterpreted or lead to an allegation
- Discuss any difficulties with senior staff to seek support or intervention
- Never supply alcohol, cigarettes, or allow substances to impair their safeguarding responsibilities

## 4. Declaration

All Berkeley Guardians adults must read, understand, and sign this Code of Conduct annually.

**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## 5. Relevant Guidance and Statutory Documents

**This policy is informed by the following:**

- *Keeping Children Safe in Education 2025* (DfE)
- *Working Together to Safeguard Children 2023*
- *Safer Working Practice for Adults Who Work with Children and Young People* (SWP Consortium)
- *Children Act 1989*
- *Education Act 2002*
- *Equality Act 2010*

- *UK GDPR and Data Protection Act 2018*
- *Sexual Violence and Sexual Harassment Between Children in Schools and Colleges (DfE)*
- *National Minimum Standards for Boarding Schools (DfE)*