STAFF CODE OF CONDUCT 2025–2026

Organisation: Manchester Top Team Youth Project (MTTYP) – Alternative Provision

Reviewed: 1 September 2025 | **Next Review:** 1 September 2026

Designated Safeguarding Lead (DSL): Daryl-Anne Baguley – 07523 983890

Deputy Designated Safeguarding Lead (DDSL): George Smith – 07728 793456

1. Purpose & Core Principles

This Code of Conduct sets out mandatory expectations for the professional behaviour of all full-time staff, sessional mentors, tutors, sports coaches, volunteers, and contractors across all MTTYP provision.

All staff must act with absolute integrity, role-model positive conduct, and maintain professional boundaries at all times in accordance with *Keeping Children Safe in Education (KCSIE)* and local authority standards.

2. Professional Boundaries & Adult Conduct

2.1 Relationships & Favours

- Staff must maintain professional distance and objectivity. Showing favoritism, giving individual gifts, or forming exclusive emotional attachments with students is strictly prohibited.
- Staff must never give students personal gifts, money, or rewards outside the formal MTTYP incentive schemes.

2.2 Physical Contact & Sports Instruction

- Physical contact during sports, martial arts, or physical training must be minimal, age-appropriate, strictly for coaching/safety purposes, carried out in open view, and conducted with the pupil's understanding.
- Physical intervention or restraint must only be used as a last resort to prevent injury or severe property damage, in strict alignment with our Positive Behaviour Support (PBS) Policy.

3. Digital Communication & Social Media Rules

To maintain safe professional boundaries, staff must adhere to strict digital standards:

- **Personal Details:** Staff must **never** share personal phone numbers, personal email addresses, home addresses, or personal social media handles with any student.
- **Approved Channels:** All phone calls, text messages, and digital correspondence with students or parents/carers must occur exclusively through official MTTYP-issued devices and platforms.
- **Social Media & Messaging:** Staff must not accept friend requests, follow, or exchange direct messages with current students on any personal social media platform (e.g., Instagram, TikTok, Snapchat, Facebook, WhatsApp).

- **Gaming & Unapproved Apps:** Staff are strictly prohibited from connecting with or playing online games with students on private accounts or unapproved gaming platforms.
- **Personal Media Devices:** Staff must not use personal phones or personal cameras to capture photos or videos of students. All images must be taken on MTTYP equipment in accordance with our Photography & Media Policy.

4. Protocols for 1:1 Working & Off-Site Mentoring

Given MTTYP's specialized alternative provision delivery (including 1:1 mentoring and community-based outreach):

- **Visibility & Transparency:** When conducting 1:1 indoor mentoring or tutoring, sessions must take place in visible, accessible spaces (e.g., rooms with open doors, vision panels, or public spaces) with other adults aware of the meeting.
- **Location Logging:** Prior to embarking on any off-site mentoring, community walk, or off-site educational visit, the mentor must record the session details on the central MTTYP log, including:
    - Name of student and mentor.
    - Approved off-site venue/destination and transport route.
    - Start time and scheduled return time.
- **Time-Stamping & Check-Ins:** Mentors must time-stamp the start and conclusion of every 1:1 off-site session via the central logging system. Any deviation, delay, or location change must be communicated immediately to DSL Daryl-Anne Baguley or DDSL George Smith.
- **Transporting Students:** Transporting a student in a personal vehicle is only permitted if pre-authorised by management, covered by appropriate business insurance, and logged centrally before departure.

5. Safeguarding Duties & Low-Level Concerns Cross-Reference

5.1 Statutory Reporting

Every staff member has a non-negotiable statutory duty to report any safeguarding concern, disclosure, or suspicion immediately to **DSL Daryl-Anne Baguley** or **DDSL George Smith**.

5.2 Reporting Boundary Blurs & Low-Level Concerns

Staff must proactively identify and report any boundary blurs, conduct slips, or inappropriate adult behaviour towards young people:

- **Self-Reporting:** Staff are encouraged to self-report to the DSL if they find themselves in a situation that could be misinterpreted or where professional boundaries were unintentionally blurred.
- **Low-Level Concerns Framework:** Any concern regarding adult behaviour—no matter how small, and even if it appears isolated—must be reported immediately under our **Policy for Managing Allegations Against Staff & Low-Level Concerns**.
- Reports are logged on the confidential Low-Level Concerns Log to monitor for cumulative patterns and protect both young people and staff integrity.

6. Professional Standards & Confidentiality

- Staff must safeguard student and family data in strict compliance with UK GDPR and our Data Protection Policy. Information is shared strictly on a need-to-know basis.
- Personal conduct outside working hours must not bring MTTYP into disrepute, compromise suitability to work with children, or breach duty of care.