**Just Coaching Academy Ltd: Staff Code of Conduct**

**Purpose**

This code of conduct outlines the professional standards, behaviours, and responsibilities expected of all staff at Just Coaching Academy (JCA) to ensure a safe, supportive, and respectful environment for children, young people, parents, carers, colleagues, and partners. It serves as a guide for staff in making everyday decisions and maintaining the high standards of professionalism JCA represents.

**Applicability**

This policy applies to all staff working with JCA, including paid employees, volunteers, and contractors.

**Roles and Responsibilities**

* **JCA Leadership Team (SLT):** Responsible for ensuring staff are informed about and adhere to the Code of Conduct while providing the necessary support to uphold standards of integrity, accountability, and professionalism.
* **All Staff:** Responsible for understanding and adhering to the Code of Conduct, reflecting on their own practices, and maintaining high professional standards.
* **Breaches:** Any breaches of this code may result in disciplinary action, including potential dismissal for serious misconduct.

**Standards of Conduct**

**General Conduct**

* Act with honesty, integrity, and professionalism in all interactions.
* Use professional judgment to prioritize the welfare, development, and progress of children.
* Treat all individuals with dignity and respect, regardless of background, role, or relationship.
* Refrain from using your position within JCA for personal gain or purposes outside the organization.
* Follow all legal requirements and organizational policies, including those concerning safeguarding, confidentiality, and equality.

**Behaviour Outside Work**

* Staff must avoid behaviours outside of work that could harm public confidence or impact their role within JCA.
* Any criminal investigations, convictions, or cautions that may affect the ability to work with children must be reported to the DSL or SLT.

**Gifts and Hospitality**

* **Acceptable Gifts:** Small thank-you gifts (e.g., cards, chocolates) or gifts from group collections (e.g., wedding or farewell presents).
* **Unacceptable Gifts:** Any gift or hospitality given with the intent to influence decisions or gain preferential treatment must be refused.
* **Hospitality:** Modest working lunches or attendance at cultural or sporting events as a JCA representative may be acceptable but must be approved by the SLT.

**Confidentiality**

* Maintain the confidentiality of all sensitive information relating to children, parents, staff, or the organization.
* Discussions regarding sensitive matters must take place in private, ensuring no unauthorized access to information.
* Refrain from disclosing information on social media or to the press without explicit authorization.
* Use secure, encrypted storage for any digital or paper-based sensitive information.

**Recruitment and Appointment**

* Staff involved in recruitment must apply fairness, equality, and transparency throughout the process.
* Any personal connection to a candidate (e.g., family member, close friend) must be disclosed to the SLT.

**Dress and Presentation**

* Staff must adhere to the dress code outlined during induction, wearing professional attire that promotes safety and a positive image.
* Personal protective equipment must be worn where required, and clothing must not compromise health and safety.

**Safeguarding**

* All staff must adhere to JCA’s safeguarding policies and procedures to ensure the safety and well-being of children.
* Staff must report any safeguarding concerns immediately to the DSL or SLT.
* Physical contact with children is only permitted when necessary, such as:
  + Comforting a child in distress.
  + Supporting curricular activities (e.g., PE, drama).
  + Preventing harm or danger to a child or others.
  + Providing intimate care with the knowledge of another staff member present.

**Physical contact guidelines:**

* Ensure contact is minimal, appropriate, and takes place in the presence of others.
* Avoid private one-on-one physical interactions with children.
* Physical contact will **never** be used as a form of punishment.

**Financial and Personal Interests**

* Staff must remain impartial and avoid conflicts of interest.
* Any personal or family relationship that could influence JCA’s decisions or actions must be disclosed in writing to the SLT.

**Other Employment**

* Management team members must seek written approval from the SLT before taking up any additional employment or business ventures.
* Other staff may pursue secondary employment provided it does not conflict with JCA’s interests or reputation.

**Physical Contact and Discipline**

* Physical contact must be limited to necessary and appropriate situations, ensuring it is always respectful and professional.
* Corporal punishment and any physical discipline are strictly prohibited.

At Just Coaching Academy, our staff play a vital role in fostering a positive, safe, and professional environment. This code serves as a foundation for maintaining the trust and confidence of children, parents, and the wider community while upholding the highest standards of integrity and excellence.

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