



LEICESTER TIGERS *Foundation*

Staff Code of Conduct

Name:

Mandatory Staff Requirements

This checklist identifies requirements for Leicester Tigers Staff upon commencement of their employment.

Leicester Tigers Foundation Policies & Procedures:

Please confirm that you have read and understood all Leicester Tigers Foundation policies:

- Safeguarding Policy
- Prevent Policy
- Absence Management Policy
- Complaints Policy
- Data Protection Policy
- Disciplinary Policy
- Equality and Diversity Policy
- Fire Safety Policy
- First Aid Policy
- Health and Safety Policy
- Lone Working Policy
- Physical Restraint Policy
- Transport and Vehicle Policy
- Whistleblower Policy
- ICT, Phones and Social Media Policy

Sign Name:

Print Name:

Date:

Code of Conduct

The Leicester Tigers Foundation is committed to creating a culture that is safe and inclusive across all our delivery. This Staff Code of Conduct is designed to give clear guidance on the standards of behaviour all Foundation staff are expected to observe. Foundation staff are in a unique position of influence and must adhere to behaviour that models the highest possible standards for all the beneficiaries within the Foundation. As a member of a team, each employee has an individual responsibility to maintain their reputation and the reputation of the Foundation, whether inside or outside of working hours.

Our aims underpin the Foundation culture: to develop a happy, friendly, secure, and well-disciplined atmosphere and to encourage a caring, respectful, and trusting relationship between all children and adults. This code of conduct sets out the key principles for the creation and maintenance of a safe school culture.

Objectives of a safe school culture:

- To safeguard beneficiaries and protect staff
- To make explicit expectations of performance and conduct
- To minimise opportunities for abuse
- For all staff to have confidence to report concerns with full confidentiality
- To respond promptly to concerns: we always investigate and address issues
- To exercise appropriate sanctions
- To create and maintain an ethos of mutual respect, openness, and fairness

Our Code of Conduct

1. **Policies and Behaviour:** All staff are expected to follow the Foundation's policies, including behaviour and anti-bullying, in all interactions in the workplace. All parties are expected to work together to build a Foundation whose relationships are characterised by mutual and appropriate respect. Praise and building on the positive should always come first. Where firmness/admonition is called for, this should be exercised calmly, and staff should avoid shouting at beneficiaries unless there is a Health and Safety risk. Our behaviour policy and associated documents establish expectations and approved sanctions. All new staff should be issued with a copy of these policies, and any behaviour concerns should be dealt with in line with them. Where a member of staff is having difficulties managing behaviour, they should discuss this matter with a member of the SLT at the earliest opportunity.
2. **Physical Contact:** All staff should be aware of what physical contact with pupils is appropriate. Staff should only exercise physical restraint as a last resort to prevent injury. Staff are allowed to comfort a child who is hurt/distressed in a manner appropriate to the age of the child. Adults should not initiate any physical contact unnecessarily, and there should be clear boundaries:
 - Children should not be picked up (unless medically necessary or being restrained).
 - Adults should avoid being in a room alone with a child where the door is closed. If you need to talk to a child, either leave a door open and position yourself within sight of the door, or ask another adult to be present.
3. **Respect Between Staff:** All staff are expected to treat each other with respect. Relationships between staff should be characterised by fairness, openness, and

respect. This means valuing all contributions, acknowledging difference, and working together to build a climate of continuous improvement. Politeness and respect are essential ingredients: where differences occur, they should be dealt with calmly and fairly.

4. **Resource Management:** All staff should treat resources responsibly and exercise due financial care. This includes not wasting resources unnecessarily (including physical resources and those such as heat/electricity); following the principles of ‘reduce, reuse, recycle’ where appropriate; signing out for items taken from the stadium. All money handled should be clearly labelled and sent to the CEO by the end of the working day.
5. **Acceptable Use of ICT Equipment:** This policy should be read in conjunction with the Online Safety, GDPR/Data Protection Policy, and Safeguarding Policy. Staff, Trustees, and Visitors should read and sign the ‘Acceptable Use Agreement’ annually. Staff who are in contact with beneficiaries should not use their personal mobile phones during their directed hours/paid hours of employment. Staff must not use their personal mobile phone as a camera in a delivery setting. Any photograph/video must be taken using Foundation equipment. Staff must only save images on Foundation computers.
6. **Professionalism and Confidentiality:** All staff are expected to behave professionally and exercise confidentiality. This includes being punctual and well-prepared, dressing appropriately, and setting a good example. Staff should exercise due confidentiality towards matters that are discussed or overheard. Staff must have no personal contact with former students until they reach the age of eighteen. Staff must not engage in inappropriate use of social network sites which may bring themselves or the Foundation into disrepute.
7. **Conduct Outside of Work:** Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the Foundation or the employee’s own reputation or the reputation of other members of the club community. Any such conduct could lead to dismissal. Criminal offences involving violence, possession or use of illegal drugs, or sexual misconduct are likely to be regarded as unacceptable and could lead to dismissal. Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Staff must not use social media with students or former pupils unless the former pupil is aged at least eighteen.
8. **Confidentiality:** Where staff have access to confidential information about beneficiaries or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the individual. Staff must report any concerns about the safety or welfare of a beneficiary to the line manager or the DSL. Staff must never promise a beneficiary that they will not act on information that they are told.
9. **Relationship with Parents/Carers:** Staff should aim to create a welcoming and open relationship with parents. All parental concerns should be treated seriously and dealt with promptly.
10. **Child Protection:** All staff need to be aware of the policy and procedures for Child Protection. Regular training in Child Protection issues is essential, and staff must pass any concerns on to the DSL.
11. **Curriculum and Behaviour:** Staff should exploit the potential of the curriculum to develop a proactive approach to behaviour and child protection issues.
12. **Whistleblowing:** Staff should be aware of how to record/report concerns (“whistleblowing”). Concerns about another member of staff should be reported

immediately to the CEO. If the concern is about the CEO, it should be reported directly to the Chair of Trustees. All concerns will be investigated thoroughly and confidentially.

13. **Physical and Mental Wellbeing:** All staff should take care of their physical and mental wellbeing and maintain a healthy work-life balance. We take issues of stress very seriously and provide appropriate support.
14. **Access to Counselling and Support:** Staff needing support are encouraged to discuss issues with the CEO or HR department in confidence. Support can be provided both internally (e.g., through a mentor) or externally through the Occupational Health Service.

Induction Process

Purpose:

To ensure new staff understand the Foundation's expectations, policies, and procedures from the outset.

Steps:

1. **Welcome and Introduction:**
 - Meet with HR and/or line manager for an introduction to the Foundation and its values.
 - Review the Foundation's mission, vision, and strategic goals.
2. **Policy Review:**
 - Receive and review the Staff Code of Conduct, Behaviour Policy, Safeguarding Policy, and other relevant documents.
 - Complete mandatory training on health and safety, safeguarding, and data protection.
3. **Role-Specific Training:**
 - Attend role-specific training sessions to understand job responsibilities, expectations, and performance standards.
 - Meet with team members and supervisor to discuss daily duties, goals, and support structures.
4. **Mentorship:**
 - Be assigned a mentor or buddy to provide guidance and support during the initial period.
 - Schedule regular check-ins with the mentor or line manager to address any questions or concerns.
5. **Evaluation:**
 - Participate in an induction review meeting to discuss the integration process, address any issues, and set objectives for the probationary period.
6. **Ongoing Support:**
 - Access to continuous professional development opportunities.
 - Regular feedback sessions and performance reviews to ensure alignment with Foundation standards and expectations.

Conclusion:

All staff are expected to demonstrate consistently high standards of personal and professional conduct. By adhering to this code of conduct and participating in the induction process, staff

can be assured they are playing their part in safeguarding beneficiaries and protecting themselves. It is our expectation that all staff should sign a copy of this code of conduct.

Sign Name:

Print Name:

Date: