



## Code of Conduct

**High Impact Academic Coaching Ltd**

89–90 Paul Street, London, EC2A 4NE

Company Number: 12386860

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**Audience:** All Staff

**Owner:** Designated Safeguarding Lead (DSL)

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### 1. Purpose

This Code of Conduct sets out the standards expected of all individuals working with or on behalf of High Impact Academic Coaching Ltd. It ensures that all interactions with young people are safe, respectful, and professional, and that safeguarding is embedded in our culture.

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### 2. Core Principles

All staff must:

- Prioritise the welfare and safety of young people.
- Treat all children and young people with dignity and respect.
- Maintain professional boundaries at all times.
- Act as positive role models in conduct, communication, and appearance.

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### 3. Expected Behaviour

#### ✓ Appropriate Conduct

- Use clear, age-appropriate language.
- Maintain appropriate physical boundaries.
- Encourage inclusive participation and respect.

- Report safeguarding concerns immediately to the DSL.

## **Prohibited Conduct**

- Using abusive, discriminatory, or inappropriate language.
- Engaging in physical punishment or aggressive behaviour.
- Developing personal relationships with young people outside of work.
- Sharing personal contact details or connecting on social media.
- Photographing or recording children without explicit consent and purpose.

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## **4. Online Behaviour**

When working with children online:

- Use approved platforms only.
- Ensure sessions are recorded or supervised where appropriate.
- Maintain professional dress and background.
- Never engage in private messaging or unsupervised communication.

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## **5. Boundaries and Relationships**

- Do not give gifts or show favouritism.
- Avoid physical contact unless necessary for safety or instruction.
- Do not share personal problems or seek emotional support from young people.
- Maintain a clear distinction between professional and personal life.

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## **6. Reporting and Accountability**

- All staff are responsible for reporting breaches of this Code.
- Concerns must be raised with the DSL or safeguarding team immediately.
- Breaches may result in disciplinary action, suspension, or referral to external authorities.

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## **7. Agreement and Review**

This Code is reviewed annually and updated in line with safeguarding best practices. All staff must read, understand, and agree to this Code before beginning work.

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### Year-on-Year Document Review

Review Date	Reviewer Name	Changes Made / Notes	Next Review Date
01/10/25	Kris Geddes	N/A	01/10/26