

Staff Code of Conduct Safer Working Practice

Creative Makers CIC

STAFF CODE OF CONDUCT & SAFER WORKING PRACTICE POLICY

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Purpose

This policy sets out expected standards of professional conduct in accordance with KCSIE and safeguarding best practice.

Professional Boundaries

Staff must:

- Maintain appropriate professional relationships at all times.
- Avoid favouritism or over-familiarity.
- Communicate through approved channels only.

Physical Contact

- Appropriate contact for regulation support may occur where necessary.
- Any contact must be proportionate, age-appropriate and recorded if significant.

Online Conduct

- Staff must not communicate with pupils via personal social media.
- Personal contact details must not be shared.
- All digital communication must remain professional.

Low-Level Concerns

Any behaviour that may fall short of professional standards must be reported to the Director and recorded.

Lone Working

- Lone working arrangements are risk assessed.
- Safeguarding procedures remain in place at all times.

Gifts & Hospitality

- Staff must not accept significant gifts.
- Any offered gift must be declared to the Director.

Whistleblowing

Concerns about unsafe practice can be raised internally or with external authorities.

Signed:

Rebecca Knee

Director

Creative Makers CIC

Date: 01 January 2026