Simply Sensory
Training and Support
Creating The Building Blocks For Learning

"Live, Laugh, Learn"

SIMPLY SENSORY CODE OF CONDUCT

September 2026 - 2027

Reviewed: September 2026

Next Review Date: September 2027

Simply Sensory policies

This Code of Conduct should be read and adhered to in conjunction with the following policies:

- Child Protection and Safeguarding Policy
- Health and Safety Policy
- Data Protection (GDPR) Policy
- Equality Policy

Appearance and Dress

The expectations are that staff members:

- Ensure that their appearance is clean and neat when at work or representing Simply Sensory
- Dress in a manner that is appropriate to their role.
- Do not dress in a way that would cause embarrassment to pupils, parents, or colleagues
- Jewellery should not be ostentatious.
- Have no visible tattoos wherever possible.

Attendance

Our expectations are that staff members:

- Attend work in accordance with their contract of employment and associated terms and conditions in relation to hours, days of work and holidays.
- Make routine medical and dental appointments outside of their working hours or during holidays, where possible.
- Refer to the Simply Sensory Management on special leave if they need time off for any reason other than personal illness.
- Report any absence immediately to Simply Sensory Management when they are absent from work due to illness or injury. This should be reported on the first day of illness before 9.30 am by telephone/text or email.

Professional behaviour and conduct

Staff members are expected to treat other colleagues, pupils, parents, and external contacts with dignity and respect.

Discrimination, bullying, harassment or intimidation, including physical and verbal abuse, will not be tolerated.

Staff members must not misuse or misrepresent their position, qualifications or experience or bring Simply Sensory into disrepute.

Staff members must inform Simply Sensory if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution.

Safeguarding children

Our expectations are for staff members to:

- Act in an open and transparent way that would not lead to any suspicion about their actions or intent.
- Respect their duty to protect children and young people from harm and to maintain professional boundaries.
- Read and understand Simply Sensory policies on child protection and safeguarding, including their obligations to undertake a Disclosure and Barring Service (DBS) check.

Declaration of interests

Staff members are required to declare their interests where the group or organisation would be considered to be in conflict with the ethos of Simply Sensory. Membership to a trade union would not need to be declared.

Staff members should also carefully consider whether they need to declare their relationship with any individual where this might cause a conflict with Simply Sensory activities.

Failure to make a relevant declaration of interests is a very serious breach of trust and, therefore, if employees are in doubt about a declaration, they are advised to contact Simply Sensory or trade union. All declarations should be submitted in writing to Simply Sensory Management and a record will be kept and must be updated at least annually or when there is a change to a member of staff circumstances.

Probity of records

The deliberate falsification of documents is not acceptable. Where a staff member falsifies records or other documents, including those held electronically, this will be regarded as a serious disciplinary matter and potentially a criminal offence.

Where a staff member has claimed any benefit, either directly or indirectly, or has failed to disclose their full earnings, this will be treated as gross misconduct and the employee may be dismissed and referred to the police.

Financial inducements

Staff members must familiarise themselves and comply with the Simply Sensory's financial regulations. Declare to the Simply Sensory Management in writing, any gifts received, with the exception of:

- Low cost, functional items suitable for business rather than personal use and displaying the supplier's logo. These items may be accepted.
- Gifts offered by parents or pupils to staff to express their gratitude, but staff members should always refuse gifts of money.
- Hospitality in the shape of meals and drinks where it forms part of a normal business meeting, but offers to specific events should only be accepted after authorisation from the Simply Sensory Management.
- Authorised visits by employees to exhibitions, demonstrations, conferences, business meals and

social functions in connection with Simply Sensory's business, which shall be at the Simply Sensory's expense.
- Not accept a personal gift, payment, or other incentive, from a business contact, which should be returned.
- Declare any gift that cannot be returned, Simply Sensory will decide how it will be used.

Simply Sensory Contacts

Staff members shall not use Simply Sensory business contacts for acquiring materials or services at trade discount prices for non-business activities, unless participating in concessionary schemes arranged by trade unions or other such groups.

Health and safety

Staff members must:

- Be familiar with and adhere to Simply Sensory's Health and Safety Policy and must ensure that they take every action to keep themselves and everyone in the business environment safe and well.
- Comply with health and safety regulations and use any safety equipment and protective clothing which is supplied to them.
- Comply with hygiene requirements.
- Comply with accident reporting requirements.
- Inform Simply Sensory management of any paid work which is undertaken elsewhere for compliance with Working Time Regulations.

Alcohol and illegal drugs

The taking of illegal drugs or alcohol during working hours is unacceptable and will not be tolerated. Staff members are expected to attend work without being under the influence of alcohol or illegal drugs. If alcohol or drug usage impacts on a staff member's performance, Simply Sensory has the right to discuss the matter with the employee and take appropriate action, including referral to the police.

Place of Business premises, equipment and communication

Simply Sensory equipment and systems are available only for business-related activities and should not be used for the fulfillment of another job or for personal use, unless specifically authorised by the Simply Sensory Management. Illegal, inappropriate or unacceptable use of equipment or communication systems may result in disciplinary action and, in serious cases, could lead to an employee's dismissal.

Employees receiving inappropriate communication or material or who are unsure about whether something he / she proposes to do might breach this Policy, should seek advice from Simply Sensory Management.

Simply Sensory reserves the right to monitor emails, phone calls, internet activity or document production, principally in order to avoid offensive or nuisance material and to protect systems from viruses, but also to ensure proper and effective use of systems.

Communication systems may be accessed when Simply Sensory suspects that the employee has been misusing systems or facilities, or for the investigation of suspected fraud or other irregularity.

Passwords should not be shared and access to computer systems must be kept confidential except on the express request of the Simply Sensory Management. Breach of this confidentiality may be subject to disciplinary action.

Networking websites

Employees must not access social networking sites for personal use during Simply Sensory work time. Access to some journals, blogs and social networking sites is permitted during classes for the purposes of undertaking job related duties only.

Employees must act in the best interests of Simply Sensory and not disclose personal data or information about any individual, including staff members, children and young people.

Staff members should not 'friend' pupils on social networking websites.

Access may be withdrawn and disciplinary action taken if there is a breach of confidentiality or defamatory remarks are made against any individual at Simply Sensory**.**

Data protection

Staff members are required, under the Data Protection Act 1998, to collect, maintain and dispose of sensitive or personal data in a responsible manner.

Staff members should not disclose sensitive information about Simply Sensory, its employees, or the local authority, to other parties, unless it gives rise to concerns about the safety or welfare of a pupil.

Staff members have the right to request access to data that is held about them and such requests should be made to the Simply Sensory Management.

Equality

This policy is linked to our Equality Policy which, in part, states that:

At Simply Sensory we will continuously strive to ensure that everyone is treated with respect and dignity. Each person will be given fair and equal opportunities to develop their full potential regardless of their gender, transgender, ethnicity, culture and religious background, sexuality, disability or special educational needs and ability. Simply Sensory will work actively to promote equality and foster positive attitudes and commitment to an education for equality. We will do this by:

- Treating all those within the Simply Sensory (e.g., pupils, staff, parents and the outside community) as individuals with their own particular abilities, beliefs, challenges attitudes and backgrounds
- Maintaining an ethos which promotes equality, develops understanding and challenges, myths,

stereotypes, misconceptions and prejudices
- Encouraging everyone at Simply Sensory to gain a positive self-image and high esteem
- Promoting mutual respect and valuing each other's similarities and differences and facing equality issues openly and honestly
- Identifying, challenging and removing all practices, procedures and customs which are discriminatory and replacing them with practices that are fair to all
- Monitoring, and reviewing all the above to secure continuous improvement in all that we do

Safeguarding

Simply Sensory will always work to:

- Protect our children from maltreatment
- Prevent impairment of our children's health or development
- Ensure that our children are growing up in circumstances consistent with the provision of safe and effective care
- Undertake that role so as to enable our children and young people to have optimum life chances and enter adulthood successfully.

Safeguarding is not just about protecting children from deliberate harm. It is a preventative agenda that helps children and young people achieve their full potential, regardless of negative factors such as poverty or social exclusion, by providing services and support to overcome barriers to achievement.

It also includes issues relating to:

- Health and safety
- Bullying
- Racist abuse
- Harassment and discrimination use of physical intervention
- Meeting the needs of children and young people with medical needs
- Providing first aid
- Drug and substance misuse educational visits
- Internet safety
- Site security