



WESTERFIELD COLLEGE

LEARNING AND ENRICHMENT CENTRE

Discover. Lead. Excel.

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Document Title	Staff Code of Conduct
Version	Version 1.1 (Final Integration)
Status	Draft
Reviewing Member of Staff	Centre Manager
Review Date	June 15, 2026
Review Cycle	Annually

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IMPACT THE CHILD... IMPACT THE WORLD.

1. Introduction & Core Ethos

Westerfield College Learning and Enrichment Centre expects all employees, contractors, volunteers, and supply staff to maintain the highest standard of personal and professional conduct. Because our enrichment cycles are intensive, fast-paced, and largely residential, the boundaries between professional duties and pastoral care require constant, deliberate vigilance.

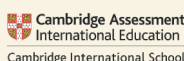
This policy establishes our absolute behavioural expectations. In alignment with top-tier independent school frameworks, we treat our Staff Code of Conduct as a vital shield that protects our student body from harm while safeguarding our educators from false or misconstrued allegations. Staff are in a unique position of authority and influence; this power must never be used to intimidate, coerce, humiliate, or compromise a learner. Compliance with this code is a condition of employment, and any departure from these standards will face immediate administrative and disciplinary action.

2. Governance, Compliance & Professional Assurance

To preserve absolute alignment with UK employment law, education regulations, and safe working practices, Westerfield College Learning and Enrichment Centre coordinates its operational standards with:

- The Department for Education (DfE) statutory guidance, ensuring mandatory compliance with "Keeping Children Safe in Education" (KCSIE).
- The Disclosure and Barring Service (DBS) for continuous monitoring and standardisation vetting.
- The Local Authority Designated Officer (LADO) for the rapid escalation and reporting of low-level concerns or harm-threshold allegations.
- Independent HR and legal counsel to validate employment terms, equality act obligations, and whistleblowing protections.

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3. Definition of Terms

To ensure operational consistency across all staff departments, the following definitions apply:

- **Position of Trust:** A legal designation recognising that an adult in an educational setting holds power, authority, and influence over a minor, making any relationship unequal by default.
- **Low-Level Concern:** Any behaviour or communication that does not meet the statutory harm threshold but falls short of the Staff Code of Conduct or indicates unprofessionalism.
- **Harm Threshold:** Behaviours indicating an adult has harmed a child, committed a criminal offense against a child, or behaved in a way that indicates they are unsuitable to work with children.
- **Self-Generated Intimate Images:** Digital media, including photos or videos of a sexual nature, created by a young person or generated/manipulated through artificial intelligence (AI) systems.
- **Whistleblowing:** The formal, protected disclosure of internal malpractice, illegal acts, or systemic safety failures to senior management or external regulators.

4. Professional Boundaries & Safeguarding Imperatives

Staff must establish clear, unambiguous boundaries with students at all times, both inside and outside the classroom.

4.1 Interactions and Language

- Adults must maintain a professional, respectful, and objective tone. The use of patronising, overly intimate terms (such as "sweetheart" or "darling"), or sharing details of one's personal or romantic life in front of students is strictly prohibited.
- Staff must not make, tolerate, or encourage comments regarding a student's physical appearance, changing body, or perceived attractiveness.
- Zero tolerance is enforced against extreme misogyny, sexism, racism, or derogatory language. Staff must actively challenge these behaviours to prevent the development of harmful sexual behaviours or toxic peer cultures.

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4.2 Physical Contact and Environment Management

- Any physical contact must be explicitly professional, necessary, and appropriate to the activity (e.g., demonstrating a sports technique or administering verified first aid). It must always be child-led and transparent.
- Staff must never find themselves alone with a student behind closed doors. If a private conversation is required, it must take place in a room with a clear viewing window, or the door must be left entirely open, notifying a colleague of the meeting.

5. Digital Communications, Social Media & Artificial Intelligence Safety

In alignment with current statutory requirements, online safety and technological boundaries are heavily regulated.

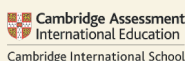
5.1 Personal Social Media and Personal Devices

- Staff are strictly forbidden from connecting with, following, or messaging current or recent students on any personal social media platform, messaging application, or gaming network.
- All digital communication with students must flow exclusively through official centre channels and approved learning networks.
- Staff must never capture images or videos of students on personal hardware, including mobile phones and tablets. Only centre-owned, monitored devices may be used for official media recording.

5.2 Generative Artificial Intelligence (AI) and Cyber Security Risks

- Staff must adhere strictly to centre guidelines regarding generative AI. It is a disciplinary offense to feed personal student data, identifiable portfolios, or confidential assessment notes into public AI systems, as this violates GDPR and data privacy laws.
- Staff must remain hyper-vigilant against digital threats, recognising the prevalence of self-generated intimate images, including those manipulated or created using deepfake AI technology. Any discovery or suspicion of such material must be reported immediately to the Designated Safeguarding Lead (DSL).

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- Staff must follow all filtering and monitoring standards, report any systemic network vulnerabilities, and utilise multi-factor authentication (MFA) parameters to protect institutional data integrity.

6. Proactive Behaviour Monitoring, Concern Escalate and Resolution Workflow

Low-Level Concern Self-Report -> Shared Secure Entry -> DSL Review & LADO Consultation
-> Management Risk Assessment -> Formal Resolution or Disciplinary Action

6.1 The Open Self-Reporting Mandate

Staff are required to work in an open, honest, and transparent manner. If an adult accidentally breaches a boundary (e.g., entering a residential changing area inadvertently, or sending an awkwardly phrased email), they must immediately self-report the incident to the Centre Manager before leaving the campus for the day.

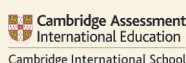
6.2 Managing Low-Level Concerns and Whistleblowing

- Low-Level Concerns: If a staff member notices a colleague exhibiting concerning but non-abusive behaviours (e.g., showing safe-recruitment boundary drift, giving preferential treatment to one student, or using loose language), they must report it to the Centre Manager within twenty-four hours.
- Whistleblowing Protections: The centre maintains a culture where staff are empowered to share safety concerns early. Any employee who reports genuine wrongdoing or systemic safety failures is fully protected from professional retaliation under our whistleblowing framework.

7. Performance Sanctions, Professional Misconduct and Escalations

Failure to adhere to the Staff Code of Conduct undermines public trust and directly compromises student welfare.

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7.1 Tiered Disciplinary Actions

- **Minor Code Breaches (Level 2 Sanction):** Isolated incidents of minor unprofessionalism (e.g., mild lateness, unapproved mobile phone use in teaching areas, or messy documentation) will result in a formal written warning and mandatory placement on a Focused Support Tracker with senior coaching.
- **Serious Boundary Violations (Level 4 Suspension):** Engaging in persistent loose behaviour, failing to report low-level concerns, or breaching data protection standards via unapproved digital systems will result in an immediate suspension from all teaching and residential duties pending an investigation.
- **Gross Misconduct (Level 5 Summary Dismissal):** Documented instances of physical abuse, sexual misconduct, engaging in relationships with students, extreme misogynistic behaviour, or withholding critical statutory child protection data will result in immediate contract termination without notice and a direct referral to the Disclosure and Barring Service (DBS) and the LADO.

8. Accelerated Code Grievance and Disciplinary Appeals

8.1 Right to Fast-Track Professional Review

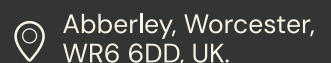
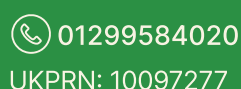
If an academic or residential staff member disputes a disciplinary sanction, a code breach allegation, or an immediate suspension ordered under this policy, they have a right to an accelerated review.

- **Submission Timeline:** The formal appeal must be submitted in writing via email directly to the CEO, Michael Dosunmu, within forty-eight hours of receiving the disciplinary notice.
- **Operational Suspension Status:** To preserve the absolute safety and structural integrity of the active student cohort, a suspended staff member must remain completely off-site and separate from campus operations while the appeal is evaluated.

8.2 Panel Resolution and Final Outcome

- The CEO, Michael Dosunmu, will assemble an emergency Conduct Review Panel consisting of himself and at least one independent, senior human resources consultant or external education legal professional detached from the daily operations of the centre.

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- **Final Judgment:** The panel will thoroughly review all investigation logs, witness statements, self-reports, and written representations from the employee. The CEO will issue a final, binding decision in writing within three working days, determining whether the disciplinary sanction stands, requires adjustment, or is completely overturned.

9. Professional Standardisation & Cultural Accountability

9.1 Mandatory All-Staff Part One Reading

In absolute compliance with current DfE statutory guidelines, all staff, regardless of whether they work directly in the classroom, the residential offices, or administrative suites, must read Part One of "Keeping Children Safe in Education" in full during their pre-course induction. The centre utilises tracking logs to verify and audit this compliance before any staff member receives a timetable allocation.

9.2 Post-Course Behavioural Review

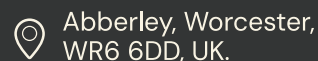
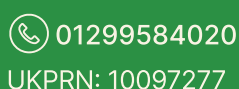
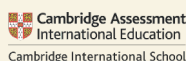
Following the conclusion of each enrichment cycle, the Centre Manager compiles a comprehensive Behavioural Quality Report. This internal analysis reviews the frequency of logged low-level concerns, identifies operational pain points, and ensures that staff boundaries remain aligned with the highest independent sector safety benchmarks for future courses.

10. Policy Review & Version History

10.1 Policy Review

To preserve absolute alignment with both statutory regulations and internal administrative shifts, this policy is subject to a formal, rigorous review cycle annually by the Centre Manager. If internal restructuring, legislative changes, or independent inspection assessments necessitate an earlier update, the review window will be moved forward accordingly.

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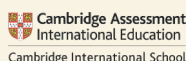


10.2 Version History

The table below tracks the complete evolution of this policy document:

- No: 1
 - Revised on: 30th November 2024
 - Version: Version 1.0
 - Changes: Initial baseline formulation for student internet access codes and basic computer lab guidelines.
 - Approved by: Academic Board
 - Date of Approval: 30th November 2024
 - Revised by: Policy Lead
- No: 2
 - Revised on: 15th June 2026
 - Version: Version 1.1
 - Changes: Comprehensive upgrade implementing enterprise-grade automated filtering controls, real-time trigger keywords alerts, a detailed digital code of conduct, fast-tracked 12-hour parent/agent notifications, parental financial travel liabilities for digital exclusions, and accelerated appeal tracks under the joint authority of the CEO, Michael Dosunmu, and the Centre Manager.
 - Approved by: Centre Manager
 - Date of Approval: 15th June 2026
 - Revised by: Senior Registry Officer

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