

Staff Code of Conduct

For the purpose of this policy, 'Staff' or 'Staff member' refers to employees, placement students, volunteers and associates. All staff agree to commit to the following Code of conduct:

Confidentiality

- Staff members are asked to follow ethical guidelines including those relating to confidentiality and disclosure of information in relation to your position. The confidentiality and data protection policy can be located in the policy folder – the staff member holding your induction will be going through this with you.
- If staff members are also volunteering for/working for a similar organisation where there may be a conflict of interests, they are asked not to pass on information regarding idDerby. Staff members are asked to disclose any work for organisations where there may be a conflict of interest.

Dress Code

- We require Staff members to dress appropriately for the work that they will be completing, identifying that our staff work with a variety of modalities. Clothing should be clean and tidy, and appropriate footwear should be worn to meet health and safety guidelines, with no open toed shoes or sandals. Any low cut, revealing or tight fitting clothing is not appropriate.
- All Staff members should uphold a good level of hygiene and personal appearance whilst completing work with idDerby.
- **Jewellery:** Jewellery can be distracting and prevent effective interaction between you and the individual you are supporting. It is also a health and safety risk. Jewellery should be kept to an absolute minimum – please see our Dress Code Policy for more detail on what is expected.
- **Please read our policy on Dress Code for more detail**

Giving/Accepting gifts or favours from clients

- Staff members are not to receive personal gifts from clients. This is to ensure that staff members do not benefit from vulnerable clients, to avoid accusations of theft and to avoid favouritism.
- Staff members are also asked not to give gifts to clients. This could be seen as favouritism or misconstrued by the person receiving the gift.
- If ever you feel you have been put in a difficult situation regarding giving/accepting gifts, please contact your assigned mentor/line manager to talk about this.
- Gifts may only be accepted in circumstances whereby the client has filled out a 'Gifting Agreement & Gift Log' during their initial assessment. This must have been authorised by management, and you must fill out the Gift Log with the client on receiving the gift. You will be made aware if ever you are supporting a client who has a Gifting Agreement.

Appropriate behaviour

- Staff members are expected to act in a professional manner at all times. As staff members can act as role models to clients, they should display appropriate behaviour at all times.
- Staff members are not to be under the influence of drink or drugs at any time whilst completing work with idDerby. If any staff member is suspected of being under the influence of any substance, for example arriving smelling of alcohol or cannabis, they will be asked to leave and their role at idDerby may be put in jeopardy.

Misconduct leading to summary dismissal without notice

- Theft of the Employer's property.
- Fighting, physical assault or dangerous horseplay.
- Failure to carry out a direct instruction from a superior during working hours.
- Use of bad language or aggressive behaviour on the Employer's premises or in front of customers.
- Wilful and/or deliberate damage of the Employer's property.
- Incapability through alcohol or illegal drugs.
- Loss of driving licence where driving is an essential part of the job.
- Endangering the health or safety of another person at the place of work.
- Deliberately falsifying the Employer's records.
- Receiving bribes to affect the placing of business with a supplier of goods or services.
- Falsely claiming to be sick to defraud the Employer.
- Immoral conduct.

Language/touching when working with individuals

- Staff members are advised to avoid any physical contact from you or by the client to avoid either parties feeling uncomfortable, and to maintain professional boundaries, in order to avoid accusations.
- Staff members must not use any abusive or inappropriate language, or speak in a way which may be interpreted as patronising or aggressive. Staff members are expected to act as role models for the clients, and maintain an attitude and manner that is fitting of this.

Feedback, supervision and reflection

- Staff members are expected to feedback any important or relevant information to managers, for example any disclosures made by clients, or any information which can help us to develop the service we provide for an individual.
- Staff members are advised to reflect on sessions in order to develop their skills and understanding of what does and does not work.
- Staff members (wellbeing and arts therapy) are expected to attend clinical supervision throughout their employment with us. This should be at a minimum ratio of one hour per month. Arts Psychotherapy staff are

expected to understand and adhere to the ratio of Supervision to client hours required for registration with their registering bodies.

Staff member agreement

I, _____

agree:

- To help idDerby fulfil its Programmes.
- To perform my role to the best of my ability.
- To follow the organisation's procedures and standards, including those relating to health and safety and equal opportunities, in relation to its staff, volunteers and clients.
- To meet time commitments and standards agreed to, and to give reasonable notice when I cannot work within my usual sessions so that alternative arrangements can be made where necessary.
- To provide referees, as agreed, who may be contacted, and to agree to a police check being carried out where necessary.
- That I understand and accept it is my own responsibility to ensure I am available to attend clinical supervision sessions, and that it may be detrimental to my development with idDerby if I do not attend.
- To adhere to all Policies and Procedures set out by idDerby, such as Confidentiality, Safeguarding, Incident and Accident Reports and Health & Safety. This includes in relation to themselves, other staff members and the clients.

Signed on behalf of idDerby:

Signature: _____ Position: _____

Name (print): _____ Date: _____

Signed by Staff member: _____

Name (print): _____ Date: _____

Reviewed By:	Rae Scudder
Date:	20/12/2022
Next Review Due:	20/12/2023
Reviewed by:	Rae Scudder
Date:	04.12.2023
Next Review Due:	05.12.2024
Reviewed by:	Rae Scudder
Date:	21.02.2025
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