



ANDERIDA ADOLESCENT CARE

STAFF CONDUCT POLICY

INTRODUCTION

All employees at Anderida are required to conduct themselves in a manner that suggests they are of integrity and good character and mentally able to undertake the work. If there is an allegation that an employee has been guilty of conduct tending to bring themselves or the employer into disrepute, disciplinary and grievance procedure will be followed.

Examples may include:

- Excessive alcohol intake, resulting in unruly behaviour
- Alcoholism
- Use of illegal substances
- Anti-social behaviour
- Suggestion of criminal activity
- Discussing matters of personal sexual nature in the workplace
- Acts of violence, to include domestic
- Acts harassment or discrimination
- Failing to maintain the confidentiality of the organisations, staff and young people
- Not adhering to policies and procedures around social media and technologies
- Not maintaining appropriate professional boundaries and acting with integrity
- Inappropriate use of language to include, belittling, sarcasm or insensitive comments
- Contact with young people or school leavers that falls outside of policies/is without agreement of Anderida's relevant managers
- Failure to whistle blow
- Behaviour or conduct that falls outside of Anderida policies and procedures
- (This is not an exhaustive list).

SOFT INFORMATION ON ISSUES OF CONDUCT OUTSIDE OF WORK

This procedure relates to instances whereby the management of the organisation may be alerted to an issue around the conduct of employee which could in turn compromise the safety and wellbeing of the client group and the reputation of the organisation.

Where there is a lack of direct evidence (soft information) the organisation will balance its responsibilities to investigate the issue and as far as is practicable to ensure the safety and wellbeing of the client group whilst recognising the limitations of pursuing issues with no hard evidence.

Anderida will endeavour to do this by:

- Being transparent to all parties involved
- Interviewing the individual to whom the allegation relates
- Interviewing colleagues in relation to the allegation if appropriate.
- Share the information with the relevant authorities.

Should this provide no further evidence to substantiate or dismiss the allegation Anderida will undertake an assessment of the individual who is subject to the allegations practice to assess if there is any performance concern that may support the allegation.

Should a staff member be dismissed from working within Anderida following concerns regarding any safeguarding issues, Anderida will report to the Disclosure and Barring Service.

In the case of direct safeguarding issues please see safeguarding/staff allegation policy. In the case of employee misconduct please see whistleblowing/disciplinary and grievance procedures.

PERSONAL RELATIONSHIPS

Anderida recognises that, as in the wider community many people find their partners in the workplace. Should current employee's partners apply for employment with the organisation, or, existing employee's relationships develop further than friendship during their employment, they have an absolute obligation to be transparent and share this with their Manager and/or the directors of the organisation. This is in order to ensure that they are not deployed to the same homes and core teams. They should show discretion around their relationships at all times to the young people.

SUPPORTING POLICIES

- Contact with Young People No Longer in Our Care
- Disciplinary and Grievance Procedure
- Safeguarding Procedure
- Internal Soft Intel form Policy and Procedure