

All Poultec Group staff, including contractors must be fully aware of all policies, and in particular, those that impact on the safety of learners, including young learners and vulnerable adults.

To protect our learners and our staff, the company expects certain standards of behaviour and forbids certain activities

All staff must:

- Ensure that you wear your Poultec Staff ID at all times, to identify yourself to students. Students when at the training centre must wear their student ID. Site visitors must sign in on arrival to the training centres, wear visitor ID and be accompanied by staff. Staff will challenge those in restricted spaces not wearing appropriate ID.
- Listen and respect the opinions of others whether they differ from yours or not
- Value and respect young people and vulnerable adults as individuals
- Involve learners in decision making and encourage involvement
- Encourage and praise achievement
- Actively contribute to an organisational culture where inappropriate behaviour is not tolerated
- Provide an example of the conduct you wish others to follow
- Ensure that whenever possible there is more than one adult present during activities with young people and vulnerable adults, or at least ensure you are within sight or hearing distance of others, avoiding private or unobserved situations
- Avoid transporting learners alone by car
- Maintain a safe and appropriate distance with learners and avoid any unnecessary physical contact
- Not engage in or allow any sexually provocative activities to take place
- Not make or permit suggestive or discriminating remarks to/or about children, young people or vulnerable adults
- Not meet young people or vulnerable adults outside of organised or formal situations
- If you are required to contact a learner, this is only done by using a company phone (landline or mobile (call or SMS)) – contact must not be made via messaging software or social media platforms
- Not give out personal information or share personal email address, personal mobile phone numbers etc. with any learner
- Not interact with learners through any social media platform
- Report all suspicions of abuse, inappropriate behaviour or allegations made against yourself or others to a Designated Safeguarding Lead
- Positively support a whistle blowing culture where any concerns about inappropriate behaviour by others towards young people and vulnerable adults is speedily reported to a Designated Safeguarding Lead

- Ensure that photographs or videos, including student ID photographs are only those obtained using company camera or camera phone. Only include learners who have authorised the taking of their photograph or be included in a video. Photographs must be deleted after uploading to the learners eportfolio/secure storage
- Not under any circumstance engage in a sexual relationship with any learner
- Ensure that any information gathered for the purpose of safeguarding young people and vulnerable adults is stored securely with controlled access

As a professional training organisation, we have high expectations of all staff in their general behaviour and interaction with learners and, in particular young and vulnerable learners. This code of conduct must therefore be followed at all times.



Edward Bales
 Managing Director
 2nd September 2024

Policy Review	This policy will be reviewed annually by the Senior Management team or when there are changes in the workplace such as new tools, systems or conditions.
Approval Dates	This version takes effect from: 2 nd September 2024