



Code of Conduct

Kate's Training CIC

1. Policy Purpose

This Code of Conduct explains how everyone working for or representing Kate's Training CIC is expected to behave. It helps us protect children, young people, vulnerable adults, clients and Community Students, provide safe and respectful services, and maintain professional boundaries. We work with parents, carers and families, consider each person's needs, and put welfare and safety first.

2. Scope and Application

This Code applies to directors, employees, workers, volunteers, trainers, contractors and anyone else working for or representing Kate's Training CIC. Everyone it covers must understand and follow this Code, the Safeguarding Policy, and any procedures, guidance or training that apply to their role.

3. Purpose and Authority of the Code

This Code sets the minimum standards for providing high-quality services, protecting the people who use and deliver them, and safeguarding the organisation's reputation. It cannot cover every situation. If you are unsure what to do, pause and ask a manager or safeguarding lead for advice. Always act in the best interests of anyone who may be at risk.

4. Standards of Professional Conduct

- Behave professionally, honestly and respectfully at all times.
- Put the safety, welfare and wellbeing of children, young people, vulnerable adults, clients and Community Students first.
- Keep clear professional boundaries and follow the organisation's safeguarding training and guidance.
- Use approved work communication channels and respond within agreed timescales.
- Do not add clients or students to personal social media accounts or contact them through personal accounts.
- Do not share personal contact details, home addresses or other private information unless this is authorised and necessary for your role.
- Share personal experiences only when doing so has a clear and appropriate benefit for the client or student.
- Do not impose your opinions, beliefs or values. Respect each person's dignity, individuality and right to be heard.
- Provide emotional or practical support in a suitable setting that has been assessed for risk. Meetings should usually take place in a neutral location, such as an office, library or café.
- Work in a family home only when there is a clear need, the activity has been authorised, and suitable safeguarding and lone-working arrangements are in place.
- Keep confidential information secure. Share it only when authorised, required by law, or necessary to protect someone.
- Challenge unsafe or inappropriate practice and report concerns without delay.



5. Reporting Concerns and Breaches

Report any concern about professional behaviour, boundaries, safeguarding practice or a possible breach of this Code as soon as possible. If someone is in immediate danger, contact the emergency services first, then inform the organisation as soon as you can.

Report concerns to the Designated Safeguarding Lead (DSL), **Kate Gorski**, at kate@katestraining.uk or by calling 0161 706 2276 or 07362 512257. If Kate Gorski is unavailable, contact a Deputy Designated Safeguarding Lead (DDSL): **Katherine Metcalfe** at katmetcalfe.katestraining@gmail.com, or **Eniola Adelakun** at eniolaadelakun.katestraining@gmail.com. Mark all correspondence “Strictly Private and Confidential”. If your concern is about a safeguarding lead, report it to another safeguarding lead or to a Board member who is not involved.

6. Legal and Ethical Framework

Read this Code together with the organisation’s Safeguarding Policy and relevant legal guidance, including [Working Together to Safeguard Children](#). When we provide services in or for schools and colleges, we must also consider the current edition of [Keeping Children Safe in Education](#). This Code also reflects the [Planning Inspectorate’s Code of Conduct](#), updated on 26 January 2023, particularly its focus on openness, fairness, impartiality and high professional standards.

Our behaviour is also guided by the Seven Principles of Public Life:

- **Selflessness** – put the public interest first.
- **Integrity** – follow clear ethical standards and avoid improper pressure, influence or obligations.
- **Objectivity** – make fair and impartial decisions based on merit and the best available evidence.
- **Accountability** – take responsibility for decisions and actions and accept proper review.
- **Openness** – make decisions transparently and withhold information only when there is a lawful reason.
- **Honesty** – be truthful and genuine.
- **Leadership** – demonstrate these principles in your own behaviour and encourage others to follow them.

7. Decision-Making Principles for Community Students and Clients

The Board of Directors and management team must make lawful and fair decisions that serve the community and protect each person’s rights, welfare and safety. Decisions must be based on evidence, proportionate to the situation, inclusive, and free from improper influence or conflicts of interest.

Decision-makers should record the reasons for important decisions. They should consider the effect on the wider community as well as the individual needs of Community Students and clients.

Before making a decision, consider:

- Does this decision protect people’s welfare and safety, especially children’s welfare?
- Is it in the best interests of the community and the people affected?
- What evidence supports it, and have relevant views been considered?
- Is it fair, inclusive, proportionate and free from bias?



- Could anyone be disadvantaged or excluded, and how can this risk be reduced?
- Are there any actual or possible conflicts of interest?
- Can the reasons for the decision be explained openly and clearly?
- What outcomes, risks or unintended effects could result?

8. Safeguarding Leadership and Responsibilities

The Board of Directors is responsible for approving, putting into practice and monitoring this Code. Managers must set a good example, deal with concerns fairly and consistently, and make sure workers receive suitable induction, safeguarding training, supervision and support.

Safeguarding contacts: The Designated Safeguarding Lead (DSL) is Kate Gorski. Contact her at kate@katestraining.uk, 0161 706 2276 or 07362 512257. The Deputy Designated Safeguarding Leads (DDSLs) are Katherine Metcalfe at katmetcalfe.katestraining@gmail.com, and Eniola Adelakun at eniolaadelakun.katestraining@gmail.com. Mark all correspondence “Strictly Private and Confidential”.

Everyone covered by this Code must complete required training, cooperate with safeguarding and conduct enquiries, and keep their knowledge up to date. Not following this Code may lead to action under the relevant disciplinary, volunteer, contractor or safeguarding procedure. Where necessary, the matter may also be referred to an external authority.

9. Policy Summary and Review Arrangements

Following this Code is essential to safe, professional, respectful and accountable practice across Kate's Training CIC. Everyone it covers is responsible for reading, understanding and applying it.

We will review this Code alongside the Safeguarding Policy and other relevant organisational policies. This will help keep responsibilities, terminology and reporting arrangements clear and consistent.

The Board will review this Code at least every 12 months from its approval date or most recent review. It will be reviewed sooner if laws or guidance change, a safeguarding incident occurs, new learning is identified, or the organisation changes how it works.

Policy owned and approved by	Board of Directors at Kate's Training CIC
Policy team	K. Gorski, K. Metcalfe, D. Gorski, E. Adelakun
Main contact	Kate Gorski, kate@katestraining.uk , 0161 706 2276, 07362 512257
Effective date	1 September 2026
Next review	1 September 2027, or earlier if required
Applies to	Directors, employees, workers, volunteers, trainers, contractors and others acting on behalf of the organisation