



# Kate's Training CIC

## Code of Conduct

### Code of Conduct

**At Kate's Training CIC we are committed to Safeguarding and Protecting Children, Young People and Vulnerable Adults. Therefore, we are committed to follow the Code of Conduct for Safer Practice. This policy applies to everyone who works within our organisation, including directors, staff, volunteers, trainers, contractors and anyone, who works on our behalf.**

### **Purpose of this policy**

The purpose of this policy is to ensure, that everyone who works for our company puts the welfare of the children into heart of our services. We also acknowledge the importance of working with parents and carers and see Family as a whole and to take each member of the Family into consideration. Our clients and their welfare are our priority. Because of the nature of the business our clients and students, this includes Community Students, might be long term under our services, therefore it is paramount to ensure healthy relationships, including establishing professional boundaries.

### **Meaning of Code of Conduct**

The Code of Conduct is a set of rules for individuals and expectations set by an organisation. All directors, staff, volunteers, trainers and contractors who work within our services must follow this set of rules. The rules are there to offer best services to our clients as well as to protect everyone who works within our organisation. It is to keep the clients welfare at our priority while being safe.

### **Our rules for anyone who works within our organisation:**

1. Be professional at all times.
2. Keep professional boundaries within our clients – the professional boundaries will be explained during Safeguarding training that will be provided to anyone who works within our companies.
3. Do not add our clients and students to personal social media accounts.
4. Personal information, for example about own experience should be only shared if it is for the benefit of the students.
5. Personal information about home address or personal phone number etc. should not be shared with our students.
6. We will not share our personal opinions, views or beliefs with our clients and students.
7. We will value individualities and respect our clients and students opinions views and beliefs.
8. If we are supporting students emotionally, we will maintain professional boundaries and meet in neutral places, such as a café or library or office.

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9. We can facilitate training at Family homes, and can provide emotional and practical support to individuals and Families at their homes, should there be a need.
10. We will contact our clients and students within agreed by our organisations time frames.
11. Any problems with professional boundaries or breach of any rules within the organisations should be reported to the appropriate person. All staff, volunteers contractors report to the Designated Safeguarding Lead (DSL) **Katherine Metcalfe** or Deputy Designated Safeguarding Lead (DDSL) **Kate Gorski**.  
**Contact:** [support@katestraining.uk](mailto:support@katestraining.uk); 01617062276 or 07362512257. Please mark email or letter as 'Strictly Private and Confidential'.

## **Legal framework**

We follow the guidance by Planning Inspectorate. This is the: *Guidance Code of Conduct. Updated 26 January 2023*. The guidance applies to England and Wales and can be found on the website:

<https://www.gov.uk/government/publications/code-of-conduct/code-of-conduct>

The Code of Conduct is based on '*The seven principles of public life*' by Lord Nolan:

1. **Selflessness** – Holders of public office should act in the interests of the public.
2. **Integrity** - Holders of public office should be acting in line with values and ethics.
3. **Objectivity** – Holders of public office should make decisions fairly and impartially, make decisions based on facts.
4. **Accountability** – Holders of public office are accountable to the public for their decision.
5. **Openness** – all decisions should be transparent and open to the public unless there is a lawful reason.
6. **Honesty** – this means being truthful, authentic and genuine.
7. **Leadership** – the principles should be modeled by the public office holders in both work- and personal life.

## **Decisions in working with Community Students and Clients**

The Board of Directors and the management team should make the decisions based on what is best for the Community.

As Community we take in consideration both: Community as a whole and Individuals (Community Students).

When working with Community making decisions the following questions should be asked/taken into the consideration:

- Is the decision good for the Community?
- How will the people from Community benefit from this decision?
- What will the Community gain from this decision?
- Is this decision taking in consideration safety of employees, contractors, volunteers and Board of Directors/Trustees? Safety can not be compromised at any circumstances, safety always comes first.
- Is this decision free of judgement?
- Is this decision based on facts, not on personal opinions or beliefs?

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- Is this decision inclusive for everyone? Will anyone feel left out or treated unequal because of this decision?
- How will the decision affect everyone?
- Are the children in the centre of our decisions (when applicable)?

## **Summary**

Following the Code of Conduct is crucial within our organisation for a Safe Practice.

## **Supporting documents**

This policy statement should be read alongside the Safeguarding Policy and our other organisational policies.

## **Nominated person – Designated Safeguarding Lead**

Persons responsible to implement the Code of Conduct within the company is:

Board of Directors/Trustees at Kate's Community Training CIC.

**Contact:** [support@katestraining.uk](mailto:support@katestraining.uk) and add 'Strictly Private and Confidential' or phone 01617062276 or 07362512257.

Should you have any questions regarding our safeguarding provision, approach and policies or any safeguarding concerns, that arise during our training, please contact the number and email above.

**This policy should be read alongside our Safeguarding Policy and other organisational policies.**

We will review this policy every 12 months and as and when required.

**Policy Team:** Kate Gorski, Piko Choi, Katherine Metcalfe.

**Last review:** 09/05/2025.