

Cubitt Education Ltd – Staff & Trainer Code of Conduct

Policy Owner: Cubitt Education Ltd

Approved by: Sadie Walters

Date: 06.08.2025

Review Date: 06.08.2026

1. Purpose

The purpose of this Code of Conduct is to set clear expectations for professional behaviour and standards for all Cubitt Education Ltd staff and trainers. It ensures that we maintain a safe, inclusive, and high-quality learning environment, uphold our reputation, and comply with all regulatory and contractual requirements.

2. Scope

This Code applies to:

- All employees, freelance trainers, assessors, internal quality assurers (IQAs), and support staff working for Cubitt Education Ltd.
- All contexts, including on-site delivery, online learning environments, workplace visits, and when representing the organisation at events or meetings.

3. Core Principles

Staff and trainers must:

- Act with integrity, honesty, and professionalism at all times.
- Treat all learners, colleagues, and stakeholders with respect, fairness, and dignity.
- Uphold safeguarding, Prevent Duty, and equality & diversity principles in all interactions.
- Maintain confidentiality in line with our Data Protection & GDPR Policy.
- Represent Cubitt Education Ltd positively at all times.

4. Professional Conduct

4.1 Behaviour and Communication

- Use clear, respectful, and professional language at all times, whether in person, by phone, email, or online.
- Avoid any behaviour that could be perceived as discriminatory, harassing, or bullying.
- Maintain appropriate professional boundaries with learners and colleagues.

4.2 Teaching, Training & Assessment

- Deliver learning and assessment in line with awarding body standards and internal quality procedures.
- Prepare thoroughly for all sessions, ensuring materials are accurate, relevant, and inclusive.
- Give constructive, timely feedback to learners.
- Maintain accurate and up-to-date learner records.

4.3 Safeguarding and Prevent

- Follow Cubitt Education Ltd's Safeguarding & Prevent Policy at all times.
- Report any safeguarding concerns immediately to the Designated Safeguarding Lead (DSL).
- Be alert to signs of radicalisation, abuse, neglect, or wellbeing issues.

4.4 Equality, Diversity & Inclusion

- Actively promote an inclusive learning environment.
- Challenge discriminatory behaviour or language when witnessed.
- Ensure teaching materials and methods are accessible to all learners.

5. Professional Standards & CPD

- Maintain occupational competence in subject areas taught or assessed.
- Participate in regular Continuous Professional Development (CPD) as per the CPD Policy.
- Attend standardisation and quality meetings when required.

6. Attendance & Punctuality

- Adhere to the Attendance & Punctuality Policy for all scheduled sessions, meetings, and events.
- Notify your line manager immediately of any unavoidable absences or delays.

7. Confidentiality & Data Protection

- Comply with the Data Protection & GDPR Policy when handling personal information.
- Do not share learner or client data outside of authorised channels.
- Keep all records secure and only accessible to authorised personnel.

8. Use of Technology & Social Media

- Use company IT systems and resources responsibly.
- Avoid posting anything on social media that could damage Cubitt Education Ltd's reputation.
- Maintain professional conduct in all online teaching environments.

9. Conflict of Interest

- Disclose any personal or financial interests that could conflict with your role.
- Avoid any activities that could be perceived as a conflict of interest without prior approval.

10. Non-Compliance

Failure to adhere to this Code of Conduct may result in action under Cubitt Education Ltd's Disciplinary Policy and could lead to termination of employment or contract.

11. Acknowledgement

All staff and trainers are required to sign an acknowledgement confirming they have read, understood, and agree to comply with this Code of Conduct.

Staff/Trainer Signature: _____

Name: _____

Date: _____