

STAFF CODE OF CONDUCT

FOR TRAINING PROVIDERS



RESPECT.

We value every individual.



RESPONSIBILITY.

We are accountable for our actions and impact.



READY.

We are professional, prepared and proactive.



As a staff member at a training provider working with learners from Coventry Alternative Provision (CAP), you play a vital role in supporting positive outcomes. This Code of Conduct sets out the expected standards of professionalism, behaviour and practice.



1. RESPECT EVERYONE

- Treat all learners, colleagues and partners with dignity, kindness and respect.
- Value diversity and promote inclusion.
- Challenge discrimination, bullying and harassment.



2. PRIORITISE SAFETY & WELLBEING

- Keep learners safe and promote their welfare.
- Follow safeguarding policies and report any concerns immediately.
- Provide a safe, healthy and supportive learning environment.



3. DELIVER QUALITY & HIGH EXPECTATIONS

- Plan and deliver engaging, inclusive and high-quality learning.
- Set high expectations and support learners to achieve their potential.
- Be prepared, professional and make every lesson count.



4. COMMUNICATE PROFESSIONALLY

- Communicate clearly, respectfully and professionally.
- Listen actively and respond appropriately.
- Work collaboratively with CAP, schools, families and partners.



5. ACT WITH INTEGRITY

- Be honest, fair and transparent in all your actions.
- Maintain professional boundaries.
- Avoid any behaviour that could undermine trust or reputation.



6. WORK TOGETHER

- Value teamwork and support your colleagues.
- Share information appropriately and work in the best interests of learners.
- Contribute to continuous improvement.



7. PROMOTE POSITIVE BEHAVIOUR & ENGAGEMENT

- Encourage positive behaviour and a culture of respect.
- Use consistent, fair and restorative approaches.
- Help learners to build confidence, resilience and independence.



8. BE A POSITIVE ROLE MODEL

- Be a role model through your words, actions and attitudes.
- Reflect the values of CAP in everything you do.
- Take responsibility for your professional development.



TRAINING PROVIDERS WILL HAVE ADDITIONAL EXPECTATIONS

Staff at training providers will be expected to follow this Code of Conduct and the CAP Quality Standards, provider policies, safeguarding procedures and any additional requirements set by CAP.



OUR PROMISE TO YOU

We will treat you with respect, value your contribution and provide the support, information and resources you need to do your role effectively. We are here to help you succeed.



Together we create positive outcomes for every learner.



RESPECT.

We value every individual. We treat others how we want to be treated.



RESPONSIBILITY.

We take ownership. We do the right thing. We are accountable.



READY.

We are prepared. We stay focused. We make a difference.

Thank you for upholding this Code of Conduct and for making a positive impact every day.