

Professional Code of Conduct

Your Specialist Teacher Limited Company Number 16997681

Effective Date: 4th February 2026

Last Reviewed: 4th February 2026

1. INTRODUCTION

Your Specialist Teacher Limited (hereinafter "The Company," "We," or "Us") is committed to upholding the highest standards of professionalism, integrity, and ethical conduct.

This Code of Conduct outlines the principles and expectations that guide our interactions with children/learners, parents, school staff, and other professionals. It applies to all **Directors, Employees, and Associates** working on behalf of The Company.

2. CORE PRINCIPLES

We are committed to:

- **Child-Centred Practice:** Prioritising the best interests and well-being of the child/learner in all decisions.
- **Respect & Dignity:** Treating all individuals with courtesy, valuing unique backgrounds and perspectives.
- **Integrity:** Acting with honesty and transparency in all professional dealings.
- **Confidentiality:** Upholding strict data security in line with our Privacy Policy.
- **Collaboration:** Working constructively with parents and schools to achieve the best outcomes.

3. RESPONSIBILITIES TOWARDS CHILDREN

- **Safety First:** Protect children from all forms of abuse, neglect, and harm, strictly adhering to our **Safeguarding Policy**.
- **Boundaries:** Maintain appropriate physical and emotional boundaries. We do not exchange personal contact details (e.g., social media, personal phone numbers) with pupils.
- **Environment:** Ensure 1:1 work is conducted in an open/visible area (or with the door open) where possible.

4. RESPONSIBILITIES TOWARDS PARENTS & SCHOOLS

- **Communication:** Communicate openly, honestly, and respectfully.
- **Partnership:** Respect the expertise of school staff and the role of parents. We offer advice and modelling, not judgment.

- **Reliability:** Be punctual for appointments and deliver reports within agreed timeframes (Standard: 7–10 working days).

5. PROFESSIONAL PRACTICE

- **Appearance:** Dress appropriately and professionally for a school environment.
- **Documentation:** Maintain accurate, factual, and objective records.
- **Compliance:** Ensure all necessary insurances and **DBS checks** are current and available for inspection via the Update Service.
- **Therapy Dog:** When working with the Therapy Dog, ensure the animal is supervised at all times and that hygiene/safety protocols are strictly followed.

6. CONFLICT OF INTEREST & GIFTS

- Staff/Associates must not accept significant gifts from clients that could be construed as a bribe or inducement.
- Any potential conflict of interest (e.g., working with a family member) must be declared to the Company Director immediately.

7. SOCIAL MEDIA

- Staff/Associates must maintain a professional online presence.
- Confidential information about clients, children, or schools must **never** be discussed on personal social media accounts.

8. BREACHES OF CONDUCT

Any behaviour that deviates from this Code of Conduct will be taken seriously.

- **Clients:** Concerns should be raised via our **Complaints Policy**.
- **Associates:** Breaches may result in the termination of the Associate Agreement.

9. CONTACT

Your Specialist Teacher Limited

Director: Jamie Evans

Email: jamie@yourspecialistteacher.com

Phone: 07440 160004

Address: 9 Chart Close, Faversham, Kent, ME13 7SE