



ACHIEVE INSPIRE and MOTIVATE CIC
(AIM CIC)

Staff Code of Conduct

The policy is provided to all AIM CIC Members and Associates at induction alongside our Safeguarding Policy.

This policy is in two parts. In keeping with AIM CIC original purpose as a social enterprise set in Community & Youth Work values, the first part is in line with guidance set by the National Youth Agency and covers our Mentoring Support and Community & Youth Work.

Further details of this Staff Code of Conduct can be viewed at:

[Staff Conduct Policy](#)

The second part of our policy reflects our Teaching and Tuition practice, specifically in relation to Alternative Education and One to One support. This is set in line with the 20 Professional Standards as identified by the Society for Education & Training (SET) and the Education Training Foundation (ETF).

[The Professional Standards | Society for Education and Training](#)

[Professional Standards for Teachers and Trainers](#)

Policy Update: Low-Level Concerns

1. What is a Low-Level Concern?

A **low-level concern** is any worry, no matter how small or vague—including a "nagging doubt"—that an adult working in or on behalf of our organization may have acted in a way that is inconsistent with this Staff Code of Conduct.

Crucially, a low-level concern relates to behavior that **does not meet the harm threshold** and does not warrant a referral to the Local Authority Designated Officer (LADO).

2. Why We Record Low-Level Concerns

- **Early Intervention:** It allows the school to address minor professional boundaries issues before they escalate.
- **Staff Protection:** It helps clear up misunderstandings and protects staff from false or malicious allegations.
- **Culture of Vigilance:** It fosters an open, transparent environment where safeguarding is everyone's responsibility.

3. Examples of Low-Level Concerns

Behavior that must be reported includes, but is not limited to:

- Being **over-friendly** with pupils or having "favorites".
- Taking photographs or videos of pupils on a **personal device** against school policy.
- Engaging with a pupil on a **one-to-one basis** in a secluded area or behind closed doors without prior authorization.
- Using inappropriate, overly casual, or **humiliating language** toward or around students.
- Using **personal social media** accounts to interact with or follow current pupils.

4. How to Report a Concern

- **Report Promptly:** All staff must share any low-level concern about themselves or a colleague with the **Headteacher / Principal** (or the Designated Safeguarding Lead) as soon as possible.
- **Self-Reporting:** Staff are encouraged to self-report if they find themselves in a situation that could be misinterpreted or compromised.
- **Anonymity and Records:** Reports will be handled sensitively, kept secure, and recorded confidentially. They will be reviewed periodically to identify any patterns of behavior.

This policy reflects guidance set by National Bodies and will be reviewed in full by the Board of Directors on a two yearly basis. This policy was last reviewed and agreed by the Board on 24th July 2026. It is due for review on 1st September 2028.



Signature

1st September 2026
(Operations Director/Safeguarding Officer)

The minutes of the AIM CIC Board decision made at the Board meeting on 24th July 2026 demonstrate where this Policy has been developed with the staffing group using their expertise and knowledge.

Publication date: 1st Sept 2026

Renewal Date: 1st Sept 2028

