

**HR15 Staff Code of Conduct  
Version 4 (November 2024)**

**Summary of key changes**

**Section 4 – Related policies**

- Added reference to the Trust’s Dealing with allegations against staff (including low level concerns) policy.

**Section 7 – Low level concerns**

- Updated references to KCSIE to the 2024 version
- Additional sentence added to refer the Trust’s Dealing with allegations against staff (including LLC) policy for more information about low level concerns.
- Sentence added to last paragraph of this section to confirm that if anyone is unsure about whether something should be included in a reference or not they should contact Delta HR in the first instance.

**Section 10 – Making a professional judgement**

- The word “promptly” has been added to bullet points 2 and 4.

**Section 12 – Gifts, rewards and favouritism**

- Updated the title of the Trust’s Gifts, Hospitality and Entertaining Policy.

**Section 15 – Social contact**

- Additional wording added to bullet point 3 to include “in advance of this social contact”.
- The word “promptly” has been added to bullet point 4.

**Section 19 – Personal / intimate contact**

- Update to bullet point 1, to remove N.B. reference and instead make this “and be aware that the Trust requires...”.

**Section 20 – First aid and the administration of medicine**

- Addition to bullet point 3, to include “and follow any procedures to ensure that parents and carers are updated as required.”