



**OUTSIDE THE BOX  
EDUCATION**

# **Code of Conduct Policy**

Organisation: Outside the Box Holistic Education & Consultancy

Operating Region: Cornwall & beyond

Contact Email: [getusoutthebox@gmail.com](mailto:getusoutthebox@gmail.com)

Contact Phone: 07766168788

Website: [www.outsidetheboxeducation.org](http://www.outsidetheboxeducation.org)

## **Introduction**

Outside the Box (“OTB”) is committed to creating safe, respectful, and inclusive environments for all who take part in our programmes. This Code of Conduct sets out the standards of behaviour expected from everyone representing OTB, including staff, volunteers, and contractors. It reflects our values of integrity, care, and professionalism in all that we do.

## **Purpose and Scope**

This policy provides clear guidance on the behaviour, professionalism, and ethical expectations for all individuals working with or on behalf of Outside the Box. It applies across all activities and programmes, whether educational, therapeutic, or experiential, including sea-based, forest, and wellbeing sessions. Everyone involved shares responsibility for upholding these standards and acting in the best interests of the children, young people, and communities we serve.

## **Professional Behaviour and Conduct**

All staff and volunteers are expected to act with honesty, fairness, and respect at all times. OTB representatives should model positive behaviour that supports the wellbeing and development of others. The safety and welfare of young people are paramount. All decisions and actions must reflect this priority. Behaviour that could be perceived as discriminatory, disrespectful, or damaging to trust—such as gossip, sarcasm, or inappropriate humour—has no place within OTB. Staff must uphold the reputation of Outside the Box both in and outside the workplace, conducting themselves in a manner consistent with OTB’s values.

## **Language and Communication**

Staff must use clear, respectful, and professional language at all times—whether in person, in writing, or online. Communication should be inclusive, considerate, and free from slang, swearing, or any form of discriminatory or offensive language. Digital communication, including messages and social media, must meet the same professional standards as verbal and written communication.

## **Conduct Outside of Work**

OTB expects all representatives to uphold its values and maintain professionalism outside of work. Conduct that may bring the organisation into disrepute, such as criminal activity or inappropriate use of social media, may result in disciplinary action. Any investigation, caution, or conviction must be reported promptly to management.

## **Dress and Appearance**

Clothing must be suitable for the environment and the nature of the work being undertaken. Outdoor and practical sessions require appropriate attire for safety and comfort. Clothing must not display offensive or political messages, and footwear should always be appropriate for the setting.

## **Substance Use**

Smoking or vaping is not permitted during work with students or in designated non-smoking areas. Staff must not work under the influence of alcohol, illegal substances, or any medication that affects their ability to perform safely and effectively.

## **Confidentiality and Data Protection**

All staff must adhere to UK GDPR and OTB's data protection procedures. Information about students, families, or colleagues must be treated with respect and shared only when necessary for safeguarding or operational reasons. Confidential information must never be used for personal benefit or shared outside of authorised channels.

## **Relationships and Boundaries**

Staff must maintain clear professional boundaries with all students and participants. Personal or intimate relationships with students are strictly prohibited. Contact with students or their families through personal social media or messaging is not permitted. All communication must take place through approved, professional channels.

## **Physical Contact**

Physical contact should be appropriate, necessary, and in line with the needs of the student or situation. Any contact should be open, never secretive, and always carried out with consent where appropriate. Staff should be especially mindful of how actions may be interpreted and should report any uncertainty to the Designated Safeguarding Lead (DSL).

## **Use of Technology and Media**

Staff must follow OTB's e-safety and acceptable use guidelines. Images or videos of students must only be taken using authorised devices and with proper consent. Personal devices should not be used for storing or sharing organisational data. Social media use must be responsible and should never compromise the reputation of OTB or its participants.

## **Gifts and Hospitality**

Gifts from students or families should only be accepted when they are small and appropriate. Personal gifts to students are not permitted unless authorised as part of an agreed reward or celebration system.

## **Reporting Concerns and Whistleblowing**

Everyone has a duty to report any conduct that may place others at risk or breach this Code. Concerns about safeguarding or misconduct should be raised immediately with the DSL or management. Staff will be supported when raising concerns in good faith and should feel confident to do so without fear of reprisal.

## **Wellbeing and Support**

OTB values the wellbeing of all staff and volunteers. Support is available through supervision, training, and open communication with line managers. Anyone experiencing stress or wellbeing concerns is encouraged to seek help early so that appropriate adjustments or support can be provided.

## **Compliance and Review**

All staff must confirm that they have read and understood this policy as part of their induction. Compliance will be monitored through supervision and ongoing training. This policy will be reviewed annually or following significant updates in legislation or practice.