



Staff Code of Conduct

This Code of Conduct applies to all employees of the BGC Education Group, including Register Recruitment and Inclusive Mentoring.

Date of Implementation: 23rd August 2026

Date of Next Review: 1st September 2027 (reviewed annually)

At BGC Education Group, we are committed to providing specialist 1:1 Tuition, Mentoring, Staffing Solutions, Coaching and Education Guidance for a range of education settings and local authorities.

When staff from BGC Education and associated groups engage in any type of service for a client we expect all our staff to continue to uphold the standards as outlined below.

- Full confidentiality of the family and student(s) you are supporting, must always be adhered to.
- If you are based in a school setting, any safeguarding or child protection issues must be reported immediately to the appropriate DSL:
 - If you are working within a school you must report to the schools DSL.
 - If you are working as part of Inclusive Mentoring you must report to Inclusive mentoring's DSL.
- For all tutors, concerns should be reported within 24 hours to the BGC Education Group DSL (Ollie Benzie/Shane Case) and a Cause for Concern form should be completed and sent to your Co-Ordinator at office@BGCeducation.co.uk
- If you're assignment is based within a school/Alternative Provision environment, please read and adhere to the settings safeguarding and behaviour policy documents. Abide by all guidance stated in these documents, ensuring the management of behaviours are dealt with in line with the settings policies and procedures.
- You must never initiate or encourage any physical contact with a child or young person.
- Only in exceptional circumstances (for example when someone's physical safety is at risk) should you act.
- If you have any issues with your day, please inform school staff or your consultant at Inclusive Mentoring or BGC Education immediately.



All staff working on behalf of BGC Education Group agree to:

- Work safely, responsibly and be aware of your actions and behaviour to avoid placing yourself in vulnerable situations.
- Avoid any conduct which would lead to question of your professionalism – remember your actions no matter how well intentioned, could be misinterpreted.
- Treat everyone you meet in a respectful and professional way, regardless of culture, disability, gender, language, racial origin, religious belief or sexual identity.
- Ensure that your personal beliefs, are not expressed in a way that could exploit others' vulnerabilities.
- Never give your personal contact details to children or young people, this includes mobile telephone number, email address or social media.
- Never contact the student directly using your own device, any contact should be made through the parent/carer, school/college or through BGC Education Group.
- Keep relevant staff informed of where you are and what you are doing at all times.
- Read and understand the students EHCP / other supporting documents.
- Follow appropriate risk assessments.
- We expect our candidates to be always dressed appropriately. You should dress in a way that is not likely to be viewed as offensive, revealing, distracting, cause embarrassment or give rise to misunderstanding.
- Understand their duty to report concerns about other staff, including low level concerns. In schools staff must follow internal policies. If staff have a concern about another colleague in BGC education, they must inform the DSL or Deputy DSL (Ollie Benie or Shane Case). If the concern is about these staff or it would be inappropriate to tell them staff must contact the LADO or seek advice from the NSPCC whistle blowing hotline via 0800 028 0285 or email help@nspcc.org.uk

AP Tutors and Mentors Only

- Trips into the community must be agreed with parent/carers and BGC Education Group before the outing takes place.
- Higher risk activities must be risk assessed and may require at least a 2 :1 staff ratio, this will be following discussion with BGC Education Group Management Team.
- Ensure your child's progress reports, are completed in detail and submitted in full and on time.
- Please always adhere to the Mentor Handbook.
- It is the responsibility of all adults, to safeguard and promote the welfare of children.
- If at any time BGC Education Group's staff have failed to adhere to the above Code of Conduct, please do not hesitate to contact us immediately office@BGCEducation.co.uk or call 07776036526.



All Employees are required to read and sign to say they have understood the following policies/documents on an annual basis:

By signing this you agree that you have read, understood and will adhere to the following:

Policy	Signature to say you have read, understood and agree to the policy/document	Date
BGC Code of Conduct		
BGC CP Policy		
BGC Lone Working Policy		
Part One of KCSIE 2026		