

Group Leader Code of Conduct

Version 1.2025/26

We expect all adults involved with our courses to conduct themselves in a way that reflects well on our organisation and ensures the safety of our students. This will entail complying with UK laws and regulations which may well differ from other countries.

Drugs, Alcohol, Smoking, Weapons

Group Leaders will not possess, use, or be under the influence of drugs while on our course. They will not consume or be under the influence of alcohol while on duty. They will observe the laws regarding smoking on site and will not smoke while engaged in activities with the students. This includes the use of E-Cigarettes/vaping. The breaking of these rules will lead to disciplinary procedures. Carrying weapons is illegal in the UK, so please do not bring or carry any weapons with you.

Social Media and Mobile Phones

Adults are not permitted to take or exchange personal photos with students while on our course. Please refer to our Safeguarding Policy for more details.

Relationships

An adult/adult relationship is your own affair, except where it has a negative impact on your performance of your job, or where it reflects badly on our organisation. Discretion is required.

Adult – U18 Interaction

A sexual relationship between a Group Leader and a student on our course (regardless of their age) is an 'abuse of trust' and is a criminal act which will be reported to the authorities. In relating to students, adults should be aware of our Safeguarding Policy and should exercise caution, without distancing themselves entirely. As a general principle:

- Avoid situations where you are alone with a student. If the situation is unavoidable, try to ensure that the door is not closed and that you don't position yourself between the student and a door.
- Respect the privacy of students regarding bedrooms, bathrooms etc. in residential accommodation.
- Physical contact is only acceptable in certain circumstances where there is a specific need (comforting, warning etc.) and in public rather than private.
- If you are concerned in anyway about the nature of a relationship with a student talk about it with the Welfare & Communication Manager.

However

- Do take an interest in the students; using praise and being positive
- Do join them in activities and events

Online Safety and Appropriate Use of the Internet

Our Wi-Fi on-site is provided by the schools and universities we work with to deliver our courses. These institutions have strict codes of conduct with regards to access to adult material online. If you are suspected of attempting to visit inappropriate or illegal websites or are found to have accessed or downloaded inappropriate or illegal online material, you may forfeit your role on the course and be made to leave the site. The police or other authorities may also be called to investigate such use.

Prevent Duty

Prevent is a government strategy to stop people becoming involved in violent extremism and/or in supporting terrorism. We have a legal duty to identify and safeguard children who may be vulnerable to radicalisation, and to challenge extreme views, whilst promoting core values. We expect you to be observant and vigilant in noticing any signs of radical or extremist behaviour, and to report any concerns to the Welfare & Communications Manager in your centre.

Professional Duties

We expect you to fulfil your duties to the best of your ability and to be professional in all you do. This includes; being on time, learning the students' names, and dressing appropriately. It also includes being polite and respectful towards colleagues.

Homestay Accommodation

If you are a Group Leader staying with a host, please show them your certificate of good conduct (you would have already sent a copy to us at info@elac.co.uk in advance of your stay).

Absences

If you are unwell, it may be very difficult for you to carry out your duties. If it is a minor problem, we would appreciate it if you could continue as far as possible in your role with support and help from our team. If, however, you are ill and even contagious, then we would expect you to remain away from the students and alternative care provision will be put in place.

All adults involved in student care should be familiar with Elac's Safeguarding Policy and Low-Level Concerns Policy. (More information about our policies can be found on our website).

Please click [here](#) to digitally sign to say that you understand and agree to comply with the Group Leader Code of Conduct.



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