



UK SPEEDER CONSULTING LTD

[Staff and Homestay Code of Conduct]

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Staff and Homestay Code of Conduct - UK Speeder Consulting Ltd

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1. Introduction

This Code of Conduct outlines the behaviour and professional standards expected of all staff, volunteers, local coordinators, and homestay providers working with UK Speeder Consulting Ltd. It is based on AEGIS standards and the principles of safeguarding and child protection. The safety and wellbeing of the students in our care is paramount.

2. Roles and Responsibilities

- All individuals involved in the guardianship service must be clearly identified and provided with a job description.
- Staff must be independent from the student's school.
- Induction and safeguarding training is mandatory for all new personnel.
- Safer recruitment checks, including DBS, ID, right to work, references, and interviews, are required for all staff, volunteers, and homestays.
- Staff must ensure that any urgent safeguarding or welfare concern is reported immediately via the 24/7 safeguarding contact number.
- Staff must ensure that any student travel or transport arrangements are approved and meet safeguarding requirements.
- Staff working with homestays should be aware of and support homestay compliance with supervision, privacy, and welfare standards.

3. Professional Conduct and Boundaries

- Maintain clear professional boundaries with students and families.
- Do not engage in personal, romantic, or sexual relationships with students.
- Communicate professionally using appropriate language.
- Avoid unnecessary physical contact; any necessary contact must be appropriate, explained, and consented to.
- Staff must show cultural sensitivity and respect for students' individual backgrounds, traditions, and needs, promoting equality and inclusion at all times.

4. Power and Positions of Trust

Staff and homestays are in a position of trust. They must not use their role to gain advantage or control. Power should be exercised responsibly and in the student's best interest.

5. Social Contact and Communication

- Avoid private social contact with students on social media or messaging platforms.
- Maintain appropriate contact with parents, agents, and school staff.



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- Communication must always be transparent, respectful, and in line with safeguarding policies.

6. Physical Contact and Control

- Physical punishment is strictly prohibited.
- Only lawful and reasonable means of control may be used to maintain safety.
- Homestays and staff must be trained in how to reassure students in distress.

7. Student Privacy and One-to-One Interactions

- Respect student privacy and dignity at all times.
- Avoid closed-door one-to-one meetings unless necessary, and always ensure visibility or openness.
- Be mindful when entering student bedrooms or private areas.

8. Transporting Students

- Staff and homestays must follow transport guidelines and gain appropriate permission before transporting students.
- Maintain records and ensure safety measures are in place (e.g., seatbelts).

9. Use of Photographs and Videos

- Consent must be obtained before using student images in any format.
- Images must be used responsibly and stored securely, in line with the Data Protection Policy.

10. Use of CCTV

- Homestays using CCTV must follow ICO guidelines on privacy and data protection.
- Recording must be lawful, proportionate, and justified. Records of compliance must be maintained.

11. Gifts and Rewards

- Avoid giving or receiving personal gifts without transparency.
- Rewards should be consistent and appropriate to the situation.

12. Searches and Student Belongings

- Staff and homestays should not search student belongings unless there is a safeguarding concern.
- Any searches must be documented and conducted with a witness present.

13. Reporting Concerns and Allegations

- All concerns about a colleague's behaviour must be reported under the Whistleblowing Policy.
- Low-level concerns must also be recorded and shared with the DSL.
- Allegations against adults will be investigated in accordance with safeguarding procedures.

14. Monitoring and Review

This Code of Conduct is reviewed annually. It is provided to all new staff and homestays and is available upon request.



15. Prevent Duty

Staff and homestays must remain vigilant for signs of radicalisation or extremist views, in line with the Prevent Duty. Any such concerns must be reported immediately to the DSL.

16. Drugs, Alcohol and Smoking

Staff and homestays must not smoke, vape, or use alcohol in the presence of students. The use or possession of illegal substances is strictly prohibited and will result in immediate termination of placement and referral to statutory authorities where appropriate.

17. Homestay Specific Expectations

Homestays are responsible for ensuring appropriate supervision and safety for students of all ages. Students — including those aged 16–18 — must not be left overnight without a responsible adult present. They must not live independently or be left unsupervised for extended periods.

Homestays should encourage students' personal growth and independence through daily routines and decision-making, but always within a framework of safeguarding and regular monitoring.

Homestays must also follow the same standards outlined in the Staff Code of Conduct, including:

- Respecting student privacy and being mindful before entering bedrooms.
- Seeking consent for photographs or videos and using images responsibly.
- Following ICO guidelines on CCTV and maintaining lawful, proportionate use.
- Refraining from searching student belongings unless there is a safeguarding concern, and ensuring any searches are recorded and witnessed.

* (Homestay providers on supervision, privacy, photography, CCTV, and the handling of students' personal belongings is also provided in the Homestay Handbook.)

18. Consequences of Breach

Breach of this Code of Conduct will be treated as a disciplinary matter and may lead to dismissal, termination of a homestay placement, and/or referral to statutory agencies as appropriate.