



# Code of Conduct

Autism Mentors Ltd – Neurodiversity Mentoring/Support Services

Location: Oxfordshire, UK

Effective Date: 1st September 2025

Review Date: September 2026

## 1. Purpose

This Code of Conduct outlines the professional standards, behaviour, and boundaries expected of all individuals representing Autism Mentors Ltd. It ensures that everyone working with children, families, and adults in our care does so safely, ethically, and in line with legal requirements and safeguarding best practice.

## 2. Who Must Follow This Code?

This Code applies to:

- Employees
- Self-employed contractors
- Volunteers
- Temporary or agency staff
- Anyone working on behalf of Autism Mentors Ltd

## 3. Core Principles

All representatives of Autism Mentors Ltd must:

- Act with integrity, honesty, and professionalism

- Respect the dignity, privacy, and rights of clients and families
- Prioritise the safety and wellbeing of the individuals they support
- Embrace diversity, neurodiversity, and inclusion
- Promote independence, choice, and empowerment
- Comply with safeguarding legislation, including KCSIE 2025, OSCB/OSAB guidance, and the Online Safety Act 2023

#### **4. Conduct with Clients**

You must:

- Treat all clients with kindness, empathy, and patience
- Maintain appropriate professional boundaries at all times
- Use respectful and person-centred language
- Report safeguarding concerns or abuse immediately
- Gain consent for support and promote independence
- Be mindful of cultural, sensory, or communication needs
- Avoid any behaviour that could be seen as favouritism, exclusion, or inappropriate affection

You must never:

- Use physical punishment or force (unless as a last resort for safety, in line with training and policy)
- Use threatening, humiliating, or derogatory language
- Accept or give personal gifts of significant value without management approval
- Share personal contact details or connect via personal social media
- Develop personal or intimate relationships with clients

## **5. Conduct in the Workplace or Community**

You are expected to:

- Arrive on time, prepared, and dressed appropriately
- Follow care plans, risk assessments, and safeguarding policies
- Keep accurate records and respect confidentiality
- Work cooperatively with families, staff, and professionals
- Report any incidents, injuries, or concerns to the designated manager
- Avoid working under the influence of alcohol or drugs
- Uphold professional standards when representing the company in schools, homes, and community settings

## **6. Safeguarding and Confidentiality**

All individuals must:

- Complete required safeguarding and online safety training
- Hold a valid Enhanced DBS check (renewed as required)
- Follow whistleblowing procedures if they witness unsafe or unethical behaviour
- Respect the privacy of families and only share information on a need-to-know basis
- Record and report disclosures or concerns according to company policy and OSCB procedures

## **7. Conflict of Interest and Professional Boundaries**

You must:

- Declare any personal relationships or potential conflicts of interest
- Not accept work that may interfere with your duties or present a conflict
- Avoid financial, emotional, or other entanglements with clients

## **8. Use of Technology and Social Media**

You must:

- Use work-related communication tools only for professional purposes
- Never share photos, videos, or identifiable information of clients without written consent
- Avoid posting anything on social media that could harm the company's reputation or breach confidentiality
- Report any incidents of cyberbullying, online harm, or unsafe digital behaviour in line with safeguarding procedures and the Online Safety Act 2023
- Follow the Autism Mentors Ltd Social Media and Online Safety Policy at all times

## **9. Reporting Misconduct**

All staff are expected to:

- Report any suspected breaches of this Code of Conduct
- Use the Whistleblowing Procedure if misconduct or unsafe practice is suspected
- Cooperate fully with investigations

## **10. Breaches of the Code**

Failure to follow this Code may result in:

- Formal investigation and possible disciplinary action
- Termination of contract or employment
- Referral to relevant safeguarding or professional bodies (e.g. LADO, DBS, regulatory authorities)

## **11. Acknowledgement**

All staff, volunteers, and contractors must read, sign, and agree to this Code as part of their induction and confirm compliance during annual policy review.

## **Declaration**

I have read, understood, and agree to follow the Autism Mentors Ltd Code of Conduct. I understand that any breach of this code may result in disciplinary action.

Name: \_\_\_\_\_

Role: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_