

3D Recruit: Candidate Code of Conduct

3D Recruit is an independently owned recruitment business, specialising in the Education and Social Work sector.

We are committed to practicing to safer recruitment, to ensure better outcomes for all. Our exemplary recruitment practices, which we have refined over the last 20 years, guarantees that the most appropriate practitioner is matched to the opportunity, resulting in the best outcome for the school, pupil(s) and you.

3D Recruit is an ethical recruitment business, that values hard work and commitment of our staff by continuing investing in professional development, offering competitive pay rates and supporting local charities.

Values and behaviours of all those who represent our organisation is of paramount importance to us. Additionally, our commitment to safeguarding remains a pillar of our business.

We have used the **Safer Recruitment Consortium** guidelines to form the foundation of this document regarding Safe Workplace Practice (2019, 2020 and 2022 editions) and recommend that you also read this document:

2019 Guidelines

<https://c-cluster-110.uploads.documents.cimpress.io/v1/uploads/13ecce28-e8f2-49e9-83c6-c29337cd8071~110/original?tenant=vbu-digital>

April 2020 Addendum

<https://c-cluster-110.uploads.documents.cimpress.io/v1/uploads/d2a90ef0-f98b-4fbb-a65c-9371d3706b04~110/original?tenant=vbu-digital>

February 2022 Addendum

<https://c-cluster-110.uploads.documents.cimpress.io/v1/uploads/d71d6fd8-b99e-4327-b8fd-1ac968b768a4~110/original?tenant=vbu-digital>

Employee Behaviour

3D Recruit expects all employees to behave in a professional and courteous manner at all times. We expect everyone to champion our values, as well being open to new ideas and initiatives, cooperating and collaborating with others and remaining respectful of peers and colleagues. Remaining positive and providing solutions in challenging times and environments is important.

Teaching Standards

There are nine different standards relating to your role as a Teacher/tutor, which form our Teaching Standards:

1. Set high expectations which inspire, motivate and challenge pupils
2. Promote good progress and outcomes by pupils
3. Demonstrate good subject and curriculum knowledge
4. Plan and teach well-structured lessons
5. Adapt teaching to respond to the strengths and needs of all pupils
6. Make accurate and productive use of assessment
7. Manage behaviour effectively to ensure a good and safe learning environment
8. Fulfil wider professional responsibilities
9. Demonstrate consistently high standards of personal and professional conduct

[Teachers' standards: overview \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

Full details of these standards can be found here:

[Teachers' Standards guidance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

Dress Code

We expect you to be appropriately dressed at all times (smart/casual). No jeans, leggings or trainers should be worn at any time. If a school has a specific standard we will advise you prior to starting the assignment.

Communication

You will have access to a range of platforms to effectively communicate with schools, pupils and 3D Recruit. All email content sent to schools, pupils and 3D Recruit is subject to review and recorded on our CRM, Dynamics.

Phone calls to schools/parents and 3D Recruit are permitted, calls to pupils to their personal mobiles are prohibited.

When conducting online tutoring, an appropriate adult must always be present and sessions recorded and email invites sent to their school email address or career/parent's email address.

When tutoring pupils in their homes, you must ensure that an appropriate adult is in the house and the door to the room remains open.

You must keep personal phone numbers/social media accounts private and never in any circumstance contact pupils or parents. You must not post school related matters on social media, befriend pupils (accept or send friend requests), personally retaliate to incidents online or criticise your school, pupils or pupils parents online.

Please turn your phone or smartwatch off / on silent and please make calls out of teaching time. Staff are not permitted to use personal digital equipment, such as mobile phones and cameras, to record images of pupils other than recording online tutoring sessions.

You should never swear in front of pupils but, additionally, slang words and terms or phrases commonly used by some people can be offensive to others. Therefore, it is very important to be sensitive to this and avoid colloquialisms.

You should never meet children that you have met whilst on placement outside of work without managerial knowledge and consent.

No Touching Policy

You must **never** initiate or encourage any physical contact with a child and that includes patting them on the back. There are exceptions to this in specific circumstances (for example when someone's physical safety is at risk) but then it is a matter of common sense.

Safeguarding is Everyone's Responsibility

3D Recruit believes that safeguarding of children and vulnerable adults is everyone's responsibility. All staff must complete annual safeguarding, FGM and Prevent Training, and read and understand Keeping Children Safe in Education 2024 Part 1.

[Keeping children safe in education 2024: part one](#)

[Female genital mutilation: resource pack - GOV.UK \(www.gov.uk\)](#)

[Prevent duty training - GOV.UK \(www.gov.uk\)](#)

Raising Safeguarding Concerns

Should you have any concerns you must report them to the Designated Safeguarding Lead of the School and the Designated Safeguarding Officer at 3D Recruit.

The Designated Safeguarding Lead at 3D Recruit is Ben Arnold (Ben@3DRecruit.com) 01424 775404 and the Deputy Designated Safeguarding Lead is Rachel Power (Rachel@3DRecruit.com) 01424 776572.

The contact details of both Designated Safeguarding Leads will be included your 'Assignment Confirmation' email, as well as the LADO contact information.

Confidentiality

You may have access to confidential information pertaining to the background, statement of SEN or EHC plans of pupils. Such information will be sent to you via a secure email account (Egress) and you must never share any of the information contained with any other parties.

All information you are privy to, must remain confidential and you must not share any email addresses or contact details with anyone else or on a social media platform.

Use of Company Property & of Technology for Tutoring

You will be provided with a 3D Recruit email account if you are providing tutoring. This account can be accessed remotely by we and restricted at any point. This enables us to be in control of the account and monitor any activity. You will be sent invitation to the parent/carer's account for them to join the video meeting via Microsoft Teams. All documents are shared via files on Microsoft Teams. At all times the adult must be present with sight of the child's laptop and be able to listen to the tuition. Any windows opened on your device for personal use must be minimised or closed. Where possible, you should sit in front of a plain background with no personal photos on display. Please ensure that the environment you are working in, is quiet and that any external distractions are kept to a minimum. Any abuse of company property or technology could result in termination of your contract with 3D Recruit, or in serious circumstances reported to the police.

E-Safety

Keep personal phone numbers/social media accounts private and never in any circumstance contact pupils or parents. Don't post school related matters on social media, befriend pupils (accept or send friend requests), personally retaliate to incidents online or criticise your school, pupils or pupils parents online. Please refer to Keeping Children Safe in Education 2024 for more information.

[Teaching online safety in schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/teaching-online-safety-in-schools)

Working with Young People Face to Face

When working in a school setting, you must abide by their policies and procedures.

Should you be required to work 1:1 or in a pupils home, you must read and sign the declaration that you have read, understand and have a copy of the 'Home Tutors' Lone Working Policy, and Child Protection / Safeguarding Policy for 3D Recruit Ltd. If working in a pupil's home, a video presentation of the setting will be seen and a risk assessment carried out, which will be sent to you.

If any there any behaviours or actions that contravene these policies, you could be immediately from assignment and subject to further investigation/referral as deemed appropriate.

Assignment Information

Your consultant will inform you in your assignment confirmation of your start time.

If for any reason you are delayed or lost, please call the 3D Recruit office on 01424 776572 immediately and ensure all duties (see duties) are completed before leaving and that you have returned your lanyard and signed out.

Arriving at the school

You must bring your ID and DBS and sign in. In your assignment confirmation your Recruitment Consultant will inform you who to report to, the schools' own policies and procedures and the designated safeguarding lead information.

They will also let you know of fire exits, drills and any pupils who may need extra support.

<u>Duties Daily Supply:</u>	<u>Long Term Supply Duties:</u>
<ul style="list-style-type: none"> • Arrive promptly and on time • Present ID and DBS to reception and sign in • Conduct registration • Deliver lesson plans, if none are available provide own planned lessons • Work in partnership with TAs, INAs and LSAs (if present) • Mark pupils work • Ensure all pupils are collected safely • Sign out 	<ul style="list-style-type: none"> • All of the daily supply duties, in addition to: • Planning lessons • Assessment • Report writing • Data recording and analysis • Parents evenings and consultations • Department meeting • Assemblies (if required) • Constructing displays

If you are unable to fulfil your assignment for any reason, you must inform us immediately so that we can arrange a replacement. Please note you will not be paid if you are unable to fulfil your assignment. Please call 01424 776572.

Booking Time Off in Long Term Assignments

Should you be booked in a long-term assignment and require time off, please inform your Recruitment Consultant via email.

School Closures

If your school is closed for INSET days, closed due to adverse weather conditions or any other reason, you will not be paid unless the school states otherwise.

Code of Conduct - Review Dates:

Version	Review Date	Review By	Amendments	Next Review Date
v.1	Jul 2020	Amy Gudgeon, Education Manager		Jul 2021
v.1.2	Sep 2021	Amy Gudgeon, Education Manager	Covid amendments added. Reference to the Safer Recruitment Consortium guidance on Safe Workplace Practice (2019 and 2020 editions)	Sep 2022
v.Mar-22	Mar 2022	Amy Gudgeon, Education Manager	Amendment to the Safer Recruitment Consortium guidance on Safe Workplace Practice – to include 2022 edition.	Mar 2023
v.Sep-22	Sep 2022	Rachel Power, Safeguarding Manager	KCSIE updated to 2022 version.	Sep 2023
v.Sep-23	Sep 2023	Amy Gudgeon, Head of Education	KCSIE updated to 2023 version.	Sep 2024
v.May-24	May 2024	Rachel Power, Safeguarding Manager	Inclusion of advice regarding meeting children outside of work placements	Sep 2024
v.Oct-24	Oct 2024	Rachel Power, Safeguarding Manager	KCSIE updated to 2024 version, Gov link to KCSIE updated, change of Deputy DSL.	Sep 2025
v.May-25	May 2025	Rachel Power, Safeguarding Manager	Addition to communication section re not meeting children outside of work	May 2026