



Adams Educational Services Limited

www.adamseducationalservices.co.uk

info@adamseducationalservices.co.uk

T 0203 291 3931

Company No.: 09849313

Victory Way, Admirals Park, Crossways, Dartford, Kent, United Kingdom, DA2 6QD

Code of Ethics and Conduct – Principles

INTRODUCTION:

This statement sets out the underlying principles and values of Adams Educational Services Limited. These underpin our work, policies and the values we expect colleagues to display at all times so that our customers have confidence in our services and quality assurance. Adams Educational Services Limited provides high quality assessments, Disability Support Services, Therapy sessions and training for clients.

AIMS OF ADAMS EDUCATIONAL SERVICES LIMITED (AES)

Adams Educational Services Limited is an accredited Disability Support Services Organisation, approved Non-Medical Help Provider and an accredited Health and Safety, First Aid, First Aid Mental Health, Conflict Management and Safeguarding Training Centre.

The aims of Adams Educational Services Limited is to provide high quality services to all its clients to ensure that every learner and client reach their full potential and respect each individual, cultural and role differences, including (but not exclusively) those involving age, disability, education, ethnicity, gender, language, national origin, race, religion, sexual orientation, marital or family status and socio-economic. To ensure that these activities are carried out with a suitable level of professionalism and integrity from a position of respect, empathy and positive support, Adams Educational Services Limited will do the following:

- **Positively and proactively support the view that all persons should have equal rights to recognise their human dignity, and to have equal opportunities to be educated, to work, receive services and to participate in society.**
- **Do everything in our power to ensure that the work of Adams Educational Services Limited supports this fundamental belief by creating policies and working practices that never intend to discriminate against, harm or devalue another; should we fail in this respect, to learn from our mistakes, recognise any hurt caused and respect autonomy.**
- **To ensure that colleagues are appropriately qualified, are checked to ensure the safety of our clients and the public and provided with the highest standard of training and continuing personal development and express solidarity with our clients.**
- **To strive to create a working environment that is safe for all people who may have contact with Adams Educational Services Limited, to always treat others with respect, and to be empathetic towards the needs and concerns of others.**

- To abide by all codes of practice and quality assurance frameworks that are relevant to any aspect of our work, and to work openly with any professional body that wishes to audit our organisation or which wishes to investigate any perceived wrongdoing.
- To always do our best in all our activities and to foster a belief in excellence in our clients / Learners.

CODE OF ETHICS AND CONDUCT

Adams Educational Services Limited requires its staff and service providers to follow the Code of Ethics and Conduct set out below. The intention of this Code is to:

- Further the stated aims of Adams Educational Services Limited;
- Encourage confidence on the part of staff and service providers and the clients in the standards of practice which AES supports.

The Code relates to three principles

- Competence and Quality of Practice;
- Responsibility to Client(s);
- Professional Integrity and Independence.

For each principle, defining statements are given below :

COMPETENCE AND QUALITY OF PRACTICE

Each member of staff or service provider should:

- Only undertake work for which s/he is suitably qualified and experienced;
- Ensure that resources, skills and preparation are sufficient to carry out the assignment or service;
- Up date skills regularly both through relevant training and through learning and training activities, both in relation to the understanding of their area of expertise; ie SpLDs, mental health disabilities and so on
- Work collaboratively with relevant personnel including colleagues, advisers, parents and the client;
- Promote fuller understanding and recognition of their area of specialism in the workplace or in dealings with clients;
- Define clearly to the client and to other relevant personnel the terms and conditions of the service being offered. This would include explanation of the scope and nature of the service to be provided, the allocation of responsibilities and the basis for remuneration;
- Negotiate agreements and charges for professional services in an ethical and proper way;

- Exercise good management of each assignment undertaken, through careful planning, working within time constraints, using collaborative ways of working and regular reviews of progress where these are appropriate and necessary;
- Give reasonable, balanced advice to clients based on the best available knowledge and practice;
- Work within the legal constraints imposed by all relevant professional organisations

RESPONSIBILITY TO CLIENT(S)

Each member of staff and service provider should:

- Take responsibility for a high quality of practice;
- Consider the needs of the individual client as paramount, subject to any legal constraints or ethical consideration;
- Respect individual, cultural and role differences, including (but not exclusively) those involving age, disability, education, ethnicity, gender, language, national origin, race, religion, sexual orientation, marital or family status and socio-economic status;
- Respect the knowledge and experience, views, aims and preferences of the client;
- Have the highest regard for the confidential nature of the work undertaken and individual records kept, safeguarding confidentiality at all times;
- Sub contract work only with the client's agreement;
- With client's agreement, refer client to another professional or another service where that is considered in the client's best interests, declaring any personal interest in such further work if it exists;
- Ensure that, as appropriate, all programmes and advice are discussed and agreed with the client prior to being finalised;
- Discuss and agree with the client changes of approach and methods when these are considered to be in the client's best interests;

PROFESSIONAL INDEPENDENCE AND INTEGRITY

Each member of staff and service provider should:

- Avoid any action which might compromise her/his integrity and/or bring discredit on the profession;
- Refuse inducements to show favour;
- Ensure that advice and recommendations are based on impartial consideration of all pertinent facts, circumstances and opinions derived from reliable and relevant sources;
- Declare at the first possible opportunity any personal, financial or business relationship or interest which might be thought to influence her/his judgement or objectivity and withdraw from any assignment where her/his judgement or objectivity might be compromised;

- Refrain from being involved in inappropriate relationships with those to whom s/he is offering a professional service;
- Refrain from any actions which might be construed as harassment;
- Have a proper regard for the professional legal obligations of those with whom s/he is working;
- Never use, knowingly and without permission, copyright material or proprietary data or material to which s/he is not entitled;
- Acknowledge the source of any published or other research material used in his/her work;
- Take steps to ensure reasonable safety and supervision in the use of all procedures and equipment used in professional practice;
- When initiating or accepting a joint assignment with another practitioner ensure as far as possible that it will be carried out in accordance with this Code of Conduct;
- When publicising her/his work or services, give only information which is honest, factual and relevant to their profession and area of expertise;
- Seek at all times to promote high standards within their profession or area of specialism.

USE OF THE CODE

Each member shall:

- Inform a client of her/his membership of their professional organisation or association and of the existence of this Code of Ethics at the start of any assignments/he undertakes. Explain that s/he will be guided by its principles;
- Respond to any complaint from a client concerning compliance with this Code, adhere to the AES Complaints procedure and co-operate with the officer in charge in the investigation of any complaint made to AES.

Reviewed: July 2020