Code of conduct

Purpose

This code of conduct gives guidance to all Beyond the Physical staff on the standards of conduct required to be met whether working within Beyond the Physical or acting as a representative at external meetings/functions. Beyond the Physical is committed to the creation and maintenance of a supportive and inclusive environment. It is recognised that in a healthy working environment staff and learners form mutually rewarding relationships. This Code provides guidance in areas where personal relationships overlap with working relationships. It seeks to protect the integrity of all learners and staff from allegations of actual or perceived conflicts of interest and avoid complaints of harassment and grievance or disciplinary action.

2. Scope

All members of staff must abide by the policies and procedures of the Beyond the Physical, including the Beyond the Physical financial regulations. It is the responsibility of the individual member of staff to know these policies, procedures and regulations. It is the responsibility of all staff to read, understand and be familiar with this Code of Conduct.

3. Details of policy

3.1 Relationships

3.1 This Code covers all areas where relationships raise questions about conflict of interest, trust and/or confidentiality which may occur at the outset, during or on the termination of a relationship. Such conflicts may arise in relation to the following areas;

• management and supervision of staff including career progression and staff development
• assessment and internal verification of a colleague enrolled on a qualification within the same subject area
• deployment of financial and other resource
• all aspects of teaching and learning
• access to confidential information
• access to Learner Services including financial assistance, accommodation and other services
• contractual matters including employment, career opportunities, placements, complaints and discipline
• assignment of work and facilities to learners

3.1.2
Relationships between staff and learners - staff should conduct themselves at all times in ways that are consistent with Beyond the Physical policy and procedures and acknowledge their professional and ethical responsibility to protect the interests of 2 learners and accept the obligations and constraints inherent in that responsibility. To maintain the relationship with learners based on trust, confidence and equal treatment.

3.1.3 Staff members off-duty hours are their personal concerns, but staff should always conduct themselves in a professional manner, especially when using social media.

3.2 Conflict of Interest
3.2.1 Wherever Beyond the Physical is made aware of a relationship covered by this code of conduct which may be deemed as a conflict of personal or business interest, it will consider the appropriate action in a manner that protects the integrity of all parties. The staff/learner involved will be consulted and are expected to comply with reasonable action. Beyond the Physical will ensure that these matters are dealt with in confidence and as sensitively as possible. Any paid employment with third parties must be declared to the Directors prior to commencing work with Beyond the Physical.

Appropriate action could include;
• ensuring that the member of staff does not have sole responsibility for aspects of the learner's work which require judgment, e.g. academic assessment.
• ensuring that the member of staff is not solely in a position to take decisions affecting the learner.
• ensuring that appropriate action is taken to minimise the potential effect of the relationship on other staff or learners.
• ensuring the business of interests of Beyond the Physical are protected and not used to benefit other agendas.

3.2.2
Staff who are uncertain about what action to take should seek guidance, in confidence, from the Administration lead in the first instance. Failure to declare a conflict of interest which results in the assessment processes being brought into question or the business being brought into disrepute may result in disciplinary action being taken.

3.2.3
Where staff believe themselves to have been personally adversely affected by a misuse of power/authority or conflict of interest, they should raise it with the Malpractice officer in the first instance. Where Beyond the Physical is made aware of a relationship by another person or other means, appropriate action will be taken to protect the integrity of all parties and procedures and deal with the matter as sensitively as possible.

3.2.4
Any of the parties involved who do not consider that satisfactory arrangements have been implemented have recourse to either the Administration officer or the Awarding body.

3.3 Malpractice

3.3.1
Beyond the Physical does not tolerate actions (or attempted actions) of malpractice of staff in connection with assessments and certification. Beyond the Physical will enact the Disciplinary Procedure where there is evidence of incidents (or attempted incidents) of malpractice. Where assessment malpractice is proven the relevant Awarding Bodies will be notified in line with their own Malpractice procedures. Awarding Bodies may also impose penalties or sanctions against either the individual/s involved and/or Beyond the Physical.

3.3.2
It is the responsibility of all staff, tutors, assessors and verifiers to report any known acts of, or suspicions of academic malpractice to the Quality Systems Manager. It is the responsibility of all staff to conduct themselves and their working practices with integrity and adhere to both Beyond the Physical and awarding body policies, procedures and protocols.

3.3.3
On receipt of any allegation, an initial investigation will be conducted to determine if there is sufficient evidence or if the nature of the allegation warrants a formal investigation. The process should be documented on the 1st4Sport template available on their website. Investigations into the allegations will be coordinated by the Malpractice Officer or in their absence a Director who will include other relevant members of staff to be part of the investigation panel as appropriate. These members of staff will be selected for their knowledge and expertise and must include at least one Director. Panel members must not be involved in delivery of the incident in question. To minimise bias the Panel must also include at least 1 independent, suitably qualified profession who must submit their findings without influence to paul@beyondthephysical.co.uk and the relevant awarding body.

3.3.4
Malpractice can be defined as the improper, immoral, illegal or unethical academic conduct or neglect of professional duty including non-compliance as well as professional conduct. The following list is neither inclusive nor exhaustive but shows examples of malpractice:
For example:-
• failure to follow Beyond the Physical and the Awarding Bodies regulations
• deliberately falsifying or tampering with assessed learner work, IV records, witness statements
• allowing evidence, known by the staff member not to be the learner's own, to be included in a learner's assignment/task/portfolio/coursework

Maladministration covers negligent, dishonest or poorly informed behaviour that results in procedures that may compromise the integrity of assessment. This includes a range of issues from the failure to maintain appropriate records or systems to the deliberate falsification of records in order to claim certificates.
For example:-
• fraudulent certificate claims, for example, claiming for a certificate prior to the learner completing all the requirements of assessment
• giving information about formal assessment outcomes before the official release of such information by the Awarding Body
• incorrect recording of assessment decisions
• inaccurate production of assessment records
• issuing of an erroneous certificate or qualification
• deliberate destruction of award of credit or qualification records
• delaying the processing of assessment or claims
• failure to follow procedures or to maintain appropriate records
• failure to keep assessment papers or mark schemes secure.

3.3.5
Beyond the Physical has controls in place to prevent malpractice by:
• having an up-to-date information in this policy that is known, understood and followed by all Beyond the Physical staff;
• having robust procedures for preventing maladministration which are monitored and regularly reviewed to ensure they remain fit for purpose;
• providing staff and learners with all relevant information so they know the correct processes and their responsibilities within them;
• monitoring assessor activity to mitigate the opportunity for malpractice;
• ensuring learner assessment tasks are fit for purpose and used correctly;

• ensuring learner work, evidence of achievement, internal verification reports or recommendations for achievement are accurate and authentic;
• having procedures that prevent impersonation, ensuring that plagiarised work is not included in assessment evidence;
• informing learners about malpractice, especially plagiarism and helping them avoid it;
• ensuring staff and learners are aware of the possible sanctions that could be imposed;
• scheduled and ad-hoc internal audit activity

3.3.6 Record Keeping
All malpractice investigation panel meetings must be formally recorded and provide thorough details of the scope of the investigation. Where appropriate it should include:
• the names of the appointed panel
• reason why the investigation was initiated
• statement of findings
• any written statements from staff, learners or other relevant parties
• specific details of work, internal assessment or verification records checked as part of the investigation
• any administrative records used to support the investigation
• any mitigating factors that were considered.
• any actions required in response to the findings

3.3.7
The Malpractice officer should decide on three possible outcomes:
- No case to answer
- No further action required. Error due to lack of knowledge. Where the alleged malpractice is clearly the result of a genuine careless error or lack of knowledge, appropriate action will be initiated to prevent recurrence and mitigate any effects. This could include providing additional support and/or further training.
- Malpractice Established. If the malpractice officer decides that there is a deliberate case of staff malpractice then the Beyond the Physical's disciplinary procedure will be adopted and the incident also referred to 1st4Sport.

3.3.8
Malicious Accusations
Individuals are encouraged to come forward with genuine concerns with the knowledge they will be taken seriously. If individuals use this policy to maliciously raise false and unfounded allegations, they will be committing a disciplinary offence. They will be dealt with under the Disciplinary Policy and Procedure which could result in dismissal.

3.3.9
Notifying the Awarding Body If the investigation panel finds evidence that there is staff malpractice then contact with 1st4Sport will be made informing them of:
• the details of the investigation conducted by the Beyond the Physical
• the scale of the malpractice
• qualification affected
• number of learners affected
• actions taken to recover the situation

Note: This part of the procedure must follow the reporting procedures of the relevant awarding body and in some cases informing the awarding body of potential malpractice prior to a full investigation must be followed if this is a requirement. The awarding body have the right to conduct their own investigations in line with their own malpractice policy.

3.4 Business Practice
3.4.1 All members of staff must maintain a high standard of integrity and avoid any arrangements which may prevent the operation of fair competition in Beyond the Physical's business relationships.

3.4.2 Members of staff must not bring Beyond the Physical into disrepute through use of the media.

3.4.3 Discrimination (Direct & Indirect)

3.4.4 All staff members must observe the Beyond the Physical's Diversity, Equality and Inclusion policy. All learners, staff, clients and visitors must be treated fairly and with respect regardless of any protected characteristics.

3.4.5 No staff member should be victimised by any other member of staff (regardless of his/her status) for any reason whatsoever.

3.5 Health & Safety

3.5.1 All staff must exercise proper and due care of their personal hygiene, health, safety and welfare and that of other staff, learners and visitors who may be affected by their acts or omissions. All staff must comply with the Beyond the Physical Health and Safety Policy and procedures and ensure compliance by learners and visitors.

3.6 Safeguarding

3.6.1 Beyond the Physical is committed to safeguarding and promotes the welfare of all learners and expects its staff to share this commitment. All members of staff must attend Safeguarding training at their corporate induction, complete online training and continual refresher training every two years. Beyond the Physical's Safeguarding Policy ensures both the learners right to learn and staffs right to work in a safe, secure and respectful environment is met.

3.7 Hospitality

3.7.1 Hospitality in the form of a meal or refreshments is often accepted courtesy of a business relationship. Hospitality received by a member of staff must not be permitted to reach such a level where it may be justifiably alleged by others to have an influenced a business contractual or equivalent decision.

3.7.2 The provision of hospitality must (wherever possible) be agreed in advance by a Director. Such hospitality as may be provided should be relevant and appropriate to the occasion and take into account the culture of the person(s) who are to be entertained.

3.8 Gifts

3.8.1 Beyond the Physical policy is that gifts are not either appropriate or necessary for any sound, proper business relationship. The receiving of gifts (other than diaries, calendars and other small items) is therefore not permitted. Diaries, calendars and other small items may be accepted but must be for Beyond the Physical use.

3.9 Dress Code

3.9.1 Staff members should dress in a manner which is appropriate to the role they are undertaking, and at all times this should be professional attire relating to the role. Staff members should seek further information from their line managers should they require confirmation on what this means. Usually, this is either Beyond the Physical kit or smart dress.

3.10 General

3.10.1

All staff should seek to work to the highest possible standards of professional behaviour and give priority to the interests of existing and potential learners and customers.

3.10.2

All staff should seek to work supportively and co-operatively with their colleagues and should avoid words and deeds that may undermine colleagues in the perception of other or which might bring Beyond the Physical into disrepute.

3.10.3

All staff should retain professional and independent objectivity and not promote dogma or political bias during their Beyond the Physical work.

3.10.4

Staff should attend their place of work punctually in accordance with their conditions of employment and at the times agreed with their line manager. If staff are unable to avoid being late or absent they should give as much notice to a Director as is practically possible.

3.10.5

Should it be necessary, investigations of alleged breaches of this Code will be dealt with under Beyond the Physical's appropriate procedures (e.g. grievance/discipline).

Date policy last reviewed: 1/4/26