

## APSCo's Codes of Conduct

All APSCo Codes of Conduct are reviewed on an annual basis. Agreement to the most up to date and appropriate Codes of Conduct is a requirement of APSCo membership. All members are deemed to agree to the appropriate Codes of Conduct by continuation of their membership.

### **EDUCATION MEMBERS APPENDIX**

- 1.1. This is an Appendix to the UK Members Code of Conduct, specifically for Education sector Members, who are required to comply with the UK Members Code of Conduct and the terms of this Appendix, as amended from time to time.
- 1.2. Members will make specific reference to their adherence to this Code of Conduct and Appendix on all electronic and hardcopy marketing literature.
- 1.3. Safeguarding
  - 1.3.1 Members must comply with Section 1 Safeguarding of Compliance+ - best practice in education recruitment which is available at <http://www.apsco.org/complianceplus.aspx> This is underpinned by statutory requirements and the Department for Education's statutory guidance "Keeping Children Safe in Education" September 2020, as updated from time to time.
  - 1.3.2 Members will make Compliance+ available to Candidates and Clients.
  - 1.3.3 Members will put in place adequate procedures to ensure consistent and continual compliance with UK Visas and Immigration guidelines with regard to the right to work in the UK of all permanent and temporary Candidates and employees.
  - 1.3.4 Members will comply with the requirements of Compliance + if accredited.
- 1.4. All Candidates on assignment must be provided access to information on relevant subsidised training courses (CPD) as per Compliance+ Requirement 27.
- 1.5. Members shall pay all temporary/contract workers promptly in accordance with their contract. In the event of a delay, members shall inform the temporary/contract worker as soon as practicable, giving the reasons for the delay and the steps that have been taken to resolve the issue.
- 1.6. Where temporary/contract workers are unsure of the suitable supply models available to them, members will either provide impartial information, or refer the temporary/contract worker to APSCo or another unconnected and objective body.
- 1.7. The member will not make any offer contingent upon the temporary/contract worker working through an umbrella company or other payment service provider, unless such stipulation has been imposed upon the member by their client.