CODE OF PROFESSIONAL STANDARDS AND CONDUCT

Applies to:
All staff (paid and voluntary), examiners, committee members, consultants, contractors and anyone acting on behalf of I-PATH

Review Cycle: Annual or following regulatory or organisational change

1. Purpose

This Code sets out the professional standards, values and conduct expected of all individuals acting on behalf of International Performing Arts & Theatre Limited (I-PATH).

It ensures that:

- I-PATH operates with integrity, independence and professionalism
- learners, centres and the public are treated fairly and respectfully
- assessment standards and public confidence are protected
- behaviour across the organisation meets Ofqual expectations
- responsibilities are clear, consistent and enforceable

Compliance with this Code is a condition of engagement with I-PATH.

2. Core Professional Principles

All individuals acting on behalf of I-PATH must:

1. Uphold I-PATH's mission, values and purpose, and avoid any conduct that could undermine them.
2. Protect learners and standards, with safeguarding, malpractice and maladministration treated as paramount at all times.
3. Act with honesty, integrity and independence, particularly where assessment, examination or decision-making is involved.
4. Maintain public confidence in I-PATH qualifications and in the awarding sector.
5. Treat others with dignity and respect, recognising diversity and individual rights.
6. Take responsibility for their role, actions and professional judgement.

3. Professional Conduct and Behaviour

All individuals must:

- act in a professional, courteous and respectful manner at all times
- communicate clearly, accurately and appropriately
- provide services that meet the responsibilities and trust associated with working for an exam board
- avoid behaviour that could bring I-PATH, its qualifications, or the awarding sector into disrepute

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- work constructively and professionally with colleagues, centres and partners

4. Compliance with Policies and Procedures

All individuals must:

- be familiar with, and comply with, all I-PATH policies and procedures relevant to their role
- keep up to date with policy changes
- apply policies meaningfully and not treat them as tokenistic or optional
- act only within the remit of their authority and responsibilities

Failure to follow policy may result in disciplinary or contractual action.

5. Safeguarding and Learner Welfare

All individuals must:

- prioritise safeguarding and learner welfare at all times
- complete required safeguarding training appropriate to their role
- act immediately on safeguarding concerns in line with I-PATH procedures
- understand their duty to report, not investigate, safeguarding concerns

6. Assessment Integrity and Standards

Individuals involved in assessment, examination or quality assurance must:

- act independently and objectively
- apply assessment criteria consistently and fairly
- never attempt to influence, manipulate or interfere with assessment outcomes
- avoid any behaviour that could compromise the validity or reliability of assessment
- cooperate fully with quality assurance, enquiries, appeals and investigations

7. Conflicts of Interest

All individuals must:

- avoid actual, potential or perceived conflicts of interest
- declare conflicts immediately in line with the Conflicts of Interest Policy
- withdraw from decisions or activities where a conflict exists
- never use their position for personal, professional or financial advantage

Failure to declare a conflict may constitute serious misconduct.

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8. Anti-Bribery, Gifts and Influence

All individuals must:

- comply with the Anti-Bribery & Anti-Corruption Policy
- never offer, accept or solicit bribes or inducements
- declare gifts or hospitality in line with policy
- never allow gifts, hospitality or relationships to influence decisions

9. Data Protection, Confidentiality and Cyber Security

All individuals must:

- handle personal, assessment and organisational data securely
- comply with data protection and cyber security requirements
- maintain confidentiality at all times
- use systems, platforms and information only for authorised purposes

10. Communication, Social Media and Public Commentary

All individuals must:

- communicate responsibly and professionally
- avoid public or private criticism of colleagues, learners, centres, awarding organisations or partners
- exercise caution on social media and online forums
- follow I-PATH Social Media and Communications guidance when representing I-PATH
- avoid making statements that could be misleading, defamatory or damaging

11. Raising Concerns and Whistleblowing

All individuals are expected to:

- raise concerns promptly where they identify:
    - safeguarding risks
    - malpractice or maladministration
    - breaches of policy
    - unethical or improper conduct
- report concerns through the appropriate I-PATH channels
- act in good faith

I-PATH supports individuals who raise concerns responsibly and will not tolerate retaliation.

12. Professional Development and Support

Individuals are expected to:

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- commit to ongoing professional development appropriate to their role
- maintain professional competence and awareness
- seek support where professional or personal circumstances may affect performance

I-PATH recognises the importance of wellbeing and encourages individuals to seek help when needed.

13. Breaches of the Code

Failure to comply with this Code may result in:

- management action
- removal from specific duties
- suspension or termination of engagement
- escalation under relevant policies (e.g. Malpractice, Anti-Bribery, Safeguarding)
- notification to awarding organisations or regulators where required

Sanctions will be applied proportionately and consistently.

14. Acknowledgement

All individuals acting on behalf of I-PATH are required to:

- confirm that they have read and understood this Code
- agree to comply with its requirements

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