



Code of Ethics for Non-Teaching Staff

Last updated 08 September 2025

This Code of Ethics covers the professional behaviour and practice required for non-IG qualified, non-teaching staff within Cheshire West and Chester Council's (CW&C) Skills and Employment Team and informs the public of the ethical principles to which we adhere.

Accessibility

Staff members must promote access to career development activities and services in a range of ways that are appropriate and ensure inclusion.

Accountability

Staff members are accountable for their career development activities and services and must submit themselves to whatever scrutiny is appropriate to their role, including the Discipline and Complaints Procedure.

Staff members must act in the interest of society and at all times exercise integrity, honesty and diligence.

Staff members must in all circumstances endeavour to enhance the standing and good name of CW&C's Skills and Employment Team.

Autonomy

Staff members must encourage individual autonomy in making decisions and always act in the individual's best interests.

Competence

Staff members must monitor and maintain their fitness to practice at a level that enables them to provide an effective service.

Staff members must represent their professional competencies, training and experience accurately and function within the boundaries of their training and experience.

Confidentiality

Staff members must respect the privacy of individuals. Personal guidance interactions/interviews should be conducted in an agreed and suitably private environment.

Clients must be informed of the limits of confidentiality and data sharing at the outset.

Disclosure of confidential information should only be made with informed consent or when required by law.





Continuous Professional Development

Staff members must maintain their professional competence, knowledge and skills through participation in continuous professional development informed by reflective practice.

Duty of Care – to Clients, Colleagues, Organisations and Self

Staff members have a duty of care and are expected always to act in the best interests of their clients.

Staff members must develop and maintain professional and supportive working relationships with colleagues both inside CW&C and from external organisations, and respect the contributions of career development professionals to the activities and services on offer.

Staff members must fulfil their obligations and duties to their employer (where applicable), except where to do so would compromise the best interests of clients.

Staff members have a duty of care to themselves, both in terms of their personal integrity, personal safety and their capacity to practice in order to provide an effective service to clients.

Equality

Staff members must actively promote equality and diversity and work towards the removal of barriers to personal achievement resulting from prejudice, stereotyping and discrimination.

Impartiality

Staff members must ensure that professional judgement is objective and takes precedence over any external pressures or factors that may compromise the impartiality of career development activities and services. In doing so, staff members must ensure that advice is based solely on the best interests of and potential benefits to the client.

Where impartiality is not possible this must be declared to the client at the outset.

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Transparency

Staff members must provide career development services and activities in an open and transparent manner.

Trustworthiness

Staff members must act in accordance with the trust placed in them, ensure that the clients' expectations are ones that have reasonable expectation of being met and honour agreements and promises.

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Within this Code of Ethics reference to specific job roles or services has been avoided. All career development activities and services are covered by this code regardless of how they are delivered, e.g. face to face, online.

Taken from the Career Development Institute [Code of Ethics](#)