

# Staff Code of Conduct

## 1. Purpose and content

The purpose of this appendix of the College Safeguarding Policy is to provide a clear set of principles to guide staff in how they are expected to conduct themselves in day to day work.

It is not possible to write an exhaustive list of rules governing staff conduct. Staff should be trusted in the discharge of their responsibilities, which implies allowing room for initiative and judgement. This document, however, provides a consistent framework and guidelines.

Staff should seek advice from the Group HR Operations Manager (HR) in the first instance or a member of the Senior Management Team (SMT) if they have any queries about the content of this document, or if they require advice on how any aspect of conduct may be regarded.

The Code of Conduct applies to all staff at the College (including agency and hourly paid staff) irrespective of anyone's position or role in the College, together with any workers at the College who are here on a voluntary/placement basis.

## 2. Safeguarding learners

In their dealings with learners the College expects that all staff will:

- Always act in the best interests of learners
- Promote Fundamental British Values
- Promote high standards of learner behaviour
- Undertake their responsibilities in respect to the safeguarding of learners and act appropriately if they have concerns of a safeguarding nature
- Assist with the security of the College by directing to reception anyone who they think might be a stranger on site

## 3. Professional boundaries

All members of staff are responsible for ensuring their relationships with learners are never of a kind that could compromise their professional responsibilities. This means professional boundaries must be maintained at all times. This includes:

- Personal relationships with learners should not be sought out or conducted by staff members. If any staff member has an existing relationship (e.g. family member) with an under 18 learner, advice should be sought from the Safeguarding team to ensure the staff member and learner are safeguarded appropriately
- Personal contact details should not be given to learners
- Personal phone numbers and email should not be used to contact learners

- Learners and staff should not be 'friends' on Facebook or in contact via other social media
- If a member of staff is thought or identified to be behaving in a way that is putting a young person at risk, or behaving inappropriately with any learner in a manner that could be seen to be subjecting them to harm or duress, this should be reported to the the College Designated Lead for Safeguarding Mark Moore or any member of SLT immediately

Full information on allegations and whistleblowing (safeguarding) is provided in Appendix Q of the College safeguarding policy.

#### **4. Working with colleagues**

Staff must adhere to the College's policies and procedures and be aware their actions may have consequences for others.

#### **5. Representing the College**

In order to preserve the reputation of the College, staff must:

- Obtain approval from the Principal, or in the Principal's absence a member of the SLT, before contacting the press
- Check with the relevant budget holder before committing College resources other than those for which they have responsibility
- Take care over the use of College headed notepaper and the College logo, whether for use themselves or the use of learners they are supervising; in particular ensure that written communication they are sending outside the College is prepared by a member of the Secretariat Team
- Maintain professional standards of conduct at all times towards others when acting in a College capacity
- Dress appropriately when acting in a professional capacity
- Not engage in activity that would bring the College into disrepute

#### **6. Additional professional responsibilities**

Staff are reminded that they are expected at all times to:

- Preserve the confidentiality of information relating to the College's business which includes: staff, learners, finances, marketing and strategic planning, together with any further information rightly to be judged the property of the College (except as outlined in Whistleblowing policy and procedure)
- Exercise proper professional discretion in the event of being offered hospitality or gifts of any kind and ensure that their line manager is informed of their acceptance of any such gifts or hospitality with a value in excess of £25 per instance
- Wear their College ID with the appropriate coloured lanyard at all times when on College premises

- Support the monitoring of fundraising activities to ensure that monies raised are not used to fund extremism and so prevent a damaging effect on the safeguarding of learners and College reputation

## **7. College property**

In order to preserve the quality of the College's environment and physical resources staff must ensure that:

- They, and learners for whom they are responsible, take reasonable care of the College premises and property which they use
- Procedures for borrowing College equipment are observed
- Energy is conserved wherever possible
- The security of College property is maintained as well as possible and not put at risk  
They pay the College for any costs incurred by the personal use of College equipment (for example phone, photocopier).