



Staff Code of Conduct

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1. Policy Description

The purpose of this Code is to clarify the standards of conduct expected from all staff in the College, promote consistency, ensure that all staff are aware of their responsibilities whilst engaged in their employment and to set out the implications of non-compliance.

Links to other Policies:

- Bribery Policy
- Bullying and Harassment Policy
- Capability Procedure
- Confidentiality, Copyright and Employee Inventions
- Data Protection Policy
- Disciplinary and Dismissal Procedures
- Equality and Diversity Policy
- Financial Regulations
- Grievance Procedure
- Health and Safety Policy
- Safeguarding Children & Vulnerable Adults Policy and Procedures
- Social and Electronic Media Policy
- Whistleblowing Policy
- Working from Home Guidelines

2. Executive Summary

This Code sets out to staff the standards of conduct and behaviours which are expected of them, as well as assisting managers and supervisors to maintain proper standards of discipline at work and, where necessary, to employ the appropriate procedures. The College expects its employees to provide a quality service to its students, to other members of staff, the community and at all times to safeguard its reputation.

3. Our Behaviours

In addition to the specific behaviours described in this Code, all staff across the College are expected to fulfil their roles, deal with others and generally conduct themselves in line with the College's Behaviours which are set out at Appendix 1 to this Code."

4. Context

- 4.1 This Code must be complied with by all employees of the College and supplements the provisions outlined in the employee's Contract of Employment and Staff Handbook. In instances where cases do not clearly fall within the guidance of this code or the above-

mentioned supplementary information, then the case will be decided by the Senior Management of the College with the right of appeal to the Principal or designated Senior Postholder.

- 4.2 Failure to observe the standards of conduct set out in this Code will be regarded by the College as a breach of contract. Any breach of contract renders an employee liable to disciplinary action which may include dismissal.
- 4.3 There is an implied duty of trust which is central to the Contract of Employment of every employee. Any conduct which breaches or brings into question the integrity of employees is potentially very serious. It is important that all employees are aware of the areas of conduct where potential difficulties can arise in order that r issues can be avoided. The sections below cover the main circumstances in which challenges to professionalism, integrity and ethics may be encountered, these are not intended to be exhaustive.
- 4.4 The College and the Governing Board recognises that staff have freedom within the law to question received wisdom and to put forward new ideas and controversial opinions to management without placing themselves in jeopardy of losing their jobs or status or any other benefits which they may have within the College. (ref: Instruments and Articles – Article 9)

5 Code of Conduct

5.1 Terms of Employment

- i) Each member of staff is expected to abide by the terms and conditions of their employment and to fulfil the requirements of his/her agreed job description. Staff are expected to work flexibly in line with the changing needs of the College.
- ii) All employees are expected to conduct themselves in accordance with established College Policies to include Equality & Diversity, Harassment, Whistleblowing, Health & Safety and Safeguarding Policies. The failure of any employee to do so may result in action being taken against him/her under the College's Disciplinary Procedure.

The Human Resources Department may be contacted at any stage in the proceedings in order to offer support, advice and guidance to management and staff.

5.2 Conduct

All staff are expected to conduct themselves in a reasonable and responsible manner when undertaking their duties and fulfilling their responsibilities and to comply with lawful and reasonable instructions from managers. It is expected that staff display integrity, honesty and impartiality in all dealings and work at all times within the spirit of the College's Mission, Vision, Behaviours and Strategic Priorities. Managers are expected to treat all staff fairly, consistently and not less favourably to one another; and with respect and dignity at all times.

5.3 The Prevent Duty

All Staff should understand and abide by the fundamental British values of

- i) democracy
- ii) the rule of law
- iii) individual liberty
- iv) mutual respect for and
- v) tolerance of those with different faiths and beliefs, and for those without faith.

Fundamental British Values underpin what it is to be a citizen in a modern and diverse Great Britain valuing our community and celebrating diversity of the UK. Fundamental British Values are not exclusive to being British and are shared by other democratic countries as a way of creating an orderly society, where individual members can feel safe, valued and can contribute for the good of themselves and others. Staff are expected to challenge any extremist views.

5.4 College Loyalty/Reputation

Staff are expected to act professionally in good faith and in the best interests of the College. It is a disciplinary offence to act in such a way as to bring the College's name into disrepute. This includes dealings with external organisations. In dealings with external organisations, staff should act as "ambassadors" for the College, seeking to promote the services and positive reputation of the College. Staff must not tender for business for their own personal gain. Staff should not engage in any employment activity which would bring the staff member into competition with the activities of the College or conflict with the interests of the College. Part time employees who have additional employment external to the College which may compromise or conflict with their work with the College must discuss the issue with their Line Manager in the first instance for approval.

5.5 Confidentiality

- i) Staff should not divulge to any person, corporation, company or other organisation whatsoever any confidential information belonging to the College or to any Subsidiary relating to its or their affairs or dealings which may come to the knowledge of the staff member during employment.
- ii) Staff should ensure that personal data belonging to an individual is maintained securely and lawfully in order to protect the rights of the individual, in line with the 1998 Data Protection Act.

6 Safeguarding

6.1 The safeguarding of all students is the responsibility of all staff, especially those students who are under 18 years' old or vulnerable adults (i.e. High Needs students aged 19-24). Staff should be vigilant with regard to safeguarding the College, students and other staff. Staff are required to act responsibly and take appropriate action to ensure that students learn and work safely in a safe and secure environment where they are protected from abuse by others.

6.2 Staff must wear their ID in a clearly visible manner at all times when on College premises and assist with the security of the College by challenging any individual who is not wearing appropriate College ID, by requesting proof of identity (ID card or Visitor Pass), or otherwise directing them to the main reception for assistance.

7 Social Media

7.1 The use of social media has the potential to cause damage to the College's reputation. When communicating either in a professional or personal capacity, within or outside the workplace, employees must conduct themselves appropriately.

- 7.2 If such action has a negative impact on the College's operation or reputation, this could result in disciplinary action being taken against the employee. Examples include: publishing defamatory and/or knowingly false material about the College, other employees or students, posting images or comments that are inappropriate, offensive or discriminatory or links to inappropriate content or doing anything that may conflict with the interests of the College or damage the reputation of the College.
- 7.3 Students may wish to become "friends" with College employees on social media platforms, however to ensure professional boundaries are maintained, employees are encouraged to set up a work profile using their Craven College e mail address and must not accept and/or invite students (including vulnerable students who are adults or children), ex-students under the age of 18 years' old and parents, to become "friends" on personal social media accounts or other online services.
- 7.4 Entering into such relationships may lead to abuse of an employee's position of trust and breach the standards of professional behaviour and conduct expected at the College. The College considers such action a misconduct and reserves the right to take disciplinary action if employees are found to be in breach of this policy, with the potential of dismissal for serious cases of misconduct.

8 Staff / Student Relationships

- 8.1 Students will be treated with courtesy, dignity and respect at all times and in all circumstances. All students must be treated fairly and equally.
- 8.2 Staff have an implied duty of trust within their Contract of Employment. Staff should ensure that their relationships with students are never of a kind that could compromise their professional responsibilities. Staff are expected to maintain professionalism in all dealings with students whether at work or outside work. Confidentiality in relation to College operations or matters concerning other members of staff or students must be adhered to at all times.
- 8.3 The development of personal relationships between staff and students are discouraged. However, if circumstances arise where such relationships do develop, then the following must apply:
- i) there is no abuse of a position of power
 - ii) there must be no direct teaching or support of the student
- Personal relationships of an intimate nature between staff and students, who are 18 years' old or under, fall into Child Protection Legislation and will be treated as gross misconduct under the College's Disciplinary Procedure. It is an offence under section 16 of The Sexual Offences Act 2003 for a person aged 18 or over (e.g. teacher, youth worker) to have a sexual relationship with a child under 18 years' old where that person is in a position of trust in respect of that child, even if the relationship is consensual.
- 8.4 Any member of staff who suspects that there is a personal relationship between a member of staff, and a student who is 18 years' old or under, should report this directly to the College's Safeguarding Lead. Such relationships will be reported to the Principal and the LADO in relation to Child Protection concerns in line with legal guidelines. This may involve referral to

the College's Disciplinary Procedure and in certain cases this may also involve referral to the Disclosure and Barring Service (DBS). All referrals will be clearly documented.

- 8.5 If a personal relationship of a non-intimate nature exists or develops between a member of staff and a student who is 18 years' old or under, this must be disclosed in writing to the Senior Manager for Safeguarding, the Vice Principal Curriculum and Quality, who will carry out a risk assessment involving relevant external agencies if necessary, e.g. Social Services, to ensure that the relationship is professional and not inappropriate. Failure to disclose could result in action being taken under the College's Disciplinary procedure.
- 8.6 Teachers, like all professionals, owe a particular obligation / duty of care to all students. Teachers must maintain safeguarding and the delivery of a quality service to students as high priorities. Where teaching falls short of an acceptable standard, a finding of negligence may follow which could result in action being taken under the College's Disciplinary Procedure.

9 Staff Relationships

- 9.1 Staff must at all times treat colleagues with respect and courtesy. The College's Equality and Diversity Policy applies. Staff will be dealt with equitably without bias or discrimination. Staff are expected to work effectively as team members, support colleagues and maintain effective working relationships.
- 9.2 Where disagreements arise between members of staff in either a professional or non-professional nature, (i.e. college activities related to their areas of work or non-college activities related to personal issues during the normal college day or outside of the normal college day), it is important that high professional standards are maintained at all times and that such issues do not affect the workplace.
- 9.3 The College expects that such disagreements will be resolved by staff concerned promptly, but if they cannot be resolved amicably (with the assistance of Line Managers and or Senior Managers if necessary) then staff concerned may invoke the Grievance Procedure. They must not, under any circumstances, discuss the matter with students and should keep the matter as confidential as possible to avoid negative effects on other staff, or students.
- 9.4 If a member of staff allows a personal disagreement to impact adversely on his/her work or the work of other members of staff or students, then the College will consider taking action under the College's Disciplinary Procedure.
- 9.5 Employees have a right to be treated with respect and dignity at work. Harassment or bullying (physical or mental) at whatever level in whatever form will not be tolerated. Any form of intimidating behaviour will be treated seriously under the College's Disciplinary Procedure since this can lead to undermining confidence, under performance at work and destruction of morale and teamwork.

10 Dress Code

- 10.1 Employees are required to dress appropriately based upon their role and responsibilities when working within the workplace, working outside of the workplace and when representing the College. It is acknowledged by the College that what is appropriate may vary depending upon

the location at which the employee is working, the activities that they are undertaking and the people they may be meeting (in person or virtually) on a given day.

10.2 All employees are required to be neat, clean and tidy during working hours, whether working on the College's premises or elsewhere, presenting a positive image of the College. Some areas of the College require specific corporate work wear and/or PPE which must be adhered to. The College will provide PPE and corporate work wear where applicable.

10.3 Although employees have some freedom in expressing themselves in dress, the management of the College have the discretion to judge what is and is not appropriate. The following items of clothing are examples of what is not considered acceptable dress and therefore are not permitted at work:

- scruffy/torn trousers;
- clothing of a revealing nature;
- sports clothing, for example tracksuits and football shirts (unless specified as specific corporate work wear, e.g. Sports Department);
- sweatshirts or t-shirts with slogans or symbols that could cause offence;
- trainers, flip flop type shoes; and
- excessive or unconventional jewellery.

NB: Denim Jeans are only acceptable as work wear where the role is workshop based e.g. Construction & Countryside and must be approved by the Line Manager.

10.4 The College recognises the diversity of cultures and religions of its employees and will take a sensitive approach when this affects dress and corporate work wear requirements. However, priority will be given to health and safety, security and other similar considerations.

10.5 During the Covid-19 outbreak, staff are encouraged to wear clothing that can be laundered frequently and easily, and the College therefore recognises that the wearing of tailored wear that requires dry cleaning may not be practicable.

11 Employees Required to Wear Corporate Work Wear

11.1 Certain Departments are required to wear specified mandatory corporate work wear which will be agreed with the Line Manager and purchased by the College. e.g Hair & Beauty, Catering, Caretaking/Facilities.

11.2 Employees who are required to wear mandatory corporate work wear must ensure that they do so during working hours, unless advised otherwise by their Line Manager. Work wear must always be clean and worn in a presentable fashion. The work wear issued must not be altered in any way without the College's permission and must include the correct College logo.

11.3 Work wear remains the property of the College. Employees must take responsibility to ensure that good care is taken of garments and return any work wear issued on the termination of employment.

12 Employees Required to Wear Personal Protective Equipment (PPE)

12.1 Line Managers, in conjunction with Senior Managers will specify and agree mandatory College PPE requirements which will be purchased by the College.

- 12.2 Employees who occupy roles that require PPE e.g. hard hats, masks and gloves, are required to wear this clothing while carrying out their duties whenever required by law or by College rules.
- 12.3 In addition, any employee whose job involves working with machinery/working with food must keep his/her hair either short or tied back and must not wear any jewellery other than a wedding ring. These rules are in place for safety/hygiene reasons.
- 12.4 All PPE remains the property of the College. Employees must take responsibility to ensure that good care is taken of garments and return any work wear issued on the termination of employment.

13 Gifts and Hospitality

- 13.1 Employees should exercise care and discretion in offering and accepting gifts and/or hospitality. Employees must be careful when exercising their duties not to show by their behaviour that they may be influenced by gifts and /or hospitality whilst acting in an official capacity. (The Prevention of Corruption Acts 1906 and 1916 make it a criminal offence for employees to demand or accept any gift or reward in return for allowing themselves to be influenced in their official capacity by any person – including a student – seeking to obtain a contract or favourable treatment by the employer).
- 13.2 Staff may accept gifts and /or hospitality of modest value such as diaries and pens etc. and may accept refreshments and food arising while on College business or dinners when representing the College, but must not accept corporate hospitality or entertainment designed by third parties to reward or influence staff of the College with whom they are conducting business or purchasing goods and services.
- 13.3 Gifts received from students can be accepted as long as they are modest and represent small tokens of appreciation and gratitude. It is very important that on internally assessed courses that any gift cannot be perceived or portrayed as possibly having an influence on assessment decisions. The same would apply to the completion of references for students.
- 13.4 Gifts and hospitality over the value of £50 must be declared and added to the Gifts Register maintained by the Director of Governance. If a member of staff is concerned about a gift they should refer and discuss the matter with their Line Manager. If in doubt the gift should be registered. The Gifts Register will be reviewed annually by the Governing Body.
- 13.5 Any member of staff or governor wishing to dispense hospitality must obtain authorisation by a Budget Holder (the Principal shall authorise hospitality if the person wishing to dispense hospitality wishes to do so from their own budget).
- 13.6 Hospitality must only be dispensed if it is in connection with College business and if the persons receiving the hospitality are from outside the College. The exception being members of the Governing Body and its Committee meetings.

14 Bribery

- 14.1 The College has a zero tolerance approach to bribery and corruption. The College's reputation with the community it serves and other stakeholders is underpinned by ethical behaviour, financial probity and honesty.
- 14.2 All employees and associated persons are responsible for maintaining the highest standards of conduct and are expected to behave honestly and with integrity.
- 14.3 The College prohibits employees and anyone acting for, or on behalf of, the College ("associated persons"), including Governors, other volunteers, temporary workers, consultants and contractors from offering, giving, soliciting or accepting any bribe. The bribe might include cash, a gift or other inducement, to or from any person or organisation, wherever they are situated, and irrespective of whether or not they are a public official/body or private person or company, by any individual governor, employee, agent or other person or body acting on the College's behalf.
- 14.4 Employees and associated persons are requested to remain vigilant in preventing, detecting and reporting bribery. Employees and associated persons are expected to report any concerns regarding any suspected bribery in accordance with the College's procedures contained in the Whistleblowing Policy.

15 Disclosure of Business Interests

- 15.1 Employees who are associated with businesses/ interests with whom the College may potentially transact must disclose these interests for the record to the Director of Governance and/or to the Finance Manager. This also applies to spouses/ partners/ close relatives of staff.

16 Timekeeping

- 16.1 The College expects high standards of attendance and timekeeping from all staff. Employees are expected to arrive at their place of work within the College on time to enable them to fulfil their contractual obligations and any necessary advance preparations to ensure the delivery of a quality service.
- 16.2 If absent through sickness or for any another reason, employees must speak to their Line Manager at the earliest opportunity before the start time or by 8.30am in order that any necessary arrangements can be made (e.g. class cover for tutors).

17 Contact with the Press

- 17.1 Statements to the press or other media, whether directly or through third parties, on any issue concerning the College, may only be made by prior consultation/agreement with the Principal, or in their absence the Vice Principal. Staff involved in authorised marketing activities are excluded from this restriction.

NB: This does not infringe the rights of staff under the Whistleblowing Policy, which encourages employees to raise genuine concerns relating to some danger, fraud or other illegal or unethical conduct connected with the workplace without fear of reprisal or victimisation.

18 College Property

- 18.1 In order to preserve the quality of the College's environment and physical resources, staff must ensure that they and students, for whom they are responsible, look after College premises and property. Staff should also ensure energy is conserved wherever possible (e.g. turning off lights when not in use and computers at the close of business); and the security of College property is maintained as far as possible and not put at risk.

19 GDPR and Data Security

- 19.1 All Craven College employees are expected to abide by the College's Data Protection Policy and the eight key principles as set out below:

Principle 1: Personal data shall be processed fairly and lawfully.

Principle 2: Personal data shall be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.

Principle 3: Personal data shall be adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.

Principle 4: Personal data shall be accurate and, kept up to date.

Principle 5: Personal data shall be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data is processed.

Principle 6: Personal data shall be processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing, and against accidental loss, destruction or damage.

Principle 7: Accountability – Craven College must demonstrate that the six Data Protection Principles (outlined above) are met for all personal data for which it is responsible

Principle 8: Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

20 Home Working

- 20.1 Staff are required to adhere to the published working from homes guidelines.

20.2 Employees who are working from home are subject to the same rules, procedures and expected standard of conduct and performance as all other employees. Contractual obligations, duties and responsibilities remain in place, as do our workplace policies.

OUR BEHAVIOURS



ASPIRATIONAL

- CURIOUS**
Inquisitive and interested
- OPTIMISTIC**
Have a positive outlook
- PROGRESSIVE**
Determined to succeed



AUTHENTIC

- POSITIVE MINDSET**
Committed and determined
- RESPECTFUL**
Inclusive and kind
- SOCIALLY INTELLIGENT**
Self-aware and employable



COLLABORATIVE

- CONNECTED**
Work well with others
- INNOVATIVE**
Creative and solutions-focussed
- RESPONSIBLE**
Takes ownership



RESILIENT

- ADAPTABLE**
Flexible
- ENTHUSIASTIC**
Can do attitude
- PRAGMATIC**
Sensible and realistic