



Staff Code of Conduct

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1. PURPOSE

The Staff Code of Conduct is intended to promote good practice and maintain standards of behaviour and conduct within the College alongside existing College Policies and Procedure.

The purpose of this code is to provide a clear framework within which employees of the College are expected to conduct themselves. The College strives to maintain a work environment for its staff and a learning environment for its students in which honesty, integrity and respect for fellow employees, students and the customers/clients of the College is constantly reflected in personal behaviour and standards of conduct.

All staff at College have a legal and moral duty to keep students safe at all times and protect them from physical and emotional harm, including the risk of grooming for sexual exploitation or radicalisation. It is therefore vital that our behaviour and approaches are exemplary.

The relationship between the college and its employees is based upon mutual respect, trust and confidence. This code of conduct sets out some of the standards upon which this relationship is to be based and underpins the core values and strategic ambitions of the College, by placing students at the heart of what we do.

2. SCOPE

The Code of Conduct applies to all employees of the College and anyone working within it on a contract, voluntary or placement basis.

It is the responsibility of all members of the College's working community to make themselves aware of the standards set out in this Code and to apply these standards at all times. Whenever there is any doubt, you should seek advice from your line manager or Human Resources.

Failure to comply with the standards outlined in this document may result in disciplinary action in accordance with the College's Disciplinary Policy and Procedure.

It is not intended to be comprehensive, and may not address all possible situations, nevertheless it should give a broad overview of appropriate professional conduct and behaviour.

3. PROCEDURES WHERE THE CODE OF CONDUCT IS NOT UPHELD

In circumstances where employees are believed to have transgressed the Code of Conduct to the extent that the College's disciplinary rules have been infringed, the College's Staff Disciplinary Policy and Procedure will be invoked. [Disciplinary Policy and Procedure](#)

Where an allegation is made, or suspicion raised that a member of staff working with a child (a student aged under 18) or a vulnerable adult at risk of harm has:

- Behaved in a way that has harmed or may have harmed that person
- Possibly committed a criminal offence against or related to a child or adult at risk or
- Otherwise behaved in a way that indicates that they are unsuitable to work with children or an adult at risk

The College is obliged by the regulations of the Local Safeguarding Children Board and by its own internal Safeguarding Policy and Procedure to refer these concerns to the Local Authority Designated Officer for Child/ Adult Safeguarding. Decisions will then be made on an interagency basis as to what steps are then necessary including, where appropriate, the involvement of the Police.

4. SAFEGUARDING

The College has comprehensive policies and procedures to safeguard and promote the welfare of children/young people and adults receiving education and training at the College. Employee's must be aware of the name of the designated person with responsibility for safeguarding students and understand their responsibilities under the Safeguarding Policy and Procedure.

All staff have a responsibility to raise concerns about the inappropriate or worrying behaviour of a colleague: in good faith and without fear of repercussions. Employee's must accept responsibility for their own actions and behaviour and avoid any conduct that might lead any reasonable person to question their motivation and intentions. They must make a record of any incident and promptly consult their line manager. All staff are obliged to support the College's statutory duty to safeguard and promote the welfare and well-being of all students.

All staff have a legal duty to report cases of suspected abuse where there are concerns that a child/young person or adult at risk of abuse has been mistreated or abused. If you have any concerns these should be reported to a College Safeguarding Officer.

Employees and volunteers working at the College must understand that any breaches in the law or professional expectations might lead to criminal or disciplinary action and barring.

5. CONDUCT OUTSIDE OF WORK

The college does not seek to dictate how employees conduct themselves in their personal lives outside work. However, staff must not knowingly engage in conduct outside of work which could seriously damage the reputation and standing of the College. Conduct of this nature may be dealt with through the College's Disciplinary Policy and Procedure.

6. STANDARDS OF DRESS

Employees are expected to dress in a way which is appropriate to their role and are expected to use good judgment in their selection of workplace attire. When in doubt, staff should consult with their Line Manager for specific information regarding acceptable standards of dress for their position.

Some roles necessitate employees to wear items of protective clothing in the interests of health and safety. Such items should be worn at all times as required. The College will supply and replace items of PPE where and when required.

The College ID Badge and Lanyard must be worn at all times when representing the College on-site and offsite for identification and safeguarding reasons. The college acknowledges that there may be occasions where wearing a lanyard whilst conducting a particular work activity may be a risk to health and safety. Once the task is complete staff will be required to continue wearing their lanyard. There may also be occasions where staff have forgotten or lost their lanyard which is not in itself an automatic breach, but must be reported to reception on arrival and a temporary pass must be obtained.

7. ALCOHOL & SUBSTANCE ABUSE, SMOKING & VAPING

Employees must not attend work under the influence of any substance, including alcohol, illegal drugs and/or solvents. Employees who have been prescribed medication by a healthcare professional must inform their Line Manager immediately if that medication has, or could, have an adverse effect on the employee's ability to carry out their duties. Public health laws in the UK state that enclosed or substantially enclosed workplaces and public places must be smoke free, therefore smoking is not permitted on the college premises. The college has also made a decision to prohibit the use of vaping whilst on college site. Smoking and vaping should therefore be limited to designated outdoor areas that will be provided at each site.

8. DISCLOSURE OF INTEREST

In order to uphold fairness and consistency, and to comply with college regulations (including but not limited to its financial regulations), members of the college's working community must disclose any interests and/or relationship(s) - whether direct or indirect - that they have with any person, college, company or other organisation involved with the college and/or its business and/or activities which may give rise to conflict / compromise.

9. TAKING OTHER EMPLOYMENT

You should not undertake additional employment (paid or unpaid), or allow your name to be considered for such work, if your proposed additional work either will or has the potential to:

- Create a conflict of interest, unless notified and agreed
- Affect your attendance or the performance of duties and responsibilities whilst at work
- Make use of material to which you have access by virtue of your position
- Weaken public confidence in the College

The College accepts that certain additional employment may be appropriate, however, to ensure that external work commitments of whatever type do not conflict with the interests of the College you are required to notify your line manager of any paid external work you undertake and must complete the Disclosure of External Employment Form in Appendix 2.

Limiting the number of hours people work is important for everyone's health, safety and wellbeing. By law (The Working Time Regulations 1998), employees and workers must not work more than 48 hours a week on average. This is usually averaged over 17 weeks. Hours worked within other job roles, internally or externally, also count towards the 48 hour weekly limit.

The 48-hour weekly limit applies unless the person:

- has 'opted out' of the maximum limit – this means they agree to work more hours
- does a job with exceptions under the law (where clarification is required please speak to HR)

Where an employee chooses to work more than 48 hours per week on average, they are required to complete the Working Time Regulations Opt-Out Form in Appendix 3.

10. GIFTS AND HOSPITALITY

Employees are prohibited from soliciting or receiving any gifts, with the exception of small gratuities up to the value of £30.00, or consideration of any kind from contracts or their agents, or from any organisations, or individuals with whom they are brought into contact by reason of their official duties, as an inducement, or reward for either doing or refraining from doing something in their official capacity. Where a member of staff accepts hospitality as part of the normal working environment this is deemed acceptable, but should be declared accordingly to their Line Manager. The same guidance applies to managers who may be offered gifts from individuals who they directly manage.

11. FINANCIAL REGULATIONS

The college has established financial regulations which govern all activity associated with the college's approach to financial management and control. All employees have an individual responsibility to uphold and apply in practice these regulations and any breach of them will be addressed in accordance with the College's Disciplinary Policy and Procedure.

12. HEALTH AND SAFETY

The College is committed to promoting and implementing all relevant health and safety legislation and recognises that the highest priority must be given to safe methods of work at all times. Employees must familiarise themselves with the College's Health and Safety Policy and must ensure that all health and safety standards are met in accordance with that policy. Employees must not, under any circumstances, behave in a way which could endanger their own health and safety or the health and safety of others. Any breach of the college's health and safety rules or regulations or its Health and Safety Policy will be viewed extremely seriously by the College and may constitute gross misconduct in accordance with the College's Disciplinary Policy and Procedure.

13. BULLYING AND HARASSMENT

The college recognises that all members of its working community and its clients have the right to be treated with consideration, respect and dignity, and is committed to creating and maintaining a working environment free from discrimination, harassment, bullying, intimidation and victimisation.

To clarify, bullying and/or harassment is verbal, non-verbal or physical conduct which is unsolicited or unwelcome and which another individual considers violates their dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment.

Instances of bullying and or harassment at work, or outside work if it has a bearing on the working relationship, is unacceptable and will not be tolerated. All instances of bullying and/or harassment will be managed through the College's Dignity at Work Policy. [Dignity at Work Policy](#)

Employees are encouraged to challenge and report unacceptable behaviour to the appropriate manager or HR, and are expected to co-operate with all investigations including bullying and harassment.

14. RELATIONSHIPS AND BEHAVIOUR

Staff must treat other employees and College users with courtesy and respect.

Staff must not allow themselves to be influenced significantly in the way they carry out their duties by ties of family or friendship or by some other association, nor should they expect others to behave in such a way towards them.

Where new members of staff have existing personal or business relationships with students, their parents or staff of the College, staff are advised to be mindful of the need to separate their working and personal lives. Staff must ensure they maintain professionalism and confidentiality at all times. The College acknowledges that the expectation of professionalism does not apply to existing and appropriate relationships when not onsite or engaged in College activities. The member of staff should advise their line manager of any relationships they think may cause a conflict of interest, or of any concerns that may arise.

Staff should be aware that breach of the professional nature of relationships may be treated as a disciplinary offence.

As well as conducting their own relationships with students on a professional basis, staff should not discuss with students the abilities or remuneration of other members of staff, nor should they encourage students in any form of behaviour which would contravene College policy.

All staff have a duty of care to keep students safe and are accountable for the way in which they use their authority and trust. This duty can be best exercised through the development of caring but professional relationships.

Staff should:

- Treat all students and staff with respect and dignity
- Always remember that the welfare of the student is paramount.
- Not discriminate against employees or College users on the grounds of their age, disability, sex, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief or sexual orientation.
- Not bully, ridicule, or exclude staff.
- Not swear or use offensive or discriminatory language.
- Never make sexual remarks to a student or discuss their own personal sexual relationships.
- End a discussion with a student or member of staff if it becomes embarrassing or uncomfortable.
- Work in an open and transparent environment and encourage open communication.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Never allow allegations made by a student to go unrecorded. Safeguarding concerns about a student must be recorded onto Myconcern.
- Not do things of a personal nature that the student can do for themselves.

- Unless instructed by a manager, when communicating with students staff should only use College devices when contacting students i.e. not their personal numbers. This does not preclude staff from accessing College resources on personal devices. College email/Microsoft Teams or official College internet sites etc. may also be used as a means of contacting students.
- Ensure that telephone, text, or email contact with students is for college business and that the tone and content of the communication upholds professional standards.
- Staff should not keep images of students on any personal equipment or upload them to personal social media sites. Where images are obtained for College media purposes or other educational activity, Line Managers should ensure that staff are provided with appropriate College equipment for such purposes. Regardless of age, a consent form must be obtained and signed by the student before photographs are taken. If the student is under 18 the consent form must also be signed by a parent/guardian.
- When setting up a social media page/group for study purposes staff must agree this with their line manager. Staff must liaise with the College's Marketing department to set up the page and must ensure that these social media pages are managed appropriately with material which is specifically of relevance to the subject area upon which it is focused. This only applies to forms of social media outside of the College infrastructure.
- Not invite students to be a friend on any personal websites e.g. Facebook or through other social network platforms.
- Be mindful about behaviour in any environment that could be posted by others onto websites and bring them or the college into disrepute.
- Be respectful in dealing with colleagues and not participate in gossip or malicious rumours.

15. RELATIONSHIPS BETWEEN STAFF

Within the College, members of staff will have a variety of mutually rewarding relationships which will not have a detrimental effect upon colleagues or the good running of the organisation.

Whilst most social and personal relationships are entirely beneficial in that they promote good working and academic relationships, there are occasions when personal relationships between staff may lead to actual or perceived conflicts of interest.

Members of staff are required to declare an interest where a personal relationship gives rise to a reasonable apprehension that a conflict of interest might exist, or that the integrity of the academic, administrative or institutional processes of the College could be threatened, in circumstances such as described above. Such an apprehension will almost certainly arise where one party to a relationship has a direct line management responsibility for another.

It is the responsibility of the member of staff to make a declaration of interest to their Line Manager.

16. SOCIAL CONTACT AND RELATIONSHIPS WITH STUDENTS

Staff should never make contact with a student outside of the College for the purpose of friendship. It is recognised that there may be circumstances whereby employees of the College are known to students outside of work i.e. family and friend connections, and that at times there may be occasions when reasonable or accidental contact may be unavoidable. In such circumstances staff should be mindful at all times of their professional relationship with students.

We should also recognise that the inherent nature of staff and student roles means that staff are in a position of power relative to a student, irrespective of the student's age, maturity and level of study. Therefore staff must always act in a professional, respectful and fair manner, recognising this differential of power and influence.

There is potential for sexual misconduct to occur due to the power and influence imbalance between staff and students. Consequently, intimate relationships between staff and students will always be unacceptable and may lead to disciplinary action and criminal conviction (where applicable). Encouraging a relationship to develop in a way which may lead to a sexual relationship or any other inappropriate relationship will be viewed as a grave breach of trust.

Providing lifts to students as part of a private arrangement is not acceptable without the prior permission of your line manager. Giving lifts should never be a regular occurrence with any student other than family members or their close friends whilst they are present at College.

Staff should refrain from lending money to a student. Students who are in need of money for food or travel should be directed to Student Engagement.

Where there is an actual or perceived conflict of interest, staff must declare any relationships that they may have with students outside of the College; this may include mutual membership of social groups, tutoring, or family connections. Staff should not assume that the College are aware of any such connections. A declaration form may be found in Appendix 1 of this document.

Staff should also:

- Ensure that contact with students is via College authorised mechanisms and solely for educational purposes. At no time should personal contact details, personal telephone numbers, personal email, or personal accounts on social media sites/platforms be provided to, or used to communicate with students. If contacted

by a student by an inappropriate route, staff should report the contact to their Line Manager.

- Report any suspected infatuation onto Myconcern. Behaviour giving rise to concern should also be reported which includes students seeking affection, being sexually provocative or exhibiting overly familiar behaviour.
- Report any situation which you feel may compromise your professional standing to your line manager.

17. MALPRACTICE

The College does not tolerate actions (or attempted actions) of malpractice of staff in connection with assessments and certification. The College will enact the Disciplinary Policy and Procedure where there is evidence of incidents (or attempted incidents) of malpractice. Where assessment malpractice is proven the relevant Awarding Bodies will be notified in line with their own Malpractice procedures. Awarding Bodies may also impose penalties or sanctions against either the individual/s involved and/or the College.

Staff Malpractice

Staff malpractice includes non-compliance as well as professional misconduct, for example:

- failure to follow regulations
- deliberate falsification of records, witness statements, certificates, etc.
- fraudulent certificate claims, for example, claiming for a certificate prior to the learner completing all the requirements of assessment
- allowing evidence, known by the staff member not to be the learner's own, to be included in a learner's assignment/task/portfolio/coursework
- giving information about formal assessment outcomes before the official release of such information by the Awarding Organisation.

Where staff have engaged in malpractice as a result of following a management instruction, the College may consider this as reasonable mitigation in the avoidance of a breach.

Maladministration

Maladministration covers negligent, dishonest or poorly informed behaviour that results in procedures that may compromise the integrity of assessment, such as:

- inaccurate production of assessment records
- failure to follow procedures or to maintain appropriate records
- incorrect recording of assessment decisions

In such circumstances staff members are advised to refer to the College's Public Interest Disclosure Policy & Procedure "Whistleblowing".

18. CONTACT WITH THE MEDIA/EXPRESSION OF VIEWS

The consent of the College (through the Principal or nominated Deputy) is required before speaking to the media about any aspect of the College's affairs. If you wish to write an article or seek publication of an article in the media on any aspect of the College's affairs you must obtain permission in advance.

If you are contacted by the media, you should refer the matter to the Principal (or their nominated Deputy) who will decide on the appropriate response which may or may not include your involvement.

The above conditions shall not prevent an official of a recognised trade union, who is a member of staff of the College, from communicating with the media in their capacity as a trade union representative. That official must, as far as is reasonably practicable, make it clear that they are speaking as a trade union representative.

As an individual, you are entitled to express your views provided you do not make use of any private information gained through your work with the College. You should not criticise the College either through the media or at a public meeting, or in any written communication with members of the public.

19. PUBLIC INTEREST DISCLOSURE (WHISTLEBLOWING)

If employees have concerns about something that is happening at work which they believe could be unlawful conduct, financial malpractice, a concern for the welfare or safeguarding of a student or be dangerous to the public or the environment, it is important that you bring it to the college's attention. Where possible the concerned employee should in the first instance, in complete confidence, discuss the issue of concern with their Line Manager. Where the employee prefers not to discuss the matter with the Line Manager, they should contact a Designated Assessor. In such circumstances staff members are advised to refer to the College's Public Interest Disclosure Policy & Procedure "Whistleblowing" for a list of Designated Assessors and further guidance. [Public Interest Disclosure Policy & Procedure "Whistleblowing"](#)

20. USE OF COLLEGE FACILITIES

You must ensure that College facilities and equipment provided for your use at work are used for College business purposes only. Such facilities include; accommodation, transport, stationery, postal services, telephones and IT.

Personal business interests must not be pursued through the use of College facilities or equipment. If for any reason you wish to use a College facility for personal use, you must first discuss this with your line manager and, if necessary, arrange payment for usage

The College IT Policy sets out the restricted circumstances in which personal use of e-mail, internet, telephone etc. are allowed.

Unauthorised use of College facilities or equipment may result in disciplinary action, with the exception of reasonable usage that does not impact on normal duties or where prior permission has been sought from a Line Manager.

21. USE OF IT

All employees have an individual responsibility to uphold and apply in practice the College's IT Policy. Breaches of the policy will be addressed in accordance with the College's disciplinary procedure. All employees must familiarise themselves with the College's policy and guidance on the use IT. [IT Policy](#)

Staff must exercise caution when using information technology and be aware of the risks to themselves and others.

22. DAMAGE TO PROPERTY

Anyone suspected of, or caught, causing deliberate damage to college property, hired plant or third party property within the confines of college and/or client premises will be subject to disciplinary action in accordance with the College's Disciplinary Policy and Procedure.

[Disciplinary Policy and Procedure](#)

23. THEFT

Anyone who is suspected of or caught stealing the property or assets of the College, its employees or clients will be subject to disciplinary action in accordance with the College's Disciplinary Policy and Procedure. The Police may also be notified.

24. COMPLIANCE

All employees must complete the form in Appendix 4 to confirm they have read, understood and agreed to comply with the code of conduct. This form should then be signed and dated.

25. RELATED COLLEGE POLICIES AND PROCEDURES

- [Health and Safety Policy](#)
- [Keeping Children Safe in Education \(KCSIE\)](#)
- [Public Interest Disclosure Policy & Procedure “Whistleblowing”](#)
- [Disciplinary Policy and Procedure](#)
- [IT Policy](#)
- [Dignity at Work Policy](#)

Appendix 1

Relationships with students outside of work declaration

It is recognised that there may be circumstances whereby employees of the College are known to students outside of work. Examples include membership of sports clubs, family connections, or private tutoring.

Where there is an actual or perceived conflict of interest, staff must declare any relationship outside of College that they may have with students.

Employee Name	Student Name	Relationship

I can confirm that I am fully aware of the code of conduct relating to contact out of College with students in line with this policy.

If I am tutoring a student outside of College I am aware that the following must be adhered to:

- I do not, at any point, teach the child in question as part of my daily timetable - this is a stipulation of such tutoring
- I emphasise to parents that this is done completely independently of the College
- No monies come through the College at any point, informally (e.g. via the child) or formally
- No private tutoring is to take place on the College premises

I confirm that if these circumstances change at any time I will complete a new form to ensure the College is aware of any relationships.

Signed

Date

Once completed, signed and dated, please return this form to Human Resources

Appendix 2

Employees Disclosure of External Employment Form

Please use this form to declare any secondary employment you are engaged in or intending to engage in.

1. Employees Disclosure of Secondary Employment			
Name of Employee making declaration (Please PRINT)			
Position Title		Employee Number	
Faculty/Division			
2. Details of External Employment			
Name of Employer (if Self Employed state Trading Name)			
Address of Employer			
Position Held/Job Title			
Days Employed (circle appropriate days)		M T W T F S S or VARIOUS	
Total hours to be worked (indicate whether daily/weekly/monthly)			
3. Employee Declaration			
Name			
Position/Post Held			
Signed		Date	
4. Manager Approval (<i>Line Manager and Above</i>)			
Name			
Position/Post Held			
Signed		Date	

Once completed, signed and dated, please return this form to Human Resources

Appendix 3

Working Time Regulations Opt-Out Form

Employees will not normally be expected to work on average more than 48 hours per each seven-day period. This can be averaged over 17 weeks.

Please note that a decision to work more than 48 hours is an individual voluntary option and no pressure should be placed on the individual to take this option.

INDIVIDUAL OPT-OUT <i>(Please Tick or Complete Appropriate Option)</i>			
1. I agree that the limit in regulation 4(1) of the Working Time Regulations 1998 shall not apply to me and that my average working time may therefore exceed 48 hours for each seven-day period (as defined by and calculated in accordance with the Working Time Regulations 1998). This agreement can be terminated by me giving three months' notice in writing to the employer.			
A - This agreement shall apply on an on-going permanent basis			<input type="checkbox"/>
B - This agreement shall apply	From (date)		
	Until (date)		
2. I do not agree to Opt-out of Regulation 4 (1) of the Working Time Regulations 1998 regarding the Maximum Weekly Working Time.			<input type="checkbox"/>
Name (PRINT):		Position Title:	
Signature:		Date:	

Once completed, signed and dated, please return this form to Human Resources

Appendix 4

Confirmation of Compliance

I hereby confirm that I have read, understood and agree to comply with the College's Code of Conduct.

Name

Position/Post Held

Signed

Date

Once completed, signed and dated, please return this form to Human Resources