

**Greenhead College
Corporation**



STAFF CODE OF CONDUCT

Reviewed May 2020

Staff Code of Conduct

The purpose of this Code of Conduct is to help you to be clear about the standards of behaviour expected of you whilst you are an employee of the College. It indicates the main areas of appropriate conduct and illustrates the standards expected. If you are unclear about any aspect of the policy or if you are uncertain whether a particular aspect of conduct is acceptable, you should seek guidance from your Head of Department, the Human Resources Manager or a member of the Senior Leadership Team.

1. You should, under all circumstances, carry out your duties reliably and with integrity, and comply with reasonable requirements or instructions given to you by your line manager and the College's Senior Leadership Team.
2. Whilst on site, you must wear a College identity badge which is visible at all times and ensure that any visitor for whom you are responsible is signed in at reception, supervised appropriately and also wears a visible visitors' badge. It is your responsibility to ensure volunteers or contractors meet the requirements to safeguard students if you are responsible for their work in College. Refer to the College's Visitor Policy for further guidance.
3. You should behave in a professional manner when undertaking College duties. This should be reflected in dress, language and other behaviour.
4. You should not smoke in the College building or grounds except in the area designated for this purpose.
5. You should not attempt to carry out your duties if you are under the influence of alcohol, illegal drugs or other substances which prevent you from doing so competently.
6. You should ensure that all administrative tasks associated with your role, e.g. registers, mark-book and monitoring grades, are completed appropriately.
7. You should ensure that you are actively involved in Appraisal and Performance Management, and have a responsibility to ensure to keep yourself up-to-date through both internal and external staff development.
8. You should treat all College property with care and respect, ensuring its security and that of any College or student money for which you are responsible.
9. You should follow all published procedures when using IT and should take particular care to use telephone, email, the Internet and social media appropriately. Refer to the College's Online Safety and Mobile Phone Policies for further guidance.
10. You should not, under any circumstances, disclose information to anyone whom the College may consider has no right to receive it. The Freedom of Information Act does not entitle access to confidential information about individuals. The security of data is the responsibility of all members of staff. The College's Online Safety and Freedom of Information Policies must be complied with at all times. However, where a member of staff has serious concerns about perceived irregularities in the running of the College or the activities of staff within the College, they should refer to the College's Whistleblowing Policy for further guidance.
11. You should, under all circumstances, take reasonable steps to ensure the health, safety and welfare of yourself, other employees, students and College users. You must be clear when students are in your supervision as to what your responsibilities are. You must report anything which you consider a health and safety risk immediately to caretakers or a senior member of staff. Refer to the College's Health and Safety Policy for further guidance.
12. Whilst minor gifts or hospitality may be considered part of the courtesies of working life, you should be cautious. Refer to the Corporate Gifts and Hospitality Policy for further guidance.
13. You must take responsibility for, and be committed to, promoting and safeguarding the welfare of children, young people and vulnerable adults, whether you are responsible for or in contact with them. All staff must adhere to the College's Safeguarding Code of Conduct. Refer to the College's Safeguarding Policy for further guidance.
14. You must not enter into any form of sexual relationship with a student at the College of any age. It is an offence under the Sexual Offences Act 2003 for a person over 18 to have a

sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. Any improper relationship is a breach of trust.

15. You should, under all circumstances, treat other employees, students and College users with courtesy and respect. You should uphold British values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faith and beliefs. The College is committed to promoting equality of opportunity and accepting and valuing individual differences for all employees, students or other College users. You should not act in any way which is discriminatory towards individuals or groups including for reasons of age, disability, gender reassignment, marital status, pregnancy and maternity, race, religion or belief, sex or sexual orientation. Refer to the College's Equality and Diversity Policy for further guidance.
16. Your conduct in your private life is a matter of concern to the College where it damages the College's reputation, makes you unsuitable for educational work or renders your continuing employment unacceptable. Offences relating to violence, dishonesty, substance abuse (including alcohol), sexual offences and possibly other offences are likely to come into this category. Dealing with the media on any issue without the knowledge and support of the Principal will also be a matter of concern for the College and may lead to disciplinary action.
17. You must inform the College if you receive a Police caution or are convicted of a criminal offence as this may affect your suitability to work with children and young people. All posts at the College are exempt from the Rehabilitation of Offenders Act 1974 and the Police Act Criminal Records 1997.
18. You may only be absent from work when that absence is authorised or you are ill. You may be asked to attend a return to work interview. Refer to the College's Absence Policy for further guidance.
19. You must deal with complete integrity with regard to any external agency working with the College and particularly with regard to the management and administration of examinations and assessment procedures. It is unacceptable to fail to comply with the requirements of statutory bodies relating to the examination, assessment and evaluation of students achievement and attainment.
20. You should not enter into any other employment or activity which would interfere with your duties at the College. You must inform the Principal before you accept paid employment additional to your work at College.

This Code of Conduct applies to all staff employed by the College and to volunteers who work on its behalf. A breach of this code may lead to disciplinary action.

“This policy has been impact assessed to ensure it complies with all aspects of Equality and Diversity. Members are reassured that this policy is compliant with current equality legislation”.

<i>Author:</i>	<i>Principal</i>
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