



**Greenhead College
Corporation**

STAFF CODE OF CONDUCT

Revised May 2023

Staff Code of Conduct

The standards of behaviour expected of all Greenhead College employees tie in with key purpose and principles of the College. The College's key purpose and principles are as follows:

Purpose:

Be exceptional.

Principles:

Every person matters

- Enrich people's talents and skills
- Create opportunities for all abilities to achieve their full potential
- Challenge and educate (Try things, Fail, Learn)
- Allow students to grow in all aspects of self
- Develop responsible, resilient, caring, young adults.

Create a safe space to grow and flourish

- Create an inclusive, welcoming and safe space
- A sense of community amongst both staff and students
- Where wellbeing comes first (just as important as academic skills)
- Where all staff are trusted and valued as professionals
- Where praise, recognition and support are shown to each other.

Be the best you can be

- Treat every member of the College as an individual
- Clear direction and communication
- Mutual respect between all College staff and students
- Equality of opportunity for every student
- Value and celebrate individuality and diversity.

Pursue excellence

- Promote a culture of quality and success
- Go above and beyond for our students
- Very high quality of teaching and pastoral care
- Be flexible and embrace the future
- Be at the forefront of the sector in order to serve current and future generations of students and staff.

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, and how you can help fulfil the College's purpose and principles.

The Code of Conduct applies to all staff employed by the College and to volunteers who work on its behalf. 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

line manager, the Director of Human Resources or a member of the Senior Leadership Team.

The policies referred to below are available on the College website (greenhead.ac.uk).

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 always visible and ensure that any visitor for whom you are responsible is signed in at reception, supervised appropriately and 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. **(Please also refer to the College's Visitor Procedure 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 or vape in the College building or grounds.
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. record and paperwork (support staff) or registers, marking and assessment, and monitoring grades (teaching staff), are completed appropriately.
7. You should ensure that you are actively involved in Performance Management, and have a responsibility to ensure to keep yourself up-to-date through both internal and external staff development. **(This links to the principles 'Be the best you can be' and 'Pursue excellence')**
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. **(Please also 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. **(Please also refer to the College's Online Safety, Freedom of Information, Code of Practice Covering Ethical Standards, Data Protection and Whistleblowing Policies 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 healthandsafety@greenhead.ac.uk. ***(Please also refer to the College's Health and Safety and Trips Policies for further guidance.)***
12. Whilst minor gifts or hospitality may be considered part of the courtesies of working life, you should be cautious. ***(Please also refer to the College's 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. ***(Please also refer to the College's Safeguarding Policy for further guidance.)***
14. You must comply with the guidance for safer working practice for those working with children and young people in education settings. This involves being responsible for your own actions and behaviour; working in an open and transparent way; working with other colleagues where possible in situations that may be open to question; discussing and taking advice from the Senior Leadership Team over any incident which may give rise to concern; recording any incidents or decisions made; applying the same professional standards regardless of gender, sexuality or disability; complying with confidentiality where necessary; and being aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against you. ***(Please also refer to the College's Safeguarding Policy for further guidance.)***
15. You should, under all circumstances, treat other employees, students and College users with courtesy and mutual 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. ***(This links to the principles 'Every person matters' and 'Create a safe space to grow and flourish') (Please also refer to the College's Diversity and Inclusion 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 be a conflict of interest with your duties at the College or bring the reputation of the College into disrepute.
21. You should inform the Principal before you accept paid or voluntary employment additional to your work at College.

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

<i>Author:</i>	<i>Principal</i>
<i>Date drafted:</i>	<i>May 2017</i>
<i>Date accepted by the Corporation:</i>	<i>N/A</i>
<i>Date of next review:</i>	<i>May 2026</i>