



# Norton College Tewkesbury

## Staff Code of Conduct

Agreed By Directors:

Sign:

Date:

Review: Sept 2019

## **Introduction**

This Code of Conduct is designed to give clear guidance on the standards of behaviour all college staff are expected to observe. College staff are in a unique position of influence, and must adhere to behaviour that models the highest possible standards for all the students within the college. Staff should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action, including dismissal.

In addition, all staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct. This Code helps all staff to understand what behaviour is and is not acceptable

## **Safeguarding Students**

The welfare and safety of all students is paramount. Staff have a duty to safeguard the students from:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect
- A range of other specific abuses as detailed in the college Safeguarding policy

The duty to safeguard students includes the duty to report concerns to the college Designated Senior Member Staff (DSMS) for safeguarding. Staff are provided with personal copies of the college Safeguarding Policy, and also the college Whistleblowing Procedures, it is vital that staff are familiar with these documents.

## **Honesty and Integrity**

Staff must maintain the highest standards of honesty and integrity in their work. This includes the handling and claiming of money, and the use of any of the colleges' property and facilities.

## **Information Systems**

The college may exercise its right to monitor the use of information systems, including internet access, and the interception of e-mails for monitoring purposes. Where it believes unauthorised and/or inappropriate use of the college's information system or unacceptable or inappropriate behaviour may be taking place, the college will invoke its disciplinary procedure. If the college suspects that the system may be being used for criminal purposes or for storing unlawful text, imagery or sound, the matter will be brought to the attention of the Police.

## **Conduct outside College**

- Staff must not engage in conduct outside their college work which could seriously damage the reputation and standing of the college, the employee's own reputation, or the reputation of other members of staff. Any such conduct could lead to disciplinary action including dismissal. In particular, criminal offences that involve violence, possession or use of illegal drugs, or sexual misconduct, will be regarded as unacceptable and could lead to dismissal.
- Staff must exercise caution when using information technology and be aware of the risks to themselves and others.
- Staff must not use social media e.g. Facebook with students or parents.
- Staff must only use their college email account when communicating electronically as part of their work at the college.
- Staff may undertake work outside college, either paid or voluntary, provided that it does not conflict with the interests of the college and is not to a level which may contravene the working time regulations or affect an individual's work performance.

- All members of staff must declare any business interests outside of college that may be connected either to the supply of goods / services to the college, or be rewarded through association with the college.

## **Confidentiality**

Where staff have access to confidential information about students or their parents or carers, they must not reveal such information except to those colleagues who have a professional role in relation to the student.

All staff are likely at some point to witness actions which may need to be confidential, for example, where a student is at risk of harm. This needs to be reported and dealt with in accordance with the appropriate procedure, it must not be discussed outside the college. However, staff have an obligation to share with the DSL any information which gives rise to concern about the safety or welfare of a student.

**Staff must never promise a student that they will not act on information that they are told by the student.**

## **Disciplinary Action**

All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal. The procedures for staff disciplinary action are outlined and detailed in the college policy document – Staff Discipline and Grievance

### **As professionals it is expected that staff will:**

- Avoid workplace gossip and negativity as it breeds resentment and detracts from effective communication and collaboration. We all have a duty to take active steps to divert conversations away from this
- Maintain confidentiality about anything that we see or hear in the college, so that parents and children can build up trusting working relationships.
- Work as part of a team, contributing as well as learning from others, and helping to build up a strong workforce so that we can provide the best possible learning opportunities for the students.
- Work within the college policies and practices, so that we all work consistently for the benefit of students, parents and also as a group of staff.
- Treat everyone with respect.

***All staff, at all times, are expected to demonstrate consistently high standards of personal and professional conduct. This will enable the development of public trust in the profession and maintain high standards of ethics and behaviour, both within and outside the college***

**DfE guidance – Staff Personal and Professional Conduct - 2012**