

# LONGLEY PARK SIXTH FORM COLLEGE

## STAFF CODE OF CONDUCT

This Code of Conduct applies to all personnel working for the college including volunteers.

- 1 Staff should, at all times, strive to establish the good reputation of the college and should actively promote high quality services for students, parents, the community and their colleagues.
- 2 Staff are expected to work all contracted time. Volunteers are expected to honour commitments they have made.
- 3 Staff should not undertake paid employment which is in conflict with, or detrimental to, their role as a member of staff at Longley Park Sixth Form College. This would include, for full time staff, extra workloads, which make it difficult to deliver a professional service at Longley Park Sixth Form College.
- 4 Declaration of interest must be made if staff have any personal, familial, financial or other connection (direct or indirect) which might be thought to compromise the college. This includes connections to potential contractors, applicants for posts at the college, students with whom you may work, connections with other educational establishments and other similar situations. Staff should declare interests to the Principal.
- 5 Staff have a legal and moral responsibility to actively promote a safe and healthy working environment. They are expected to be familiar with, and to follow, all college Health and Safety Procedures and to co-operate with college managers on health and safety arrangements. These responsibilities include those set out in:
  - the college Safety Policy;
  - college Fire Precautions;
  - arrangements for using the minibus;
  - First Aid and Accident Procedures;
  - Procedures for Risk Assessment; and
  - Off site Activity Procedures.
- 6 Staff have a responsibility for taking good care of college equipment they are using either on or off the college premises. Equipment other than teaching resources should only be taken home for college use with the knowledge and support of line managers. Particular care should be taken with ICT equipment, which may not be insured off site.
- 7 Staff, should not deal with the media on any college issue without the knowledge and support of the Principal. All media enquiries should be referred to the Principal.
- 8 Staff have a legal and moral responsibility for the students in their care. Instigating, or allowing to develop, any form of sexual or potentially sexual relationship with a student is a breach of trust and possibly also a criminal offence. Any physical punishment or gratuitous physical contact is also against college policy and likely to be a criminal offence.
- 9 Staff should take particular care if they become involved in discussions with students concerning sensitive issues. They should not commit themselves or the college to confidentiality

and must share information with relevant staff or a member of the College Management Team (CMT). If any member of staff has been given information by a student, the college is considered to have had that information and must be in a position to act appropriately.

- 10 Staff are expected to take an active role in promoting the college's Equality and Diversity Policy. Behaviour and/or comments which undermine this policy by their, for example, sexist, racist or homophobic nature, are a breach of this Code of Conduct and may be treated as Disciplinary Issues. In extreme or repeated cases this can amount to Gross Misconduct.
- 11 Staff are expected to follow all practices and procedures set out in Handbooks relevant to their area. Duties and responsibilities set out in the Staff Handbook, National Conditions of Service Handbooks and in individual job descriptions are an integral part of this Code of Conduct and must be followed/delivered by all staff as appropriate to their role.
- 12 All staff have a legal and moral responsibility to deal carefully with college finances and resources including monies paid to the college. The Finance Handbook sets out procedures for all financial transactions which must be followed at all times. College resources and equipment should be well looked after, properly maintained and stored.
- 13 Staff are expected to attend all relevant college commitments reliably and on time. If this is not possible, published absence procedures should be followed.
- 14 Staff must follow published guidelines covering photocopying copyright, designs and patents. Materials produced by staff as part of their college work are the property of the college and should not be published without the consent of the Principal.
- 15 All staff must be actively involved in regular Appraisals/Performance Management and have a responsibility to keep themselves up to date in their field through In Service Training and Development. This will be supported through the College Staff Development Programme.
- 16 All data collected and stored by the college on students and staff is confidential and subject to Data Protection legislation and should not be accessed, shared or used except for legitimate college purposes.
- 17 Staff are expected to behave in a professional manner when undertaking college duties. This should be reflected in dress, language and other behaviour.
- 18 Staff must follow published college procedures when using ICT and ILT equipment and should take particular care to use telephone, email and the internet appropriately. Reasonable non-college use is acceptable, but staff should be aware that college systems are routinely monitored and inappropriate use is a breach of this Code.
- 19 This Code of Conduct will be reviewed at least every three years and updated in consultation with staff representatives through the Joint Association Forum.