



Staff Code of Conduct

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Approved by: Operational Director	Andrew McGovern	
Approved by: Director	Sally Alden	

Introduction

Mission Statement

Community Ed C.I.C. believes that all our students have the right to be healthy, happy and safe: to make friends, be valued and respected and achieve high aspirations for their future.

This Code of Conduct is intended as a guide and a help to all Community Ed's staff. It sets out standards of conduct which staff are expected to follow when within or representing the provision. This code is not exhaustive but is written to assist staff, and it is important that staff should take advice and guidance when necessary and if in doubt to ask.

The underlying purpose is to ensure that Community Ed provides a high-quality service to its students and stakeholders in accordance with our values and ethos policy and to promote public confidence in the integrity of Community Ed C.I.C.

It takes in the requirements of the law and attempts to define the required levels of professionalism, as well as ensuring the well-being of students and staff.

The code of conduct is to be read and followed in conjunction with all' policies and procedures. Staff are requested to read this Code carefully and consider the issues which it raises.

The Operational Director will also ensure that all staff are aware of the Code's contents and are fully briefed on its implications. Reference to this Code will be made in all contracts of employment, and copies will be given to all staff as part of their induction process. In addition to the induction programme for all new staff, all staff will have an update each year that will reinforce the principles of this Code.

1. CODE OF CONDUCT

1.1 Commitment to the Provision

Staff members' off-duty hours are their personal concern, but they should avoid a position where duty and private interest's conflict.

This includes:

- Staff members must not make online associations/friendships with current or ex-students or their families via social networking sites such as Facebook.
- Staff members must not use texting/ email facilities on either their personal mobile phone or Community Ed equipment to communicate with current or ex-students.

The above points have been included to safeguard the safety of students and the safety and professional integrity of the staff.

Community Ed does not seek to preclude staff unreasonably from undertaking additional employment. Still, you are required to devote your full time, attention and abilities to your duties during your working hours and to act in the best interests of Community Ed at all times. Accordingly, you must not, without the written consent of the Operational Director, undertake any employment or engagement, which might interfere with the performance of your duties or conflict with the interests of the provision.

It follows that, regardless of whether you are employed on a full-time or part-time contract, you are required to notify the Operational Director of any employment or engagement which you intend to undertake whilst in the employment of Community Ed (including any such employment or engagement which commenced before your employment began).

1.2 Specific Aspects

Discrimination: Staff must, at all times, observe the Equal Opportunities Policy for staff and students and treat students, parents and other stakeholders in accordance with this policy.

Safeguarding: All staff have a duty to stay up to date with all aspects of safeguarding in line with their role, this includes understanding your responsibility in line with Keeping Children Safe in Education 2021 and Community Ed's Safeguarding and Child Protection Policy and apply them to practice. Staff must report any concerns to the Operational Director / DSL as soon as possible, and this must always be the same day.

Health and Safety: Staff must take care of their personal hygiene, safety and welfare, and that of other persons who may be affected by their acts or omissions. All staff must comply with the requirements of the Health and Safety

policy and relevant legislation and regulations and also ensure that the students do likewise.

Fire: Staff must familiarise themselves with the fire precautions, procedures and drill routines. They must regard practice fire drills or building evacuations in a positive manner, and ensure they are perceived by students as an essential precaution to prevent the risk of injury or fatality.

Business Practice: Staff must maintain an impeccable standard of integrity in all their professional relationships.

Media: Other than on matters of publicity, only Community Ed directors are authorised to speak or send any communication on behalf of the company, to members of the press or broadcast media. This decision is to avoid any embarrassment or unfair pressure on staff.

Copyright: Staff shall observe copyright laws on computer software, audio-visual and printed material.

COVID 19

The past two years COVID 19 has had a real impact on everyone's lives. The return to education will look different for some time to come, and therefore we all need to work together so we can provide the education offer and support our students' real needs at this challenging time.

Community Ed has produced a comprehensive policy to support staff and students with regard to returning to education. The COVID 19 Guidance Policy outlines the processes and procedures staff need to follow to keep everyone safe and keep the provision operational. Staff must take personal responsibility to follow the guidance to the best of their ability and support others in doing so. If you have any concerns relating to COVID 19, then you must talk to the Operational Director.

Data Protection Act (GDPR)

It is the responsibility of all employees to ensure Community Ed compliance with the Data Protection and GDPR guidance. Personal data must only be used to assist you to carry out your work; it must not be given to people who have no right to see it. All staff should maintain the security of all computerised databases of information on individuals, whether they are staff, students or members of the general public. Staff should refer any queries to the Operational Director. All staff must follow Community Ed's Data Protection Policy and remain up to date with current GDPR standards.

1.3 General Points

Staff should display the highest possible standards of professional behaviour that is required in an educational establishment (see also Appendix 1).

Staff should seek to co-operate with their colleagues, providing support, help and guidance as required by them and the Operational Director, and enable effective communication throughout the provision.

Staff should not use their position for private advantage or gain.

Staff should avoid words and deeds that might bring Community Ed into disrepute or might undermine colleagues in the perception of others (staff/students/parents/community).

Staff should retain professional independent objectivity and not promote dogma or political bias to others in their working activities.

Staff should be aware of and should follow all of Community Ed's policies, procedures and systems.

Community Ed will provide continuing professional development and support where appropriate and agree that this will be based on the objectives of the business Development Plan. All employees will be required to attend certain training activities and keep CPD folders and training logs up to date in-line with current standards.

Staff should engage positively with Internal Quality Assurance procedures and ensure timely responses to action points given, to maintain the highest standards of educational provision.

Staff should attend their place of work punctually in accordance with their conditions of service and at the times agreed with their contract. Those unable to avoid being late or absent should, whenever possible, give as much notice as possible to the Operational Director so that alternative cover arrangements may be made. Staff must call and report absence before 9 am on the first morning (this must be a conversation with the Operational Director or office).

1.4 ADMINISTRATION

In addition to the administration duties as listed in their job description staff have to keep up to date records of incidents and concerns on the day they arise. An incident report must be completed within 12 hours of an incident.

In order to ensure safeguarding for both staff and students, staff must obtain permission from the Operational Director: -

- before taking students off the premises
- before arranging for any visitors to attend the premises

- before incurring any expenditure on behalf of the company.
- before sharing students' information with outside agencies
- before any exclusions are put in place

1.5 Confidentiality

Staff shall maintain the appropriate levels of confidentiality in respect of student and staff records and other sensitive matters. They should take care not to discuss issues of a particularly sensitive nature within or outside Community Ed's community, which could cause distress to staff, students or parents.

1.6 When in Doubt, Ask!

If any member of staff is in any doubt with regard to the guidelines of this Code, and how they apply it in any particular situation, then please consult with the Operational Director. It is re-emphasised that this Code is intended to help and to enable fairness and equality between all staff. However, ignorance will not be a defence as it is your responsibility to read and follow the guidance given.

1.7 Professional Behaviour

Professional behaviour is a generic term, but within this Code of Conduct includes such aspects as:

- acting in a fair, courteous and mature manner to students, colleagues and other stakeholders;
- co-operating and liaising with colleagues, as appropriate, to ensure students receive a coherent and comprehensive educational service;
- endeavouring to assist Community Ed in achieving its corporate and strategic objectives, in particular, by adopting a positive attitude to marketing and the achievement of quality and equality;
- respect for property;
- maintaining the image of the company through standards of dress, general courtesy, correct use of company stationery, etc.;
- taking responsibility for the behaviour and conduct of students in the classroom and sharing such responsibility elsewhere on the premises;
- being fit for work (i.e. not adversely influenced by drugs, alcohol, etc.);
- being familiar with job requirements (e.g. proper preparation, use of suitable methods/systems, maintenance of appropriate/required records, etc.), including keeping up to date with developments and training relevant to the job;
- being familiar with communication channels and Community Ed's procedures applicable to both students and staff;
- ensuring all assessments/exams/tests are conducted in a fair and proper (prescribed) manner, and that procedures are strictly followed with respect to confidentiality and security; and
- respect for the rights and opinions of others.

This list is not exhaustive, but the examples are given as a summary.

1.8 DISCIPLINARY RULES

The following are examples of behaviour which Community Ed finds unacceptable. The list is not exhaustive, and it is acknowledged that it will be necessary to exercise judgement in all cases and to be fair and reasonable in all circumstances:

- Any form of physical or verbal violence towards students.
- Physical violence, actual or threatened towards other staff or visitors to the provision.
- Sexual offences, sexual insults or sexual discrimination against students, other staff or visitors.
- Racial offences, racial insults or racial discrimination against students, other staff or visitors.
- Theft of funds or property and money or property of colleagues, students, or visitors. Removal from premises of property, which is not normally taken away without the express authority of the c Operational Director, may be regarded as gross misconduct.
- Deliberate falsification of documents such as timesheets, expense claims for the purpose of gain.
- Acceptance of bribes or other corrupt financial practices.
- Wilful damage of property or of property belonging to other staff or visitors.
- Wilful disregard of safety rules or policies affecting the safety of students, other staff or visitors.
- Any wilful act which could result in actionable negligence for compensation against the company.
- Refusal to comply with reasonable instructions given by staff with supervisory responsibility.
- Gross neglect of duties and responsibilities.
- Unauthorised absence from work.
- The use of personal mobile phones in teaching hours.
- Being untruthful and/or engaging in deception in matters of importance within our community.

- Deliberate breaches of confidentiality, particularly on sensitive matters.
- Being incapable by reason of alcohol or drugs (not prescribed for a health problem) from fulfilling duties and responsibilities of employment.
- Conduct which substantially brings the name of the company into disrepute or which seriously undermines confidence in the employee.

The following are examples of behaviour which could lead to formal disciplinary warnings:

- Unsatisfactory timekeeping without permission.
- Neglect of safety rules and procedures. Some offences of wilful neglect may be regarded as gross misconduct.
- Breaches of confidentiality. Deliberate breaches on sensitive matters maybe regarded as gross misconduct.
- Failure to comply with reasonable work-related requirements or lack of care in fulfilling the duties of the post.
- Behaviour towards other employees, students, and visitors, which gives justifiable offence. Certain behaviour giving rise to offence may be regarded as gross misconduct.
- Acting in a manner which could reasonably be regarded as rude, impolite, contemptuous or lacking appropriate professional demeanour. In certain circumstances, such behaviour may be regarded as gross misconduct.
- Conduct which it is considered to adversely affect either the reputation of the company or affects confidence in the employee. Certain conduct may be regarded as gross misconduct.

The following Whole School Code of Conduct is essential to the effective delivery of Community Ed's' Values and Ethos. All staff must adopt a proactive approach, modelling appropriate behaviour and applying positive reinforcement. This includes identifying and recognising positive behaviour and pointing out acceptable behaviour whenever possible.

Appendix 1

Community Ed's Code of Conduct:

Respecting Others	Respect Yourself
<ul style="list-style-type: none">• Accepting different opinions• Kind actions/words at Community Ed• Give people space when needed• Respect people's personal space• Take time to listen	<ul style="list-style-type: none">• Be aware of how you feel and how it affects others• Take 5 minutes when needed• Recognise your own achievement• Be proud of what you do well• Make positive choices
Respect the Environment	Value Community Ed's Reputation
<ul style="list-style-type: none">• Tidy up after yourself/place rubbish in the bins• Do not take or break others' property/vehicles• Respect the building• Respect the environment in line with the rules	<ul style="list-style-type: none">• Being polite and considerate to members of the public• Talk about your provision in a positive way• Use appropriate language• Follow the risk assessment