

STAFF CODE OF CONDUCT

Blessed Edward Oldcorne Catholic College Code of Conduct clearly describes the standards of conduct and behaviour expected from our staff and any staff seconded or engaged from other organisations to undertake work within our college. It also highlights some types of behaviour or conduct which are considered incompatible with being a member of our Catholic Community.

Please take time to read it and ensure your conduct meets these requirements. If you are at all uncertain about what is expected please seek further clarification from your Headteacher or Line Manager so that you do not unwittingly contravene this Code or otherwise act against interests of the college or Archdiocese.

Contravening or failing to act within the spirit of the Code, or behaving in a manner which could bring the good name of the college or into disrepute, whether or not within the workplace or working time, might be seen as a breach of discipline and could lead to action being taken against you under the appropriate procedure.

This code relates to all staff working in our college. Teachers must be aware that there are also published *Teachers' Standards* (DofE 2012) and are advised to familiarise themselves with the requirements of these.

1. Guiding principles

- 1.1 All working at Blessed Edward Oldcorne Catholic College should put the well-being, development and progress of children and young people first. You should recognise that you are in a position to influence children and young people through your actions, comments and behaviour.
- 1.2 To the public you are a representative of the college. You are expected to maintain the highest standards of professional competence, knowledge, integrity, confidentiality, financial propriety and personal conduct. Contact with all members of the college community, including parents and outside visitors, should be courteous, efficient and impartial to all groups and individuals. You must also familiarise yourself with, and adhere to any rules or policies relating to our college and your role and you should comply with all reasonable requirements or instructions from the Headteacher.
- 1.3 It is not appropriate for you when working within your role as an employee to oppose the stated aims and policies of the college or to undermine the performance of its duties and responsibilities. It is important for all employees to present a unified image to the public.
- 1.4 You should ensure that your relationships with your fellow employees and with students are always conducted in a professional and courteous manner; you should not censure other colleagues or criticise their work in the hearing of a pupil or parent/carer. It is not acceptable to use sarcasm or make jokes at the expense of students, embarrass or humiliate students, or discriminate against or favour students. It is also not acceptable to discuss personal or sexual issues with students outside of agreed curriculum parameters.
- 1.5 It is not acceptable for you to publicly criticise or blame college management, colleagues or the through any medium including internet 'blogs', websites or social

networking tools such as Facebook or Twitter and you must be aware that the laws governing defamation, breach of copyright, etc. apply equally to 'blogging' as to other forms of communications. Offensive, defamatory, discriminatory or otherwise inappropriate comments will not be tolerated and may constitute a disciplinary and/or criminal offence, as could the disclosure/publication of any confidential or personal information about the college, its staff, students or other members of the college community.

- 1.6 Any disagreement involving the interpretation or application of the Code as it applies to you should be discussed with your Headteacher or Line Manager in the first instance. However, if you feel the Code is being applied unreasonably you may be able to seek redress through the college's Grievance Procedure.

Positions of power and trust:

- Don't use your position to gain access to information for your own advantage or to a student's or family's detriment.
- Don't use your position to intimidate, threaten, coerce or undermine students.
- Be aware how your action may be viewed by others. Do not be seen to be paying special attention to a particular student. Always ask yourself, "Are my actions fair, reasonable, warranted, proportionate, measured, safe and applied equitably?"

2. Staff/Student Relationships

- 2.1 You are expected to treat students with dignity and fairness, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to a person in a position of trust. Each person is seen as made in God's image and loved by him.

You should comply with safe working practices, outlined in the guidance document "Safe Working Practice for Staff Working in Education Settings (September 2015)".

- 2.2 You must not communicate personally with students via personal email accounts, mobile phone or internet other than on college-related matters in line with college policy.
- 2.3 You must not arrange to meet students outside of the college day or off the college site at any time without the express permission of the Headteacher.
- 2.4 Any physical contact with students should be in accordance with college procedures, such as the Behaviour policy or positive physical intervention.
- As a general rule, do not touch students. Physical contact should never be:**
- Secretive or for personal gratification
 - Of a type which may be considered indecent
 - Some staff (e.g. P.E, Music, and SEN staff) may need to initiate physical contact e.g. in order to support a child so they can perform a task safely, to demonstrate a particular piece of equipment/instrument or assist them with an exercise. This should be done with the student's understanding of the reason and their consent, and in an 'open' environment
 - Don't indulge in horseplay, tickling, fun fights
 - Use extra caution when it is known that a student suffered previous abuse or neglect
 - Report immediately any physical contact which concerns you or which you believe may have been misconstrued.

Students in distress

- There may be rare occasions when a very distressed student needs comfort and reassurance, including limited age-appropriate physical contact, principally with our youngest students.
- Be self-aware, avoid any contact which may be intrusive or open to misinterpretation
- Tell a colleague if you have offered comfort to a distressed student.

Control and physical intervention

- Always try to defuse situations without physical intervention
- We do not expect staff to put themselves at physical risk, but you may intervene to prevent a student from injuring themselves or others. You may use only reasonable force, but you must be sure that any physical intervention is warranted by the circumstance of the particular incident (i.e. not in response to a trivial action), and that the degree of force used is in proportion to the seriousness of the behaviour or the consequences it is intended to prevent. Any force used should be the minimum to achieve the desired result
- See staff Handbook section on 'Restraint Policy' for further details.

Transporting Students

- You should not transport students in your own vehicle, especially one-to-one, without the consent of the student, parent and Headteacher
- You must always have a valid business insurance for this purpose
- Never transport a student to hospital in your own vehicle following an accident. Always call an ambulance.
- Any legal requirements must be adhered to, such as ensuring the vehicle is roadworthy, business insurance is in place, seat belts are worn, car seats are used for younger children and the maximum capacity is not exceeded.
- Wherever possible, there should always be at least one adult additional to the driver as an escort and children should be seated in the back of the vehicle.
- It is inappropriate for adults to offer lifts to students outside their normal working duties, unless this has been previously arranged with the parent/carer and the Headteacher is aware of the arrangement.

One-to-One Situations

- Avoid meeting students in remote, secluded areas of the college
- Ensure there is visual access and/or an open door wherever possible
- Try to ensure that there are other staff around or at least other staff are aware of the meeting
- If you have reason to be concerned about a one-to-one meeting in advance, because of a student's previous behaviour or vulnerability, arrange for a colleague to be present, especially where there is a gender difference
- Don't pre-arrange meetings with students away from the college premises, except (exceptionally) with the approval of the parent and Headteacher

Infatuations:

- Report immediately to the Child Protection Designated Officer or Headteacher any indication (verbal, written or physical) that suggest a student may be infatuated with you, or with a colleague.

Propriety

- Don't behave in such a manner that would lead any reasonable person to question your suitability to work with children or to act as a role model

- Don't make sexual remarks to a student (including email, text messages, phone and letter) or behave in any way which could be interpreted as sexually aggressive or provocative
- Don't discuss your own sexual preferences or sexual relationships with or in the presence of students
- Don't discuss a student's individual sexual relationships in class or in other inappropriate contexts or settings
- Don't make unprofessional personal comments which scapegoat, demean or humiliate students.

Confidentiality:

- Don't share confidential information about a student with any person, other than on a professional need-to-know basis.
- Never promise complete confidentiality to a student prior to, during or after disclosure.
- Never pass on confidential information to 'outsiders', press, police, social services etc. without first seeking guidance from a senior member of staff.

Showers and changing

Students are of course entitled to privacy and therefore:

- Announce your intention of entering changing rooms
- Avoid visually intrusive behaviour
- Don't touch a student in a state of undress
- Don't change or shower in the same place

Educational visits and other college activities

- Observe all aspects of the college policy on educational visits (Staff Handbook)
- Always have another adult present in out of school activities, unless otherwise agreed by the Headteacher
- Ensure that there is a parental consent for the activity
- Remember that in these less formal contexts you are still in a legal position of trust and need to ensure that your behaviour is professional at all times and cannot be interpreted as seeking to establish an inappropriate relationship or friendship.

First Aid administrations of medicines

- No medicine should be given by the college without written parental consent. This includes aspirin, ibuprofen etc.
- Staff are not expected to administer or to supervise the taking of medicines unless specifically authorised and trained to do so
- Students needing medication regularly should have a health care plan drawn up by the School Nurse (not college first aider)
- Wherever possible, first aid should only be given by our trained volunteer staff and by staff of the same gender if possible. Try to ensure that another adult is present, or at least aware, when first aid is administered. In exceptional emergency circumstances it may be necessary for an untrained member of staff to intervene. If so, do the minimum required whilst awaiting specialist support.
- Always report an accident or first aid administration to a college first aider as parents must be informed
- A member of staff should always accompany a child taken to hospital by ambulance, and should stay until a parent arrives.

Curriculum

- Care should be taken that resource materials are appropriate and relate to the planned learning objectives
- Sensitive issues(e.g. relating to sex, race, religion, gender, disability) should be handled with care, especially where unplanned discussion arises
- Do not enter into or encourage inappropriate or offensive discussion about sexual activity
- Remember that parents have a legal right to withdraw children from all or any part of sex education (but not from the biological aspects of human growth and reproduction integral to the Science curriculum)
- Don't show visual material which is inappropriate for the age of the students concerned, taking special care over the use of videos.

3. Personal interests

- 3.1 The interests of the college or the way you do your job must not be influenced by personal interests or those of relatives, friends or membership of external organisations or societies. There should be no grounds for suspicion that you are using your position with or knowledge of the college for personal gain or that you could be influenced by improper motives. If you belong to outside organisations, including voluntary organisations, there must be no conflict with your job or other college or Archdiocese interests. You should advise your Headteacher or Line Manager in writing about anything which could give this impression.

4. Private work

- 4.1 College premises, equipment, working time or other resources must not be used to undertake private work.
- 4.2 The college needs to be aware if its employees undertake private work or voluntary activities in their own time to ensure that there is no conflict of interests with the college and to meet its obligations under Health and Safety legislation. Therefore, to protect yourself, the college and the Archdiocese from potential criticism you should not put yourself in a position where there is an actual or perceived conflict of interests. You should be aware that outside work or activity, whether or not you receive payment, could reduce your ability to safely and effectively carry out your employment with the college e.g. through tiredness, and would be considered unacceptable.
- 4.3 You must advise your line manager before engaging in any other work especially if it could reasonably be seen to conflict with your employment with the college or lead to misunderstanding or criticism (for example, private tutoring of students from your college).
- 4.4 You must not undertake private work for any individual, organisation, department or establishment which otherwise would be undertaken as part of your normal duties. Any charge raised as a result of undertaking work within another school or other establishment whilst in your normal working hours should be paid to your employing college.
- 4.5 You must not undertake private work when on sick leave without the express knowledge and prior written approval of your Headteacher and subject to appropriate medical advice.
- 4.6 You must not undertake private work for any Worcestershire County Council college or establishment during a period of paid leave or suspension.

5. **Expressing concern about irregularities and tackling malpractice**

- 5.1 At Blessed Edward's if you feel there is something seriously wrong at work please tell an appropriate person as a 'voice of concern'. It might be, for example, the conduct of another employee, the way a contractor is behaving, a work practice, something that is endangering the safety of students or staff. You might be the first to notice it and your intervention could stop things getting worse.
- 5.2 No matter how reticent you may feel, you should raise any serious concern - e.g. a suspicion of fraud or corruption or reasonable belief that a child or adult's health, safety or well-being are in danger - with your Headteacher so that potentially serious problems or malpractice can be addressed without undue delay. If this is not appropriate, then you should contact either the Chair of Governors or Children's Services Human Resources. If the matter relates to fraudulent activity, you may inform the Audit Division. If you do raise a genuine concern in good faith all reasonable steps will be taken to respect your confidence and protect you from possible reprisals. (See college Whistleblowing Policy).
- 5.3 The college take this issue very seriously and will investigate and address any problems genuinely raised. However, any frivolous, malicious or mischievous use of the Whistleblowing Policy will be treated as a serious disciplinary matter.

6. **Copyright**

- 6.1 You should be aware that 'intellectual property' such as software, ideas, documents, etc. created during your employment belongs to the college. All files, materials, the media upon which they are located and all software programmes or packages which are utilised or developed solely for or in connection with your job remain the property of the college.

7. **Confidentiality.**

- 7.1 You may sometimes acquire information at work which has not been made public or is confidential. Examples include information about a student or family, a colleague, information on tenders or costs, the proceedings of confidential meetings.
- 7.2 You must ensure that sensitive and/or confidential information is properly secured and safeguarded at all times especially if being transported in paper or electronic formats. Particular care must be taken with information stored on portable electronic media such as laptops and memory devices which are often targeted for theft due to their high intrinsic value.
- 7.3 Confidential Information which comes into your possession must not be used for personal benefit or divulged to other parties except in the proper course of duty, for example to other professionals working with the same child. If you have any doubt whether or not disclosure is appropriate, you must check with your Headteacher, DSL or Line Manager before releasing confidential information.
- 7.4 Some information can be extremely valuable in business and commerce and its publication loss or misuse could seriously disadvantage the college or county council and its employees. Therefore, it is important that you do not, deliberately or inadvertently, pass on information, including software, during or after your employment with the college, to anyone who has no right to receive it. You must not discuss, disclose, publicise or use such information for your own or anyone else's personal interest or advantage.

7.5 You must decline any approaches or offers made asking for information which could be detrimental to, or help others to gain a contract, grant or any other advantage from the college and/or its employees, e.g. a potential contractor could offer a financial reward for information leading to the award of a major contract. Approaches or offers of this kind must be declared to your Headteacher without delay.

7.6 You must not criticise the college, its policies or staff in open media such as internet 'blogs', websites, social networking sites, etc. where it may be seen by parents, children or others in the college community.

8. **Contact with the media**

8.1 Unless you are properly authorised to speak with, write or give interviews to the media you should refer any enquiries from the media on work related matters to your Headteacher.

9. **Information Technology, Social Media and Data Protection**

9.1 Everyone using computing equipment has a duty of care to use it according to prescribed arrangements.

9.2 You must familiarise yourself with the colleges' policies on Internet Safety and E-Safety. In particular, all use of the internet and email facilities must be authorised, legal, appropriate and in accordance with the provisions of the college policies. Personal use of any facilities – including laptops – must be authorised and only undertaken at times deemed appropriate by the Headteacher.

Users shall not use the internet or email for the following:

- **to knowingly break the law**
- **to fail to comply with existing college or county council policy**
- **to compromise the integrity of any network of system**
- **to access, display or transmit any kind of sexually explicit material or any offensive or discriminatory material of any kind**
- **to make unauthorised contact with outside bodies**
- **to download software or play games**
- **to bet or gamble**
- **to disclose private or confidential information.**

Failure to comply with the policies in force or any unauthorised use of such facilities will be dealt with in accordance with relevant disciplinary procedure.

Employees should also take account of policies on cyber bullying and ICT Acceptable Use

9.3 Employees should also be aware when they are using personal IT equipment for undertaking college related business that the same rules apply. Please refer to your Headteacher for a copy of your college's full policy on appropriate use of IT Equipment.

9.4 You must not photograph students using your own photographic equipment or mobile phone without first discussing with the Headteacher the reasons for doing so.

Photographic and video images

It is good practice at times to record photographic and video images of students, or to allow students to record such images of each other e.g. to assist teaching and learning or celebrate achievement for publicity.

Because of the potential for images of children to be misused for pornographic or grooming purposes, staff should follow this code:

- Only record images when there is justifiable need
- Be clear to students about why the images are being recorded and what will happen to them
- Ensure that your Head of Department is aware that you are recording images
- Ensure that all images recorded are available for scrutiny, in order to screen for acceptability
- Avoid making images in one-to-one situations
- Images of students should not be displayed on websites, in publications or in a public place without the consent of the student and their parent/carer.

Parents are consulted to allow them to indicate that they do not wish their child to be photographed. Unless they so indicate, we will deem that it is acceptable to record images for legitimate purposes. Parents of new intakes/new admissions will routinely be asked to give such general consent.

- Where the college has decided that images should be retained for further use, they should be securely stored and used only by those authorised to do so.

9.5 You should not use social media in any way that might bring your professional status or our college into disrepute. You must not share confidential information or mention specific students or members of staff on any social media site. You should not accept students as 'friends' or 'followers' and should not 'follow' or have any personal connections with students on any social media or other internet sites. If you are a 'friend' of a parent of a pupil at your college, you should be particularly careful not to share information about students, staff or working practices. You should ensure that full privacy settings are applied to all your social media accounts.

9.6 The Headteacher is responsible for postings on all college social media accounts.

10. **Gifts, inducements, hospitality and sponsorship**

- 10.1 You must not accept any commission, discount, allowance, direct or indirect profit, inducement, payment, perk or benefit in connection with any professional work undertaken on behalf of the college.
- 10.2 Minor gifts and hospitality are sometimes part of the normal courtesies of life: the parent of a pupil may offer a modest gift, especially at Christmas or as a token of appreciation, and in an office situation simple items such as diaries and calendars are often distributed as advertising matter. As a guideline, any gift or hospitality with a value of £25.00 or more is highly unlikely to be viewed as a 'token'. With the exception of these 'tokens' and any special schemes (e.g. travel or discount schemes) arranged by the county council, all gifts, vouchers, fees, special discounts, rewards or preferential treatment must be refused. Collection of reward card points such as Nectar and Clubcard on a personal account in respect of college purchases is a benefit in kind which should be reported to HMRC and subjected to deduction of Income Tax. In situations where refusal of a gift is difficult or might offend you must inform your Headteacher or Line Manager who will decide on the appropriate action.
- 10.3 Where an outside organisation wishes to sponsor any activity or make a donation to the college, the basic principles relating to personal interests and the acceptance of gifts or hospitality apply.
- 10.4 You must not give gifts to particular students other than as part of an agreed reward strategy.

11 **Use of College Resources and Equipment**

- 11.1 Facilities, equipment, vehicles, materials and other resources provided by the college for use in your work must not be used for any other purpose without permission or appropriate payment, e.g. photocopying, private telephone calls. Mobile telephones are provided exclusively for business use and must not be used to make private calls. In this context a call 'home' to advise that you have been unavoidably delayed because of work would not be considered a private call.

12 **Equality issues**

- 12.1 All members of the community, including students, families and other employees have a right to be treated fairly and with dignity. You must make yourself aware of and comply with the college's Policies and procedures.

13 **Standards of appearance**

- 13.1 All staff at Blessed Edward Oldcorne Catholic College are expected to present a reasonable and professional appearance and to dress appropriately to the circumstances within their working environment, bearing in mind that they are working with children and young people. Dress should not be offensive, revealing or sexually provocative and should not display political or other contentious slogans.

SLT reserve the right to ask staff to change if their clothes are not appropriate for a professional work environment. If any staff are unsure they can ask for clarification.

14. **Relatives and close personal relationships within the workplace**

- 14.1 In order to avoid any possible accusation of bias you should endeavour not be directly involved in the appointment, promotion, discipline or other employment decision relating to another employee to whom you are related or with whom you have a close personal relationship. If a situation arises in which you feel you may be in such a position, please seek the advice of Children's Services Human Resources.
- 14.2 If you work in close proximity with other employees or students to whom you are related or have a close personal connection you must maintain a strictly professional relationship at work. You should also be aware that if any relationship leads to disruption in the workplace, unacceptable conduct or performance or situations involving undue favouritism or detriment, action will be taken under the appropriate procedure.

15 **Smoke free environment**

- 15.1 Blessed Edward Oldcorne Catholic College is a smoke free area. Since July 2007, it has been against the law to smoke in workplaces; failure to comply is now a criminal offence.

16 **Drugs and alcohol**

- 16.1 Employees must not take drugs, alcohol or any other substance before work, during a break or at lunch time that is capable of causing their behaviour, judgement or performance at work to be affected. **(N.B. It is inappropriate for those working in close proximity to children and vulnerable adults to have alcohol on their breath even though this may not amount to drunkenness.)**

17 **Health and Safety**

- 17.1 Unsafe working can endanger you, your colleagues and members of the public. You must familiarise yourself with the college's Health and Safety Policy and guidelines for your particular work. Please speak to your Headteacher for further information. You must follow the rules, codes and safe practices they describe including reporting any accidents, incidents or near misses you have at work.

18. **Criminal charges, cautions and convictions**

- 18.1 You must advise your Headteacher immediately if you are charged with or cautioned or convicted of any criminal offence whilst you are an employee of the college. While such proceedings will not necessarily affect your employment, the college needs to be sure there are no implications for the college, its reputation, the safety of children in relation to the role you undertake.

18.2 You must also advise your Headteacher immediately if you have been arrested or appeared in court and released on bail in circumstances where bail conditions have been applied which could have consequences for your work e.g. you are constrained from having contact with children. If you are in any doubt about whether you should report bail conditions, especially where safeguarding could be an issue, you must discuss it with your Headteacher so that any concerns can be addressed from the outset. Failure to report such conditions would be considered as serious misconduct and could potentially lead to breach of bail.

18.3 If you live with anyone who is on the sex offenders' register; has any offences against or involving children or is being investigated for offences against children, you must report this to your Headteacher immediately, who will seek further advice from the Local Authority Designated Officer (LADO).

19. **Personal interests:**

19.1 The interests of the college and must not be undermined by personal interests. The way you do your job must not be influenced by personal interests or those of relatives, friends or membership of external organisations or societies. There should be no grounds for suspicion that you are using your position for personal gain or that you could be influenced by improper motives. If you belong to outside organisations, including voluntary organisations, there must be no conflict with your job or other college interests.

19.2 All orders, contracts and grants must be awarded on merit following fair competition. No favour should be shown because of personal interests and no part of the community should be discriminated against.

19.3 You must advise your Line Manager in writing about anything which could give the impression that you may be acting for personal gain, financial or otherwise, or in the interests of another person or organisation; or you are involved as an employee in matters which might reasonably be regarded as affecting the well-being or financial position of yourself, your spouse, partner, relative, a close friend or any person with whom you have a close association, e.g. if any of those persons

- hold an office or employment with
- have any connection or influence with
- have any financial interest in

any company or organisation doing or seeking to do business with, or requesting grants or other funding from the college.

- 19.4 You should avoid being involved as an employee in matters which might reasonably be regarded as affecting the well-being or financial position of yourself (or the persons, companies or organisations referred to above) which is likely to prejudice your judgment of the college or public interest. (N.B. Holding shares in a company with which you know the county council is likely to be dealing, or acting as an agent for them, could be regarded as a financial interest.)
- 19.5 You must advise your Line Manager of any personal dealings of a business or private nature with existing or potential suppliers, consultants or contractors who you know (or could reasonably be expected to know) to have dealings with the college.
- 19.6 If you engage or supervise contractors or consultants on behalf of the college or have any other official relationship with them you must advise your Line Manager, prior to any contractual relationship beginning or work being undertaken, if you have or intend to have any private or domestic relationship with them or any of their employees.

20. **Gifts, inducements, hospitality and sponsorship:**

See information in 10.2 regarding the acceptance of gifts. As a guideline, a gift with a value of more than £25 is unlikely to be seen as only a 'token', so needs to be referred to your Headteacher or Line Manager.

- 20.1 Offers of hospitality, even if of a seemingly minor nature, must be treated with particular caution as they can leave both individuals and the college open to allegations of impropriety. The timing of offers of hospitality e.g. in relation to purchasing, the award of contracts, granting of applications or other decisions, should be considered equally to the generosity of the hospitality offered. Accepting hospitality must be justified in the public interest, e.g. when there is a genuine need to represent the college. You must inform your Headteacher or Line Manager of an invitation or offer of hospitality before it is accepted.

20.2 **Personal purchases:**

You should be aware of possible conflicts of interest when you buy goods or use the services of firms which have dealings with the college and follow any college procedures relating to the disclosure of any such transactions. You should neither seek, because of your position, nor accept, because of an organisation's dealings with the college, preferential rates, reductions or any other favourable treatment in the purchase of goods and services. This does not apply to generally available schemes or discount schemes arranged by the college for all staff.

20.3 **Procurement of goods and services and disposal of college property:**

20.3.1 Procurement procedures must be strictly adhered to and you must not accept any inducement or preferential treatment if you are responsible for procuring goods or services for the college or disposing of surplus property.

20.3.2 In addition, staff should always be in a position to demonstrate that 'Best Value' has been sought and achieved.

21. **Conduct and Performance**

21.1 Unacceptable behaviour and/or failure to maintain satisfactory standards of conduct or performance will lead to action being taken against you under the appropriate procedure. This includes specifically the failure to behave at all times in accordance with the Teachings of the Catholic Church

21.2 You must ensure you understand the requirements of this Code of Conduct, the Safe Working Practice for Staff guidance and any terms and conditions, rules, standards and requirements that apply to you and your job (see also note 2 below). Any of the examples of unacceptable behaviour listed below may be considered as misconduct or gross misconduct depending on the relevance to your role, your seniority, the seriousness of the act and particular circumstances. Those underlined normally will be considered as gross misconduct. The list is not exhaustive and other unacceptable behaviour not specifically listed nevertheless may be considered as misconduct or gross misconduct:

- any form of unjustifiable discrimination, harassment, threatening or bullying behaviour, e.g. on the grounds of race, sex/gender, sexual orientation, marital status, disability, age, religion or belief; whether or not the subject of current legislation;
- any physical, emotional or sexual abuse of a child or other vulnerable person
- possession, displaying, viewing or downloading of offensive or extremist materials, playing or downloading games, accessing 'unacceptable' websites, e.g. websites of a sexual nature, gambling, betting or gaming, in the workplace or via any portable device, e.g. laptop, mass storage, which is the property of the college or county council and has been provided in connection with the postholder's work;
- undertaking private activities during working hours;
- unpunctuality, misuse of time and time recording, unauthorised absence from work;
- refusing to comply with reasonable orders and instructions;
- deliberately causing damage to college or council property;

- harming or endangering other persons or property, e.g. by contravening safety rules;
- neglect of duty/lack of due care or diligence, disruptive behaviour, poor attitude;
- Failing to uphold legal responsibility to safeguard all children in our care by not reporting concerns about students or staff conduct.
- fighting, threatening or actual violence towards, physical assault or abuse of another person whilst at work (NOTE: this does not include reasonable physical restraint necessarily carried out in the course of duty);
- theft, unauthorised removal, misappropriation, improper or unauthorised use of college or council property, systems (including telephones, IT, email and internet), vehicles, equipment, name or other resources. This may include loss by failing to properly secure or safeguard;
- failure to report criminal convictions, particularly those which may be relevant to the type of work undertaken, e.g. driving convictions where the work necessitates driving on college business, indecent assault where working with children or vulnerable adults;
- fraudulent or misleading practices and/or omissions in connection with official duties, e.g. deliberately falsifying college documents, reports, etc.;
- fraudulent or false claims for payment of salary, expenses and/or allowances, etc. or seeking financial gain by deception;
- acts involving bribery or corruption;
- any action for which it would be appropriate for the college as an employer to take legal proceedings (irrespective of whether such proceedings are taken);
- sexual misconduct at work;
- wilfully breaching any college policy or procedure;
- drunkenness, being unable to carry out duties through the influence of any substances including drugs, whether or not prescribed, and alcohol, or for any other avoidable reason. (N.B. It is inappropriate for those hosting visitors or working in close proximity to service users such as children and vulnerable adults to have alcohol on their breath even though this may not amount to drunkenness.);
- possession, buying or selling of weapons, illegal substances or materials at work;
- any breach of trust or security in respect of information or procedures;
- obtaining or attempting to obtain access to any information (including information held or stored by electronic means) to which the employee is not entitled;

- any action which may bring the good name of the college into disrepute;
- as an employee, public opposition to the stated aims and policies of the college or county council, criticism or blame of colleagues, through any medium including internet 'blogs' , websites, social networking sites, etc.;
- any action unconnected with work which brings in to question your suitability as an employee of the college;
- failing to report serious misconduct, aiding or inciting another employee to undertake any of the above actions or other act of wrongdoing.

Responsibilities

- Staff should report to the Headteacher any behaviour by colleagues which gives them cause for concern in relation to safeguarding the wellbeing of students
- If any incident occurs which may result in an action being misinterpreted and/or an allegation being made against a member of staff, then the relevant information should be recorded promptly and reported to the Headteacher
- Staff who are the subject of allegations are advised to contact their professional association.

This policy has been written to support and protect staff and students by being as clear as possible with safe conduct. Inevitably, situations will arise that the policy doesn't cover, and staff should seek advice from members of the Senior Leadership Team.

Reviewed and ratified on:

Signed.....Chair of Governors

Philip Carney