

## Staff Code of Conduct

### Purpose and scope

The aim of this code of conduct is to clarify, for all staff, the nature of professional conduct. By its nature, this is hard to define; and disagreements about what is 'professional' in given circumstances will at times involve some very fine distinctions about matters unforeseeable in detail in advance.

### Equality statement

This policy applies to all college staff regardless of age, race, disability, religion or belief, gender, sexual orientation, marital or civil partnership status, gender reassignment, pregnancy or maternity, or any other status. All individuals will be treated in a fair and equitable manner recognising any special needs where adjustments can be made. No individual will suffer any form of discrimination, victimisation, harassment or bullying as a result of this policy.

### Policy

Expected conduct of staff employed at the college is, therefore, summarised by the following general principles:

- 1 The aim of everyone at Wyke College is to foster the best interests of students, as far as can be done in the college community;
- 2 All staff are employed by the College on the understanding that they will subscribe to the aims of the College, and act in accordance with its interests.
- 3 The College aims to be fair and reasonable in assisting employees to do well, and manage their lives in relation to work.

Staff should also note that they are bound by the Conditions of Service Agreement which has been approved by the Sixth Form Colleges' Association. Copies of the Conditions of Service Handbook are with Professional Representatives and the Personnel Manager

### A Relationships with Students and Others

All members of staff must be aware of their obligations under the students' charter and related documents such as learner agreements, and they must ensure that they fulfil these obligations. **Staff must pay particular attention to the College policy on Child Protection and ensure that safeguarding is at the forefront of their work.**

Relationships between members of staff and students must be thoroughly professional at all times. "Professional" is a term that includes the following key

elements: trust, responsibility, fairness and power. A member of staff is in a position of trust: indeed all staff should consider themselves to be *in loco parentis* as far as most of the College's students are concerned. Staff must be aware of the need to keep to the law on such things as under-age drinking. Staff have a responsibility to further the best interests of students. All students should be treated fairly, with equal respect to them as individuals. Staff have more power than students, and they should not exploit that power in any way. Staff must be aware that to engage in an inappropriate relationship with a student is an abuse of power. A sexual relationship with a student will lead to dismissal. It is also likely to be a criminal offence so a referral will be made to external agencies such as the police and the relevant safeguarding authority.

Apart from students, staff come into contact with a wide range of other people in the course of their duties, including other staff, parents, Corporation members and visitors to the College. Staff are expected to relate to these people professionally, irrespective of any personal feelings or personal relationship. Staff must not malign or act to discredit a colleague to students, other staff, parents, or the public.

## **B Confidentiality**

All staff have access to information of a sensitive nature, as part of their normal work as well as through more informal contacts within the College. This information will relate to students, staff, and the College as a business. It is important that such information is not divulged to parties who have no right to it. Tutors should not divulge sensitive information about a tutee without the tutee's consent. (The exception to this relates to suspected abuse, including sexual abuse, of a minor: the College is obliged to act in this case. A member of staff in this position must be aware of the appropriate procedures, and should consult the Designated Safeguarding Person.) Details of the College's management plan should not be divulged to people outside the College without the permission of the Principal. Particular regard should be given to confidentiality and the security of information when using the internet.

## **Policy Guidelines**

### **C Representing the College**

There are many situations in which a member of staff will be seen as representing the College, either formally or informally, as part of the College's business or otherwise. Staff should act in the best interests of the College. This includes when using public internet forums where staff may be identified as an employee of the College.

Committing the College, contractually or otherwise, is only acceptable if it is part of an employee's normal job: if not then the line manager must be first consulted. Particular care must be taken in representing the College to outside agencies, like the media: it is wise to consult a member of staff with particular responsibility in this area first. A member of staff who is contacted by the media about a College matter should request that it be addressed to the Principal. A member of staff should not write a letter to the press about College activities without permission from the Principal. A member of staff who writes to a newspaper about non-College business

(for example, in connection with a political issue) should not identify themselves as a member of the College.

Some businesses with which the College has dealings may wish to make gifts or give other benefits to the College's representative. If these are likely to influence the judgement of the person concerned (perhaps because of their value) then they should be refused or passed on to the College, and not retained. Small gifts which do not affect judgement can be kept: note that the same applies to gifts from students or their parents. Someone who is unsure of the proprieties in any particular instance is advised to consult the Principal.

Anyone who has a personal interest in a particular issue which the College has to deal with should declare that interest if they are at all involved in the College's decision making.

Staff should not belittle or demean the College, its courses, staff, resources, students, to people outside the College. All staff have a role to play in the positive marketing of the College.

As members of the College, staff are, of course, expected to abide by the law, including in relation to the photocopying of copyright material.

No expenditure should be incurred on behalf of the College unless

the budget it is to be taken from can bear the cost; and  
the person concerned controls the budget, or has permission for this expenditure from the person who does have this control.

#### **D Use of College equipment for private purposes**

College equipment may be used by individuals for their own private purposes provided that:

- a Permission is obtained from the person responsible for that equipment (or, failing this, the individual's line manager); and
- b The private use does not in any way hinder the College's work.

The use of the photocopier, telephone and IT equipment on site is acceptable. Photocopying of private material should be paid for. The easiest way to do this is to obtain from the Business Manager a private photocopying identity number.

Staff are permitted to make local personal calls, although long distance calls should be paid for: make a note of the date, time and telephone number called and inform the Director of Resources who will arrange for a recharge. The College operates Telephone Monitoring Software which is used to assess excessive usage in relation to cost or time.

Using College stationery for private purposes is not acceptable.

## **E Intellectual Property**

### **Copyright and Registrable Designs**

Except where the employer and employee have specifically agreed otherwise, the copyright for materials or documents produced by an employee for his/her employment duties at the College, or commissioned by the College, belongs to the College. It is for the College to decide whether or when to apply for registrable designs.

However, the copyright in any work designed, compiled or edited by an employee as a scholarly work, eg books and articles, belongs to the employee as does the copyright in materials produced for an employee's personal use or reference.

Please see the Intellectual Property Agreement at the end of this document.

### **Patentable Inventions**

The employer shall be the owner of all intellectual property rights in any patentable invention which is produced by an employee for his/her employment duties at the College.

## **F General Responsibilities for Employees of the College**

**Absence:** Staff absent from work because of illness should follow the College's sickness reporting procedure (see separate document). Some absence for other reasons is allowable: guidance about these is given in Personnel Procedures, and covers, among other things, compassionate leave, parental leave, leave for extraneous duties, and leave for professional association duties.

**Timekeeping:** Staff are expected to attend work at the times specified and teachers should be punctual at the start of each lesson. It is acceptable for teachers to be off the College site when they are not committed to teaching or other activities: if leaving the site between 1000 and 1600 you should inform Reception.

**Smoking:** Staff are expected to observe the smoking policy of the College.

**Dress:** Staff should be aware that their style of dress can influence the way they are approached by those with whom they have dealings. Staff should avoid a style of dress which may cause offence, or which may adversely affect the respect in which the College is held.

**Health and Safety:** Staff must be aware of their responsibilities under the College's Health and Safety procedures. This includes the particular requirements in force for the safety of students and others while on out of College activities. (See the Health and Safety document.)

**Equal Opportunities:** Staff must be aware of their responsibilities under the College's Single Equality Scheme.

**Remuneration:** The College undertakes to deal fairly with its employees, and so to make good any accidental underpayment of salary as soon as possible. Staff, likewise, are expected to deal fairly with the College, and report any accidental overpayment. Any overpayment will have to be recovered by the College, but we will discuss with the member of staff the most appropriate way of collecting the payment. Similarly, honest dealing is, of course, required in relation to travel expenses and any other expenses and emoluments.

**Re-grading Requests:** Any requests for re-grading should be made in writing to the Principal. Requests are then normally considered at Senior Management Meetings. Colleagues will sometimes make the request when they have undertaken further training relevant to their post, gained additional qualifications or taken on extra responsibility, but clearly staff may make a re-grading request for other reasons.

**Fitness for Work** Staff are expected to ensure that they are fit to work when they are required to work. For example, the consumption of alcohol immediately prior to, or during, working hours must be avoided.

#### **Related Documents:**

1. Health & Safety Policy
2. Smoking Policy
3. Sickness Absence Policy
4. Well-being policy
5. E-safety protocol
6. Disciplinary Policy
7. Grievance Policy
8. Safeguarding Children Policy
9. Safeguarding Vulnerable Adults Policy and Procedure
10. Fraud and Bribery Policy

*This policy has been reviewed and amended to assure the promotion of equality on grounds of gender, gender reassignment, sexual orientation, race, religion or belief, disability, age, marriage and civil partnership, and pregnancy and maternity. The assessment deemed it to be compliant with the College's Single Equality Scheme.*

## ***Intellectual property***

The draft staff code of conduct has this to say about intellectual property:

### ***Copyright and Registrable Designs***

*Except where the employer and employee have specifically agreed otherwise, the copyright for materials or documents produced by an employee for his/her employment duties at the College, or commissioner of the College, belongs to the College. It is for the College to decide whether or when to apply for registrable designs.*

*However, the copyright in any work designed, compiled or edited by an employee as a scholarly work, eg books and articles, belongs to the employee as does the copyright in materials produced for an employee's personal use or reference.*

### ***Patentable Inventions***

*The employer shall be the owner of all intellectual property rights in any patentable invention which is produced by an employee for his/her employment duties at the College.*

It is clear that there could be circumstances in which the copyright for materials produced by a member of staff should remain with that person. This would be the case when:

- the materials were produced in the person's own, undirected, time;
- the materials were produced using the person's own equipment;
- and - the production of the materials cannot reasonably be construed as being part of the employment duties of the person (by reference to the person's job description, or to custom and practice).

In such cases the College may, at the discretion of the Principal, agree that the copyright should remain with the member of staff. Such an agreement will be recorded, as follows.

**Copyright agreement with \_\_\_\_\_ (member of staff)**

Full description of the materials concerned. *(Please attach details as necessary.)*

Signed \_\_\_\_\_

Date \_\_\_\_\_

The Principal, on behalf of the College, agrees that the copyright for the above materials, having been produced by \_\_\_\_\_ in their own time, and using their own resources, their production being beyond the reasonable expectation of their employment duties, will remain with \_  
\_\_\_\_\_.

Signed \_\_\_\_\_

Date \_\_\_\_\_



## ***Intellectual property agreement***

Copyright agreement with \_\_\_\_\_ (member of staff)

Full description of the materials concerned. *(Please attach details as necessary.)*

Signed \_\_\_\_\_ Date \_\_\_\_\_

The Principal, on behalf of the College, agrees that the copyright for the above materials, having been produced by the member of staff indicated in their own time, and using their own resources, their production being beyond the reasonable expectation of their employment duties, will remain with this member of staff.

Signed \_\_\_\_\_ Date \_\_\_\_\_

