Rotherham Opportunities College
@RotherhamOpp
www.theroc.co.uk
Part of the Newman School Family

Rotherham Opportunities College Ltd
Brunswick Road
Rotherham
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Info@theroc.co.uk
Company Number: 11460927

# Staff Code of Conduct

| Staff Code of Conduct | |
|---|---|
| Date approved by Governors: | 8th December 2021 |
| Date for next review: | December 2022 |
| Policy reviewed by: | Governing Board |
| Compliance lead: | Principal |

**Staff Code of Conduct**

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## 1. Aims, scope and principles

This policy aims to set and maintain standards of conduct that we expect all staff to follow.

By creating this policy we aim to ensure our college is an environment where everyone is safe, happy and treated with respect.

Many of the principles in this code of conduct are based on the Teachers' Standards. College staff have an influential position in the college and will act as role models for students by consistently demonstrating high standards of behaviour.

We expect that all teachers and tutors will act in accordance with the personal and professional behaviours set out in the Teachers' Standards.  We expect all support staff, governors and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others.

Failure to follow the code of conduct may result in disciplinary action being taken as set out in the staff disciplinary procedures.

Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, staff will use their professional judgement and act in the best interests of the college and its students.

## 2. Legislation and guidance

In line with the statutory safeguarding guidance 'Keeping Children Safe in Education' the college should have a staff code of conduct, which should cover acceptable use of technologies, staff/student relationships and communications including the use of social media.

This policy complies with our funding agreement and articles of association.

## 3. General obligations

Staff are expected to set an example to students. They will:

- Maintain high standards in their attendance and punctuality;
- Always wear ID that is either clipped onto clothing or attached on a black (staff) lanyard;
- Never attach keys to the ID lanyard;
- Never use inappropriate or offensive language in school;
- Not use personal mobile phones in the presence of students, in lessons, educational visits or during training events;

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- Treat students, colleagues, visitors and others with dignity and respect;
- Show tolerance and respect for the right of others;
- Not undermine Fundamental British Values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs;
- Not express personal beliefs in a way that will influence students;
- Not exploit the vulnerability of students or lead them to break the law;
- Understand the statutory frameworks they must act within;
- Adhere to the Teachers' Standards and Teaching Assistant Standards.

## 4. Safeguarding

Staff have a duty to safeguard students from harm and to report any concerns they have including all types of abuse e.g. physical, psychological, sexual, neglect or acts of omission, financial or material, domestic abuse, modern slavery, discriminatory, organisational and self-neglect.

Staff must familiarise themselves with the ROC's safeguarding policy and procedures and the Prevent initiative and ensure they are aware of the processes to follow if they have concerns about a student.

The ROC's safeguarding policy and procedures are available in the staff shared area and a hard copy can be located in the staffroom.

New staff, including agency and supply staff will be given a copy of the safeguarding policy and procedures on arrival at the college. New staff will receive safeguarding training.

## 5. Staff/student relationships

Staff will observe boundaries with students that are appropriate to their professional position. Staff will act in a fair, consistent and transparent way that would not lead anyone to reasonably assume they are not doing so.

If staff members and students must spend time on a one-to-one basis, staff will ensure that:

- This takes place in a place that others can access;
- Other staff can see in the room;
- A colleague or line manager knows the one-to-one session is taking place.

Staff should avoid contact with students outside of college hours unless the contact is discussed and agreed with the Principal.

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Personal contact details must not be exchanged between staff and students. This includes social media profiles.

Students and their families may wish to give gifts to staff, for example at the end of the college year. The gift policy must be followed. All gifts must be approved by the line manager and logged in the gift register.

## 6. Communication and social media

Social media profiles of college staff must not be available to students. If staff have a personal profile on social media sites they should not use their full name as student may be able to locate them. Staff should set their profiles to private.

Staff must not attempt to contact students or their parents via social media, or any other means outside college, in order to develop any sort of relationship. Staff must not make any effort to find students' or parents'/carers' social media profiles.

Staff will ensure they do not post any images on the ROC's website that identify young adults who are students at the college without their consent.

Staff must be aware of the college's e-safety policy.

## 7. Acceptable use of technology

Staff must not use technology in college, or any college electronic devices to view material that is illegal, inappropriate or likely to be deemed offensive. This includes but is not limited to, sending obscene emails, gambling and viewing pornography or other inappropriate content.

Staff will not use personal mobile phones or laptops in the presence of students, in lessons, educational visits or training events.  Staff must not use personal mobile phones or cameras to take photographs of students.

The college has the right to monitor emails and Internet use on the college IT system.

## 8. Confidentiality

In the course of their role members of staff are often privy to sensitive and confidential information about the college, staff, students and their parents/carers.

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This information must never be:

- Disclosed to anyone without the relevant authority;
- Use to humiliate, embarrass or blackmail others;
- Used for a purpose other than what it was collected and intended for.

This does not override staff's duty to report students' protection concerns to the appropriate channel where staff believe a student is at risk of harm.

## 9. Honesty and integrity

Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with students, handling money, claiming expenses and using college property, resources and facilities.

Staff will not accept bribes. Gifts must be declared and recorded on the gift register.

Staff must ensure that all information give to the college about their qualifications and professional experience is correct.

## 10. Dress Code

Staff will always present a clean, professional appearance. Everyone is expected to be well-groomed and wear clean clothing, free of holes, tears, or other signs of wear.

Clothing with offensive or inappropriate designs or stamps are not allowed.

Clothing should not be revealing.

## 11. Conduct outside work

Staff will not act in a way that would bring the college or the teaching profession into disrepute. This covers relevant criminal offences such as violence or sexual misconduct as well as negative comments about the college, colleagues and other professionals on social media.