

Staff Code of Conduct

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1. Introduction

The purpose of the Code is to provide a clear set of expectations to guide us, as employees of Hereward College, in how we are expected to conduct ourselves in our day-to-day work and how we should behave towards our colleagues. As employees of the College we have a responsibility to treat colleagues with dignity and respect and to understand our responsibilities to safeguard and promote the welfare of young people and adults who are in need of care and support. It is important to note that this policy does not cover every eventuality an employee may experience during their time at the College and should be read in conjunction with other relevant College policies which can be found on the intranet.

The Code of Conduct applies to all staff that have a contract of employment with Hereward College. This includes all Permanent, Fixed Term and Bank staff. It sets out the expectations for staff conduct whilst they are in the employment of the College, on College premises, when part of any College related activity be it internal or external, and when representing the College externally. It is important that all staff comply with this Code as it forms part of the terms and conditions of employment. It is the responsibility of all employees to read the Code. If any part of this Code is not fully understood advice should be sought from the relevant line manager or HR.

If an employee's behaviour falls below the standards set out in the Code, then the College may take formal disciplinary action against them.

2. Vision, Values, Mission and Vision

The College Vision outlines what the College aims to achieve:

Vision

Each learner's experience at Hereward College will prepare them for the next stage of their life, with outstanding employability skills and much greater control over their own future. Their growing independence and well-being will enable their talents to shine.

The College Mission outlines how the College will meet the Vision:

Mission

Hereward helps learners to make progress and realise their potential and ambitions. The creativity and skills of staff, working in partnership with the community and employers, ensure learners develop skills for life and work, achieve appropriate qualifications and develop safe and healthy lifestyles that prepare them for the future.

The College Values and Behaviours lie at the core of the way we do things and set the foundation upon which the College builds its culture.

3. Values and Behaviours

RESPECT

We believe that we should treat each other with respect, consideration and fairness.

We will consider the opinions of others and treat each other fairly.

HONESTY

We believe we should all be open and honest with each other.

Together we will create a safe and trusting environment where people feel able to share their ideas and opinions and be truthful.

ACHIEVEMENT

We believe that learners' progression is the most important goal for the College to achieve.

We will use clear shared learning goals and ensure we recognise and celebrate success.

INDEPENDENCE

We believe that learners should be more independent at the end of their time at College.

We will actively encourage the development of skills which help learners to be more independent and make informed choices.

EXCELLENCE

We believe we should all be focused on continuously improving the quality of what we do to achieve excellent services.

We welcome and value new ideas that will improve the quality of what we do.

Our Strategic Intentions provide direction for all College employees and allows all staff to identify how their role links to the Vision.

4. Strategic Intentions

Strategic Intention 1

Embed the person-centred destination-led structures and develop staff to focus support for learners to raise their aspirations and help to prepare for adulthood and achieve their goals for health, employment, independent living and being part of the community.

Strategic Intention 2

Deliver exciting, innovative and effective learning, teaching and assessment that actively engages learners, develops their English and maths skills, helps them to make progress and enables them to achieve goals and qualifications and move on to the next stage of their lives.

Strategic Intention 3

Be pro-active to benefit learners by collaborating and working with partners, including parents and carers, local authorities, health and care agencies, employers and funding agencies, to enable the learners' goals and ensure the SEND Code of Practice is delivered.

Strategic Intention 4

Maximise the effectiveness of all physical and staffing resources to improve the quality of provision, grow Hereward Training and new services, and maintain the College's financial health and viability while providing value for money.

5. Equality and Diversity

The College is committed to Equality and Diversity and aims to achieve an inclusive work environment where staff are able to be themselves. A respectful culture should be adhered to by all staff in relation to the 9 protected characteristics, which are:

- Age
- Disability
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race including colour, nationality, ethnic or national origin
- Religion and Belief
- Sex
- Sexual Orientation

6. Behaviour Checklist

All employees will at some point find themselves in a situation where they are faced with a difficult situation or decision. To support them in making the right decision, employees should ask themselves the following:

- Is my behaviour consistent with the Values and Behaviours of Hereward College?
- Does my decision reflect the right thing to do for the College?
- Is my decision being driven by responsible professional judgement?

- Does my action comply with College policies?
- Am I confident that I would be able to stand by my decision if it were made public?
- Am I acting in a professional way and setting a positive example to students and other staff?

7. Related documents

The Code of Conduct should be read in conjunction with other HR and College policies which make reference to staff conduct, including:

- Alcohol, Drug and Substance Abuse Policy
- Anti-Fraud Policy
- Bribery Policy
- Capability Policy
- Data Protection Policy
- Digital Safety and Security Policy and Procedures
- Disciplinary Policy
- Equality and Diversity Policy
- Financial Regulations
- Grievance Policy
- Health and Safety Policy
- Induction and Probationary Period Policy
- Prevention of Bullying and Harassment at Work Policy
- Training and Development Policy
- Violence or Aggression at Work Policy
- Visible ID Policy and Procedure
- Whistleblowing Policy
- Young People and Adults at Risk Safeguarding Policy

In addition to this code Teachers should also read Appendix 1 – Professional Expectations of Teaching Staff.

8. The Code

Employee Behaviour

The following general standards are required by all College employees:

- Employees should behave in a respectful, professional and polite manner
- Ensure their behaviour does not breach the Equality Act 2010
- Employees should always follow College policies, procedures, rules and any other standards that may be set by their manager. They should complete any documentation, form or record in an honest way and never deliberately alter or falsify documentation. Employees

should not conceal any matter that they should report. However, any information reported which is found to be malicious may result in formal action being taken against an employee.

- All employees are expected to perform their duties in a manner that fits with the College's Values and Behaviours. In particular employees should:
 - Perform their duties to the highest possible standard, setting a positive example to students
 - Not behave in such a way (inside or outside the College) that could bring the College into disrepute
 - Follow the College's Policies and Procedures
- All forms of bullying, including violence, use of abusive language threats or verbal aggression towards colleagues is unacceptable and allegations of this nature are taken very seriously. It is not acceptable for an employee to abuse their position in the College and take advantage of other employees or students. Employees should be mindful in regard to the use of banter, what they believe to be a funny remark may be deemed as inappropriate and offensive to others.
- It is not acceptable to fight with, or assault, any employee
- Defrauding, stealing, or attempting to do so from the College will not be tolerated. This includes, but is not limited to: deliberately giving false information on claims, such as timesheets, mileage and travel allowances and petty cash forms
- Employees should comply with all reasonable management instructions
- Attend / complete any identified training in line with the College Training and Development policy.
- Employees should cooperate fully with colleagues and management
- Employees should uphold and further the College's positive public image at all times
- Satisfactory standards of performance should be maintained at all times
- The College's policies and procedures should be adhered to at all times
- Employees should inform their Line Manager and HR if they are referred to any agency (for example, Children's and Adult Services, Disclosure and Barring Service or Teacher Regulation Agency) for external activity which may impact on their suitability for their role

Attendance and Timekeeping

Employees will not be paid if any working time is lost due to lateness or unauthorised absence. Persistent lateness will be dealt with under the College's disciplinary policy.

All employees should:

- Be present and ready to start work in line with their contractual working hours. They must also remain in the workplace and continue to work until they have completed their contractual working hours
- If an employee wishes to utilise the College breakfast facility provided, they must do so in their own time and ensure they are ready to commence their full duties, in line with their contractual start time.
- Term time employees must not book annual leave during the 37-week academic year (Including training days). An academic calendar is published each year and is available from HR for any employee to view, ensuring requests fall outside of this period
- Employees must give their manager appropriate notice for time off, in line with the leave and time off work policy
- Employees must ensure they get adequate rest so that they can perform their duties to the best of their ability. Sleeping at work is a disciplinary issue in line with the College Disciplinary Policy and Procedure, with the exception of those undertaking a residential sleep-in role
- Ensure that they notify their line manager in accordance with the College's absence procedure if they are going to be absent from work
- Liaise with their line manager if they wish to leave early or arrive late

ID

All employees must wear their College lanyard and ID badge at all times including when representing the College at an external event. If an employee loses their badge, they should inform Technical Resources and get a replacement badge from the MIS team (see Visible ID Policy and Procedures for further information).

The ID badge must be used to gain access to the College entrance and the car park.

Mobile Phones

Employees should have their personal mobile device either switched off, or in silent mode, during working hours. Personal calls, text messages, web browsing, social media and watching videos should only be made during lunch or other breaks. Employees should obtain authorisation from their line manager if they need to make or receive an urgent personal phone call. In addition it is forbidden to:

- Give personal phone numbers or home phone numbers to students, parents or anyone associated with the care of a student.
- Take pictures of colleagues, College premises or students using personal mobile devices unless prior permission has been sought by a from SLT.
- Transfer College files via Bluetooth or other insecure mobile networks

- Use a personal device to store College information and data including emails, confidential staff or student information

Only certain job roles require the provision of a College mobile phone. Where provided, they are for business use only. Employees should ensure they keep the College mobile phone in good working order. The mobile phone should remain charged and connected to the network (as far as coverage permits) during working hours so business calls can be received as necessary. Private calls may only be made in exceptional circumstances.

Email and Internet Use

The College will not tolerate use of email and the internet for unofficial or inappropriate purposes, including:

- Any messages that could constitute bullying, harassment or other detriment
- On-line gambling
- Accessing or transmitting pornography
- Accessing other offensive, obscene or otherwise unacceptable material
- Transmitting copyright information and/or any software available to the user
- Posting confidential information about other employees, the College or its students

Use of College ICT facilities for personal activities (provided that it does not infringe any of the regulations and does not interfere with others' valid use) is permitted, but this is a privilege that may be withdrawn at any point. This is permitted on condition that all the procedures and rules set out in the Digital Safety and Security Policy & Procedures, and the College's Code of Conduct, are complied with.

All emails should reflect the College values, showing respect, integrity and professionalism, no obscene or offensive language should ever be used in emails.

Social Media

When using social media, either in a personal or work capacity, during or outside working hours, employees must adhere to the following guidelines.

Posts on social media must not:

- Compromise the College, disclose confidential data or disclose sensitive data
- Damage the College's reputation or brand
- Breach laws on copyright or data protection
- Contain content that is of a libellous or defamatory nature
- Engage in bullying or harassment
- Be of illegal, inappropriate or offensive content

- Interfere with the employee's work commitments
- Use the College's name or reputation to promote any other product or any political opinions

Representing the College

If an employee's actions or behaviour fall below the standards set out in this Code, then the College may take formal disciplinary action which may include the full range of disciplinary sanctions. Serious misconduct, criminal offences or other acts committed outside of working hours, which bring the College into disrepute or impact on the employee's ability to carry out their role, may also result in formal disciplinary action being taken, in accordance with the College's procedures. When attending any work-related social function appropriate standards of conduct are expected from all employees. This includes but is not limited to any Christmas lunch and nights out.

Work-related social functions can be a great opportunity to celebrate and get to know colleagues better. However, it is important to remember that College procedures apply fully at these events.

Employees should ensure that any membership or involvement with an external organisation does not lead to an actual or perceived (maybe because of its nature and maybe because it is in the 'public domain') conflict of interest with their position as an employee of the College. It is important to avoid any perception that advice, guidance, or decisions for which they are responsible could be influenced by membership of a particular organisation.

Alcohol and Drugs

Use of illegal drugs or any prescribed drugs that have not been prescribed for the user and alcohol during working hours is not permitted. If an employee is suspected of use during working hours, the employee may be subject to disciplinary action under the College's disciplinary policy.

Employees must not be under the influence of drugs or alcohol during working hours and must not support or influence others to use alcohol or drugs. Employees suspected of using or dealing drugs in the workplace will be reported to the police.

The use of illegal substances will not be tolerated by the College and may result, not only in formal action being taken, but also the matter being reported to the Police.

If staff are prescribed medication by a doctor which may have an impact on their work or cause side effects impairing judgement and / or ability, they must inform their manager.

Further information on College policy in respect of the above can be found in the Alcohol, Drug and substance abuse policy.

Health and Safety

Any accidents, however minor they may appear, should be reported to your line manager and recorded in the College's Accident Book as soon as possible

Employees are responsible for ensuring they are familiar with the College's health and safety policies and procedures, including the consequences of breaching these. Breaching any rules

surrounding health and safety may lead to disciplinary action. A breach may be considered gross misconduct which can result in summary termination of employment.

Smoking/Vaping

The College recognises that employees may wish to smoke in their own time during the course of the working day. Staff should use the designated staff smoking area only, staff must not use the student smoking area or smoke / vape whilst walking across the College site. Staff are requested not to smoke at the front of the building to ensure visitors receive a positive experience upon arrival and do not inhale second-hand smoke.

Employees must be ready to commence work at their contractual start time; it is not acceptable to come into work at the designated start time and immediately go for a smoking break.

Where a manager is concerned about the amount of time an employee is spending smoking, they should inform them of the acceptable standards. Under no circumstances can staff smoke inside the College building, College vehicles or employee's personal vehicles when they are transporting students.

Where local arrangements have been agreed for smoking/vaping, this should be monitored by the manager to ensure it is being adhered to.

The above rule applies to use of e-cigarettes and other similar devices.

Bribery

Bribery is, in the conduct of the College's business, the offering or accepting of any gift, loan, payment, reward or advantage for personal gain as an encouragement to do something which is dishonest, illegal or a breach of trust. Bribery is a criminal offence. No gift should be given, nor hospitality offered by employees to any party in connection with the College's business without receiving prior written approval from the employee's line manager.

Employees will face disciplinary action if it is discovered that they have accepted, offered or given any bribe, which could include dismissal for gross misconduct. Accepting a bribe also carries separate criminal liabilities for the employee personally and for the College.

The College's Bribery policy contains more information on this area.

Confidentiality

All information gained during the course of employment is expected to be considered confidential, during employment and post-employment. Employees are expected to keep information confidential, unless required by law not to do so.

Employees must consider their location when viewing or discussing confidential information so that others who are not authorised cannot view or overhear.

Competing with the College

Employees who undertake external activities that place them, or could place them, in competition with the College may be subject to disciplinary action.

If an employee wishes to undertake other employment while employed by the College, permission is required from the employee's line manager.

Student Care

Employees working with children, young people or vulnerable adults are in a position of great trust. The College prides itself on providing service users with the highest standard of care always. The needs and general wellbeing of students is an overarching focus that must be at the forefront of all employees' minds during the performance of their roles. All employees must treat students with dignity and respect.

Employees must be aware that their behaviour and activities can impact on others, including students. Employees should report any problems they perceive with students on CPOMS and to the safeguarding team immediately.

If an allegation is made by a student, or their family/carers, employees must not try to resolve these themselves. Instead, employees should refer the complaint to their line manager immediately who will report it to the Designated Safeguarding Lead (DSL) and HR.

An allegation is an assertion of wrong or illegal behaviour, with or without evidence. Allegations include those of abuse, safeguarding issues or gross misconduct.

An allegation is different to a complaint, which is an expression of dissatisfaction by users or customers about an organisation's action or lack of action, or about the standard of service provided by or on behalf of the organisation. Requests for services or changes to services, comments and suggestions, focus group and questionnaire feedback and assessment, bursary, disciplinary appeals are not considered as complaints.

Abuse

All employees are to be aware at all times of the possibility of abuse towards students, both at College and outside of the College environment.

Abuse of students is regarded by the College as an act of gross misconduct and any allegation made against staff could result in summary dismissal, in line with the College's disciplinary procedure.

Clothing

As employees are liable to come into contact with students, stakeholders and members of the public, it is important that they present a professional image with regard to appearance and standards of dress. Where uniforms are provided, these must be worn at all times whilst at work and laundered on a regular basis. Where uniforms are not provided, clothes appropriate to job responsibilities should be worn, and they should be kept clean and tidy at all times. Clothing with offensive logos, text or images are not permitted at any time.

Upon termination of employment, where applicable uniform should be returned. Failure to return such items will result in the College making a deduction for the cost of the uniform from final wages/salary. This is an express written term of employment.

Tattoos

Employees must ensure that any visible tattoos are appropriate to the College environment, making sure that tattoo images, logos or wording are not offensive, provocative or inappropriate. This can include tattoos depicting violence, nudity, discriminatory symbols or offensive language.

Property and Equipment

Employees who cause any damage to College property through misuse, recklessness or carelessness may be required to repay to the College the cost of repair or replacement. The College reserves the right to recover this cost by way of a deduction from the next salary payment.

Employees should treat College property with respect, setting a positive example to students.

Criminal Acts

In the event that an employee is charged with, and/or convicted of, a criminal act, they must advise the College immediately. Failure to notify the College will result in disciplinary action being commenced, which may result in the termination of employment.

Leavers

When an employee's employment is terminated, they should return all College property, including IT equipment, stationery, College mobile phone or tablet, keys and College credit card, on, or before their last working day.

Once an employee has left the employment of the College, they should under no circumstances attempt to befriend or contact students via any method including, but not limited to, social media or via telephones.

Ex-employees should not arrange to meet with any students without the prior consent of the College. Should the College be made aware of such attempts to contact or meet students without consent, advice will be sought from the Local Authority Designated Officer and, where applicable, the police.

Personal Property

The College is not responsible for the loss, theft or damage to any personal property brought by employees on to College premises or stored in College vehicles. Employees are responsible for the security and safety of their personal possessions at all times.

If an employee's personal property could be considered potentially hazardous, employees should inform their line manager and should keep these items safe in lockable drawers/lockers.

Lost property should be handed to an employee's line manager if found.

Clear Desk Policy

All employees have a responsibility to ensure that they exercise due care and responsibility and **always** manage personal, sensitive and confidential paperwork in a sensitive way so that it cannot be overlooked.

Whenever a desk is unoccupied, the office is empty and unlocked, the following will apply:

- All personal and sensitive and confidential paperwork must be removed from the desk and locked in a drawer or filing cabinet. This includes mass storage devices such as CDs, DVDs and USB drives
- *All wastepaper which contains sensitive or confidential information must be placed in the designated confidential waste bins. Under no circumstances should this information be placed in general waste bins
- Computer workstations must be locked when the desk is unoccupied and completely shut down at the end of the workday
- Where applicable, PCs should have privacy screens to ensure that information cannot be viewed by bystanders
- Laptops, tablets and other hardware devices must be removed from the desk and locked in a drawer or filing cabinet
- Keys for accessing drawers or filing cabinets should not be left unattended at a desk

Any employee or contactor found to have not complied with this policy may be subject to disciplinary action. The penalties set out under GDPR for data breaches are severe and it is the responsibility of all members of the College community to ensure that our data is safe and secure.

* ***Personal data*** is any information that relates to an individual who can be identified from that information for example by name, address or photo.

Sensitive personal data is information about an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation and biometric data.

Confidential information is defined as information, which may or may not include personal data, which is not for sharing or discussing with other members of staff. This could include detailed personal information about a student or a member of staff or relate to the business of the College.

Environment

The College aims to keep use of consumables to a minimum by promoting the effective and efficient usage of equipment, facilities, supplies and services.

Employees should make every effort to reduce wastage, turn off excessive lights or heating/cooling equipment, use water resources appropriately and switch off any electronic equipment which is

not in use. Recycling facilities are available throughout the College and staff should utilise these wherever possible for the disposal of waste generated by the College.

Handling Money

Employees that have been authorised to handle monetary transactions on behalf of the College are responsible for those transactions they carry out.

If the College suffers any loss due to a monetary transaction where the loss is caused by the carelessness or negligence of an employee, there may be a deduction from pay from that employee's next salary payment to cover the loss suffered.

For transparency and to avoid any confusion, employees who collect money in any form for students must ensure that a clear entry regarding the collection is entered into the students care plan. Employees must include the date, time the money is collected, how much was collected and where the money was collected.

Employees who purchase products for a student must ensure that receipts are kept, and items are logged in the service user's records.

Employees are prohibited from taking money from, or giving money to, students regardless of what form this transaction takes. Employees are not allowed to use a student's store loyalty card for their own personal gain and may not use their own store loyalty card when making a purchase of goods for service users.

Relationships

Staff must not agree to meet socially with students, unless the occasion is an approved College event. Neither should staff invite students to their own homes, or visit students in theirs, without the express permission of their line manager or where the role requires such a visit.

Members of staff who have a personal relationship with a colleague, student or prospective employee or student, which may put an employee in a real, potential or perceived conflict of interest, should declare it to their manager or HR.

Where disagreements arise between members of staff in either a professional or non-professional nature, (i.e. college activities related to their areas of work or non-college activities related to personal issues), it is important that high professional standards are always maintained and that such issues do not affect the workplace.

The College expects that such disagreements will be resolved by staff concerned promptly, but if they cannot be resolved amicably (with the assistance of Line Managers and or Senior Managers if necessary) then staff concerned may invoke the Grievance Procedure. They must not, under any circumstances, discuss the matter with students and should keep the matter as confidential as possible to avoid negative effects on other staff, or students.

If a member of staff allows a personal disagreement to impact adversely on his/her work or the work of other members of staff or students, then the College will consider taking action under the College's Disciplinary Procedure.

Employees have a right to be treated with respect and dignity at work. Harassment or bullying (physical or mental) at whatever level in whatever form will not be tolerated. Any form of intimidating behaviour will be treated seriously under the College's Disciplinary Procedure given that this can lead to undermining confidence, under performance at work and destruction of morale and teamwork.

Relationships with Colleagues

Members of staff who are relatives or who have a close personal relationship should not normally have a supervisory, or authorising relationship with each other. Employees must inform their line manager if they have a personal relationship with another employee.

Professionalism must always be maintained both at the workplace, and any work-related events, which are attended by employees who have a personal relationship with a colleague. Relationships with colleagues should remain professional and should never impact negatively on the work of the department or team.

Breaches

Breaches of the College's Code of Conduct, and other College policies, will be regarded as an act of misconduct to be addressed under the College's disciplinary procedure. Some of the above sections indicate the level of offence that could occur if breaches are found.

Gifts, gratuities and hospitality

Employees must not accept personal gifts of any kind, unless they have a value of less than £25.00, for example, mugs, chocolates, calendars. If an employee receives such goods, they should inform their line manager. Where a gift or hospitality is given to an employee where the value is in excess of £25.00 should be reported to the Clerk to the Corporation who maintains a gifts and hospitality register.

For more information, see:

- Financial Regulations

Safeguarding

1. In addition to this section in the code, all employees are required to read the Safeguarding Policy which can be found on the intranet.
2. All employees have a responsibility to safeguard students. Training on safeguarding is mandatory, and all employees are expected to complete the on-line course on day 1 of their employment. If any employee has a question following the training, they should seek clarification from their line manager or a member of the Safeguarding team.

3. Employees who enter into inappropriate relationships with students will be referred to the LADO and be subject to the College's disciplinary procedure as their behaviour may be deemed to constitute serious/gross misconduct, which could lead to dismissal and referral to the safeguarding authorities, LADO, DBS and any other relevant bodies.
4. Employees who become aware of personal, confidential or sensitive information relating to fellow employees or students must ensure that they treat the information with due regard to the situation. However, they should not commit themselves or the College to ensuring confidentiality and must share information with relevant colleagues (read the Young People and Adults at Risk Policy section 4 for the procedure of reporting concerns about a learner and section 5 for staff, volunteers or visitors). If an employee 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.
5. The College acknowledges that in some subject areas, the need could arise for physical contact for demonstration and communication purposes; however, staff should be aware of the potential for misinterpretation and proceed with the necessary caution.
6. Employees must avoid comments to or about students and colleagues which could be taken to have sexual overtones or be deemed inappropriate in other ways, i.e. by being discriminatory, bullying etc. It is equally unacceptable for members of staff to encourage debate and discussion between groups of students, which could be interpreted as having sexual overtones, which are not justified in the context of the teaching programme. A breach of this could result in disciplinary action
7. Employees should not enter into any form of relationship with any student, either in person or via social networking websites, e.g. Facebook as this could compromise the professional relationship.
8. Staff should not give out their personal contact details to students.
9. Employees should ensure that, wherever possible, privacy settings on social media are set so that students cannot access information relating to their personal lives.
10. Employees should not post or publish, on the internet or other social networking sites, any negative reference to the College or work colleagues, and should not make any reference to parents or students. Employees should not use the internet or social media as a platform to publicly criticise the College or colleagues.

Low Level Concerns and Allegations Against Staff

Staff are expected to report all concerns about poor practice or possible abuse by colleagues to the Deputy Principal (DSL) or Head of Safeguarding and Behaviour. To report concerns, please use CPOMS as below:

- Log in to CPOMS and click Add Incident
- In 'Student' type Staff Safeguarding Concern

- In 'Incident' add the detail of your concern including the staff name/s your concern relates to
- In 'Category' select Staff Safeguarding Concern
- Submit Incident'

For more information, see:

- Young People and Adults at Risk Safeguarding Policy
- Digital Safety and Security Policy and Procedures
- Whistleblowing Policy
- Disciplinary Policy and Procedure

Contractors

All relationships of a business or private nature with external contractors or potential contractors must be made known to the appropriate manager. Orders and contracts must be awarded on merit, by fair competition against other tenders and without unfair discrimination. Employees who engage or supervise contractors or have any other relationship with contractors and have previously had or currently have a relationship in a private or domestic capacity with a contractor, should declare that relationship to their line manager and take action accordingly, to protect the Colleges and the employee's integrity.

For more information, see:

- Escorting Contractors Procedure
- Financial Regulations

Other employment

The College understands that some employees may hold additional roles with other organisations. Employees must declare any additional employment they hold with their line manager and HR. Consent will not be given if the outside employment could conflict with an employee's role at the College. Additional roles must be disclosed at an employee's Annual Performance Review by signing the associated declaration form.

Any additional employment must be carried out in an employee's own time and not during the time they are employed by the College, this includes periods of sick leave.

Employees must sign a Working Time Regulation Opt-out form which allows an employee to enter into an agreement with the College to dis-apply the 48-hour average weekly working limit. This arrangement should be reviewed every 3 months.

In undertaking any additional employment external to the College, staff should not use College facilities including, but not limited to, telephones, photocopiers, internet and email.

Disclosure of information and confidentiality

Information held by the College may be subject to the provision of the Data Protection Act or the legislation. Employees should never put themselves in a position where the disclosure of information puts an employee and/or the College at risk of breaking the law. If an employee is unsure of a request, they should contact the College Data Protection Officer .

Employees should not share passwords and/or logging on information which may lead to unauthorised access to College systems or property.

For more information, see:

- Data Protection Policy

Whistleblowing

If an employee believes there has been fraud, irregularity, corruption or the law has been broken, they should report such incidents through the Colleges Whistleblowing Policy and Procedure. The policy is designed to allow employees to raise concerns safely and recognises that employees may fear retaliation. The College will not tolerate harassment or bullying and will take action to protect any employee when they have raised a concern in good faith.

For more information, see:

- Whistleblowing Policy

Working with the Media

It is College policy that all media liaison relating to the College is led by SLT. Employees should not speak, write, give interviews or take telephone calls for information relating to the College. Employees should pass on all enquiries from the media to their line manager.

Appendix 1 – Professional expectations of teaching staff

It is the College's Strategic Intention to be outstanding. Learning, teaching and assessment need to be outstanding in order to achieve this. We, therefore, have very high expectations of all teachers working at Hereward College. Expectations are:

- Teachers aspire to be outstanding
- If absent, ensure you have contacted your line manager **by phone by 8.30am**
- If absent, ensure that work is set for lessons (either when you call in the morning or via the clear scheme of learning)
- All learning sessions start on time and are delivered for the allocated time
- Teachers should be in classes at least 5 minutes before the formal start of the lesson
- Electronic register marked within 10 minutes of the start of the session (by 9.30 for first lesson) where computer access available. Where no computer access, complete paper-based register and input onto the system within 15 minutes of lesson end
- Where a paper-based register is in place, teachers must alert the safeguarding team within 15 minutes of any learner that is unauthorised to be absent
- Scheme of learning completed using Databridge format
- All sessions are planned and meet the needs of each learner
- All sessions include individualised target setting
- Individual Learning Plans (ILPs) are used in all lessons using the Hereward Approach methodology
- Group profile updated and informs session planning
- Learning materials are current and produced to a professional standard
- Teachers commit to being IT literate including the understanding of the safe application of AI and making good use of ICT in teaching and other work
- Marked work is returned within the agreed timescale
- Feedback on marked work is constructive and identifies how students can improve/develop
- Spelling, grammar and punctuation are corrected in sessions and on marked work
- Student progress tracking is up to date
- Staff wear lanyards at all times
- Respond to emails as promptly as possible and carry out tasks to meet reasonable deadlines
- Legislative compliance maintained at all times
- Teachers aim to develop their professional practice by sharing good practice, peer development, undertaking CPD, and making a personal commitment to developing their teaching and learning
- Teachers must be familiar with key policies, specifically safeguarding, health and safety and the acceptable use of ICT including AI
- If a teacher is subject to a prohibition order made under section 141B of the Education Act 2002 to carry out teaching work (as defined in regulation 3 of the Teachers' Disciplinary (England) Regulations 2012), or an interim prohibition order made under regulation 14 of the Teachers' Disciplinary (England) Regulations 2012, in respect of any Learners aged 16 to 25, they should inform the College immediately.

Initial Equality Impact Assessment Screening

Name of policy or service	Staff Code of Conduct
Author of impact assessment (name and job title)	Darren Speck, HR and Training Manager
Date impact assessment completed	September 2025
Is this a new or reviewed policy or service?	New policy/service ☐ Date of policy/service Reviewed policy/service ☒ Date of review September 2025

Briefly describe the aims and purpose of the policy	The purpose of the Code is to provide a clear set of behaviour and conduct expectations to guide staff, in their day to day work interactions/relationships with colleagues, students and external clients.
Who is intended to benefit from this policy and in what way?	Employees of the College have a responsibility to treat colleagues with dignity and respect and to understand their responsibilities to safeguard and promote the welfare of young people and adults who are in need of care and support.
What could contribute or detract from achieving the aims and purpose of the policy?	Non-compliance.
What evidence or data has been collected and used to determine the impact on equality groups. Have any data gaps been identified.	No gaps identified. Good practice resourced from other Colleges and educational institutions. This policy is in line with the College's values, behaviour and supports its mission, vision and strategic objectives.

		Comments / Evidence
Has consultation on this policy indicated any possible concerns or issues in relation to equality, diversity and inclusion?	Yes ☐ No ☒	
Is there an opportunity to promote equality of opportunity by this policy?	Yes ☒ No ☐	Employees of the College have a responsibility to treat colleagues with dignity and respect and to understand their responsibilities to safeguard and promote the welfare of young people and adults who are in need of care and support.

Potential impact on grounds of:

Race	Positive ☒ Negative ☐ No impact ☐	Employees of the College have a responsibility to treat colleagues with dignity and respect and to understand their responsibilities to safeguard and promote the welfare of young people and adults who are in need of care and support.
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		Comments / Evidence
Disability	Positive ☒ Negative ☐ No impact ☐	Employees of the College have a responsibility to treat colleagues with dignity and respect and to understand their responsibilities to safeguard and promote the welfare of young people and adults who are in need of care and support.
Gender	Positive ☒ Negative ☐ No impact ☐	Employees of the College have a responsibility to treat colleagues with dignity and respect and to understand their responsibilities to safeguard and promote the welfare of young people and adults who are in need of care and support.
Gender reassignment/identity	Positive ☒ Negative ☐ No impact ☐	Employees of the College have a responsibility to treat colleagues with dignity and respect and to understand their responsibilities to safeguard and promote the welfare of young people and adults who are in need of care and support.
Age	Positive ☒ Negative ☐ No impact ☐	Employees of the College have a responsibility to treat colleagues with dignity and respect and to understand their responsibilities to safeguard and promote the welfare of young people and adults who are in need of care and support.
Sexual orientation	Positive ☒ Negative ☐ No impact ☐	Employees of the College have a responsibility to treat colleagues with dignity and respect and to understand their responsibilities to safeguard and promote the welfare of young people and adults who are in need of care and support.
Religion or belief	Positive ☒ Negative ☐ No impact ☐	Employees of the College have a responsibility to treat colleagues with dignity and respect and to understand their responsibilities to safeguard and promote the welfare of young people and adults who are in need of care and support.
Marriage and civil partnerships	Positive ☒ Negative ☐ No impact ☐	Employees of the College have a responsibility to treat colleagues with dignity and respect and to understand their responsibilities to safeguard and promote the welfare of young people and adults who are in need of care and support.

		Comments / Evidence
Pregnancy and maternity	Positive ☒ Negative ☐ No impact ☐	Employees of the College have a responsibility to treat colleagues with dignity and respect and to understand their responsibilities to safeguard and promote the welfare of young people and adults who are in need of care and support.

If any potential negative impacts of this policy or service have been identified then a full equality impact assessment form should be completed.