

CODE OF CONDUCT

PROFESSIONAL STANDARDS EXPECTED FROM ALL STAFF AT CAMBRIDGE REGIONAL COLLEGE

The aim of this document is to set out professional standards for all staff at the College but also to give clear information to staff on what action to take in certain situations. This is to ensure the safety and protection of staff as well as ensuring that staff do not put themselves in a vulnerable situation that might be misinterpreted by students or other members of staff. Staff should be aware that if a member of staff does not meet these standards, it can lead to formal disciplinary action being taken.

OUR VALUES

The following values are commitments we have made as an organisation and we therefore expect all staff to act in accordance with these.

Welcoming

Empowering

Aspirational

Resilient

Excellent

Courageous

Respectful

Collaborative

COMMUNICATIONS

We expect that all members of staff will be courteous, polite and professional in all communications (oral, written or email) in their contact with staff, students, visitors and other people communicated with in the course of their work. Staff should ensure that the type of language used is sensitive and appropriate for those they are communicating with. Abusive, offensive, discriminative or sexual language should not be used.

Specifically with students, members of staff should set a positive example and highlight to students that inappropriate language and terms are not acceptable and are not permitted within the College community. Staff should also be aware of their own language and terms, being careful not to use over intimate language with students thereby creating the wrong impression.

SAFEGUARDING (INCLUDING CHILD PROTECTION AND PROTECTION OF VULNERABLE ADULTS)

It is mandatory that all staff attend safeguarding training and follow guidance provided by the College, in order to meet legislative requirements and for the protection of both

learners and staff. The College Child Protection and Protection of Vulnerable Adults Policy sets out key duties that all staff must adhere to. All members of staff are responsible for reporting any concerns about learners, or disclosures by learners, to the Designated Child Protection and SOVA staff.

As part of safeguarding learners, all staff should make themselves aware of different support services in College so that they can respond to learner's welfare concerns.

E-SAFETY

CRC recognizes that social networking and other forms of new technology bring incredible opportunities for the College however, it is crucial that members of staff know how to use this technology responsibly and that there is an E-Safety policy in place to support and encourage responsible use.

The E-Safety policy clarifies how best to use new technologies to the professional benefit of the College, its staff and learners. The College would like to ensure that all staff follow the same professional standards online as they would in real life.

The policy provides guidance relating to the acceptable use of technology when communicating with learners, the use of photographic images, cyberbullying of staff, data protection, and guidelines for personal use of social networking sites and mobile telephones. Please make sure that you are aware of the E-Safety policy and adhere to the College's E-Safety guidelines. Your line manager will provide you with a copy of these or they can be found on Share Point (the College Intranet)

Members of staff should only use and share a College email address and phone number for communication with learners, not their personal accounts or phones. Staff should not allow learners access to their own social networking space(s) including Facebook, Instagram, Twitter etc. Requests from learners to add them to your "friends" list within these sites should not be accepted.

Members of staff should only use equipment e.g. mobile phones, provided by the College to communicate with learners, making sure that parents/carers have given permission for this form of communication to be used with under 16's.

It is recognised that there are times when photographic images of learners may enhance the learning experience or be necessary evidence for coursework. However staff should not take, post, distribute and/or display images of learners online without their consent if they are over 16, without parental/carers consent if under 16 or if they are a vulnerable adult.

STANDARDS OF DRESS AND PRESENTATION

As representatives of the College, all staff members are expected to have good standards of personal presentation and hygiene.

It is recognised that the nature of the work often dictates the manner of dress and this may vary within different areas of the College. The dress requirements include all

garments and footwear and should take account of the environment, operational requirements and the types of customers or students you work with.

As the College provides services to customers and students inside and outside of traditional term times, these standards shall apply throughout the year.

All clothes should always be professional for the role you undertake and the environment you work in and would be clean, neat and tidy. For example:

If you are working within an office or teaching or supporting students in a classroom, you would wear suitable smart clothes eg, skirts/dresses, trousers, smart tops/blouses/shirts, jumpers, jackets, shoes etc.

If you are working within an area where a uniform is needed, this should be worn and kept clean and well maintained.

If you are working within a workshop or in a classroom demonstrating a practical (and potentially messy) skill, you would wear College overalls, protective clothing or other suitable clothing for the environment.

If you are representing the College eg, Welcome events, open days, external events, overseas travel or meetings with parents, external contacts or organisations, smart business dress would be worn (except where demonstrating within a workshop or in a classroom).

Your ID card with lanyard should also be worn and be visible at all times. However, consideration should be given to health & safety when working in workshops/salons etc. Please take advice from your Line Manager.

Health and safety considerations should always be taken into account and you should not wear anything which is unsafe to yourself or others eg, those working with machinery or where there are hygiene considerations will be required to tie back long hair, those working with machinery should not wear jewellery that could get caught up etc). Members of staff are expected to wear personal protective equipment where this has been provided.

Exceptions to these arrangements can be agreed by your line manager where the work particularly requires more casual attire e.g. staff undertaking office moves, clearing out areas etc. For clarification, jeans would only be worn where appropriate and in this case must be of smart appearance.

When member of staffs dress or presentation is not considered appropriate the line manager will discuss this with him/her. The College will be sensitive to dress which is worn by a member of staff where this is directly due to their culture or religion or disability.

PUNCTUALITY AND ATTENDANCE

CRC students are expected to turn up on time for lessons. It is therefore expected that all staff should also ensure that they are on time to start the working day, for lessons, meetings or other events. If members of staff are not able to attend due to unforeseen circumstances, they should ensure that their manager is notified immediately and alternative arrangements made. Managers should consider punctuality when planning and where possible, ensure that lessons or meetings are not arranged at significantly different locations which makes it difficult for members of staff be on time.

STUDENT AND STAFF RELATIONSHIPS

Relationships between Staff

The College is a large and diverse community and it is to be expected that members of staff may have personal relationships with other staff members. In certain situations potential problems at work can be caused by personal relationships and the College has a duty to protect staff and students from this potential conflict of interest or perception of favouritism. The personal relationship could be with partners, spouses, family members, close friends, boyfriend or girlfriend. Therefore, members of staff who are in a direct personal relationship with another member of staff should declare this to their line manager if conflicts of interest could occur.

It is not possible for two members of staff in a personal relationship to be in a work situation where one has a supervisory influence or line management role over another. If these circumstances arise, it will be necessary to make alternative supervisory arrangements and if necessary, for one or both parties to change working arrangements or departments.

Family relationships between Staff and Students

Members of staff may find that members of their family may come to College as students. This only causes a potential problem, where the student is enrolled on a course in the same area as the member of staff, particularly in a teacher/student relationship. If this occurs, the member of staff must inform their line manager immediately and alternative arrangements may be made to ensure that neither the student nor the member of staff is left in an inappropriate situation.

The College recognises that some members of staff may be “friends” on social networks with family members, partners and/or friends who are learners at the College. In these circumstances staff should inform their line manager.

Intimate, sexual or affectionate relationship between Staff and Students

The College does not permit any member of staff to have any form of intimate relationship with any student under 19 years of age, in line with legal requirements. Intimate is a general term to describe any form of intimacy or sexual actions of any nature that could be interpreted by the student or another member of staff as inappropriate.

Mature students over 19 years of age are consenting adults and therefore it is impossible to state that staff cannot have relationships with students. However, the

College affirms that this is not encouraged as staff might become very vulnerable and could be accused of inappropriate behaviour. If a member of staff is in an intimate relationship with a student over 19 years of age, the College recommends that they should inform their line manager immediately.

PRIVATE WORK

It is recognised that there will be occasions where staff wish to undertake additional work outside of their role at Cambridge Regional College and the College is committed to encouraging staff to undertake other work which develops their skills and expertise.

It is the responsibility of the member of staff to ensure that this does not conflict in any way with the College's interests and to seek guidance from their line manager before proceeding with any additional work to ensure no conflict exists.

Without the written consent of the Principal staff members should not undertake any other employment that is in competition with or detrimental to, the services provided by the College.

Private work, or work connected with an outside interest, must not be done in the time staff are contracted to work for the College nor using College materials. Private paid work with students of Cambridge Regional College is not permitted.

CONFIDENTIALITY

Within the College, most communication should be open and informative to all. However, any personal information being held, used or processed in the College is subject to the Data Protection Act requirements.

If your role at the College involves you holding personal data/information this data should be held and handled in line with the College's Data Protection Policy. All staff in possession of personal data whether for staff, students, clients or other should be aware of their obligations.

Members of staff should not pass on information about learners or staff to anyone who does not have a valid reason for this request e.g. staff should not routinely access the college information systems to pass on information without first checking who is registered with CRC to receive this information about learners. This includes family members/carers and professionals from other organisations. If in any doubt about sharing information is it important to check with the learner to see if they consent to the information being shared to other parties and/or contact a Designated Child Protection and Safeguarding of Vulnerable Adults Officer (see below).

When dealing with any Child Protection or Vulnerable Adult disclosures members of staff should inform the learner that the information they have shared cannot be kept confidential and that it will be shared with one of the Designated Child and Vulnerable Adult Protection Officers (in line with the Child Protection Policy and the Safeguarding of Vulnerable Adult Policy). The list of Designated Officers can be found on the I-Drive under Child Protection and Safeguarding. These Designated Officers will then undertake their duties to refer to the relevant external organisation.

USE OF OTHER FACILITIES AND EQUIPMENT

All staff are expected to take care of and use College facilities and equipment appropriately. Members of staff seeking to take equipment from the building or wishing to make use of a facility or piece of equipment for their personal use should seek permission from their line manager in advance. Staff leaving the organisation are expected to return all equipment and access keys in good order prior to their departure and them being paid their final salary payment.

The College provides parking facilities for staff. Site speed limits should be observed at all times and private vehicles must be parked safely in the allocated staff car parks and health and safety regulations observed.

Members of staff should only use College phones for private calls when an urgent situation arises and in these cases the calls should be kept as short as possible. A significant or regular amount telephone usage in the workplace, using the CRC phone system or personal mobile phone, is not acceptable. Please refer to the College policies in the use of email, internet and software piracy which provides further information about what type of usage is not acceptable.

SMOKING, ALCOHOL AND DRUGS

Staff are not permitted to consume alcohol on Cambridge Regional College premises or whilst working for or representing the College, other than where it is approved by the Senior Management Team for particular College events. Where members of staff choose to consume alcohol either prior to attending work or whilst on an unpaid lunch breaks, they are not permitted to be at work under the influence of alcohol or drugs in any capacity which would affect them professionally undertaking their job role and/or would create a health and safety risk. Where members of staff are found to be, or who have been, drinking alcohol to excess or are taking, or are under the influence of, classified/illegal drugs, this will constitute gross misconduct in accordance with the College's disciplinary procedure.

If a member of staff finds him/herself in a situation where they need help with drugs or alcohol issues, they should inform their manager and support will be provided through the most appropriate service.

Smoking is not permitted within the College buildings or other areas defined by the College.

I confirm my agreement to the professional standards outlined in this document.

Signed.....

Dated

Full Name