

UTC South Durham Code of Conduct



Date of adoption	June 2018
Approved by	Governing Body
Signed: (Principal) 	Date: 1 st June 2018
Signed: (Chair of Governors)	Date: 1 st June 2018

Date to be reviewed by	May 2020
Reason for Review	Periodic
Responsibility	Principal

1. Introduction

The Governing Body of University Technical College South Durham (UTC South Durham) is committed to fostering a culture of the highest professional standards. This Code of Conduct sets out the standards expected and the duty upon all adults including staff, volunteers and governors to abide by it. Following this Code of Conduct will help to safeguard all adults from being maliciously, falsely or mistakenly suspected or accused of professional misconduct.

This document cannot provide a complete checklist of what is, or is not, appropriate behaviour for all adults working in the UTC. There will be occasions and circumstances in which staff have to make decisions or take action in the best interests of the student where no specific guidance has been given. Adults are expected to make responsible and informed judgments about their own behaviour in order to secure the best interests and welfare of the students in their charge.

2. Setting an Example

Staff must work together at all times to demonstrate examples of behaviour and conduct which can be copied and modelled by students. Staff are expected to demonstrate the highest of standards, thereby setting high standards for students. All staff must avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

3. Teachers' Standards

The UTC expects that all teachers comply with the Teachers' Standards. These standards are a good benchmark for all staff, not just teachers, to set standards of their own behaviour. All staff should make the education of students their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers must act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up to date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their students.

4. Principles of Professional Practice

All adults working in the UTC must:

- Uphold public trust in the UTC by maintaining high standards of ethics and behaviour. Colleagues shall refrain from criticism or a discussion of the merits and demerits of colleagues or the UTC in public or with parents
- Place the well-being and learning of students at the centre of their professional practice
- Be committed to safeguarding all students
- Adhere to and have proper and professional regard for the ethos, policies and practices of the UTC and maintain high standards of attendance and punctuality
- Treat all colleagues and students with mutual respect and at all times observe appropriate professional boundaries.

5. Student Development

Staff must comply with UTC policies and procedures that support the well-being and development of students; co-operating and collaborating with colleagues and with external agencies where necessary to support the development welfare of students.

Staff must follow the reasonable instructions of line managers and senior staff that support the emotional and educational development of students.

6. Honesty and Integrity

Staff must maintain high standards of honesty and integrity in their professional work. This includes but is not limited to the handling and claiming of money, the care of UTC property and facilities, the preparation of student assessment procedures and the accuracy of student data for which they are responsible.

7. Conduct Outside of Work

Staff must not engage in conduct outside work which could seriously damage the reputation of the UTC, the employee's reputation, or the reputation of other members of the UTC.

8. Dress Code & Personal Appearance

Students are required to wear their suites with pride and it is the expectation that they will be smartly dressed at all times. Employees should also demonstrate a high level of professional standards in all aspects of their dress code. As important role models in the lives of young people, this should include the standard of business dress, personal image and demeanour.

9. Photo ID

All staff will be provided with and must wear photo identification at all times during working hours unless health and safety reasons do not permit this.

10. Other Employment

Employees may undertake other employment outside of their normal working hours but this must be agreed with the Principal in advance. If the employee considers that there is potentially a conflict of interest in undertaking the work, he/she must discuss this with the Principal and gain written approval before commencing the other employment. If employees are in any doubt about a potential conflict, please discuss this with the Principal. Please see the form provided for this purpose at Appendix 1.

11. Confidentiality

Confidentiality should be maintained at all times in accordance with the principles of the Data Protection Act; unless of course there are safeguarding issues when confidentiality cannot be guaranteed.

12. Smoking/Drugs/Consumption of Alcohol

The consumption of alcohol, taking of drugs and smoking are forbidden on UTC premises or in UTC vehicles. Limited consumption of alcohol is allowed at UTC social events but at all times staff should remember their position in the UTC and not

behave in any way that could undermine their professionalism. If a member of staff is representing the UTC at a business function outside of working hours alcohol should only be consumed in moderation. Care should also be taken at residential events and school trips where staff are responsible for the students in their care.

13. Educational Visits & Enrichments

Adults should take particular care when supervising students in the less formal atmosphere of an educational visit, particularly in a residential setting, or after school activity. Staff and volunteers remain in a position of trust and the same standards of conduct apply.

14. Social Media and use of IT

The use of social media and IT equipment falls into the scope of this code of conduct. Staff should treat the virtual world in the same way as the real world and consider carefully the impact of their actions on others and the reputation of the UTC. The E-Safety policy and Staff AUP should be read carefully in conjunction with the principles outlined in this code of conduct.

The points below are extracted from the E-Safety policy:

- Staff should only use their UTC email accounts for business purposes. Email sent to parents or an external organisation should be written carefully, in the same way as a letter written on UTC headed paper.
- Staff should never use personal email accounts in communication with students or parents.
- The forwarding of chain letters is not permitted.
- Personal mobile phone numbers should not be used to contact parents or students. If this is unavoidable then the E-safety Co-ordinator or a Designated Person for Child Protection should be informed promptly. Staff may have work email, calendars and documents on mobile devices or tablets subject to agreed controls (agreed level of password protection). Under these circumstances, staff should not share their password with anyone else, nor let them use the device. They should be aware that if they lose the device while it is unlocked then their information is unprotected; suitable care should be taken and the E-safety Co-ordinator informed in such an event.
- Staff should never communicate with students through social networking sites outside the UTC; we have good quality internal communication systems for that. If this is necessary (eg due to involvement in external clubs) then the Designated Person for Child Protection should be informed.
- Staff should be thoughtful and responsible in their personal use of social networking (see Code of Conduct) and ensure that they do not compromise themselves or the UTC. In particular, care should be taken in interaction with parents, ex-students and other members of the local community. Staff must not mention students or disclose any confidential information about the UTC. Any 'friend requests' from students should be declined and blocked. Any concerns should be raised with the E-safety Co-ordinator.
- Social networking may be used by staff for student communication but only if it is set up formally using UTC accounts, it is carefully monitored and the E-safety Co-ordinator is fully aware
- Staff should ensure that they take appropriate security measures when using external social networking sites so that they protect themselves (eg privacy settings)

There are now serious consequences for data breaches under the new General Data Protection Regulations and staff should be vigilant about their passwords and logging off from IT systems. Under NO circumstances should staff share their passwords with students or allow them to access their account.

15. General

The information contained in this policy is intended as a guide but it is not exhaustive. Any behaviour or conduct that is considered unprofessional may result in disciplinary action being taken.

APPENDIX 1

Request for consent to undertake additional employment outside of my contracted hours with the academy

This form should only be completed where the additional work is potentially a conflict of interest with the current role. Consideration should first and foremost be given to:

- *The ethos and values of the UTC and the maintenance and enhancement of public trust and confidence*
- *Whether UTC resources are required to do the additional work*
- *Working Time agreements which limit working hours to 48*

NB: If in doubt please discuss with the Principal.

Name:

Post title:

Additional Employer (Name and Address):

Description of work to be undertaken:

Proposed start date:

Proposed end date:

I confirm that the details provided above are accurate and undertake to notify the Principal (or Chair of Governors in the case of the Principal) in writing of any changes that may arise in the course of my employment. I understand that approval, if given, is subject to this undertaking on my behalf.

Signed:
(Employee)

Date:

Signed:
(Principal)

Date:

A copy should be given to the employee for retention and a copy should be placed on the personal file.