

Staff Code of Conduct

Our College Values:

Learner First • Excellence • Integrity • Together • Supportive • Always Improving • Can Do

Respect Others

- Behave with integrity & comply with reasonable requests
- Be accountable for and supervise your visitors
- Complete College administration accurately and on time
- Be responsible for Safeguarding and Child Protection
- Treat everyone with courtesy and respect
- Comply with requirements of statutory bodies

Respect the College

- Treat all College property securely and with care and respect
- Respect and treat with confidentiality all College data and information
- Declare to your line manager or a member of the Senior Management Team any changes in your personal circumstances
- Only smoke and/or vape in designated areas
- Only park in the appropriate parking areas

Respect Ourselves

- Wear lanyards/identity badges at all times and challenge others, to do the same
- Always act in a safe and responsible way
- Take care of your health and wellbeing, do not come to College under the influence of any substances that will impair your ability to stay safe, or keep others safe
- Wear appropriate clothing
- Use appropriate language
- Be up to date on internal and external development appropriate for your role, especially mandatory training

Underpinning College Policies & Procedures

- Disciplinary Procedure
- Control of Contractors Procedure
- Safeguarding and Child Protection Policy
- Exams Policy
- Harassment and Bullying Policy
- Whistleblowing Policy

- Data Protection Policy
- Acceptable Use Policy - Staff
- Freedom of information Act 2000: Publication scheme

- Health & Safety Policy
- Gifts & Hospitality Policy
- Equality, Diversity & Inclusion Policy
- Sickness Absence Policy
- Leave of Absence Policy

