

Staff Code of Conduct

This Code of Conduct outlines the professional standards and expectations for **all staff** working at Bishop Burton College Campus and Riseholme College Campus. It is designed to ensure a positive, safe, and inclusive environment that promotes excellence in education and supports the welfare of students, staff, and the broader college community.

1. General Principles

Professionalism: Staff must conduct themselves in a professional and courteous manner at all times, reflecting the values and mission of the College. Treat others with dignity, building relationships rooted in mutual respect, and at all times observe appropriate boundaries. Staff are responsible for their own actions and behaviour and they should avoid any conduct, either in or out of the workplace, which would lead to any reasonable person to question their motivation, intentions and suitability to work with students.

Equality and Inclusion: Staff must adhere to the principles of equality, diversity, and inclusion, ensuring fair treatment for all regardless of age, gender, ethnicity, disability, religion, sexual orientation, or socio-economic background. Showing tolerance of and respect for the rights of others and not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.

Safeguarding: Staff have a responsibility to promote and safeguard the welfare of students, particularly those under 18 and vulnerable adults, in line with statutory and College safeguarding policies.

Confidentiality: Sensitive information regarding students, staff, or College operations must be handled confidentially and only shared with authorised individuals.

Legislation, Statutory Guidance and Policies: Staff are expected to comply with all relevant UK laws, such as the Equality Act 2010, Prevent Duty, and Health and Safety regulations, Statutory Guidance of Keeping Children Safe in Education as well as College policies and procedures.

2. Professional Relationships

With Students: (includes under 18 ex-students)

- You should maintain appropriate professional boundaries at all times
- You should keep students safe and protect them from physical and emotional harm
- You should avoid any behaviour that could be misinterpreted as favouritism, discrimination, or personal interest
- You should not make sarcastic, demeaning, insensitive, personal or sexual comments, either in-person or on-line, or anything that might be interpreted as such
- You should not engage in inappropriate relationships with students, either in person or online

With Colleagues:

- You should treat colleagues with respect and support collaborative working
- You should avoid behaviour that could be construed as bullying, harassment, or victimisation

With External Stakeholders:

You should represent the college positively when dealing with parents, employers, or external organisations.

3. Staff-Student Relationship**Maintaining Professional Boundaries:**

You must always maintain professional boundaries with students, ensuring that relationships remain appropriate and focused on the student's educational development and well-being, both at the College and on educational trips.

Low-Level Concerns Definition:

A low-level concern is any concern – no matter how small – that an individual's behaviour towards a student may be inappropriate or inconsistent with this Code of Conduct but does not meet the threshold for formal safeguarding procedures. Examples of this type of behaviour with students may include, being overfriendly, having favourites, taking photographs and humiliation.

Expected Behaviour:

- You should not engage in any form of romantic or sexual relationship with a student, regardless of the student's age. Any pre-existing relationships must be declared to the College's Designated Safeguarding Lead, who will assess the situation
- You should not socialise with students outside of college activities unless authorised by the College (e.g., educational trips)
- You should not exchange personal contact details such as telephone number, home/e-mail address or engage in private communications with students on social media
- You should never add a student or ex-student under 18 years old as a friend or contact on any social media sites
- You should not transport students in own vehicle without prior agreement of their line manager
- You should not make physical contact with students unless it is in response to meet their needs and should be of limited duration and appropriate to their age, gender, ethnicity and background, using professional judgement at all times
- You should not touch a student in a way which may be considered indecent
- You should never indulge in horseplay, tickling or fun fights
- You should always be prepared to explain actions and accept that all physical contact will be open to scrutiny
- You should avoid meeting students in remote or secluded areas
- You should avoid creating the perception of secrecy during one-to-one meetings with students by keeping the location open and accessible

- You should avoid offering additional tutoring to students that has not been sanctioned by the College
- You should always report any situation where a student becomes distressed or angry during a meeting, to the staff member's line manager
- You should always report, to their line manager, if a student displays any inappropriate attention towards them (e.g., inappropriate language, touch, invading personal space, etc) or they become aware that a student may be infatuated with them or a colleague

Reporting Concerns:

If you are concerned about another colleague's relationship with a student, including low-level concerns, you must report this to the Designated Safeguarding Lead (DSL) immediately.

4. Other Staff Behaviour Standards

Bullying, Harassment, Sexual Harassment and Victimisation:

The College has a zero tolerance of bullying, harassment, sexual harassment and victimisation and is committed to creating a workplace environment free from this type of behaviour. If you are experiencing or have witnessed this type of behaviour taking place in the workplace or at work-related events, initiated by either a work colleague, agency worker, contractor, external stakeholder or other third party, it should be raised either informally or formally as detailed in the College Anti-Bullying and Anti-Harassment Policy - Staff.

Expected behaviour:

- You should not use bad or offensive language or gestures of any nature in the workplace, whether directed at a particular person or not
- You should not view or share inappropriate images or content
- You should always think if anyone could be upset or offended before making a joke in the workplace
- You should never invade colleagues' personal space
- You should not exclude colleagues unfairly from discussions
- You should not use crude humour
- You should not use an aggressive tone or aggressive language when speaking with colleagues
- You should not be physically aggressive towards colleagues
- You should not ask a colleague out for a date, because if your interest is not reciprocated, it is possible that by asking, you may create an intimidating environment for that person which could be perceived as sexual harassment
- You should not make sexually suggestive comments
- You should not mock, mimic or belittle colleagues in relation to any protected characteristic or otherwise
- You should not gossip about your colleagues
- You should not misuse power or exclude others from events
- Managers or senior staff must not abuse their authority, pressuring colleagues into unwelcome interactions or granting favours in return for career progression opportunities

Attendance and Punctuality:

You are expected to be punctual and fulfil their contractual working hours reliably.

Dress and Appearance:

You should dress appropriately, in the opinion of the College, for their role, ensuring your appearance reflects professionalism and respect for the learning environment. You should expect to receive feedback if your dress or appearance is inappropriate.

Gifts:

- You should be familiar with and follow the College Gifts and Hospitality Policy (7.19) in relation to gifts and hospitality connected to staff member's employment
- You should not accept a gift that might be perceived by others, as a bribe by others or lead the giver to expect preferential treatment
- You should not accept any presents from students
- You can accept small tokens of appreciation and thanks from students but it should not be encouraged

ID Badges and Lanyards:

- You should wear your staff ID badge and lanyard at all times, except during practical sessions if necessary
- You should return your staff ID badge and lanyard to the HR Team or your line manager, at the end of their employment with the College
- You should ask students and visitors to display their badges, if they are not on show

Social Media:

- You should maintain professional boundaries on social media in line with the College Social Media Policy
- You should avoid posting content that could harm the college's reputation or breach confidentiality

Drug, Alcohol & Substance Use:

Staff attending student trips are considered to be 'at work' and are responsible for their students' welfare at all times. Drug, alcohol and substance consumption by staff on student trips is strictly prohibited.

Staff attending other college-related events should limit their alcohol consumption to a minimum, when alcohol is available as part of the event.

Use of Technology:

- You should use college IT systems and resources responsibly and in line with the College E-mail & Internet Policy
- You should not access or distribute inappropriate or indecent material
- You should respect students' and colleagues' privacy in any digital communications

Safeguarding and Child Protection:

You are required to:

- Familiarise themselves with the College safeguarding policies and procedures
- Complete mandatory safeguarding training
- Be familiar with who are the Designated Safeguarding Leads (DSL)
- Report any safeguarding concerns immediately to the Designated Safeguarding Leads (DSL)

Conflict of Interest:

You must disclose any potential conflicts of interest, such as personal relationships with students, or involvement in external activities that could impact their role at the College by contacting the Designated Safeguarding Lead (DSL).

Health and Safety:

You must:

- Take reasonable care of their own health and safety and that of others
- Comply with the College health and safety policies
- Report any hazards or incidents promptly

Whistleblowing:

Whistleblowing provides staff with a clear framework to report concerns about illegal, unethical, or unsafe practices within the College, without fear of reprisal. More information can be found in the College's Whistleblowing Policy (7.17).

5. Breaches of this Code of Conduct

Breaches of this Code may result in disciplinary action in accordance with the College Disciplinary Procedure.