

Christ The King Sixth Form College

Staff Rules of Conduct

1 General Conduct

- 1.1 Staff are expected to uphold the mission and ethos of the College and act in its best interests at all times. They are expected to provide a quality service to students, parents and to other employees, and to safeguard the reputation of the College.
- 1.2 Relationships with colleagues should be mutually supportive, especially in respect of responding helpfully to requests and reminders, and conducted in a professional, dignified and courteous way. Failure to meet this requirement could result in disciplinary action. See the Disciplinary and Grievance Procedures in the Staff Handbook.
- 1.3 All members of staff should conduct their relationships with students of the College on a professional basis. This required professional relationship extends outside of the College environment and relates to all students, including those who are over 18 years of age. Breach of the professional nature of the relationship may lead to the issue being treated as gross misconduct under the College's Disciplinary Procedure. See also Child Protection in the Policy Manual.
- 1.4 There is no formal dress code for staff at the College. However, staff are expected to wear clothing that is appropriate for their job role. For teaching staff this means clothing that does not compromise their professionalism.

2 Absence

- 2.1 The College has a statutory responsibility to all staff to grant leave if they are engaged in duties and activities that are covered by relevant legislation, for example, Jury Service, being a court witness. In other circumstances, leave will be granted without pay in accordance with appropriate law, eg Parental Leave Regulations 1999.
- 2.2 It is the policy of the College to respond reasonably in circumstances where discretionary leave is required. All employees must apply for this leave of absence giving reasonable notice using the Application for Leave of Absence Form (Appendix 2) and return the completed form to the Principal for approval. No leave should be arranged until Leave of Absence has been approved. Blank copies of the form can be obtained from Personnel, the Staff Room or the College Intranet.
- 2.3 Staff who are absent should inform the General Office of their absence by 8.00 am on the first day of absence. The likely date of return, if known, should be given at that time. Where appropriate the reasons for absence should also be given. If this is of a personal nature the reason for absence must be conveyed to the line manager by Friday lunch time of the relevant week.

- 2.4 Teaching staff are required to give details of all classes to be covered, work set and location of materials. This includes tutorials, workshops or Additional Learning Support sessions. See the Cover Policy in the Policy Manual.
- 2.5 Following a period of absence staff must inform the College of their intended return to work. A medical certificate issued by your doctor must be sent to the Personnel Manager when sickness is 8 calendar days or more. N.B. Saturdays and Sundays count as working days for sickness purposes.
- 2.6 Staff absence will be monitored in accordance with the College Absence Management Policy. Where there is a case for concern this will be discussed with the line manager. If the issue remains unresolved it may lead to disciplinary action as appropriate. See the Disciplinary Procedure in the Staff Handbook.
- 2.7 Support staff should ensure that they discuss and book their holiday entitlements with their line manager and complete the appropriate documentation. Holidays should not be booked until the holiday leave is approved. Teaching staff and support staff on the term time only contracts are not permitted to take holidays during term time.
- 2.8 Support staff on term time only contracts are not permitted to reschedule their days, except in exceptional circumstances agreed by the Principal. Any requests should be made in writing. The Leave of Absence form should be used for this purpose.

3 **Timekeeping**

- 3.1 The College has a requirement for good time keeping and all staff should attend work and their scheduled commitments promptly.
- 3.2 Teachers must be in their classroom ready to start the lesson on time.
- 3.3 If any member of staff is persistently late or is not available at the time of their scheduled commitments without a satisfactory explanation and after due warning she/he will be liable to disciplinary action.

4 **Policies**

- 4.1 All staff should make themselves aware of college policies. These are held in the policy manual and each department holds a copy. Staff are required to comply with the expectations set out in the manual's policies.

5 **Health and Safety**

- 5.1 Staff are required to observe the College's Health and Safety Policy and Procedures at all times. Every member of staff has a responsibility for health and safety. See the Health and Safety Policy in the Staff Handbook.

- 5.2 No smoking is permitted within the College buildings. Smoking is only allowed in the external prescribed area.
- 5.3 The consumption of alcohol is not permitted on site whilst the College is in session.

6 **Equal Opportunities**

- 6.1 Staff should abide by the College's Equal Opportunities Policy. Racial/sexual abuse or harassment will be treated as a disciplinary matter (gross misconduct under the disciplinary rules and procedures of the College). See the Equal Opportunities and Race Equality Policies in the Staff Handbook.

7 **Confidentiality**

- 7.1 Staff must not disclose, without the authorisation of the Principal, information on employees or students, financial information, marketing strategies and business plans to individuals outside the College. This includes requests by organisations such as the Police Force, DSS Benefits Office, etc. See the Data Protection Policy in the Staff Handbook.
- 7.2 Many parents and other outside agencies will wish to receive information about individual students or the work of the College in general. In the context of confidentiality and the Data Protection Act, staff should respond promptly to queries or concerns. See the Freedom of Information Act 2000 in the Staff Handbook.

8 **Finance**

- 8.1 Staff should be aware of the College Financial Regulations and are to follow them as far as they apply to themselves.
- 8.2 Money collected for the College from any source must be paid to the Finance Office on day of receipt and subjected to proper accounting and security procedures.

9 **Intellectual Property Rights**

Except where staff and the College have specifically agreed otherwise, the copyright for materials and documents produced by staff for their employment duties at the College, or commissioned by the College, belongs to the College.

10 **Use of College Equipment Off Site**

- 10.1 As a general rule, staff should seek permission from their Line Manager before borrowing or using College equipment for personal or College use. The equipment becomes the responsibility of the member of staff whilst off site outside of working hours and should be insured accordingly.
- 10.2 Staff should be careful about the use of College telephones for personal matters, except in an emergency.

11 Service

- 11.1 Staff should devote the time for which they are employed to the service of the College. If staff wish to engage in any other business or take up any additional employment the Principal should be informed. Such employment must not, in the view of the College, interfere with the performance of duties or conflict with the interests of the College.

12 Declaration of Interest

- 12.1 Declarations of interest should be made to the Principal in respect of the awarding of contracts of service, the appointment of staff or the selection of students.

13 Contact with the Press

- 13.1 Enquiries by the press regarding the College must be channelled through the Principal.

14 Hospitality and Gifts

- 14.1 Staff are not permitted to accept gifts to the value of more than £25 from College suppliers or potential suppliers.

The issues raised in these Rules of Conduct are not intended to be either exclusive or exhaustive.

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