

Staff Code of Conduct

May 2019 v1

1 Introduction

The SCCU Ltd Code of Conduct sets out the professional behaviour and conduct expected of all employees.

Employees should be aware that failure to comply with the following Code of Conduct could result in disciplinary action during dismissal.

2 Purpose, scope and principles

A Code of Conduct is designed to give clear guidance on the standards of behaviour all employees are expected to observe, and the company should notify staff of this code and the expectations therein. Employees are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all learners, colleagues, institutions and the wider profession. Each employee has an individual responsibility to maintain their reputation and the reputation of the company, whether inside or outside working hours.

This Code of Conduct applies to:

- All staff who are employed by SCCU Ltd, including governors.
- All staff that are attached to SCCU Ltd whether in an employed or freelance capacity.

3 Setting an example

3.1 All staff who visit workplaces such as schools, Early Years settings and businesses, set examples of behaviour and conduct which can be copied

by learners, young people and children. Staff must therefore avoid using inappropriate or offensive language at all times.

3.2 All staff must, therefore, demonstrate high standards of conduct in order to encourage our learners to do the same.

3.3 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

3.4 This Code helps all staff to understand what behaviour is and is not acceptable.

4 Safeguarding

4.1 Staff have a duty to safeguard learners from:

- physical abuse
- sexual abuse
- emotional abuse
- Neglect

4.2 The duty to safeguard learners includes the duty to report concerns about a learner to the company's Designated Safeguard Lead (DSL).

4.3 The Designated Safeguard Lead for SCCU Ltd is *Ben Butler* and *Liam Morrissey*.

4.4 Staff are provided with copies of the company's Safeguarding and Child Protection Policy and staff must be familiar with this document.

4.5 Staff must not seriously demean or undermine learners or colleagues.

4.6 Staff must take responsible care of learners under their supervision with the aim of ensuring their safety and welfare.

5 Learner Development

5.1 Staff must comply with the policies and procedures that support the well-being and development of the learner of the workplace being visited.

5.2 Staff must cooperate and collaborate with colleagues and with external agencies where necessary to support the development of learners.

5.3 Staff must follow reasonable instructions that support the development of learners.

6 Honesty and Integrity

6.1 Staff must maintain high standards of honesty and integrity in their work. This includes the use of the property and facilities of the workplace being visited.

6.2 All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise or give a financial advantage or other advantage to someone; or if they request, agree or accept, or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should refer to the Whistleblowing procedure.

6.3 Gifts from suppliers or associates of any workplace must be declared to the Managing Director, with the exception of "one-off" token gifts from learners. Personal gifts from individual members of staff to learners are inappropriate and could be misinterpreted.

7 Conduct outside of work

7.1 Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the company or the employee's own reputation or the reputation of other members of the company.

7.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.

7.3 Staff must exercise caution when using information technology and be aware of the risks to themselves and others.

7.4 Staff may undertake work outside of SCCU Ltd, either paid or voluntary, provided that it does not conflict with the interests of SCCU Ltd nor be to a level to which may contravene the working time regulations or affect an individual's work performance.

7.5 Staff must not engage in inappropriate use of social network sites which may bring themselves or the company into disrepute.

8 Confidentiality

8.1 Where staff have access to confidential information about learners, staff must not reveal such information except to those colleagues who have a professional role in relation to the learner.

8.2 All staff are likely at some point to witness actions which need to be confidential. For example, where a learner is subject to abuse and/or neglect, this needs to be reported and dealt with in accordance with the appropriate procedures. It must not be discussed outside of the company, including with the learners parent or carer, nor with colleagues within the workplace except

with a senior member of staff with the appropriate role and authority to deal with the matter.

8.3 However, staff have an obligation to share with their manager or the company's Designated Safeguard Lead any information which gives rise to concern about the safety or welfare of a learner. Staff must never promise a learner that they will not act on information that they are told by the learner.

9 Disciplinary Action

9.1 All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.

10. Aspirational Provisions

SCCU Ltd encourages all staff to:

- ❖ Inspire, motivate and raise learners' aspirations through their passion for the sector.
- ❖ Operate at all times to ethical and legal standards and within professional boundaries.
- ❖ Model and encourage mutual respect, displaying a deep understanding of equality and diversity, with and between learners, colleagues and appropriate agencies.
- ❖ Be resilient and adaptable when dealing with challenge and change, maintaining focus and self-control
- ❖ Value the importance of maths, English and ICT skills in the learners' future economic and social well-being.

- ❖ Evaluate and improve their own professional practice in relation to the Professional Standards for Teachers and Educators in the Education and Training Sector.