



STAFF CODE OF CONDUCT POLICY

SCCU LIMITED

VERSION 5.0

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Version Control

VERSION	REVIEWER NAME	DATE	NEXT REVIEW	COMMENTS
3.0	Liam Morrissey	August 2021	01/08/2022	Update to previous.
4.0	Liam Morrissey	August 2022	03/07/2023	
5.0	Liam Morrissey & Cheryl Wiley	04/08/2023	August 2024	

Introduction

1. A Code of Conduct is designed to give clear guidance on the standards of behaviour all staff are expected to observe.
2. SCCU prides itself on quality and excellent service, which can only be achieved by teamwork and accepting responsibility for our actions.
3. Each staff member has an individual responsibility to maintain their reputation and the reputation of the company, whether inside or outside working hours.
4. The SCCU Ltd Code of Conduct sets out the professional behaviour and conduct expected of all staff.
5. Staff should be aware that failure to comply with the following Code of Conduct could result in disciplinary action during dismissal.

Scope

6. This Code of Conduct applies to:
 - a. All staff who are employed by SCCU Ltd, including governors.
 - b. All staff that are attached to SCCU Ltd whether in an employed or freelance capacity.
7. SCCU will notify staff of this code and the expectations therein on induction.

The Code

Setting an Example

8. 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 and staff are expected to:
 - a. Avoid using inappropriate or offensive language at all times.
 - b. Treat everyone encountered with dignity and respect.
 - c. Demonstrate high standards of conduct in order to encourage our learners to do the same.

- d. Avoid putting themselves at risk of allegations of abusive or unprofessional conduct by maintaining a professional but personable demeanour as they would in any formal working environment and abiding by our standard operating procedures in addition to this code.
9. Staff members are required to take all necessary steps to safeguard SCCU's public image and preserve positive relationships with learners, potential learners, our business partners, our stakeholders and members of the public.

Safeguarding

10. Staff have a duty to safeguard learners from:
 - a. Physical abuse
 - b. Sexual abuse
 - c. Emotional abuse
 - d. Neglect
11. The duty to safeguard learners includes the duty to report concerns about a learner to the company's Designated Safeguard Lead (DSL).
12. The Designated Safeguard Lead for SCCU Ltd is Liam Morrissey.
13. Staff are provided with copies of the company's Safeguarding and Child Protection Policy and staff must be familiar with this document.
14. Staff must take responsible care of learners under their supervision with the aim of ensuring their safety and welfare.

Abiding by SCCU Policy

15. Abiding by policies and procedures enables SCCU to provide streamlined, consistent, healthy and safe services and ensures that we operate within the law.
16. Staff are expected to read, understand and abide by SCCU policies and procedures.
17. Staff are also expected to abide by on-site rules at SCCU and sites visited during working hours.
18. If disciplinary action is taken against staff, not reading and abiding by the relevant policies and procedures is no defence.

Statutory Standards

19. Staff working as qualified teachers or teachers of learning and skills or staff working towards this status must abide by the Department of Education Teacher's Standards.
20. In addition, staff are expected to abide by:
 - a. Standards or Codes of Conduct issued by our awarding bodies.
 - b. Any other statutory standards inline with their relevant professional body.

Learner Development

21. Staff must comply with the policies and procedures that support the well-being and development of the learner of the workplace being visited.
22. Staff must cooperate and collaborate with colleagues and with external agencies where necessary to identify and support the development of learners.
23. Staff must follow reasonable instructions that support the development of learners.

Honesty and Integrity

24. Staff must maintain high standards of honesty and integrity in their work.
25. Staff must not misuse or maliciously damage the property and facilities of SCCU and any workplaces being visited during the course of their work.
26. All staff must comply with the Bribery Act 2010.
27. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or another advantage to someone; or if they request, agree or accept, or receive a bribe from another person.
28. If you believe that a person has failed to comply with the Bribery Act, you should refer to the SCCU Whistleblowing Procedure.
29. 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.
30. Personal gifts from individual members of staff to learners are inappropriate and could be misinterpreted, and must therefore not be offered.

Conduct Outside of Work

31. Staff must not engage in conduct outside work that could seriously damage the reputation and standing of SCCU or the staff member's own reputation or the reputation of other members of the company.
32. In particular, criminal offences that affects their work or suitability such as violence, abuse, theft, fraud, possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable, and if breaching a professional code of conduct may determine the individual unsuitable to practice.
33. Staff must notify SCCU without delay if they are arrested, charged and/or convicted of a criminal offence.
34. SCCU reserves the right to discipline or suspend staff and/or terminate employment or service contracts that have been arrested, charged or convicted for a criminal offence that directly affects their work.
35. Staff must exercise caution when using information technology and be aware of the risks to themselves and others. For more information, see the IT Policy.
36. 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. Staff must notify the Operations Director of any additional work either paid or unpaid in order that it can be assessed.
37. Staff must not engage in inappropriate use of social network sites which may bring themselves, SCCU or a partner into disrepute.

Confidentiality

38. Staff are required to keep confidential, both during and after their employment or contracting, all information gained in the course of their work about SCCU's business, learners or stakeholders, except as required by law or in the proper course of their duties.
39. Where staff have access to confidential information about learners, they must not reveal such information except to those colleagues who have a professional role in relation to the learner.

40. Staff may, at some point witness actions which must remain confidential and should only be shared with the individuals outlined in the relevant safeguarding policy/procedure, for example, where a learner is subject to abuse and/or neglect.
41. Safeguarding and child protection matters must not be discussed with anyone other than the senior member of staff, DSL and relevant authorities and staff must follow the guidance of the relevant safeguarding authority which may include not disclosing information on the case to learners, their parent(s) or guardian(s).
42. Staff must abide by the DGPR Data Protection Policy.

Guiding Principles

43. SCCU Ltd encourages all staff to:
 - a. Inspire, motivate and raise learners' aspirations through their passion for the sector.
 - b. Operate at all times to ethical and legal standards and within professional boundaries.
 - c. Model and encourage mutual respect, displaying a deep understanding of equality and diversity, with and between learners, colleagues and appropriate agencies.
 - d. Be resilient and adaptable when dealing with challenges and change, maintaining focus and self-control.
 - e. Value the importance of maths, English and ICT skills in the learners' future economic and social well-being.
 - f. Evaluate and improve their own professional practice in relation to the Professional Standards for Teachers and Educators in the Education and Training Sector.

Disciplinary Action

44. Failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.