

# **NORTH WEST TRAINING COUNCIL**

# **STAFF CODE OF CONDUCT POLICY**

## **VERSION 3**

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[As part of our commitment to Quality Assurance NWTC seeks to provide all Learners, Employees, Associate & Subcontractors with the help needed to accomplish their learning & development goals whilst meeting any regulatory requirements. We here at NWTC check our policies yearly ensuring they are fit for purpose.] This version replace the second version.

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## **1. Statement of Intent**

North West Training Council (NWTC) staff code of conduct has been written to ensure we keep our learners safe from harm.

Staff must adopt the staff code of conduct as a key principle to their employment at NWTC. A code of conduct, at its simplest, is a list of key principles of good practice.

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

## **2 Purpose, Scope and Principles**

A Code of Conduct is designed to give clear guidance on the standards of behaviour all NWTC staff are expected to observe. NWTC staff are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all the learners within NWTC. Each employee has an individual responsibility to maintain their reputation and the reputation of NWTC, whether inside or outside working hours.

This Code of Conduct applies to:

All staff who are employed either full, part-time or on associate level by NWTC, including The Board

### 3 Learners

3.1 Staff have a duty to safeguard ALL learners from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

The duty to safeguard learners includes the duty to report concerns about a learner to the NWTC Designated Safeguarding Lead, Deputy or one of the Safeguarding Officers

- Colette Potts - DSL
- June McKay – Deputy DSL and Mental Health 1<sup>st</sup> Aider
- Jean McCormick – Safeguarding Officer and Mental Health 1<sup>st</sup> Aider
- Catherine Munro – Safeguarding Officer

Additionally, the Chairman of The Board (or DSL in their absence) will be notified if the allegations relate to the Chief Executive.

- Staff are provided with copies of the whistleblowing policy, safeguarding policy and Safeguarding and Prevent policy and procedures and must be familiar with these documents.
- Staff must not seriously demean or undermine learners, their parents or carers, or colleagues.
- Staff must take reasonable care of learners under their supervision with the aim of ensuring their safety and welfare.

3.2 Learner development

- Staff must comply with NWTC policies and procedures that support the well-being and development of learners
- Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of learners
- Staff must follow reasonable instructions that support the development of learners

## 4 Staff

### 4.1 Setting an example

- All staff who work in educational establishments set examples of behaviour and conduct which can influence learners. Staff, must always therefore avoid using inappropriate or offensive language
- All staff must demonstrate high standards of conduct to encourage our learners to do the same
- All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct
- This Code helps all staff to understand what behaviour is and is not acceptable

#### 4.1.1 Honesty and integrity

- Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of NWTC property and facilities.
- 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 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 policy.
- Gifts from suppliers or associates of NWTC must be declared to the CEO, except for "one off" token gifts from learners or parents. Personal gifts from individual members of staff to learners are inappropriate and could be misinterpreted.

#### 4.1.2 Conduct outside work

- Staff must not engage in conduct outside work which could seriously damage the reputation and standing of NWTC or the employee's own reputation or the reputation of other members of NWTC.
- Criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.
- Staff must exercise caution when using information technology and be aware of the risks to themselves and others.
- Staff may undertake work outside of NWTC, either paid or voluntary, provided that it does not conflict with the interests of NWTC nor be to a level which may contravene the working time regulations or affect an individual's work performance.
- Staff must not engage in inappropriate use of social network sites which may bring themselves, NWTC into disrepute

#### 4.1.3 Social Media

Staff must not engage with learners on any social media platform either in work or outside.

#### 4.1.4 Confidentiality

- Where staff have access to confidential information about learners or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the learner.
- All staff are likely at some point to witness actions which need to be confidential. For example, where a learner is bullied by another learner (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate procedure. It must not be discussed outside of NWTC, including with the learner's parent or carer, nor with colleagues in NWTC except with a senior member of staff with the appropriate role and authority to deal with the matter.
- However, staff have an obligation to share with their manager or one of the Safeguarding Team 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.
- If the concern is regarding the CEO the concern should be reported to The Chair of the Board or the Vice in their absence

#### 4.1.5 Disciplinary Action

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

#### 4.1.6 Good Practice

You will find the following bullet points of good practice useful:

- Respect all individuals, whatever their gender, age, developmental stage, ability, sexual orientation, ethnicity, religion or belief
- Place the safety and well-being of learners first – before any personal or organisational goals and before loyalty to friends and colleague
- Dress in a way which is appropriate to a teaching role, remember you are in a role of authority and your dress and manner should portray this
- Form only appropriate relationships with learners, based on mutual trust and respect
- Never phone, e-mail or text a child, young person or vulnerable adult on a personal matter – contact must be kept to company business without exception
- Never chat on-line with a child, young person or vulnerable adult
- Never offer gifts to a child, young person or vulnerable adult

- Never unless in an absolute emergency, (i.e. taking a learner to hospital if there has been an accident) share a car with a learner unless accompanied by a responsible adult
- Never invite a learner to visit your home
- Make sure you are fully aware of our safeguarding/child protection policy and your responsibilities within it.
- Staff should maintain a safe and appropriate distance with children, young people/vulnerable adults.
- Although it is expected staff to be friendly towards all learner's it is not advisable for staff to treat a learner as they would a friend – professionalism should be maintained at all times
- Staff should wherever possible ensure they are not alone with a child, young person/vulnerable adult, if the need arises e.g. giving a warning it should take place in an appropriate room
- Staff should adopt safe working practices themselves and ensure all learners follow their lead
- Staff should ensure they challenge learners during lessons if they are not following safe working practices
- Staff should encourage learners to read posters around the centre which promote staying safe and their well being, helpline telephone numbers are also clearly displayed around the centre
- Staff should adopt a ZERO tolerance to bullying of any kind
- Inappropriate use of language and or bad behaviour should ALWAYS be challenged by staff, whether this is in a lesson or in the common areas of the centre
- Staff should ensure prior to learners using IT equipment in the centre online safety has been discussed fully and learners are aware of NWTC ICT policy and procedures
- Staff should never allow or engage in inappropriate touching, there may be the need as part of the lesson being delivered contact made with the learner, this must always be in the appropriate way
- Staff should never make sexually suggestive remarks to a child, young person or vulnerable adult
- Staff should never reduce a child, young person or vulnerable adult to tears by means of control
- All learners should be treated with the respect every member of staff expects to be treated with in their place of work without exception
- Staff should never make a learners feel uncomfortable.



## **5 Policy Review**

The Policy will be reviewed annually or earlier, if necessary, by Head of HR in consultation with the Designated Safeguarding Lead