



---

# Appendix B: Staff Code of Conduct

---

Version: 3  
Published date: 01/09/2020

Due for review: 01/09/2021

## Table of Contents

1. Purpose and content.....	3
2. Safeguarding students.....	3
3. Professional boundaries .....	3
4. Working with colleagues.....	4
5. Representing UCQ .....	4
6. Additional professional responsibilities.....	4
7. UCQ property.....	5

## 1. Purpose and content

- 1.1 The purpose of this appendix of the UCQ Safeguarding Policy is to provide a clear set of principles to guide staff on how they are expected to conduct themselves in day to day work.
- 1.2 It is not possible to write an exhaustive list of rules governing staff conduct. Staff should be trusted in the discharge of their responsibilities, which implies allowing room for initiative and judgement. This document, however, provides a consistent framework and guidelines.
- 1.3 Staff should seek advice from their direct line manager in the first instance or another member of the Senior Leadership Team (SLT) if they have any queries about the content of this document, or if they require advice on how any aspect of conduct may be regarded.
- 1.4 This Code of Conduct applies to all staff at UCQ (including agency and hourly paid staff) irrespective of anyone's position or role in UCQ, together with any workers at UCQ who are on a voluntary/placement or associate basis.

## 2. Safeguarding students

- 2.1 In their dealings with students, UCQ expects that all staff will:
  - 2.1.1 Always act in the best interests of students
  - 2.1.2 Promote fundamental British values (FBV)
  - 2.1.3 Promote high standards of student behaviour
  - 2.1.4 Undertake their responsibilities in respect to the safeguarding of students and act appropriately if they have concerns of a safeguarding nature
  - 2.1.5 Assist with the security of UCQ by directing to reception anyone who they think might be a stranger on site

## 3. Professional boundaries

- 3.1 All members of staff are responsible for ensuring their relationships with students are never of a kind that could compromise their professional responsibilities. This means professional boundaries must be maintained at all times. This includes:
  - 3.1.1 Personal relationships with students should not be sought out or conducted by staff members. If any staff member has an existing relationship (e.g. family member) with a student under the age of 18, advice should be sought to ensure the staff member and student are safeguarded appropriately
  - 3.1.2 Personal contact details should not be given to students
  - 3.1.3 Personal phone numbers and emails should not be used to contact students
  - 3.1.4 Students and staff should not be 'friends' on Facebook or in contact via other social media platforms
  - 3.1.5 If a member of staff is thought or identified to be behaving in a way that is putting a young or vulnerable person at risk, or behaving inappropriately with any student in a manner that could be seen to be subjecting them to harm or duress, this should be reported to the Principal & CEO, Strategic Safeguarding Lead or any member of the SLT
  - 3.1.6 Full information on allegations and whistleblowing is provided in Appendix H of the UCQ Safeguarding Policy

#### 4. Working with colleagues

- 4.1 Staff must adhere to UCQ's policies and procedures and be aware their actions may have consequences for others.

#### 5. Representing UCQ

- 5.1 In order to preserve the reputation of UCQ, staff must:
  - 5.1.1 Obtain approval from the Principal & CEO, or in their absence a member of the SLT, before contacting the press
  - 5.1.2 Check with the relevant person before committing UCQ resources other than those for which they have responsibility
  - 5.1.3 Take care over the use of UCQ headed notepaper and UCQ logo, whether for use themselves or the use of students they are supervising; in particular ensure that written communication they are sending outside UCQ is prepared appropriately and approved by their line manager if required
  - 5.1.4 Maintain professional standards of conduct towards others when acting in a UCQ capacity
  - 5.1.5 Dress appropriately when acting in a professional capacity and with due regard for the conclusions others may draw from their attire
  - 5.1.6 Not engage in activity that would draw UCQ into disrepute

#### 6. Additional professional responsibilities

- 6.1 Staff are reminded that they are expected, at all times, to:
  - 6.1.1 Preserve the confidentiality of information relating to UCQ's staff, students, finances, marketing and strategic planning, together with any further information rightly to be judged the property of UCQ (except as outlined in Whistleblowing guidance)
  - 6.1.2 Exercise proper professional discretion in the event of being offered hospitality or gifts of any kind and ensure that their line manager is informed of their acceptance of any such gifts or hospitality with a value in excess of £25 per instance
  - 6.1.3 Wear their UCQ ID with the appropriate coloured lanyard at all times when on UCQ premises and when engaging with students/stakeholders
  - 6.1.4 Identify themselves via webcam and show their UCQ ID for all introductory meetings that are held online with students/stakeholders
  - 6.1.5 Support the monitoring of fundraising to ensure that monies raised are not used to fund extremism and so prevent a damaging effect on the safeguarding of students and UCQ's reputation

## 7. UCQ property

7.1 In order to preserve the quality of UCQ's environment and physical resources staff must ensure that:

- 7.1.1 They, and students for whom they are responsible, look after UCQ premises and property which they use
- 7.1.2 Procedures for borrowing UCQ equipment are observed
- 7.1.3 Energy is conserved wherever possible
- 7.1.4 When purchasing goods for UCQ the Green Procurement Policy is followed
- 7.1.5 The security of UCQ property is maintained as well as possible and not put at risk
- 7.1.6 They pay UCQ for any costs incurred by the personal use of UCQ equipment (for example phone, photocopier). However, in calculating this, staff should bear in mind any costs they may have incurred by the use of their own equipment on UCQ business (for example phone call on UCQ business made from home)