STAFF CODE OF PROFESSIONALISM

Stoke on Trent College
A real education

Staff Code of Professionalism

The College places every trust in its staff to act with integrity, honesty, impartiality and objectivity at all times.

The aim of the code of professionalism is to help staff understand how their role supports the College's strategic ambitions. It sets out the core values to be demonstrated by employees of Stoke on Trent College, the duties and responsibilities, and the processes that must be followed to safeguard staff and help avoid any misunderstanding or criticism.

01 CORE VALUES TO BE DEMONSTRATED BY COLLEGE EMPLOYEES

Ensure opportunities for all: widen participation and access for all.

Maintain teaching, learning and assessment at the heart of everything we do; our most important pursuit.

Commitment to excellence and continuous improvement: high standards and expectations of students, ourselves and colleagues; challenging, honest and rigorous self-evaluation; seeking and sharing best practice; developing solutions orientated attitudes.

Respect and value all individuals: treat everyone with respect, dignity and courtesy; recognise everyone is unique; celebrate diversity; strive to meet individual needs; prioritise learners and promote a united staff culture.

Behave honestly and with integrity: adopt an ethical and transparent approach to working with all users and stakeholders.

These core set of values define our behaviours. It is the behaviour of staff that defines our reputation both locally and nationally.

02 HEALTH & SAFETY

Every member of staff has a duty of care not to do anything to prejudice their own health and safety or that of others. As we respect and value all individuals we fulfil our obligations of ensuring everyone works in a safe environment. Where personal protective clothing or uniform is required, this is worn at all appropriate times.

03   CONFIDENTIAL INFORMATION

All employees behave with honesty and with integrity. Confidential information is dealt with appropriately and in accordance with the Data Protection and Confidentiality Policy. Employees are professional when dealing with the media, using social media and computer systems and act within the remit of their level of authority in relation to the sharing of information.

04   PROFESSIONAL DRESS CODE

As employees we are an ambassador and a role model for students and visitors at the College. As professionals we dress smartly and appropriately to the work being undertaken. Clothing such as jeans and trainers are not worn. We set a good example in terms of tidiness, modesty and cleanliness. Reasonable facial jewellery may be allowed at the discretion of the line manager.

05   USE OF COLLEGE IT SYSTEMS, SERVICES, SOFTWARE AND RESOURCES

To enable all staff to be productive and efficient while they are at College, there is access to a range of IT equipment and Wi-fi. This is used with professionalism and integrity and in accordance with the strict rules of the use of such technologies in accordance with the Acceptable Use Procedure.

06 PERSONAL TIME

The College understands that there are times when staff may reasonably need time for personal communications, e.g., due to an emergency or urgent situation. The College reasonably supports any member of staff with this, ensuring that it does not interfere with staff duties and responsibilities.

07 EMPLOYMENT DECISIONS

Employees are not involved in decisions relating to the employment of an individual to whom they are related or with who they have a close personal relationship. This includes, but is not limited to, issues such as discipline, promotion, pay adjustments or recruitment. Relevant information is disclosed by employees to avoid any possible conflicts.

08 CRIMINAL CONVICTIONS

Any changes to circumstances in relation to criminal convictions, cautions or bind-over during employment are notified to management at the earliest possible opportunity and disclosures of this nature are dealt with in accordance with the DBS Positive Disclosure Procedure.

09 EMPLOYMENT WITH OTHER ORGANISATIONS/PRIVATE BUSINESS INTERESTS

The College values employees who engage in any private work of a voluntary or paid nature. The College understands that additional opportunities for employees help to support the roles that they have at college. When employees do undertake additional roles this is to support their role and not hinder their duties.

HRP04-015

A number of relevant policies and procedures are available to staff on the intranet that set out in detail rules, requirements and obligations. These include and are not limited to:

• **Financial Regulations**

• **Data Protection and Confidentiality Policy**

• **Acceptable Use Procedure**

• **Health and Safety Policy**

• **Drugs and Alcohol Procedure**

• **Safeguarding Policy, Procedure and Working Practice Guidance**

• **Disciplinary Procedure**