

<b>Staff Code of Conduct</b>
Approved by: <b>Executive</b>
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Strategy/Policy Responsibility: <b>Head of HR</b>
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Investors  
in Diversity  
Silver UK

Until  
September  
2025

## Staff Code of Conduct Policy





## **1. Purpose and Scope**

We trust that our staff always uphold our College values and act with honesty and integrity to ensure high standards of professionalism in our learning community. As a College we are proud of embedding our FREDIE principles (Fairness, Respect, Equality, Diversity, Inclusion and Engagement). The Code of Conduct is intended to set out the standards of conduct and professionalism which staff at all levels are expected to follow. This code applies to all employees and workers, including 3<sup>rd</sup> party contractors and agency workers.

## **2. College Values**

Our College values are embedded in everything we do and staff should demonstrate these values at all times.

- 1) Students are at the heart of all we do; we ensure our decisions and actions focus on our students and their attainment
- 2) Our staff are our greatest asset; we value our staff and their expertise and invest in them
- 3) Respect for all; we celebrate diversity creating an inclusive and enjoyable environment
- 4) Ambitious for our students; we support our students to achieve their potential
- 5) Aim to be great in all we do; we are reflective, innovative and always learning
- 6) Serve our community; we support our communities economic and social prosperity

All staff should also refer to the Leadership Principles and we expect all staff to exhibit behaviours, in a way that is supportive of these principles.

## **3. Professional Conduct and Commitments**

College employees are expected to provide the highest standards of professional behaviour and integrity. It is the responsibility of all members of the College's working community to familiarise themselves with, and adhere to, all of the College's rules, policies and procedures. The areas below are important to highlight in a code of conduct. However, staff should also refer to the relevant policies, procedures and their contracts of employment.

#### Equality, Diversity & Inclusion:

- Staff must/should act in accordance with the FREDIE principals of **F**airness, **R**espect, **E**quality, **D**iversity and **I**nclusion and **E**ngagement.
- Staff must/should act as representatives of the College in how they present themselves in carrying out their day-to-day activities, with staff, students and all internal and external stakeholders.
- All members of staff and stakeholders have the right to be treated with dignity, fairness and respect. All staff should be committed to creating a work environment that is free from discrimination, bullying, harassment, victimisation or intimidation.

#### Safeguarding and Prevent:

- All employees must undertake their work in accordance with any requirements to uphold the highest standards of safeguarding, including keeping up to date on at least an annual basis with [Keeping Children Safe in Education Guidelines](#) (KCSIE). The Designated Safeguard Lead (DSL) is Ben Ensom [Ben.Ensom@croydon.ac.uk](mailto:Ben.Ensom@croydon.ac.uk) and staff can raise safeguarding concerns through [principal@croydon.ac.uk](mailto:principal@croydon.ac.uk) which is accessible through the homepage on the staff intranet.
- All employees must act in accordance with our Prevent Duty, give due regard to preventing students and staff from being drawn into support for extremism, becoming radicalised or otherwise put at risk of harm.
- Staff shall ensure that they wear College ID badges at all times, and help enforce College rules at all times ensuring that students, contractors and visitors wear College ID badges.
- Staff should never give out their personal details to students (or former students), which includes personal mobile phone numbers, address, personal email. You must use your college email address, college landline or a college mobile to contact students. When emailing a student, only use their college email.
- Staff should never give a student money, gifts, or loans.
- Staff are responsible for informing the College immediately if they are subject to a criminal investigation, caution, charge, warning or conviction. Failure to do so may result in disciplinary action. However, an employee will not face disciplinary action solely because they are the subject of criminal investigations, charge, caution, warning or conviction. In such cases the College would need to assess whether the conduct warrants disciplinary action because of its effect on the employee's ability or suitability to undertake their job role and/or on the reputation of the College.



- Staff /Student intimate personal relationships are not permitted. Any instances should be reported as a safeguarding issue to [principal@Croydon.ac.uk](mailto:principal@Croydon.ac.uk) and will be dealt with under the College's Disciplinary policy and procedure.

#### Health & Safety:

- All employees must understand their responsibilities under Health & Safety legislation, and take steps to ensure their personal contribution to ensure a safe and healthy work environment for all.

#### Anti-bribery rules:

- All employees must comply with the College's requirements to declare any interests and to declare any gifts, hospitality or benefits received as a consequence of their employment. All staff should be aware of anti-bribery laws and make reasonable judgements when this is applicable. All employees must use any public funds entrusted to or handled by them in a responsible and lawful manner;
- All employees must respect College property and not make personal use of College property or facilities unless properly authorised to do so.

#### GDPR, Data Protection & IT Security:

- All employees should understand their responsibilities regarding GDPR compliance, and ensure that they act in accordance with GDPR regulations, the Data protection Act 2018 and the College Information Policy.
- All staff have a responsibility to protect and maintain confidential information. The disclosure of confidential information relating to the College is prohibited, except as authorised, required by the law or in accordance with safeguarding protocols. If staff are unsure as to whether they should disclose information which they consider to be, or might be, confidential, they should seek guidance from their line manager in the first instance.
- Staff should always keep personal and sensitive information in an appropriate locked cupboard or drawer. Staff should always lock their computer screen, even when moving away from their computer for a brief period.
- Staff should not use personal devices to take photos or record and videos. Under GDPR compliance, permission is always required and College owned devices must be used.



- Staff should familiarise themselves with the requirements of the Information Technology & Monitoring Policy and the Information Security Policy and ensure they take all reasonable steps to ensure IT security is maintained at all times and that the risk presented from phishing activity is minimised.

#### External Work / Conduct and Conflict of Interest:

- All employees, in accordance with their contract of employment, must declare any work that is undertaken outside of the college and obtain prior approval in order that any conflict of interest, and working time regulations can be assessed. The declaration is made direct to the line manager who will seek approval from the Head of HR and the relevant member of the Executive team.
- Employees should not seek to use any information gained during the course of their employment for personal benefit or gain, nor should they pass it on to others who might use it in such a way.
- Declarations must be made of any personal relationships with any other employees prior to employment. Where such a relationship exists, direct line management will not be permitted. In addition, staff must not be involved in the appointment or any other decision relating to the discipline, promotion, pay, development, conditions or employment of another employee or prospective employee, who is a relative or someone they are in a personal relationship with.
- Any conduct outside of work that could bring the college into disrepute, or will compromise safeguarding, will be dealt with seriously under the relevant HR procedures. All staff will be required to declare they have read KCSIE and are fit to work in a safeguarding environment as a mandated part of their annual appraisal.

#### Media /Social Media:

- Staff will act with Professionalism in any form of social media in which the College is represented, or easily identifiable. Staff will act in accordance with the FREDIE values when using social media and will be mindful of our inclusive culture, and will not act in a way that could be reasonably seen to cause offence when interacting with staff and stakeholders via social media. Staff should not accept or send friend request or send or accept 'follow' request with students over social media. Any instances where social media posts could bring the College into disrepute, or compromise safeguarding, will be taken seriously and may be addressed under our disciplinary procedures. The College will take account of where a staff member has acted reasonably in these circumstances, and especially in cases where the social media post was not directly made by the employee, and the employee has taken reasonable steps to ensure that the social media posts does not bring the College into disrepute.



- Media/Press statements must only be made through authorised channels, upon liaison with Marketing, and with approval from an appropriate executive team member.

No code of conduct can hope to spell out the appropriate behaviour for every situation, nor should it seek to do so. The college trusts each member of staff to make a judgement of what is right and good practice in any particular situation.

If you are unsure determining what action is appropriate in any given situation it is recommended that you seek clarification from your Line Manager or speak to HR or the DSL, as appropriate.