



## **Staff Code of Conduct**

**Updated: February 2025**

**Approval: March 2025**

**Implementation: March 2025**

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## **1 Introduction**

- 1.1 Reigate Learning Alliance (“The Trust”) is required by Paragraph 8 of its Articles of Governance to make rules, after consultation with staff, which provide clear standards of conduct which will benefit our students, staff, and the College.
- 1.2 The Trust fully recognises the professional way in which all staff at the College conduct themselves and through this code of conduct seeks to affirm its commitment to the staff and to record and enhance current best practice in terms of conduct.
- 1.3 Detailed guidance on staff behaviour is given in this policy in order to safeguard young people and staff in light of legal changes e.g., Keeping Children Safe in Education 2018 and Working Together to Safeguard Children 2018 and is based on the Surrey Safeguarding Model Policy.
- 1.4 This policy sets out clear guidance on the standards of behaviour expected from all staff at the College. The principles underlying the guidance aim to encourage staff to achieve the highest possible standards of conduct and minimise the risk of inappropriate conduct occurring.
- 1.5 College staff are in a unique position of trust and influence as role models for students. Therefore, staff must adhere to behaviour that sets a good example to all students within the College.
- 1.6 Staff also have an individual responsibility to maintain their reputation and the reputation of the College, both inside and outside working hours and work setting.
- 1.7 This policy applies to all staff and volunteers in the College regardless of their position, role, or responsibility. References to ‘staff’ throughout the policy relate to all the following groups:
- All members of staff including teaching and support staff
  - Volunteers, including governors
  - Casual workers
  - Temporary and supply staff, either from agencies or engaged directly
  - Student placements, including those undertaking initial teacher training and apprentices.
- 1.8 Breach or failure to observe this policy will result in action being taken under the College’s disciplinary procedures including, but not limited to, dismissal.
- 1.9 This Code of Conduct is not intended to be an exclusive or exhaustive list of acceptable and unacceptable standards of behaviour. In situations where guidance does not exist in this policy staff are expected to exercise their professional judgement and act in the best interests of the students and the College.

1.10 This policy does not form part of any personnel's contract of employment and the Reigate Learning Alliance reserves the right to change this policy at any time. All personnel are obliged to comply with this policy at all times.

## **2 Professional Behaviour and Conduct**

2.1 During employment, staff are expected to act in the best interests of the College and students at all times and to demonstrate the highest possible standards of personal and professional conduct and behaviour and consistently act with honesty and integrity. The College expects staff to treat each other, students, parents, and members of the wider community they meet in connection with the College with courtesy, dignity and respect at all times and to expect the same in return.

2.2 Staff have individual responsibility for ensuring that the College's Equality Policy is observed and applied to all activities in which they are involved. Unacceptable behaviour such as racial or sexual abuse, bullying, harassment and sexual harassment will not be tolerated and will be treated as disciplinary offences. This includes verbal abuse and use of inappropriate language (see the College's Equality Policy and the Anti-Harassment & Bullying Policy for further details).

2.3 During your employment with the College you are expected to report any wrongdoing and/or misconduct on your part (whether such wrongdoing and/or misconduct occurs in relation to your employment with the College and/or outside of your employment with the College) to the Principal immediately on becoming aware of it.

2.4 Should action be taken against you and/or be threatened (including but not limited to a complaint, you being accused of, investigated, convicted or cautioned) for any offence (whether such offence occurs in the course of your employment with the Reigate Learning Alliance and/or outside of your employment with the Reigate Learning Alliance) during your employment with the Reigate Learning Alliance, you are required to notify the Principal immediately in writing with information regarding the action against you. This includes but is not limited to motoring offences which result in court action and licence penalty points, but not parking offences/fines where no penalty points are incurred. This also includes any behaviour where an individual has behaved or may have behaved in a way that indicates they may not be suitable to work with children, such as, an incident outside of college which did not involve children but could have an impact on their suitability to work with children. For example, a member of staff is involved in domestic violence at home. The College will need to consider what triggered these actions and if a student at college could trigger the same reaction, thereby putting themselves at risk. Such information will be treated in strictest confidence. The effect of such action will be considered by the College and the College reserves the right to take such action as it feels

appropriate and reasonable in the circumstances and in accordance with the Reigate Learning Alliance's disciplinary procedure (including but not limited to dismissal).

- 2.5 Staff must act in accordance with their duty of care to students and ensure that the safety and welfare of students are accorded the highest priority.
- 2.6 Low-level concerns. The College promotes an open and transparent culture, in which all concerns about staff are dealt with promptly and appropriately to ensure that the College identifies inappropriate, problematic, or concerning behaviour, minimising the risk of abuse and ensuring professional boundaries are kept. A low-level concern could include inappropriate conduct outside of work, being over friendly with children, having favourites, taking photographs of students on their personal mobile phone, engaging on a one-to-one basis in a secluded area or behind closed doors, and humiliating students. Any concerns relating to this should be reported directly to the Principal, who will discuss the issue with the Designated Safeguarding Lead. The concern will be recorded in writing and dealt with according to College policy. If the concern relates to the Principal, it should be reported to Personnel.
- 2.7 Staff should show fairness in their treatment of students and avoid behaviours such as embarrassing or humiliating students, making jokes at the expense of students, discriminating against, or favouring students and sarcasm.
- 2.8 Staff should provide well planned programmes of study, attend to their commitments punctually and give regular, constructive, and wherever possible, positive feedback to students about their work and progress.
- 2.9 Staff must have regard for the ethos and values of the College and must not do or say anything which may bring the College or Trust into disrepute. Staff are expected to present a positive view of the College when the opportunity arises, using appropriate language and displaying appropriate behaviour, and avoid negative comments or those that might seem to denigrate the work of colleagues or students. Care should be taken by staff to avoid any conflict of interest between activities undertaken outside college and responsibilities within College. Staff should act in accordance with the College's policies and procedures at all times.
- 2.10 If staff wish to engage in any other business or take up any additional employment permission should be sought from the Principal. Such employment must not conflict with or react detrimentally to the College's interests or in any way weaken public confidence in the conduct of the College's business.

### **3 Private Tutoring**

- 3.1 Staff should not enter private tutoring arrangements with students currently enrolled at the College.

3.2 Staff wishing to undertake private tutoring for students who are resitting a subject in the year following their final year at the College may do so with the Principal's permission. College materials and resources may be used to aid such tutoring.

3.3 Staff wishing to undertake private tutoring for students not currently enrolled at the College may do so with the Principal's permission but may not use any materials or resources that can be identified with Reigate College. Private tutoring should not be undertaken in college time.

#### **4 Timekeeping and Hours of Work**

4.1 It is expected that all staff will be punctual in both starting and finishing all aspects of their duties and to meet all deadlines for completion of returns etc. whether set internally or externally by examination boards.

4.2 Staff are expected to work their hours of work as stated in their contract of employment.

4.3 In common with standard practice, teachers are expected to be in college at least ten minutes before starting to teach (please see Working Time for Teachers Guidelines for further details).

#### **5 Attendance and Absence**

5.1 All staff are required to be on site during their directed time and available for consultation by colleagues and students. This applies throughout the year.

5.2 All staff are required to sign in and out each day, on their arrival at work and prior to leaving at the end of the day. This can be done via the Sign-in App or at Reception.

5.3 All staff who are absent should either telephone or email Personnel & their line manager as soon as possible either by phoning 01737 237411 or emailing [personnel@reigate.ac.uk](mailto:personnel@reigate.ac.uk). If they are able to, staff should give details of the work to be set for their classes. On returning to work, staff should complete a **Staff Sickness Absence Form** obtainable from the Staff Workroom or Personnel Department. The form should then be completed and returned to the Personnel Department within 2 days of returning to work. For an absence of 1-7 days, a Staff Sickness Absence Form should be completed. For absences of 8 day or more, a doctor's certificate will be required.

## 6 Duties

6.1 Staff will carry out their duties under the reasonable direction of the Principal or his delegated alternate. Staff may be called upon to perform any of the duties set out in the **Conditions of Service Handbook**, which may reasonably be assigned to them. The particular duties required of them will be specified in a job description. This job description may be changed provided the duties are consistent with the role they are doing.

6.2 Wherever possible, during working hours, staff are expected daily to read their emails, empty their pigeonholes, open their post, listen to their phone messages, and attend staff briefings and team meetings as required.

## 7 Dress and Appearance

7.1 The College recognises that dress and appearance are matters of personal choice and self-expression. However, all staff are expected to dress in a manner that is appropriate to a professional role and that promotes a professional image. Generally, professional attire is 'smart casual'. However, there are times when this may change throughout the academic year: -

### **Days when students are in college**

- Professional work attire. This does not normally include jeans, hoodies, or sports trainers unless it is appropriate for the job role e.g., sports, performing arts, premises, and catering.

### **Days when students are not in college e.g., Structured Learning and INSET Days**

- The dress code is relaxed to casual wear unless otherwise required for the job role. This can include jeans, sports trainers, and hoodies. However, staff should be mindful of the activities they are taking part in during the day and dress appropriately.

### **Central College or Marketing Events**

- Smart professional attire unless otherwise required for the job role. This is formal wear.

7.2 Staff should dress in a manner that is not offensive, revealing or sexually provocative and in a manner that is absent from political or contentious slogans.

7.3 Staff should dress safely and appropriately for the tasks they undertake.

7.4 Staff should always wear their official College lanyard displaying their college staff identity card, whilst on the College site, at official College events and whilst attending other sites on college business.

## 8 Personal Property

- 8.1 Staff are responsible for the security of any personal property brought to college and must remove it from college forthwith if required to do so.
- 8.2 Staff bringing personal electrical property to college are responsible for its conformity to Health and Safety requirements.

## 9 Relationships with Students

- 9.1 Staff should be fully aware of the College's **Child Protection Policy** and **Keeping Children Safe in Education guidance** and behave in a manner which is consistent with these policies.
- 9.2 Staff should maintain professional boundaries with students appropriate to their position and must always consider whether their actions are warranted, proportionate, safe, and applied equitably. Staff should act in an open and transparent way that would not lead any reasonable person to question their actions or intent. Staff should think carefully about their conduct so that misinterpretations are minimised.
- 9.3 Staff should not establish or seek to establish social contact with students for the purpose of securing a friendship or to pursue or strengthen a relationship. If a young person seeks to establish social contact, you should exercise your professional judgement in making a response and be aware that such social contact could be misconstrued (please see the College's **Social Media and E-Safety Policy**).
- 9.4 Staff should not develop personal or sexual relationships with students and should not engage in any sexual activity with a student. Sexual activity does not just involve physical contact including penetrative and non-penetrative acts.
- 9.5 Staff should be fully aware and mindful of the definition of sexual abuse in "Working Together to Safeguard Children" which defines sexual abuse as ... 'Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children)''.

- 9.6 Staff should be mindful of Section 16 of The Sexual Offences Act 2003, which states, “that it is an offence for a person aged 18 or over (e.g., teacher, youth worker) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. A situation where a person is in a position of trust could arise where the child is in full-time education and the person looks after children under 18 in the same establishment as the child, even if s/he does not teach the child”.
- 9.7 Staff should not make sexual remarks to a student, discuss their own sexual relationships with or in the presence of, students or discuss a student’s sexual relationships in an inappropriate setting or context.
- 9.8 Contact with students should be through the College’s authorised mechanisms. Staff should not contact or communicate with students directly via any form of social media using accounts designed for personal use. Personal phone numbers, email addresses or communication routes via all social media platforms should not be used and staff should not share their home address with students. If contacted via an inappropriate route the member of staff should inform the Principal immediately.
- 9.9 College staff are advised not to accept and/or invite the following new additions to be ‘friends’ or ‘followers’ on personal social media accounts or other online services unless this is a departmental or individual account which has been created for the specific and sole use for academic purposes:
- Students and their parents
  - Ex-students under the age of 18 and their parents

Staff should also refrain from following the Twitter or other similar social media accounts of students or their parents. Staff should read the College’s **Social Media & E-Safety Policy** carefully and follow all advice and guidance contained within it.

## **10 Infatuations**

- 10.1 It is not unusual for students or sometimes, their parents to develop infatuations towards members of staff. All such situations must be responded to sensitively to maintain the dignity of those concerned.
- 10.2 Staff should also be aware that such circumstances carry a high risk of words or actions being misinterpreted and for allegations to be made against staff. Any indications of an infatuation towards individual member of staff or another member of staff should be reported to their Line Manager.

## **11 Gifts and Hospitality**

11.1 Staff need to take care that they do not accept any gift/offer of hospitality that might be construed as a bribe by others or lead the giver to expect preferential treatment. However, there may be occasions where students or parents wish to give a small token of appreciation to staff, for example at religious festivities or at the end of the year.

11.2 It is unacceptable to receive gifts on a regular basis or to suggest to students that gifts are appropriate or desired. Money should not be accepted as a gift (please see the College's **Bribery and Fraud Awareness Policy** for further information).

### **11.3 Hospitality**

11.3.1 Reasonable and proportionate hospitality, advertising, sponsorship, promotions, or entertainment should only be accepted by employees up to a limit of £100 per person. For benefits which could reasonably be expected to exceed a value of £100 per person, the employee should seek the approval of the Principal by completing Appendix 1 of the **Bribery & Fraud Awareness Policy** within 28 days of the offer. The Principal will decide if the employee can accept the offer.

### **11.4 Gifts**

11.4.1 Staff should never accept a gift of cash from any third party in connection with any business dealings on or behalf of the College. In the case of non-cash gifts, if the gift has a value of under £50 and is the only gift made to the employee during the year by the same person or business, it may be retained. In the case of a gift exceeding the value of £50 or several gifts made to the employee during the year from the same person or business which together exceeds a value of £50, the employee should seek the approval of the Principal by completing Appendix 1 of the **Bribery & Fraud Awareness Policy** within 28 days of the date of receipt. The Principal will decide whether the employee can keep the gift or if it should be returned to the donor, or sold with the proceeds donated to a recognised charity.

11.4.2 Personal gifts should not be given by staff to students and any reward to students should be recorded and not based on favouritism.

## **12 Physical Contact with Students**

12.1 There are occasions when it is entirely appropriate and proper for staff to have physical contact with students, but it is crucial that they only do so in ways appropriate to their professional role. When physical contact is

made with students it should be in response to their needs at that time, of limited duration and appropriate to their gender, ethnicity, and background.

- 12.2 Staff should be aware that even well-intentioned physical contact may be misconstrued by the student, an observer or by anyone to whom this action is described. Staff should never touch a student in a way which may be considered indecent. Always be prepared to explain actions and accept that all physical contact be open to scrutiny.
- 12.3 Extra caution should be exercised where a student is known to have suffered previous abuse or neglect. Such experiences may sometimes make a student exceptionally needy and demanding of physical contact and staff should respond sensitively by deterring the student through helping them to understand the importance of personal boundaries.
- 12.4 Staff supervising PE and Sports or providing musical tuition may be required to initiate physical contact with students to support a student to perform a task safely, to demonstrate the use of a particular piece of equipment/instrument or to assist them with an exercise. Contact under these circumstances should be done with the student's agreement, for the minimum time necessary and in an open environment. Staff should remain sensitive to any discomfort expressed verbally or non-verbally by the student.
- 12.5 Physical contact should never be secretive, for the gratification of the adult or represent a misuse of authority.
- 12.6 If a member of staff believes that an action could be misinterpreted, the incident and circumstances should be reported to the designated safeguarding lead and recorded if appropriate.

### **13 Student in distress**

- 13.1 There may be occasions when a student is in distress and in need of comfort as a reassurance. This may include appropriate physical contact. Staff should remain self-aware at all times in order that their contact is not threatening, intrusive or subject to misinterpretation.
- 13.2 Such incidents should always be recorded and shared with their line manager. If staff have a particular concern about the need to provide this type of care and reassurance, they should seek further advice from their line manager.

## **14 Showers and changing**

- 14.1 Students are entitled to respect and privacy whilst they are changing or showering after PE/Sports. However, there needs to be an appropriate level of supervision in order to safeguard young people, meet health and safety requirements and to ensure that bullying does not take place. The supervision should be appropriate to the needs of the students and sensitive to the potential for embarrassment.
- 14.2 Staff should be vigilant about their own behaviour and announce their intention of entering a changing room. Staff should not change or shower in the same place as students.

## **15 One-to-one situations**

- 15.1 Staff working individually with students should be aware of the potential vulnerability of students and staff in such situations. Staff should manage these situations with regard to the safety of the student and to themselves.
- 15.2 Individual work with students in isolated areas or rooms where there is no external viewing panel should be avoided where possible. Where it is necessary to close doors for reasons of confidentiality a colleague should be made aware of this and asked to remain vigilant.

## **16 Transporting students**

- 16.1 In certain circumstances it may be appropriate for staff to transport students' offsite, for example to sports fixtures, trips or other out of college activities. A designated member of staff should be appointed to plan and provide oversight of all transport arrangements and to respond to any difficulties that may arise.
- 16.2 Staff should not transport or accompany students' offsite using their own vehicle and at least one adult additional to the driver should act as an escort, where possible. Staff should never transport an individual student, unless absolutely necessary, usually in the event of an emergency.
- 16.3 Staff should ensure that the transport arrangements and the vehicle meet all legal requirements. Staff should ensure that they have their own or a college mobile phone with them and the phone number must be given to Reception. The driver must have the appropriate license for the vehicle, check that the vehicle is roadworthy, has a valid MOT certificate and is appropriately insured and that the maximum capacity is not exceeded.

16.4 Staff should ensure that the driver is not distracted while the vehicle is in motion for any reason other than an emergency and should also ensure all passengers are wearing correctly fastened seatbelts. Staff must never transport students while under the influence of alcohol or drugs.

16.5 Prior to transporting students' offsite consent must be obtained from the students' parent/guardian and staff should be aware that the safety and welfare of the students is their responsibility (see the College's **Day Trips & Residential Experiences Policy** and the **Minibus Driver Policy** for further details).

## **17 E-Safety**

17.1 Staff should always follow the College's **Acceptable Use of IT Policy and Social Media & E-Safety Policy for Staff**.

17.2 Staff must not engage in inappropriate use of social network sites which may bring themselves, the College, or the College community into disrepute. Staff should adopt the highest security settings on any personal profiles they have.

17.3 Staff should remain mindful of their digital footprint and exercise caution in all their use of social media or any other web-based presence they have. This includes written content, videos or photographs and views expressed either directly or by 'liking' certain pages or posts or following certain individuals or groups. Staff should exercise care when using dating websites where staff could encounter students.

17.4 Staff should not communicate with students via social media, websites, instant messenger accounts or text message. The only acceptable method of contact is via the use of college email accounts or telephone equipment.

17.5 Mobile phones and personally owned devices should not be used during lessons. They should be switched off (or silent) at all times. The Bluetooth functionality of a mobile phone should be switched off at all times and may not be used to send images or files to other mobile phones. Mobile phones and personal devices are not permitted to be used in certain areas within the College site such as changing rooms and toilets. Where a member of staff is using a smart phone or mobile device to receive College emails, please make sure a pass code has been set up on your device to ensure security of college data in the event the device were to be lost or stolen.

17.6 Mobile phones and personally owned mobile devices brought in to College are the responsibility of the device owner. The College accepts no responsibility for the loss, theft or damage of personally owned mobile phones or mobile devices.

17.7 Staff are advised to refrain from publishing any personal or sensitive information on social media websites, e.g. date of birth, home address, and telephone number of any information related to personal bank accounts (see the College's **Acceptable Use of IT Policy** and **Social Media & E-Safety Policy for Staff** for further details).

## **18 Photography, Video, and Images of Children**

18.1 Many College activities involve recording images as part of the curriculum, extra College activities and publicity or to celebrate an achievement. In accordance with The Data Protection Act 2018 the image of a student is personal data. Therefore, it is a requirement under the Act for consent to be obtained from the parent/guardian of a student for any images made. When starting at the College, students sign an Acceptance Form confirming they agree that the College's internal and external publicity materials and audio-visual learning materials may include photos and images and that these may be used without their express permission. Where students from other schools/colleges are visiting, staff should always request permission via the school before taking photographs.

18.2 Photographs/stills or video footage of students should only be taken using College equipment for purposes authorised by the College and should be stored securely and only on college equipment.

18.3 Staff should ensure that a member of the Senior Leadership Team (SLT) is aware of the proposed use of photographic/video equipment and that this is recorded in lesson plans. All photographs/stills and video footage should be available for scrutiny and staff should be able to justify all images/video footage made.

18.4 Staff should remain aware of the potential for images of students to be misused to create indecent images of students and/or for grooming purposes. Therefore, careful consideration should be given to how activities which are being filmed or photographed are organised and undertaken. Particular care should be given when filming or photographing young or vulnerable students who may be unable to question how or why the activities are taking place. Staff should also be mindful that students who have been abused through the use of video or photography may feel threatened by its use in a teaching environment.

## **19 Confidentiality**

19.1 Staff should not, either during their employment (except in the proper course of their duties), or at a time after termination, use for their own purposes or divulge to any person, corporation, company or other organisation whatsoever, any confidential information belonging to the College or to any subsidiary relating to its or their affair or dealings which may come to their knowledge during their employment. This restriction

shall cease to apply to any information or knowledge which may come into the public domain after the termination of their employment.

- 19.2 In its capacity as employer, the College will need to keep information about a member of staff for purposes connected to his/her employment, including information on his/her recruitment and the termination of his/her employment. The sort of information held may include electronic and/or paper-based records including information for payroll and pension purposes, references, contact names and addresses and records in relation to the member of staff's contract of employment. Such data may be processed for the purpose of exercising or performing any legal right or obligation of the College in connection with their employment and for the transfer of personal data to government authorities including HM Revenue and Customs and the Border and Immigration Agency. The College will keep the information for these purposes throughout their employment and for a reasonable period following their termination (please see the College's **Privacy Notice** for further details).
- 19.3 Staff should inform the Personnel Department if there are any changes to their personal circumstances such as address, telephone number, car registration number, next of kin and professional qualifications and if they have limited leave to remain in the UK or breach any of their conditions of leave to remain in the UK or if they change their immigration status.
- 19.4 Staff must treat in confidence all information relating to the financial management, strategic planning, business plans and marketing policies of the College.
- 19.5 Members of staff may have access to confidential information about students, their parents/carers, or their siblings. Staff must not reveal such information except to those colleagues who have a professional role in relation to the student.
- 19.6 All student data should be handled sensitively and carefully. Staff printing out confidential information should wherever possible use the confidential shredding bags, when required.
- 19.7 Staff should never use confidential or personal information about a student or her/his family for their own, or others' advantage (including that of partners, friends, relatives, or other organisations). Information must never be used to intimidate, humiliate, or embarrass the student.
- 19.8 Staff should not criticise other members of staff or students in front of or in the hearing of students.
- 19.9 Staff should not encourage students in any form of behaviour which would contravene the Student Code of Conduct.

- 19.10 All staff are likely at some point to witness actions which need to be confidential. For example, where a student is bullied by another student, this needs to be reported and dealt with in accordance with the appropriate College procedure. It must not be discussed outside the College, including with the student's parent or carer, nor with colleagues in the College except by a senior member of staff with the appropriate authority to deal with the matter.
- 19.11 Staff have a statutory obligation to share with the College's Designated Safeguarding Lead or Deputy Designated Safeguarding Lead any information which gives rise to concern about the welfare or safety of a student or that might suggest a student is in need or at risk of significant harm. Staff should pass on information without delay in accordance with the College's safeguarding policy and procedures and this should be recorded. Staff must never promise a student that they will not act on or pass on any information that they are told by the student.
- 19.12 Staff should refer to the Department of Education's document Information sharing: advice for practitioners providing safeguarding services<sup>1</sup> for further guidance on information sharing. If you are in any doubt about whether to share you should seek guidance from a member of the Senior Leadership Team.
- 19.13 Staff must ensure that any personal or departmental records of students are accurate and secure.

## **20 Whistleblowing**

- 20.1 Whistleblowing is the mechanism by which staff can voice their concerns, without fear of victimisation, subsequent discrimination, or disadvantage.
- 20.2 All College staff are encouraged to raise serious concerns to a member of the SLT about any aspect of service provision or the conduct of employees of the College or Trust members or others acting on behalf of the College which fall outside the scope of other College policies.
- 20.3 All concerns will be treated in confidence and every effort will be made not to reveal an employee's identity if they so wish.
- 20.4 Staff should refer to the College's **Confidential Reporting (Whistle Blowing) Policy** for further guidance. This is particularly important where the welfare of students may be at risk.

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<sup>1</sup>[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419628/Information\\_sharing\\_advice\\_safeguarding\\_practitioners.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419628/Information_sharing_advice_safeguarding_practitioners.pdf)

## **21 Smoking and Vaping**

21.1 Smoking or vaping by staff is not permitted in any area of the College premises or grounds apart from the designated area. While it is understood that smokers may not wish to give up smoking, they should be aware that there is no automatic right to smoking breaks during working hours and any smoking breaks are at the discretion of the SLT.

21.2 Time taken by a smoker during their contractual hours must be made up either from their lunch break or by arriving before or leaving after their normal start and finish times on a daily basis.

21.3 Smokers must refrain from smoking directly outside the College gates.

## **22 Appraisals**

22.1 Staff are required to:

- Participate in College arrangements for the appraisal of staff that is laid on the College Principal by the College's Articles of Government and to participate in reviews from time-to-time of their methods and programme of work
- Participate in reasonable arrangements for their further training and development

## **23 Probationary Periods**

23.1 Confirmation of staff appointments, both for new staff to the College and for existing staff with new roles, will be subject to satisfactory completion of a period of probationary service of 9 months. During this period, staff will be expected to establish their suitability for the appointment. The Trust reserves the right to extend staff probationary periods, if in the Principal's opinion, circumstances so require.

23.2 Newly Qualified Teachers (NQTs) (with PGCE (schools)) may be able to participate in a formal induction period.

## **24 Alcohol and Illegal Substances**

24.1 Alcohol must not be consumed on or off the College premises before or during, College teaching days, including lunch times.

24.2 Alcohol may only be consumed on college premises at certain times, e.g. at staff social functions, art exhibitions, performances or on in-service days or work days during students' holidays, but only with permission from the Principal.

- 24.3 Staff may not consume alcohol before they are due to meet parents at Parents and Open Evenings or when accompanying students during day excursions.
- 24.4 The College expressly prohibits the use of any illegal drugs (including psychoactive substances, formerly known as 'legal highs') or any prescription drugs that have not been prescribed for the user. It is a criminal offence to be in possession of, use or distribute an illicit substance and to produce, supply or possess with intent to supply psychoactive substances. If any such incidents take place on college premises, in College vehicles or at a College organised function, they will be regarded as serious, will be investigated by the College and may lead to disciplinary action and possible reporting to the police.
- 24.5 Any employee suffering from drug or alcohol dependency should declare such dependency and the College will subsequently provide reasonable assistance, treating absences for treatment and/or rehabilitation as any other sickness absence. Failure to accept help or continue with treatment will render the employee liable to normal disciplinary procedures.

## **25 Health and Safety**

- 25.1 The College recognises and accepts its responsibilities as an employer to ensure as far as practicable the health, safety and welfare of its employees and students, including the conditions under which they work.
- 25.2 The College shall provide special and/or protective clothing where the special nature of an employee's duty warrants such provision.
- 25.3 All staff are required to take personal responsibility under the Health and Safety at Work Act (1974) and subsequent regulations for themselves and others with whom they are working and associating.
- 25.4 Staff are required to keep the College informed about their health for the purpose of compliance with the College's health and safety and occupational health obligations; considering how the member of staff's health affects their ability to do the job and whether they require any reasonable adjustments to be made to assist them at work or in relation to the administration and management of insurance, pension, sick pay and other related benefits.
- 25.5 Staff should familiarise themselves with the College's **Health and Safety Policy** and adhere to the rules it contains.

25.6 Staff are expected to familiarise themselves with the procedures for coping with a disaster which is available on the Staff Shared Area.

25.7 Children of staff should not be brought to college unless absolutely necessary and shall at all times be the responsibility of and under the supervision of an adult. A request for a child to be on site must be made in advance and in writing to the Principal (see the College's **Children on College Premises Policy** for further details).

## **26 Copyright, Registered Designs and Patents**

26.1 In order to protect the rights of the employer and the employee, the employee shall notify the employer in writing as soon as the employee believes that s/he has or may be developing in the course of his/her duties, a copyright, registrable design, or patentable invention.

26.2 Members of staff who wish to use for commercial purposes materials they have developed in college should consult with the Principal at the earliest opportunity. The College will not want to deny members of staff commercial opportunities but will want to protect its legitimate interests; it should be noted, therefore, in this context that all work, such as written materials, documents, designs or software, developed by staff in the course of their professional duties at the College, or commissioned by the College, belongs to the College. However, the copyright in any work designed, compiled or edited by an employee as a scholarly work, e.g., Books and articles, belongs to the employee as does the copyright in any material produced for an employee's personal use or reference (see Section 5 of the **Teachers Conditions of Service Handbook** for further details).

## **27 Use of College Facilities**

27.1 Staff are required to pay for the private use of college property and facilities, including but not limited to stationery, photocopying and postage, subject to the Principal's permission.

27.2 Use of the internet for private purposes is acceptable as long as it does not become a serious burden on staff time or IT resources. Monitoring of the email and Internet use is routinely carried out.

27.3 Staff may not purchase, load, download or install software or hardware onto the College IT systems without the knowledge and approval of the IT support department (see the College's **Acceptable Use of IT Policy** for further details).

27.4 Private work should not be undertaken in college time.

27.5 Staff are required to follow the College's procedures that comply with insurance and audit requirements when borrowing and taking equipment off site. Approval must be sort from the Director of Estates and IT before taking any equipment off site (with the exception of IT resources allocated to an individual member of staff for use in association with their duties).

## **28 Contact with the Media**

28.1 Any media or legal enquiries should be passed to the Principal via the Principal's PA. Only approved staff and governors should communicate to the media about the College.

28.2 Staff are required to include a statement in any publication, where opinions on teaching or management matters are expressed, indicating that the views are those of the author and should not be attributed to the College.

28.3 Staff should not make any comments to the Press about any aspect of the College unless authorised by the Principal. Staff should consult with the Principal when they wish to speak or submit material to the media in which the College is identified or is identifiable.

## **29 Declarations of Interest**

29.1 Staff should declare in writing to the Principal any direct or indirect, interest that they have for whatever reason and in any contract which the College is to enter into or has entered into, with a third party.

## **30 Compliance**

30.1 Reigate College requires that all staff have read and agree to comply with this policy. All staff must complete the form in **Appendix 1** to confirm they have read, understood, and agree to comply with this policy. This form should be signed, dated, and returned to Personnel for a copy to be placed on the member of staff's file.

*This Code of Conduct should be read in conjunction with the other documents, which define the context within which members of staff are employed. These are for example:*

- Acceptable Use of IT Policy
- Anti-Harassment & Anti-Bullying Policy
- Bribery & Fraud Awareness
- Children on College Premises Policy
- Complaints Policy

- Conditions of Service Handbook
- Confidential Reporting (Whistle Blowing) Policy
- Contracts of Employment
- Day Trips & Residential Experiences Policy
- Disaster Recovery Plan
- Equality Policy
- Minibus Drivers Policy
- Health & Safety Policy
- Keeping Children Safe in Education Guidance
- Prevent Guidance
- Probationary Policy
- Safeguarding/Child Protection Policy
- Snow & Adverse Weather Procedures
- Social Media & E-Safety Policy
- Staff Sickness Absence Policy
- Student Code of Conduct
- Time Off for Dependants, Authorised Absence and Special Leave Policy
- Working Time for Teachers Guidance

And any other policies, procedures, and rules in place from time to time.

**Appendix 1**

**Confirmation of compliance**

I hereby confirm that I have read, understood, and agree to comply with Reigate College's Staff Code of Conduct Policy.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Once completed, signed and dated, please return this form to the Personnel Department**