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TIME

Staff Code of Conduct

Code of Conduct

1. INTRODUCTION

1.1 This Code of Conduct is intended as a guide and a help to all staff. It sets out standards of conduct which staff are expected to follow when within, or representing This Is My Education (TIME). This code is not exhaustive but is written to assist staff and it is important that staff should take advice and guidance if necessary. If in doubt, ask.

1.2 The underlying purpose is to ensure that the TIME provides a high quality service to its students and stakeholders in accordance with the Mission Statement and to promote public confidence in the integrity of TIME.

1.3 It takes in the requirements of the law and attempts to define the required levels of professionalism to ensure the well-being of TIME, its staff and its service users.

1.4 It has been drafted to comply with TIME Policies and Procedures.

1.5 Staff are requested to read this Code carefully and consider the issues which it raises.

1.6 The Principal should also ensure that all staff are aware of the Code's contents and are fully briefed on its implications.

1.7 Reference to this Code will be made in all contacts of employment, and copies will be given to all staff. In addition, the induction programme for all new staff will reinforce the principles of this Code.

1.8 Investigations of alleged breaches of this Code will be covered under TIME Disciplinary procedures and related codes of practice.

2. CODE OF CONDUCT

2.1 Exclusivity of Service

1. Staff's off-duty hours are their personal concern, but they should avoid a position where duty and private interests conflict. This includes:

- Staff members making online associations/friendships with current students via social networking sites such as Facebook and Instagram.
- Staff members using texting/email facilities on either their mobile phone or PC/Mac to communicate with current students.

The above amendments have been included to safeguard the safety of students and the safety and professional integrity of TIME.

2. TIME does not seek to preclude staff unreasonably from undertaking additional employment, but you are required to devote your full time, attention and abilities to your duties during your working hours and to act in the best interests of the School at all times. Accordingly, you must not, without the written consent of the TIME, undertake any employment or engagement which might interfere with the performance of your duties or conflict with the interests of TIME.

3. It follows that, regardless of whether you are employed on a full-time or fractional contract, you are required to notify TIME manager of any employment or engagement which you intend to undertake whilst in the employment of TIME. (including any such employment or engagement which commenced before your employment began with the School).

2.2 Specific Aspects

1. **Discrimination:** Staff must at all times observe TIME Equal Opportunities Policies for staff and students and treat students, parents and other stakeholders in accordance with those policies.

2. **Health and Safety:** Staff must take care of their personal hygiene, safety and welfare, and that of other persons who may be affected by their acts or omissions. All staff must comply with the requirements of TIME Health and Safety policy and relevant legislation and regulations, and also ensure that students do likewise.

3. **Fire:** Staff must familiarise themselves with the fire precautions, procedures and drill routines. They must regard practice fire drills or building evacuations in a positive manner, and ensure they are perceived by students as an essential precaution to prevent risk of injury or fatality.

5. **Business Practice:** Staff must maintain an impeccable standard of integrity in all their professional relationships.

6. **Media:** Other than on matters of publicity, only the training manager is authorised to speak or send any communication on behalf of TIME to members of the press or broadcast media. This decision is to avoid any embarrassment or unfair pressure on staff. This authorisation may be extended by the training manager to other staff members.

7. **Copyright:** Staff shall observe copyright laws on computer software, audio-visual and printed material.

8. **Data Protection Act**

It is the responsibility of all employees to ensure TIME compliance with the Data Protection Act. Personal data must only be used to assist you to carry out your work;

it must not be given to people who have no right to see it. All staff should maintain the security of all computerised databases of information on individuals, whether they are staff, students or members of the general public. Staff should refer any queries to the manager.

2.3 General Points

1. Staff should display the highest possible standards of professional behaviour that is required in an educational establishment (see appendix 1) .
2. Staff should seek to co-operate with their colleagues, providing support, help and guidance as required by them and their line manager, and enable effective communication throughout TIME.
3. Staff should not use their position in TIME for private advantage or gain.
4. Staff should avoid words and deeds that might bring TIME into disrepute or might undermine colleagues in the perception of others (staff/students/parents/community).
5. Staff should retain professional independent objectivity and not promote dogma or political bias to others in their working activities.
6. Staff should be aware of and should follow TIME policies systems and procedures. They should normally communicate through the line management structure and should ensure students do likewise.
7. Continuing professional development and support shall be provided by TIME and, where appropriate and agreed, will be based on the objectives of TIME Development Plan. Periodically, employees will be required to attend certain training activities.
8. Staff should attend their place of work punctually in accordance with their conditions of service and at the times agreed with their line manager. Those unable to avoid being late or absent should, whenever possible, give as much notice to the training manager so that alternative cover arrangements may be made.

2.4 Administrative Duties

1. Teaching staff shall maintain and properly complete a register for all classes. The attendance register for each prior week must be sent to the office before 9.30am every Monday morning together with the dinner register.
2. In order to ensure safeguards both for staff and students, staff must obtain permission from the manager:

- before taking students off the TIME;
- before arranging for any visiting speakers;
- before incurring any expenditure on behalf of TIME

2.5 Confidentiality

Staff shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters. They should take care not to discuss issues of particularly sensitive matters within TIME community which could cause distress to TIME staff, students or parents.

2.6 When in Doubt, Ask!

If any member of staff is in any doubt with regard to the guidelines of this Code, and how they apply in any particular situation, then please consult with the manager. It is re-emphasised that this Code is intended to be a help and to enable fairness and equity between all staff.

APPENDIX 1

PROFESSIONAL BEHAVIOUR

Professional behaviour is a generic term, but within this Code of Conduct includes such aspects as:

- acting in a fair, courteous and mature manner to students, colleagues and other stakeholders;
- co-operating and liaising with colleagues, as appropriate, to ensure students receive a coherent and comprehensive educational service;
- endeavouring to assist TIME achieve its corporate and strategic objectives – in particular, by adopting a positive attitude to marketing and the achievement of quality and equality;
- respect for TIME property;
- maintaining the image of the School through standards of dress, general courtesy, correct use TIME stationery, etc.;
- taking responsibility for the behaviour and conduct of students in the classroom and sharing such responsibility elsewhere on the premises;
- being fit for work (ie not adversely influenced by drugs, alcohol, etc.);
- being familiar with job requirements (eg proper preparation, use of suitable methods/systems, maintenance of appropriate/required records, etc), including keeping up-to-date with developments relevant to the job.
- being familiar with communication channels and TIME procedures applicable to both students and staff;
- ensuring all assessments/exams/tests are conducted in a fair and proper (prescribed) manner, and that procedures are strictly followed with respect to confidentiality and security;
- respect for the rights and opinions of others.

This list is not exhaustive but the examples are given as a summary.

APPENDIX 2

DISCIPLINARY RULES

The following are examples of behaviour which TIME finds unacceptable. The list is not exhaustive and it is acknowledged that it will be necessary to exercise judgement in all cases and to be fair and reasonable in all the circumstances. Please make further reference to 'A Policy Statement and Code of Practice on Measures to combat Harassment for all staff in controlled schools...'

1. Any form of physical/verbal violence towards students.
2. Physical violence, actual or threatened towards other staff or visitors to TIME.
3. Sexual offences, sexual insults or sexual discrimination against students, other staff or visitors to TIME.
4. Racial offences, racial insults or racial discrimination against students, other staff or visitors to TIME.
5. Theft of TIME monies or property and of monies or property of colleagues or visitors to MPH Training. Removal from TIME premises of property which is not normally taken away without the express authority of the manager or of the owner of the property may be regarded as gross misconduct.
6. Deliberate falsification of documents such as time sheets, bonus sheets, subsistence and expense claims for the purpose of gain.
7. Acceptance of bribes or other corrupt financial practices.
8. Wilful damage of TIME property or of property belonging to other staff or visitors to TIME.
9. Wilful disregard of safety rules or policies affecting the safety of students, other staff or visitors to TIME.
10. Any wilful act which could result in actionable negligence for compensation against TIME.
11. Refusal to comply with reasonable instructions given by staff with a supervisory responsibility.
12. Gross neglect of duties and responsibilities.
13. Unauthorised absence from work.

14. Being untruthful and/or engaging in deception in matters of importance within TIME community.

15. Deliberate breaches of confidentiality particularly on sensitive matters.

16. Being incapable by reason of alcohol or drugs (not prescribed for a health problem) from fulfilling duties and responsibilities of employment.

17. Conduct which substantially brings the name of TIME into disrepute or which seriously undermines confidence in the employee.

The following are examples of behaviour which could lead to formal disciplinary warnings.

1. Unsatisfactory timekeeping without permission.

2. Neglect of safety rules and procedures. Some offences of wilful neglect may be regarded as gross misconduct.

3. Breaches of confidentiality. Deliberate breaches on sensitive matters may be regarded as gross misconduct.

4. Failure to comply with reasonable work-related requirements or lack of care in fulfilling the duties of the post.

5. Behaviour towards other employees, students, and visitors which gives justifiable offence. Certain behaviour giving rise to offence may be regarded as gross misconduct.

6. Acting in a manner which could reasonably be regarded as rude, impolite, contemptuous or lacking appropriate professional demeanour. In certain circumstances such behaviour may be regarded as gross misconduct.

7. Conduct which it is considered adversely affects either the reputation of TIME or affects confidence in the employee. Certain conduct may be regarded as gross misconduct.

Please sign to agree to this code of conduct.

Name

Date

Signature