

Staff Code of Conduct

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1. Introduction

- 1.1 It is important that the conduct of Wiltshire College & University Centre (WCUC) staff reflects the highest professional standards and aspirations to support WCUC aims. It is also important that the community of staff, students and other stakeholders is clear about what are appropriate duties, behaviours, and attitudes for staff to display and what are not.
- 1.2 It is also important that staff demonstrate the WCUC values in the way they conduct themselves and interact with others. These values are Respectful, Collaborative and Curious.

2. Purpose of this policy

- 2.1 This document sets out a code of conduct that is intended as a guide for all staff who are employed by or work at WCUC.
- 2.2 All staff have a responsibility to ensure the safe, effective, and efficient running of WCUC and should therefore comply with all reasonable requests to meet the needs of this service. There is a general duty for all staff to maintain professional standards and to exercise care and diligence. All staff must comply with WCUC procedures and risk assessments that keep both staff and students safe and protect them from harm. Staff must always act, and be seen to act, in the best interests of WCUC, its students and customers and avoid any conduct which might bring this into question or bring WCUC into disrepute.
- 2.3 If staff have serious concerns that this may not be the case, they should raise their concerns either via their line manager or via the Whistleblowing Policy.
- 2.4 If, after reading this Code of Conduct, staff are ever in a position where they are unsure about what action or behaviour is acceptable, they should discuss the matter with their line manager who may seek advice from the HR Department.

3. Roles and responsibilities

- 3.1 The Director of Human Resources is responsible for ensuring this Code of Conduct is implemented, regularly reviewed, and updated.
- 3.2 All employees are responsible for ensuring they comply with the Staff Code of Conduct and associated policies.
- 3.3 All managers are responsible for ensuring that any issues of inappropriate conduct by members of staff are dealt with appropriately in line with WCUC policies.
- 3.4 All members of staff have a responsibility to demonstrate the WCUC values and maintain high standards in terms of use of language and behaviour when interacting with colleagues, students or visitors to WCUC.

4. General Rules and Standards

- 4.1 There are a range of rules and standards with which staff are expected to comply. These are made up of duties as specified in employee contracts and job descriptions, financial regulations, policies and procedures for Human Resources, Health and Safety, Data Protection, Equity, Diversity and Inclusion.
- 4.2 Breaches of these rules and standards of conduct may result in various forms of disciplinary action that can, in some cases, result in termination of employment.

5. Property

- 5.1 Staff are expected to take reasonable care of the property, estate and equipment that belongs to WCUC to prevent damage and vandalism, wherever possible.
- 5.2 All equipment and facilities are for the delivery of WCUC services and should not be used for personal use unless specifically authorised.
- 5.3 Staff should strive to ensure value for money and to avoid legal challenge to WCUC.
- 5.4 Damage to College property or equipment caused through negligence and/or wilful misuse etc. may be treated as a disciplinary matter.

6. Health and Safety

- 6.1 The Health and Safety Framework of WCUC aims to ensure that it operates its services in a manner which, as far as is reasonably practicable, promotes the health, safety, and welfare of all its staff, students, and visitors.
- 6.2 Every member of staff is responsible for ensuring reasonable care for the health and safety of themselves, and other persons who may be affected by their acts or omissions at work. Not only is this a requirement under staff contracts of employment but it is a legal requirement under the Health and Safety at Work Act 1974 (Section 7). Staff should, therefore, familiarise themselves with WCUC's Health and Safety Framework which is available on the intranet: [H&S Framework](#)
- 6.3 In the event of suffering an accident or injury at work, members of staff should inform a First Aider and complete an Accident Form which is available on WCUC intranet. This is a legal requirement and one which is monitored on a regular basis.
- 6.4 Staff should report any defect in equipment/buildings to Estates & Services to prevent potential damage to the equipment or personnel/students.

7. Smoking

- 7.1 All campuses are non-smoking. Smoking and vaping are only allowed in designated external smoking areas. Smoking and vaping in any other areas of WCUC are therefore not permitted and may result in disciplinary action being taken against any member of staff who does not comply with College policy.

8. Acting as a Representative

- 8.1. When staff are acting as a representative either on College Committees or as a representative of WCUC on any external committees or in meetings, they should be careful to act within the terms of reference within which they serve and WCUC values.
- 8.2. In describing WCUC's actions staff should provide correct information in order not to mislead those who have a valid interest in WCUC's business.
- 8.3. Whatever decisions staff take must be for the benefit of WCUC as a whole and not for any improper purpose or personal motive. The 'benefit of WCUC' means in the interests of its students and other users of WCUC's services, compliance with WCUC's objectives, its Instruments and Articles of Governance and the safeguarding of public funds.

9. Financial Matters

- 9.1 Staff are required to comply with WCUC's financial regulations, this includes following those procedures put in place to implement such regulations. Managers are responsible for ensuring that their staff are aware of and follow financial regulations and procedures.
- 9.2 Staff are expected to not abuse their employment benefits. This can refer to time off, WCUC resources and other employment benefits which WCUC offers.

10. Alcohol and Drugs

- 10.1 Serious incapability whilst on duty or on WCUC premises, and whilst involved in WCUC activities or during work hours whilst working from home as a result of being intoxicated by reason of alcohol or illegal drugs may be regarded as gross misconduct.
- 10.2 If a member of staff has an alcohol or drug related problem, WCUC views this as a serious illness for which the individual concerned should seek urgent treatment. Advice can be sought from a GP, Occupational Health or via WCUC's Employee Assistance Programme which is provided free via an online portal. Details are available from the HR Department.
- 10.3 However, if treatment is not sought for the condition, WCUC may consider this matter under the Disciplinary Policy.

11. Staff-Student Relations, Infatuations, Contact and Behaviour Management

- 11.1 All members of staff should maintain high standards in terms of language and behaviour to avoid giving offence to colleagues, students, or visitors to WCUC.
- 11.2 Staff are considered role models to students who attend WCUC and therefore should provide the best possible examples of courtesy, tolerance, impartiality, and respect for others.
- 11.3 Staff who engage in social events with students need to be reminded that professional boundaries are paramount. To maintain these boundaries and protect students, staff should try to avoid mixing socially with students in isolation.
- 11.4 Staff must not use the student residential facilities unless they have prior agreement by a member of the Senior Leadership Team (SLT).

12. Adult Students (Students over the age of 18)

- 12.1 Staff are strongly discouraged from entering any relationship with students. Staff who enter a sexual relationship or form an inappropriate relationship with an adult student (a student over the age of 18) erode professionalism and this may result in abuse of power, may prejudice equality of treatment, and could lead to allegations of sexual harassment. Staff may face serious conflicts of interest.
- 12.2 Any employee found to have entered a sexual or inappropriate relationship with an adult student which has not been disclosed to the Director of Human Resources, may face disciplinary action which could include dismissal for gross misconduct.

12.3 Staff are advised that where there has been a prior personal relationship between a member of staff and an adult student whom the member of staff teaches or supervises, the member of staff must declare this to their line manager to discuss with HR to consider arrangements to avoid a conflict of interest.

13. Students 18 years old or younger and vulnerable adults

13.1 Sexual relationships between a member of staff and a student aged 18 or under or a vulnerable adult are expressly prohibited and will be treated as gross misconduct and can lead to dismissal. It will also be reported to the Independent Safeguarding Authority and Designated Officer for Allegations (DOFA).

13.2 In the context of the Sexual Offences Act 2003, sexual relationships between a student and any employee who has the responsibility of care for a student attending the institution at which they work are illegal if the student is under 18 years of age. Any such relationship between a student who is under 18 and any member of staff who provides supervision, care, teaching, learning support or instruction to students at WCUC or is otherwise in sole charge of students at WCUC will constitute gross misconduct by that member of staff which can result in dismissal.

13.3 This may also be the case if a member of staff fails to disclose a relationship which has started either prior to their employment with WCUC or prior to the student's enrolment at WCUC.

13.4 Sexual activity involves physical contact including penetrative and non-penetrative acts. However, it also includes non-contact activities, such as causing students to engage in or watch sexual activity or the production of pornographic material.

13.5 (It is crucial to point out that vulnerable adults are taught at WCUC. It must also be pointed out that WCUC has a duty of care to vulnerable adults and will consider any sexual relationship between a member of staff and a vulnerable adult as gross misconduct.)

13.6 For further guidance please refer to the Safeguarding Policy: [Safeguarding Policy.pdf \(sharepoint.com\)](#)

13.7 There are occasions when adults embark on a course of behaviour known as 'grooming' where the purpose is to gain the trust of a child and manipulate the relationship so sexual abuse can take place. All staff should undertake appropriate safeguarding training so they are fully aware of those behaviours that may constitute 'grooming' and of their responsibility to always report to the Designated Safeguarding Lead any concerns about the behaviour of a colleague which could indicate that a student is being groomed. Grooming of a student will result in a referral to the Designated Officer for Allegations (DOFA), it will also result in disciplinary action which could lead to a dismissal and a referral will be made to the Disclosure and Barring Service.

14. Infatuations and Crushes

14.1 All staff need to recognise that it is not uncommon for students to be strongly attracted to a member of staff and/or develop a 'crush' or infatuation. Staff should make every effort to ensure that their own behaviour cannot be brought into question, does not appear to encourage this and be aware that such infatuations may carry a risk of their words or actions being misinterpreted.

14.2 Any member of staff who believes that they are the subject of an infatuation or crush or receives a report, overhears something, or otherwise notices any sign, however small or seemingly insignificant, that a young person has become or may be becoming infatuated

with a colleague, should immediately report this to a member of the Senior Leadership Team. In this way appropriate early intervention can be taken which can prevent escalation and avoid hurt, embarrassment or distress for those concerned.

15. Physical Contact

15.1 There are occasions when it is entirely appropriate and proper for staff to have physical contact with students, however, it is crucial that they only do so in ways appropriate to their professional role and in relation to the pupil's individual needs.

15.2 Physical contact should take place only when it is necessary in relation to a particular activity. It should take place in a safe and open environment i.e., one easily observed by others and last for the minimum time necessary. The extent of the contact should be made clear and undertaken with the permission of the students. Contact should be relevant to their age / understanding and adults should remain sensitive to any discomfort expressed verbally or non-verbally by the students.

16. Staff relationships

16.1 Where staff are already in a relationship or enter a romantic relationship with a colleague in the same department, or work closely with family members, they should report this relationship to HR and ensure their line manager is aware so that any conflicts of interest can be avoided (also see point 24.3 below). These declarations will be treated confidentially and sensitively.

16.2 Staff who are in a relationship with a colleague or who work with family members must report any safeguarding concerns that may arise, despite their relationship status with the individual and understand that failure to do so could result in formal action being taken under the disciplinary procedure.

17. Behaviour Management

17.1 Corporal punishment is unlawful in all education settings. In addition, staff must not use any form of degrading or humiliating treatment to punish a student. The use of sarcasm, demeaning or insensitive comments towards children is completely unacceptable and could result in disciplinary action.

17.2 Where students display difficult or challenging behaviour, staff must follow WCUC Student Behaviour Management Policy using strategies appropriate to the circumstance and situation.

18. Communication and Social Media

18.1 It is particularly important to draw staff attention to the use of social networking sites, as their professional status and boundaries with students and other staff may well be compromised if they allow themselves to cultivate inappropriate virtual relationships in what is a public forum. All employees must recognise and maintain appropriate boundaries with students and others and must not attempt to establish inappropriate relationships by means which might include but are not limited to social media, networking sites, texts, and emails. Any such inappropriate relationships may be construed as bullying and harassment including cyberbullying and be dealt with under WCUC's Bullying and Harassment Policy and/or Disciplinary Policy.

18.2 In order to maintain a professional relationship between staff and students it is College policy that staff do not give students their personal telephone or email details for reasons

of social contact. Caution should be taken with the use of social media platforms such as 'WhatsApp' where personal mobile telephone numbers may be displayed. For off-campus visits staff can liaise with the IT department to be issued with a temporary mobile phone so that staff can be contacted directly by students whilst off-campus without the need to give their personal number. If staff are using a College mini bus these all have a College mobile phone and in-car charger on board.

- 18.3 Staff must keep professional boundaries with students and are not to accept or to request friendship on any social media or other communication channels. Staff must also not follow any student's social accounts, comment or reply on any posts. Any inappropriate behaviour may be dealt under College's Bullying and Harassment Policy and/or Disciplinary policy.
- 18.4 Staff should keep professional boundaries with other staff members and should recognise their privacy and the right to separate their workplace relationship from private including social media.
- 18.5 WCUC recognises that staff make use of social media in a personal capacity. While they are not acting on behalf of WCUC, staff must be aware that they can damage WCUC's reputation if they are recognised as being one of our employees and refer to WCUC negatively in any posts.
- 18.6 Staff are able to say that they work for WCUC, which recognises that it is natural for its staff sometimes to want to discuss their work on social media. However, the staff's online profile (for example, the name of a blog or a Twitter name) must not contain WCUC's name.
- 18.7 Staff must be aware, that they must not bring College into disrepute such as, but not limited to breaching confidentiality, breaching copyright, and by making offensive or derogatory comments.
- 18.8 Staff should not communicate with students' parents or guardians about WCUC business other than through official College communication channels.
- 18.9 Please refer to WCUC's Social Media and Acceptable Use Policies for guidance: [Social Media Policy](#) and [Acceptable Use Policy](#).

19. Criminal Convictions

- 19.1 WCUC may seek disclosure information in relation to the criminal convictions of existing employees, VHL, casual workers and volunteers where WCUC deems that it is necessary to do so.
- 19.2 Any member of staff who is charged and/or convicted of a criminal offence must inform the Director of Human Resources of the nature of the conviction, even if it does not relate directly to their work. The disclosure will be dealt with in accordance with the Recruitment and Employment of People with a Criminal History Policy.
- 19.3 WCUC will ensure that such information is treated sensitively and confidentially. It is in the interests of the member of staff and WCUC to ensure that such a conviction does not interfere with their ability to maintain appropriate standards and College ethos.
- 19.4 The Director of Human Resources/Designated Safeguarding Lead will decide if the conviction has any relevance to the member of staff's job. If it is considered that the conviction bears no relevance to their work at WCUC, no further action will be taken.
- 19.5 The member of staff's line manager will only be informed if there is a specific reason for doing so and the conviction is considered directly connected to their job. In these

circumstances the member of staff will be invited to discuss the reasons behind this decision with their line manager and a member of the HR team.

19.6 Depending upon the seriousness of the offence, the member of staff may be moved to another role, safeguards may be introduced, or they may be subject to disciplinary action, including the possibility of dismissal.

19.7 If a member of staff is discovered to have deliberately withheld details of a conviction, they may be subject to disciplinary action, including the possibility of dismissal.

20. Other Employment

20.1 Staff should not engage in other employment if doing so will have an adverse effect on the way in which they perform their duties or would result in a conflict of interests.

20.2 Staff are required to notify the HR team of any employment or engagement which they intend to undertake whilst in the employment of WCUC (including any such employment or engagement which commenced before their employment under the employment contract, and which is still current).

20.3 Private work, or work connected with an outside interest, must not be done in College time, nor with WCUC's materials, without the consent of the line manager.

20.4 If staff do find themselves with a conflict of interest in their working life, they must inform WCUC immediately so the matter can be resolved quickly and in the best interests of all parties. If staff are employed, either privately or by other institutions or agencies, conflicts of interest can arise in the recruitment of students, retention of students, and support to students. It is crucial that staff inform WCUC if any of these eventualities arise.

20.5 However, WCUC does not seek to inhibit staff undertaking work that complements their duties, for example external verification, writing textbooks or training manuals, or speaking at conferences, but none of these should detract from the ability for staff to perform their duties for which WCUC employs them.

20.6 Under current Working Time Regulations staff are not permitted to work more than 48 hours per week (as a total of one or more jobs either within WCUC or external to it) averaged over a 17-week period. If staff exceed this limit, they are required to either complete an opt-out form which is available from the HR team or to reduce their overall hours to comply with the legislation.

21. Gifts and Hospitality

21.1 To maintain ethical standards, there must be no question of gifts / hospitality being interpreted as unduly influencing the individual concerned. For further guidance refer to WCUC's Anti-Bribery and Corruption Policy.

22. Contractors

22.1 All relationships of a business or private nature with external contractors, or potential contractors, should be made known to the appropriate manager. Orders and contracts must be awarded on merit, by fair competition against other tenders; no special favours should be shown to businesses run by for example friends, partners or relatives in the tendering process. Where such a relationship does exist, this should be declared by the member of staff who will not participate in the tendering process.

23. Confidentiality

23.1 Within WCUC, communication should be open and informative to all. However, all information should be considered confidential to outsiders and academic records of students should not be divulged unless you are expressly authorised to do so. Personal information on anyone is internally confidential unless part of agreed procedures. Any breach of confidence is a serious disciplinary offence. If you are in doubt about such a matter, you should consult your manager.

23.2 Please refer to WCUC's Data Protection Policy: [Data Protection Policy](#).

24. Conflicts of Interest

24.1 All staff, should inform the HR team of any private interest, financial and otherwise, including those involving their spouse, partner or close family member which may conflict with their duties to WCUC.

24.2 Such conflicts of interest may occur due to both informal and formal personal relationships, including those of a consensual sexual nature. It is recognised this can be a sensitive area. It is better that disclosure takes place rather than accusations of impropriety bringing a potential conflict of interest to light which may result in disciplinary action.

24.3 Staff should be aware that WCUC considers it to be unprofessional behaviour to enter into a relationship with a member of staff who reports to them. A conflict of interest is inevitable and there is the potential for harassment claims. In consequence, failure to declare such a relationship will be treated as misconduct. Where this situation occurs, all measures will be taken to resolve the conflict of interest. This may include moving staff to another posts or if that is not practical or possible to dismissal because such a situation could amount to a substantial reason to terminate employment.

25. Records

25.1 Where a disclosure of a conflict of interest has been notified, any decision made by the Director of Human Resources in relation to such a matter will be recorded on an individual's personal file and a copy provided to the individual.

25.2 In the case of the Principal, any disclosure should be discussed with the Chair of the Board of Governors who will ensure that any decision is recorded on the Principal's personal file and a copy provided to the Principal.

26. Dress Code

A person's dress and appearance are matters of personal choice and self-expression and some individuals will wish to exercise their own cultural customs. However, WCUC provides professional education and training, therefore, staff should select a manner of dress and appearance appropriate to their professional role and which may be necessarily different to that adopted in their personal life. Staff should ensure they are dressed decently, safely, and appropriately for the tasks they undertake. Guidelines are at Appendix 1. Contravention of the guidelines may result in disciplinary action.

27. Attendance

- 27.1 Lateness and unauthorised absence can create serious problems for WCUC. It creates difficulties in running efficiently and adds an additional burden to your work colleagues which affects the quality of service to our students.
- 27.2 In the case of lateness, staff, or someone acting on their behalf, must notify WCUC as soon as possible that they are going to be late. The time of anticipated arrival at work should be given. Avoidable lateness is regarded as serious misconduct and could result in disciplinary action as per unauthorised absence.
- 27.3 WCUC has comprehensive policies and procedures regarding all leave of absence including, emergency leave, parental leave, maternity, paternity and adoption leave, time off for dependents and bad weather all of which can be accessed via the intranet. In order to take leave, staff need to make a request using the self-service in the HR system and refer this to their line manager for consideration.
- 27.4 If staff need time off to attend to personal business for example a medical or dental appointment or to see a bank manager, solicitor etc., they should try to arrange the appointment for a time in the day which causes the least disruption which, in the case of teaching staff, means time when you are not due to teach. Such appointment times must also have the prior agreement of the line manager. Normally time away from work for such appointments are unpaid. Employees may be able to 'work the time back', take lieu already accrued and approved by the line manager, or take holiday. All such arrangements require line manager approval. Please see the Leave of Absence Policy for further information.
- 27.5 The standard full time hours of work for WCUC are Monday to Thursday 8.30 a.m. to 5.00 p.m. and Friday 8.30 a.m. to 4.30 p.m. Requests for alternative working patterns must be made in agreement with your line manager.

28. Conflict with Media

- 28.1 Any contact with local or national media, which is in connection to WCUC's strategic direction or planning, should be cleared with either the Principal, or another member of the Senior Leadership Team. If you are concerned about any perceived irregularities in WCUC, processes or activities you should express your concerns firstly through the appropriate internal College channels (please refer to WCUC's Whistleblowing Policy) before approaching any external agency or the media.

29. Photography, Video and Other Images

- 29.1 Under no circumstances should staff use their personal equipment to take photos or images of students at or on behalf of WCUC.
- 29.2 Whilst images are regularly used for very positive purposes, staff need to be aware of the potential for these to be taken and/or misused or manipulated for pornographic or 'grooming' purposes. Due regard needs to be given when images are taken of young or vulnerable children who may be unable to question why or how the activities are taking place.
- 29.3 Making and using images of pupils will require the age-appropriate consent of the individual concerned and their parents/carers. Images should not be displayed on websites, in publications or in a public place without such consent. The definition of a public place includes areas where visitors to the setting have access.

30. Curriculum

30.1 Many areas of the curriculum can include or raise subject matter which is sexually explicit or of a political or sensitive nature. Care should be taken to ensure that resource materials cannot be misinterpreted and clearly relate to the learning outcomes identified by the lesson plan. This can be supported by developing ground rules with students to ensure sensitive topics can be discussed in a safe learning environment. This plan should highlight areas of risk and sensitivity and care should especially be taken in those areas of the curriculum where usual boundaries or rules are less rigorously applied e.g. drama, art.

30.2 The curriculum can sometimes include or lead to the unplanned discussion about subject matter of a sexually explicit, political, or otherwise sensitive nature. Responding to students' questions requires careful judgement and staff should take guidance in these circumstances from the Designated Safeguarding Lead.

31. Performance and Development Review

31.1 All staff are required to take part in WCUC's PDR scheme and have a responsibility to keep themselves updated. This is supported by WCUC Staff Development Programme. All staff are expected to undertake continuing professional development and keep an up-to-date record of their development activity.

32. Teaching Qualifications

32.1 Teaching staff are required to comply with the requirement to hold a relevant teaching qualification.

33. Change of Personal Details

33.1 Staff must inform the HR department of any changes in their personal details via self-service in the first instance, or the HR email address (hr@wiltshire.ac.uk)

34. Staff Who Reside on College Premises

34.1 All the above applies, but also refer to Appendix 2 for more specific guidance.

35. Equality Statement

35.1 Wiltshire College & University Centre strives to ensure equality of opportunity for all students, local people and the workforce. As an employer and a provider of education, WCUC aims to ensure that none are placed at a disadvantage as a result of its policies and procedures. It is intended that this policy is fair to all. Where any part could potentially lead to unequal outcomes, the policy then justifies why this is a proportionate means of achieving a legitimate aim.

36. Commitment to Data Protection

36.1 Wiltshire College is committed to ensure the data it collects, and holds is in line with the ICO's guidance and meets Data Protection law. Where appropriate a Data Protection Impact Assessment will be undertaken as and when policies are updated to ensure risks to the individual and college are considered and managed.

36.2 For further information please refer to Wiltshire College & University Centre's Data Protection Policy – [Data Protection Policy](#).

37. Policy Review and Ownership

37.1 This document is owned and managed by the Human Resources department. The policy will be reviewed and amended as required, and at least every two years by the Human Resources department.

38. Amendment Log

Version	Date of Issue	Amendment summary	Author(s)
V1.0	10/01/2018	Policy Issued	
V1.1	16/11/2021	Policy reviewed and re-issued	Coralie Frampton
V1.2	31/03/2022	Section 29.1 amended to 'where unusual boundaries might be explored or challenged.,	Coralie Frampton
V1.3	19.06.23	16. Staff Relationships – set out the requirements for staff to declare personal relationships in the College and the safeguarding requirements. Approved at SLT on 19 th September 2023	Gail Larkin

Appendix 1

Dress Code Guidelines

Introduction

As a professional education and training provider with a broad range of customers, we need to ensure we create a suitable image to our clients and students.

Whilst not wishing to suppress individuality, we need to limit excess or extremes which could be off-putting to visitors and our students, or which would not be in keeping with WCUC image and values. Appropriate professional dress should be worn for all work activities and when representing WCUC.

Wiltshire College & University Centre recognises the diversity of religious beliefs and nothing in this policy should be read as impinging on staff rights to dress according to their religious beliefs.

Personal Presentation and Dress Standards

Dress should not distract, cause embarrassment, or have the potential to give rise to a misunderstanding but should enhance the professional relationships we have with students, customers and visitors.

The security of staff, students and visitors to WCUC is of paramount importance and the ability to identify all personnel on site is important. Identification Badges must be available for inspection at all times in College.

All staff should present themselves in a smart professional manner.
All clothing should be appropriate to the nature of the activity being carried out.
All footwear should be suitable for the working environment.

Dress for Specific Purposes

Some departments provide uniforms for staff to wear during working hours. Where uniforms are issued, they must be worn during working hours but should not be worn outside working hours other than on the way to or from work.

Any clothing which is required to be worn for health and safety reasons or hygiene reasons takes precedence over these guidelines. Where specific safety equipment and clothing has been issued, such items should be worn where appropriate.

Any clothing which is worn due to the nature of an activity being carried out, such as sporting or outdoor activities, is allowed within the scope of these guidelines.

There may be occasions when a manager and staff agree to wear casual clothing. These occasions could include planned days for office clearance, dress down or charity sponsorship days.

If uncertain on the suitability of any items of clothing, staff should contact their line manager.

Appendix 2

Resident Staff & Families Code of Conduct

All Further Education colleges and providers of adult, community and work-based learning in England are required by the Safeguarding Vulnerable Groups Act 2006 to secure the safety of children, young people and vulnerable adults who are their students.

The Commission for Social Care minimum standards requires that WCUC provide all adults resident in College accommodation, including those not employed by WCUC (i.e. adult members of staff households) with guidance, which clearly sets out the standards of conduct and probity expected of them as a resident in College premises.

The overall aim is to ensure that students are protected from unsupervised contact with adults who have not been subject to WCUC's complete recruitment checking procedures.

All staff members who reside (Residents) on campus are responsible for supervising their visitors.

The staff bungalow which is used by staff working in Residential is for staff only and students are not permitted in the staff bungalow.

Residents are defined as all staff, their relatives, partners and dependants who live on College premises. Visitors staying with residents will be classified as residents for the purpose of this code of conduct.

The primary responsibility for the behaviour of resident's rests with the resident College employee; this includes responsibility for relatives, partners, dependants and visitors. A failure to adequately exercise this responsibility may result in disciplinary action being taken against the employee.

All adults who live on College premises, including those not employed by WCUC, will be required to supply information to obtain a verified Disclosure from the Criminal Records Bureau. This also applies to long term visitors staying more than four weeks.