



**Crewe Engineering
& Design UTC**

Code of Conduct for UTC Employees Policy

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Document Author	Will Chitty - Principal

Revisions Log

Date	Pages/Whole Document	Description of Change	Origin of Change (e.g. Routine Update, request for Review)
06/06/24	Whole	Update rules on social media to broaden scope, general tidy of SPAG, syntax and formatting	Routine
21/03/24	3	Change name of DSL	Personnel change

1. Introduction

At Crewe Engineering & Design UTC (CEDUTC) we believe in creating a whole organisation culture that is safe and inclusive. Our aims underpin the culture: principles of respect, understanding rights and responsibilities, fairness, tolerance and understanding for all. This code of conduct sets out the principles for the creation and maintenance of a safe school culture.

In addition to this policy, all staff employed as qualified teachers have a statutory obligation to adhere to the 'Teachers' Standards 2012 (updated June 2013)' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct.

Employees should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.

2. Purpose, Scope and Principles

A Code of Conduct is designed to give clear guidance on the standards of behaviour all staff are expected to observe. UTC staff are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all the pupils/students within the UTC. As a member of a UTC community, each employee has an individual responsibility to maintain their reputation and the reputation of the UTC, whether inside or outside working hours.

This Code of Conduct applies to:

- All staff who are employed by the UTC, including the Principal;
- All staff in units or bases that are attached to the UTC

The Code of Conduct does not apply to:

- Employees of external contractors and providers of services (e.g. contract cleaners - such staff are covered by the relevant Code of Conduct of their employing body)

3. Setting an Example

3.1 All staff set examples of behaviour and conduct which can be copied by students. Staff must therefore avoid using inappropriate or offensive language at all times

3.2 All staff must, therefore, demonstrate high standards of conduct in order to encourage our students to do the same

3.3 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct

3.4 This Code helps all staff to understand what behaviour is and is not acceptable.

4 Safeguarding Students

4.1 Staff have a duty to safeguard pupils/students from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

4.2 The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student to the school's Designated Senior Person (DSP) for Child Protection.

4.3 The school's DSL is Charlotte Casewell

4.4 Staff are provided with personal copies of the school's Child Protection and Safeguarding Policy and Whistleblowing Procedure and staff must be familiar with these documents

4.5 Staff must not seriously demean or undermine students, their parents or carers, or colleagues

4.6 Staff must take reasonable care of students under their supervision with the aim of ensuring their safety and welfare.

5 Student Development

5.1 Staff must comply with the UTC policies and procedures that support the well-being and development of students

5.2 Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of students

5.3 Staff must follow reasonable instructions that support the development of students

5.4 All staff will ensure a balanced view is given whenever issues are debated / raised within a learning environment and is free from bias from personal affiliations/ beliefs/ persuasions. This includes any individual political beliefs.

6 Honesty and Integrity

6.1 Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of UTC property and facilities

6.2 All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept, or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should refer to the Whistleblowing procedure for schools.

6.3 Gifts from suppliers or associates of the UTC must be declared to the Principal, with the exception of "one off" token gifts from students or parents. Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted.

7 Conduct Outside Work

7.1 Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the UTC or the employee's own reputation or the reputation of other members of the school community

7.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable

7.3 Staff must exercise caution when using information technology and be aware of the risks to themselves and others

7.4 Staff may undertake work outside the UTC, either paid or voluntary, provided that it does not conflict with the interests of the UTC nor be to a level which may contravene the working time regulations or affect an individual's work performance.

8 Confidentiality

8.1 Where staff have access to confidential information about students or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the student

8.2 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 (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate procedure. It must not be discussed outside the UTC including with the student's parent or carer, nor with colleagues except with a senior member of staff with the appropriate role and authority to deal with the matter.

8.3 However, staff have an obligation to share with their manager or the Designated Senior Person any information which gives rise to concern about the safety or welfare of a student. Staff must never promise a student that they will not act on information that they are told by the student.

9. Physical and Mental Wellbeing

9.1 All staff are required to look after their physical health. It is the responsibility of every member to ensure that their lifestyle choices do not give rise to difficulties in performing their contracted responsibilities

9.2 Staff are required to look after their mental health, including raising issues related to stress at work at an early enough point to ensure the UTC can respond appropriately and swiftly to prevent long term problem.

10. Respect

10.1 Relationships between staff should be characterised by fairness, openness and respect. This means valuing all contributions, acknowledging difference, and working together to build a climate of continuous improvement. Politeness and respect are essential ingredients: where differences occur they should be dealt with calmly and fairly.

11. Financial Care

11.1 All staff have a responsibility to look after the resources of the UTC. This includes: not wasting resources unnecessarily (including physical resources and those such as heat/electricity); following the principles of 'reduce, re-use, and recycle' where appropriate; signing out for items taken from the UTC premises.

12. Social Media

12.1 No member of staff should interact with any pupil in the UTC on social networking sites

12.2 No member of staff should interact with any ex-pupil in the school on social networking sites who is under the age of 18. This means that no member of staff should request access to a pupil's area on the social networking site. Neither should they permit the pupil access to the staff members' area e.g. by accepting them as a friend

12.3 Where family and friends have students at the UTC and there are legitimate family links, please inform the Principal in writing. However, it would not be appropriate to network during the working day on school equipment

12.4 Use of social networking applications in work time for personal use only is not permitted, unless permission has been given by the Principal. All proposals for using social networking applications as part of a UTC service (whether they are hosted by the UTC or by a third party) must be approved by the Principal first

12.5 As general rule, employees are not permitted to make/receive calls/texts during work time (excluding break times). Staff should ensure that mobile phones are turned off or on silent at all times while on school premises.

12.6 They should be kept in a locker or bag and not be left on display. In the event that an employee has a particular reason for a specified period of time, they may request via the manager that they leave their phone on during working hours.

12.7 Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take photographs or videos of students. Mobile phones should not be used in a space where students are present (e.g. classroom)

13. Dress Code

13.1 All staff are expected to wear business wear at all times when undertaking their responsibilities, except when engaged in duties that require special attire, e.g. teaching sports, for health and safety reasons

13.2 All staff will at all times understand that their choice of dress and presentation will be a model for pupils and therefore will conform to the principles agreed for pupils.

14. Disciplinary Action

14.1 All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.