

**RNC Staff Code of Conduct**

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| Responsibility: | Human Resources |
| Approved by SMT: | October 2023 |
| Date of next review: | October 2024 |

This Code of Conduct applies equally to all staff employed by RNC, and to volunteers who work on RNC’s behalf, with the exception of governors, who have their own Code of Conduct. Any breach of this Code may lead to disciplinary action.

RNC’s culture is of a collegiate approach and collaborative working. RNC appreciates the work of all staff and volunteers and the contribution each makes to help achieve our vision. The Code of Conduct is intended to support them by providing clarity on the standards of behaviour expected from the RNC community, whether on or off campus. The standards outlined in this document are representative of the performance and behaviour expected of staff and volunteers, and are not intended as a complete listing.

While specific policies and procedures are referred to in this Code of Conduct, it is the responsibility of each member of staff and volunteer to be familiar with the full suite of RNC policies, and to comply with them. Advice should be sought from line management or from Human Resources if needed.

Throughout the remainder of this document the word ‘staff’ refers to ‘staff and volunteers’.

1. Staff are expected to treat colleagues, students, visitors and customers with courtesy and respect. RNC strives to uphold the values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of each others’ differences.
2. Each member of staff is expected to take responsibility for, and be committed to, promoting and safeguarding the welfare of children, young people and vulnerable adults. All staff must adhere to RNC’s Guidance for Safer Working Practice for Staff who Work with Children and Young People. Refer to RNC’s Safeguarding Children and Safeguarding Vulnerable Adults policies for further guidance.
3. RNC promotes an open and transparent culture in which staff are required to report all concerns, including low-level concerns about all adults working at RNC (including volunteers and contractors) to the Human Resources department. A low-level concern could be no more than a sense of unease or a ‘nagging doubt’ that an adult working for or on behalf of RNC may have acted in a way that is inconsistent with this code of conduct, including inappropriate conduct outside of work, and conduct which does not meet the harm threshold or is otherwise not serious enough to consider a referral to the safeguarding team. Reporting such concerns is not only an RNC requirement, it is also a requirement under Keeping Children Safe in Education.

Examples of such behaviour could include, but are not limited to:

* + being over friendly with students
  + having favourites
  + taking photographs of students on their personal mobile phone
  + or humiliating students.

1. Staff must not enter into any form of sexual relationship with a student at RNC whilst on placement, of any age. Any improper relationship is a breach of trust and will normally be considered to be gross misconduct. Refer to the Staff Disciplinary Policy for more information.
2. Whilst on site, all staff must wear their RNC identity badge, keeping it visible at all times. All visitors must be signed in at reception, supervised appropriately and wear a visible visitor’s badge. All staff should recognise the importance of challenging anyone who is not wearing a pass to ensure that safeguarding standards are maintained at all times.
3. RNC is committed to promoting equality of opportunity and a culture that accepts and values individual differences of all staff, students, visitors and customers. RNC does not tolerate behaviour which is discriminatory towards individuals or groups, including for reasons of age, disability, gender reassignment, marital status, pregnancy and maternity, race, religion or belief, sex or sexual orientation. Refer to the Equality, Diversity and Inclusion Policy for further guidance.
4. Staff are expected to take reasonable steps to ensure their own health, safety and welfare, and that of other employees, students, visitors and customers. Refer to the Health and Safety policies for further guidance.
5. The learning and wellbeing of students is central to RNC’s ethos. It is unacceptable to demean or undermine students or their parents, guardians or carers. Similarly, RNC does not tolerate behaviour which demeans or undermines the work of our staff and the interests of RNC, or any form of harassment or bullying.
6. The consent of the Executive Principal must be sought before engaging with the media, or on social media, on any aspect of RNC’s affairs. All staff are entitled to express their personal views but not to criticise RNC at a public event, in communication with members of the public, or through the media, including social media. If staff have concerns about specific aspects of RNC’s affairs or their own employment they should follow the appropriate procedures to raise these. Refer to the Whistleblowing Policy and Grievance Policy for further guidance.
7. Whilst in the presence of students staff must be free from the effects of alcohol or other substances, this includes during any activity or event whether on or off campus.
8. How staff conduct themselves in private is a matter of concern to RNC if it has the potential to damage the organisation’s reputation, makes them unsuitable for educational work, or renders their continuing employment unacceptable to colleagues. Conduct relating to, but not limited to, violence, dishonesty, substance abuse (including alcohol) and sexual offences are likely to come into this category.
9. It is the responsibility of the individual member of staff to inform the College if they receive a Police caution or are convicted of a criminal offence as this may affect their suitability to work with children and young people. All posts at RNC are exempt from the Rehabilitation of Offenders Act 1974 and the Police Act Criminal Records 1997.
10. RNC does not wish to interfere with the personal life or relationships of staff but in the event that a relationship is formed or ends between two members of staff the line manager or a member of HR should be informed. In the event of staff being related or forming a personal or business relationship together, RNC will only intervene if it is required to ensure the smooth running of the organisation or to address specific issues of conduct. Should a specific issue arise RNC may need to consider altering line management responsibilities or transferring one of the employees to another area of work.
11. All staff are expected to comply with reasonable requests and directives issued by RNC management and to carry out their duties with integrity, care and diligence.
12. RNC is fortunate to have a dedicated team of staff and volunteers. While absence due to ill health or personal circumstances is inevitable from time to time, all staff should intend and plan to arrive for work on time should follow procedures for requesting or reporting unavoidable absences. Refer to the Sickness Absence, Special Leave and Time in Lieu policies for further guidance.
13. RNC recognises that staff may look for opportunities to undertake additional work or voluntary roles. However we do expect RNC to take priority. Staff should devote the whole of their time and attention during their working hours to RNC’s business. Staff who have other business interests or involvement in any other business activity outside of RNC must notify the HR Department, in writing, giving details of these activities and involvement where there is any potential for a possible conflict with the work of RNC.
14. The copyright in all records, documents, images and films made by staff in the normal course of their duties belongs to RNC. RNC recognises that individual members of staff may become involved in specific personal or external projects as part of their own CPD, and acknowledges that the copyright of any work or design compiled, edited or otherwise brought into existence by a member of staff as a scholarly work for the purposes of furthering their professional career may belong to them. This should be discussed in advance on a case by case basis with an appropriate member of the Senior Management Team. The term ‘scholarly work’ does not cover material produced or used for the purposes of RNC.
15. RNC’s income is primarily sourced from statutory funds and from donations as such there are both moral and legal obligations to use these funds appropriately. All staff must follow RNC’s Financial Procedures, Disposal of Assets Policy and Fundraising Policy at all times. Although minor gifts or hospitality may be considered part of the courtesies of working life, staff must exercise due caution. Refer to the Gifts and Hospitality Policy for further guidance.
16. The nature of RNC’s work means that staff may have access to highly personal information about individuals. The security of data is the responsibility of all staff. Staff must not, under any circumstances, disclose information to anyone whom RNC may consider has no right to receive it. RNC’s E-Safety, Data Protection, Bring Your Own Device, and GDPR policies must be complied with at all times.