



Date: August 2007

Updated: March 2011

TOPIC: 5.4 Code of Conduct

Rationale

Minimum standards of behaviour and performance are necessary so that a harmonious and safe environment may exist at King's College. It is expected that we will all act in a responsible manner towards each other which includes the basic human courtesies of respect, listening and understanding.

Purpose

1. To provide the minimum requirements to be observed whilst employed at King's College. From time to time King' College's Policy and Procedure Committee may amend these requirements and advise staff accordingly.
2. To maintain standards designed to protect staff members, students and the College itself.

Guidelines

1. **Alcohol And Prohibited Drugs**
 - 1.1 Alcohol may be consumed on site with the permission of the Headmaster.
 - 1.2 However, if the consumption of alcohol involves students, the Deputy Headmaster must be informed before any such occasion takes place.
 - 1.3 No prohibited drugs are to be brought into or consumed at King's College at any time.
2. **Violence**
 - 2.1 Threats or abuse, physical or verbal, assault or intimidation are not acceptable and will be not tolerated.
 - 2.2 Provocation will not be accepted as an excuse.
3. **Confidential Information**
 - 3.1 Confidential information gained during the course of employment must not be released to persons who could materially affect King's College's interests or the interests of our students.
4. **False Declarations**
 - 4.1 Willfully making false declarations is not permitted.
 - 4.2 Willfully making false entries on King's College's records or student records is not permitted.
5. **Media Statements**
 - 5.1 Statements to media representatives in respect of King's College's business or activities must be authorised by the Headmaster.
6. **Performance Of Duties**
 - 6.1 You shall never be required to perform any duty which might endanger yourself or any other person or compromise the values of King's College.
 - 6.2 You are expected to carry out any reasonable instructions given by a person authorised to do so.
7. **Property**
 - 7.1 Unauthorised removal, willful damage of, or unauthorised possession of King's College property or the property of other persons is not permitted.
 - 7.2 All serious cases, particularly those related to unauthorised possession of property and/or theft of King's College property, will be referred to the Police. Any disciplinary action King's College may take is quite separate from, and additional to, any action the Police choose to take.
8. **Harassment**
 - 8.1 Harassment of any form is not permitted.
 - 8.2 Because of the issues of power and trust that are inherent in such relationships, it is important to maintain 'boundaries' in our dealings with each other and with our students.
 - 8.3 As staff, we have a professional obligation not to make sexual approaches to, nor accept sexual approaches from, our students. (If the student is under 16, it is also a criminal offence.)
9. **Safety Procedures**
 - 9.1 You are required to advise your HoD/Housemaster/Director of Human Resources of any potential health or safety problems.
 - 9.2 All accidents, near misses and hazards must be promptly reported on the appropriate forms to your HoD/Housemaster/Manager or Director of Human Resources.
 - 9.3 It is your responsibility to familiarise yourself with the College's Health and Safety Policy which is available on line or held in Human Resources.

10. **Computer, E-Mail And Internet Use**
 - 10.1 You are prohibited from copying software that is protected by copyright or a licensing agreement whether the use of such software is for personal or business purposes, unless written approval is first granted by the owner or licensor of the software concerned.
 - 10.2 The introduction of any software into the computer network is prohibited unless authorized by our computer services.
 - 10.3 Use of e-mail and the internet is predominately for business or learning purposes.
 - 10.4 Any attempt to access information of an objectionable nature, such as pornography, is strictly forbidden.
 - 10.5 Limited personal use of email and internet is permitted however. (Please refer to the College's Information and Communication Technology Policy No. 8.1 for guidelines).

- 11 **School Vehicles**
 - 11.1 To be authorised to drive a King's College vehicle you must have a current driver's license for the appropriate class of motor vehicle.
 - 11.2 You must never overload the vehicle.
 - 11.3 Vehicles are not to be used for personal use unless approved by the Property Manager.
 - 11.4 Any concerns about the vehicle's mechanical condition must be reported.
 - 11.5 King's College is not responsible for any traffic violations other than those which are the responsibility of the vehicle owner.
 - 11.6 Unauthorised use or irresponsible use of a King's College vehicle is not permitted.
 - 11.7 No alcohol is to be consumed before driving a King's College vehicle.
 - 11.8 In the advent of an accident the authorised driver must not admit liability but should record all relevant details of any other party.
 - 11.9 Should a staff member be involved in a motor vehicle accident whilst driving a King's College vehicle under the influence of alcohol or drugs, he/she shall be liable to dismissal without notice and be liable to reimburse King's College for the cost of the damage.
 - 11.10 A staff member whose duties predominantly require the driving of a motor vehicle may have his/her employment terminated in the event of a conviction on a driving offence resulting in a loss of licence.

12. **Pupil Extra Tuition**
 - 12.1 Teachers should not provide paid tutoring to students who attend the College
 - 12.2 Teachers should always make themselves available for any genuine pupil request from students in their own classes at a time that is convenient, but should not tutor students from other classes unless it is part of their role as Head of Department
 - 12.3 If teachers are requested to undertake subject tutoring for ESOL and Learning Support students prior permission must be obtained from the Director of Studies.
 - 12.4 While the College does not discourage staff undertaking additional employment, including tutoring, for themselves or for an external agency, permission should be sought from the Headmaster and any such work must not impinge on duties and responsibilities for King's College

13. **Other**
 - 13.1 Any action, including bringing King's College into disrepute, which by its nature and in light of reasonable community standards would be adjudged to be misconduct, is prohibited.

- 14 **Breach of Code of Conduct**
 - 14.1 You are entitled to know the likely consequences of your actions while employed by King's College and to have the benefit of representation when your employment may be affected.
 - 14.2 In the event of a staff member's conduct giving cause for concern requiring consultation; counselling; warning of dismissal; or dismissal without notice, the procedures and measures to be followed are outlined in Appendix 1.
 - 14.3 Other less serious actions or behaviours will be dealt with through King's College's disciplinary procedures. These procedures are viewed as a last resort when positive action, feedback, negotiation and, where appropriate, any assistance including counselling and training is not appropriate.
 - 14.4 For serious breaches of these rules, staff will be liable to disciplinary action up to and including dismissal.

APPENDIX 1

Disciplinary Procedure

The Disciplinary Procedure comprises the following steps:

Step 1: Preliminary Investigation

- 1.1 In the event there is an allegation of misconduct or unsatisfactory work performance the HM (Headmaster), in consultation with Director of HR (Human Resources), will examine the allegation to determine whether or not there is any substance to the allegation.

Step 2: Advice To Staff Member Concerned

- 2.1 Where the above 'manager/s' determine that the allegation has substance the staff member concerned will be advised in writing of the nature of the allegation, the potential impact on his/her employment if the allegation is sustained, the right to be represented and the fact that the matter will be fully investigated.

Step 3: Suspension

- 3.1 Where the seriousness or nature of the incident requires, the Headmaster may suspend the staff member on pay and require him/her to remain available for discussions on the matter.
- 3.2 However a stand down is not in itself a disciplinary measure.

Step 4: Formal Investigation

- 4.1 A formal investigation will then be carried out by the above manager/s.
- 4.2 Discussions will be held with all persons considered able to assist.

Step 5: Discipline Interview

- 5.1 The staff member concerned will then be advised in writing at the time of a meeting to discuss the matter, the right to be represented and possible disciplinary outcomes as a result of the meeting.
- 5.2 When the meeting commences the allegations will be described to the staff member, together with information obtained in the investigation.
- 5.3 Where a staff member does not have support representation, it must be established prior to the commencement of the discipline interview that they have agreed to conduct the meeting unrepresented.

Step 6: Staff Member's Explanation

- 6.1 During the Discipline Interview the staff member concerned will be given the opportunity to provide an explanation and ask any questions.

Step 7: Due Consideration

- 7.1 The meeting will be adjourned to consider the explanation of the staff member.
- 7.2 Further investigations will be conducted if required.

Step 8: Decision

- 8.1 If the above manager/s determine that the allegation is not substantiated no action will be taken against the staff member who shall resume duties as directed.
- 8.2 If the above manager/s determine that the allegation is substantiated, based on reasonable probability, the manager/s shall decide on the appropriate form of disciplinary action.
- 8.3 In circumstances where a staff member has been guilty of conduct of an unacceptable nature, but which is not sufficiently serious to warrant immediate dismissal, the Headmaster may, instead, issue a written warning which shall make it clear that any repetition of the act of misconduct, within a specified timeframe, may result in the conduct being deemed to be serious misconduct.
- 8.4 In cases of proven serious misconduct, the staff member may be liable to dismissal without notice at the direction of the Headmaster.

Step 9: Implementation

- 9.1 The Headmaster will then call a meeting to convey the decision to the employee.
- 9.2 After the meeting the decision will be confirmed in writing.
- 9.3 If a warning is issued as a result of the investigation, a copy will be kept in the employee's Personal File until the specified time has expired, at which time the warning letter will be removed and destroyed.
- 9.4 Each warning may be for unrelated matters.
- 9.5 At any stage in the process, the staff member may choose to be represented or have a support person present as a witness.