



ST BRENDAN'S
SIXTH FORM COLLEGE

CODE OF CONDUCT

INTRODUCTION

St Brendan's Sixth Form College seeks to provide a safe and supportive environment where the welfare and health and safety of students is paramount.

This Code sets out the standard of conduct, behaviour and attitude expected from anyone who undertakes work for or on our behalf.

You have a duty to ensure that your conduct does not fall below the standards detailed in this code. The Code is essential to protect and safeguard students, colleagues and others from harm and to support each other to do the right thing.

Our priority is to put students first at all times and this Code outlines a set of common values and standards for you to abide by to achieve this. The Code does not replace any existing policy or procedure and is intended to help you to identify areas for personal development and improvement.

You are expected to comply with this Code both during working hours and non-working hours in order to uphold the standards and reputation of the College.

ST BRENDAN'S VALUES

The behaviours and standards of conduct outlined in this document are underpinned by the Kingdom values expressed in the Gospel and the College's Guiding Principles of:

INTEGRITY

DIGNITY

TRUTH

JUSTICE

FORGIVENESS

TOLERANCE

SERVICE

You are to maintain and act within the expectations of the Catholic ethos of St Brendan's Sixth Form College at all time



CODE OF CONDUCT

As a person who undertakes work for, or on behalf of, St Brendan's Sixth Form College you must:

BE ACCOUNTABLE

- Be responsible and answerable for all of your actions and omissions in a professional manner.
- Know your limitations - only carry out duties, in line with your job description, which you have the competence to do.
- Seek guidance from your line manager and carry out reasonable instructions to the best of your ability.
- Maintain your own 'self-care' i.e. endeavour to stay fit and healthy to enable you to do your job to the best of your ability.

ACT WITH HONESTY, OPENNESS AND INTEGRITY

- Be open and honest, act with integrity and uphold the reputation of the College and your profession.
- Create an environment that enables people to be open and honest.
- Be reliable and dependable – always be punctual, honour work commitments, arrangements and agreements.
- Comply with financial rules, regulations and procedures.
- Treat college property with respect and ensure the proper, economical, effective and efficient use of resources.



UPHOLD THE PRIVACY, DIGNITY, RIGHTS AND WELLBEING OF STUDENTS AND COLLEAGUES

- Promote and contribute to a safe working environment with safeguarding at the heart of what you do.
- Only discuss or disclose information about colleagues or students to other colleagues or professionals when there is a 'need to know' and a 'justified purpose'.
- Consider, respect and protect the privacy and dignity of students and colleagues.
- Adopt appropriate verbal and non-verbal styles of communication, demonstrating sensitivity, empathy and regard for the recipient.
- Never abuse, neglect, harm or exploit students or colleagues.
- Challenge inappropriate language and behaviours from students and colleagues.
- Report dangerous, abusive, discriminatory or exploitative behaviour to your line manager or the Safeguarding Team.
- Act without delay if you believe that you, a colleague or anyone else may be putting someone at risk.

WORK IN PARTNERSHIP

- Recognise and respect the roles and expertise of colleagues and work in partnership with them.
- Demonstrate respectful, considerate and professional behaviour to all colleagues, students and customers at all times.
- Work cooperatively with students, their families, colleagues and our stakeholders.
- Value the part you play in the team and respect the part played by other members of the team.

MAINTAIN AND UPDATE YOUR KNOWLEDGE, SKILLS AND EXPERIENCE

- Ensure that you are up to date and compliant with all essential training.
- Make sure you have the knowledge, skills and experience to be competent in your role.
- Have an understanding of all College policies and procedures and ensure that these are followed.
- Take responsibility for your own personal development and maintain records of this.
- Where appropriate, contribute to the learning and development of other colleagues.

PROMOTE EQUALITY AND DIVERSITY

- Respect the individuality and diversity of students and colleagues and not discriminate or ignore discrimination against them.
- Ensure personal feelings about students or colleagues do not interfere with the standard of your work or professionalism.
- Report any concerns around equal opportunities to your line manager.
- Consider appropriate inclusion for all students and colleagues.

MAINTAIN PROFESSIONAL BOUNDARIES AND ACT AS A ROLE MODEL AT ALL TIMES

- Establish and maintain clear boundaries with students and ensure they are never of a kind that could compromise your professional responsibilities or harm the student in any way.
- Uphold outstanding standards in line with professional codes of practice (where applicable) and college values.
- Act as an advocate for the College.
- Adopt high standards of personal and professional conduct at all times.
- Maintain a professional appearance that is suitable for the area in which you are working.



SAFEGUARDING...

IT'S EVERYONE'S RESPONSIBILITY

The College is wholly committed to safeguarding its and we all have a duty to safeguard students from harm, and to report any concerns that they have to the Designated Safeguarding Lead (DSL) or Safeguarding Lead:

LAURA HOWE-HAYSOM

*Head of Student Services
& Safeguarding Lead*

Email: laura.howe-haysom@stbrn.ac.uk

CLARE MCLAUGHLIN

*Safeguarding and Welfare Officer
Deputy Designated Safeguarding Lead*

Email: clare.mclaughlin@stbrn.ac.uk

ANTONIA CORRIGAN

Safeguarding Link Governor

Email: antonia.corrigan@stbrn.ac.uk

YOU SHOULD FOLLOW THE PROCESS BELOW IF A STUDENT TELLS YOU ABOUT POSSIBLE ABUSE:

- Listen carefully and stay calm; Do not interview them, but question without pressure, in order to be sure that you understand what they are telling you.
- Do not put words in their mouth; Reassure them that by telling you, they have done the right thing.
- Let them know that you must pass the information on, but that only those that need to know about it will be told.
- Inform them of whom you will report the matter to;
- Make a detailed note of the date, time, place, what they said, did and your questions etc.
- Do not investigate concerns or allegations yourself, but report them immediately to the Designated Safeguarding Lead;
- Complete an incident report via MyConcern.

If, at any point there is a risk of immediate serious harm to a young person or vulnerable adult and a Safeguarding Officer is not available speak to a member of the Principalship.

INCIDENTS THAT MUST BE REPORTED

- If a student is accidentally hurt (also notify reception).
- If you are concerned that a relationship is developing that could represent an abuse of trust or if a student is becoming attracted to you or a colleague.
- If you are concerned that a colleague is becoming attracted to someone in their care.
- If a student misunderstands or misinterprets something you have done.
- If you have had to use reasonable physical restraint to prevent a student harming themselves, or another, or from causing damage to property.
- If a student makes an allegation of abuse or suicidal thoughts.
- If you see any suspicious marks on a student.
- If you notice sudden changes in behaviour.

For matters which need immediate consultation with a Safeguarding Officer the Safeguarding mobile should be called: 07471823522 - 0800 to 1800 Monday to Friday

SAFEGUARDING CONCERNS

It is our aim to create and embed a culture of openness, trust and transparency in which our core values and expected behaviour are constantly lived and reinforced. As such, any concerns about staff working in or on behalf of the college will be taken seriously, dealt with promptly and appropriately.

Concerns, even low level ones, about individuals members who may have behaved in a way that is not consistent with our code of conduct, including inappropriate conduct outside of college, should be reported to your manager.

We encourages individuals to come forward and self-refer if they have found themselves in a situation that could be misinterpreted or if they feel they have behaved in a way that would be considered below the expected standard.

WHISTLEBLOWING & RAISING CONCERNS

We are committed to the development of a positive learning culture and to learn from our mistakes. If you are working for or with the college, you have an obligation to raise any concerns, whether it is about safety, poor practice, wrongdoing or another risk and is in the public interest to do.

Raising concerns is good professional practice and we have developed systems and processes to enable individuals to feel confident to raise concerns without fear of reprisal. We will support and protect all individuals who report suspicions through the Whistleblowing procedure.





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