



ETC International College

Staff Code of Conduct

November 2023

As professionals, it is essential that ETC staff members adhere to the following guidelines:

- School affairs should not be discussed with students and any complaints, problems or difficulties should be communicated to the appropriate person.
- Do not be drawn into gossip about students, your fellow teachers or other members of staff.
- As intimated in your Basic Safeguarding Training, employees need to be aware of the need to listen to and support students but they must understand the importance of not promising to keep secrets. Neither must they request this of a student under any circumstances.
- Teachers should not leave under-18s unattended in class.
- With regard to the Sexual Harassment Prevention Policy, no inappropriate comments or jokes should be made to other staff members or students and your behaviour should always be appropriate. Any inappropriate behavior or comments witnessed by you or disclosed to you must be reported to the relevant person at ETC ie the DSL or your line manager.
- Other concerns and allegations regarding students or colleagues should be treated as confidential and reported to your line manager – or to the Designated Safeguarding Lead if this is more appropriate - without delay.
- Treat information received about students or colleagues in a discreet and confidential manner.
- Any actions which could be misinterpreted, any significant misunderstanding, accidents or threats must be reported to your line manager – or to the Designated Safeguarding Lead, if this is more appropriate. There should be no blurring of personal and professional conduct.
- Confidentiality means that information is kept between yourself and the line manager only. Disclosing and discussing confidential issues is a very serious matter and may be dealt with through the college's disciplinary procedures.
- Always be very careful regarding student-teacher relationships, and this applies to students over-18 as well as those under-18. As professionals, we must not take advantage of our position of trust. Therefore, only ETC email addresses may be used to email, only ETC phones may be used, and we should never exchange personal emails, message students on WhatsApp or other social media platforms (unless given express permission / instruction to do so), and certainly not arrange to meet ETC students outside of the college setting.
- Staff should never come to work while under the influence of alcohol or drugs.
- Insulting behaviour towards a colleague or client could be viewed as a gross misdemeanour, as could physical assault. This could be dealt with through the college's disciplinary procedures.
- Staff should be careful never to bring the good name of ETC into disrepute through words or deeds.
- All employees must take care not to become involved in discrimination or harassment of anyone else. This is, of course, contrary to the company's equal opportunities policy.
- A certain dress code is expected of all staff as appropriate to their role. Staff should not wear dirty or scruffy clothes, denim, tee shirts or trainers. (Cleaners, activities organisers, etc, should wear clothes that are appropriate to their role, but still remember that they are representing the college).