

Elac Staff Code of Conduct

We expect all staff employed by Elac to conduct themselves in a way that will reflect well on our organisation and ensure the safety of our students.

Invariably, this is the case, and we recognise that our staff are a great advertisement for our organisation as well as a role model to our students. Nonetheless, it is important that we are absolutely clear about what is expected from staff.

Drugs, Alcohol, Smoking, Weapons

Our staff will not possess, use or be under the influence of drugs (including legal highs) while in our employment.

Staff will not consume alcohol while on duty, nor will they be under the influence of alcohol while on duty. It is also unacceptable to come to work suffering from the effects of alcohol – the students deserve better. Staff will observe the laws regarding smoking on site (including e-cigarettes). Staff will not smoke while engaged in activities with the students. The breaking of these rules will lead to disciplinary procedures. Please do not carry any weapons, e.g. knives.

Social Media and Mobile Phones

Use of your personal mobile is permitted for work purposes while on duty. However you are not permitted to take or exchange personal photos. Staff must avoid the exchange of personal information and must not be in any electronic contact with students after an Elac course or agree to 'friendship' requests with students. Please refer to our safeguarding policy for more details.

Online Safety and Appropriate Use of the Internet

Whilst working on an Elac course you will need to be responsible with your use of the Internet. Our WiFi on-site is provided by the schools and universities we work with to deliver our courses. These institutions have strict codes of conduct with regards to access to adult material online. If you are suspected of attempting to visit inappropriate or illegal websites, or are found to have accessed or downloaded inappropriate or illegal online material you may forfeit your role on the course and be made to leave the site. The police or other authorities may also be called to investigate such use.

We also expect you to handle private information, eg. student details, responsibly, and return any lists for shredding when no longer required.

Relationships

A staff/staff relationship is your own affair, except where it has a negative impact on your performance of your job, or where it reflects badly on our organisation. Discretion is required.

Adult – U18 Interaction

A relationship between staff/student is unacceptable, even where it is not illegal. Generally in relating to students, staff have to exercise caution, without distancing themselves entirely. As a general principle:

- Avoid situations where you are alone with a student. If the situation is unavoidable try to ensure that the door is not closed and that you don't position yourself between the student and a door.
- Respect the privacy of students regarding bedrooms, bathrooms, etc. in residential accommodation.
- Physical contact is not acceptable.

- If you are concerned in anyway about the nature of a relationship with a student talk about it with the student welfare officer.

HOWEVER

- Do take an interest in the students; using praise and being positive.
- Do join them in activities and events.
- Do speak with them as often as possible outside the class as well as inside.

Prevent Duty

Prevent is a government strategy to stop people becoming involved in violent extremism and/or in supporting terrorism. We have a legal duty to identify and safeguard children who may be vulnerable to radicalisation, and to challenge extreme views, whilst promoting the core British values of democracy, the rule of law, individual liberty, and respectful tolerance of different faiths and beliefs. We expect you to be observant and vigilant in noticing any signs of radical or extremist behaviour, and to report any concerns to the Centre Welfare Officer.

Professional Duties

We expect you to fulfil your duties to the best of your ability and to be professional in all you do. This includes the details: being on time, learning the students' names, dressing appropriately. It also includes being polite and respectful towards your colleagues and the group leaders accompanying the students.

Absences

We understand that from time to time staff may be unwell and unable to teach. They may also have an important commitment that prevents them from teaching. We will be very supportive of all genuine absences. However, we need as much notice as possible. If it is an appointment then we would expect at least a week's notice, or if a longstanding arrangement, then notice of your unavailability prior to the course. In cases of sickness, we would ask you to use your discretion: if you are affected by something that others may catch then you must not come in to work; if it is something less serious (a headache or cold), please discuss with the Academic Manager.

All staff should be familiar with and follow Elac's policies, particularly the Safeguarding Policy, which can be found in the Elac Handbook.

I have read Elac's policies and agree to abide by the Code of Conduct:

Signed _____ Date _____

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