



## **Employee, Volunteer and Contractor Code of Conduct**

### **Safeguarding the College as an Institution, Safeguarding Students, Employees, Volunteers and Contractors as Individuals**

This Code of Conduct applies to all employees and adults volunteering at, or on behalf of, UWC Atlantic. Volunteers can include Board or committee members, host / link families, people volunteering on campus etc.

We place the health, safety and wellbeing of our whole College community, and our guests, at the centre of everything that we do.

#### **Expectations of all employees and volunteers**

It is the expectation that all employees and volunteers will follow the code of conduct both in action and in spirit.

#### **We ask that you:**

- Actively commit to the UWC mission and values
- Demonstrate a respect for others in all your actions and words
- Carry out your duties/activities in a professional manner with integrity, care and diligence
- Familiarise yourself with UWC Atlantic policies, follow College procedures and comply with reasonable instructions given by your line manager and/or the Management Group
- Dress in a way that is appropriate to your position and duties
- For employees, be absent only when authorised to be so or are sick
- Be punctual to demonstrate respect for others and to make the most of working time
- Establish appropriate boundaries with all employees, work colleagues and students
- Promote and protect the good reputation of UWC Atlantic
- Respect confidentiality
- Participate in training and development opportunities
- Commit to safeguarding all members of the College Community and to protecting them from harassment, sexual misconduct, bullying, abuse, assault, violence or discrimination of any kind
- Take all reasonable steps to ensure the health, safety and welfare of yourself, all members of the College Community and all visitors and College users
- Wear (or where this is not possible, due to the job role, carry) your Identification Badge and Lanyard at all times whilst on College premises to identify yourself as an employee or volunteer;
- Respect the Smoke Free Campus policy at all times
- Do not attend work or carry out duties whilst under the influence of alcohol, illegal drugs or other substances which prevent you from doing so competently.

#### **Establishing Appropriate Boundaries with Students**

Fostering supportive and trusting relationships with students is at the heart of our enterprise. As adults, we model responsible and respectful behaviour and positive relationships, must be aware of the

significant influence that we have in the lives of our students and recognise the position of trust in which we have been placed.

You must ensure that your behaviour and actions do not place students or yourself at risk of harm or of allegations of harm. The following gives examples of boundaries and potential violations - this list is not exhaustive.

#### **Communication**

- Inappropriate comments about a student's appearance, including excessively flattering comments
- Inappropriate conversation or enquiries of a sexual nature (e.g. questions about a student's sexuality or sexual relationship with others)
- Disrespectful or discriminatory treatment of, or manner towards, students based on their perceived or actual sexual orientation
- Use of inappropriate nicknames
- Vilification or humiliation
- Jokes or innuendo of a sexual nature
- Jokes, humour, innuendos at the expense of others
- Obscene gestures and language
- Facilitating/permitting access to pornographic material and sexually explicit material that is not part of endorsed curriculum
- Failing to intervene in sexual harassment of students
- Correspondence of a personal nature via any medium (e.g. phone, text message, social media communication, letters, email, internet postings) that is unrelated to your role. This does not include class cards/bereavement cards.

#### **Physical Contact**

- Unwarranted or unwanted touching of a student personally or with objects
- Corporal punishment (physical discipline, smacking, etc)
- Initiating, permitting or requesting inappropriate or unnecessary physical contact with a student (eg massage, kisses, tickling games) or facilitating situations which unnecessarily result in close physical contact with a student
- Inappropriate use of physical restraint

#### **Place**

- Inviting/allowing/encouraging students to attend your home (unless you are fulfilling the role of a houseparent / tutor, approved to do so as part of an official programme or facilitating a one - off (not regular) activity with a group of students)
- Attending student social gatherings that are not part of the College programme
- Being alone with a student outside of your responsibilities
- It is good practice to hold One to One meetings with students in view of others; for example where you can be seen through a door or window (except for health appointments)
- Entering changing rooms or toilets occupied by students when supervision is not required or appropriate
- Transporting a student unaccompanied. It is recognised that there may be circumstances where this is unavoidable (e.g. hospital runs). Make sure the student sits in the rear of the vehicle and you email [safeguarding@atlanticcollege.org](mailto:safeguarding@atlanticcollege.org) to advise of your action on return to campus
- Undressing using facilities which are for students only or in their presence.

#### **Targeting individuals or students**

- Giving personal gifts or special favours
- Singling the same student out for preferential treatment

### **Role**

- Adopting an ongoing welfare role that is beyond the scope of your position or that is the responsibility of another employee (e.g. a counsellor) or an external professional, and that occurs without the permission of a member of the Management Group
- Using students to pursue a personal grievance against the College
- Photographing, audio recording or filming students via any medium when not authorised to do so and without required consent
- Using personal rather than College equipment for approved activities (e.g. taking photos on personal devices), unless authorised to do so
- Reporting to your Line Manager if you are concerned that a student has become dependant on you or infatuated with you

### **Sexual Relationships**

Sexual relationships between employees / volunteers and students are not permitted. This includes sexual relationships where the student is legally above the age of consent.

### **Social Networking Sites**

The internet does not provide the privacy or control assumed by many users. You must appreciate that no matter what protections you place around access to your personal sites, your digital postings are still at risk of reaching an unintended audience and being used in ways that could complicate or threaten your employment / volunteering at the College.

You must be aware of the following expectations in considering your use of social networking sites:

- You have considered the information and images of you available on your sites and are confident that these represent you in a way that is commensurate with your role in working with students
- You do not have students in the UWC community as ‘friends’ on your personal/private sites
- You do not have comments on your site about the College, employees, work colleagues or students, that if published, would cause hurt or embarrassment to others, risk claims of libel, or harm the reputation of the College, or anyone associated with it.

Further advice can be found in the College’s [Digital Safety Guidelines](#).

### **Safeguarding & Respectful Community Policy**

You have a duty to report any safeguarding concern or incident following the procedure outlined in the Safeguarding and Respectful Community Policy. You may also observe behaviours in other adults that you view to be inappropriate rather than abusive or that sit on the border of violating a professional or ethical boundary. This must be discussed with a member of the Management Group.

You must take appropriate action if students disclose information about inappropriate behaviours of other adults and must not minimise, ignore or delay responding to such information.

### **Working Outside the College**

If you are an employee of the College and wish to work, either paid or unpaid, for any employer other than the College, you are required to request permission from the Principal in accordance with your contract of employment. Permission will not be unreasonably withheld. This is to ensure that any additional employment or engagement does not impact on the performance of duties or conflict with the interests of the College.

### **Gifts and Hospitality**

- You must not accept/solicit/give gifts or benefits that might in any way compromise or influence you in your capacity at the College.
- Gifts or benefits that are more than of small value (e.g. above £50) should be brought to the notice of the Clerk to the Board of Governors and recorded in the confidential register of interests.
- You must be careful to ensure integrity over receipt of gifts, hospitality and benefits during the course of carrying out your duties.

### **Fundraising**

It is understood that employees often wish to fundraise for specific charitable causes that are personally important to them and we appreciate that the College Community recognises deserving causes with financial needs.

We also value those who wish to support the College community with individual fundraising activities. Please note that UWC Atlantic is an officially registered charity (UK registered Charity No: 525761). All fundraising initiatives must be shared with the Philanthropy, Partnerships and Engagement team (PPE) for approval.

UWC Atlantic is grateful for contributions to the Employee Bursary Fund and thanks employees who make a monthly contribution via payroll. The College recognises that employees may wish to make their donation anonymously and, as such, will respect donors' confidentiality.

### **Conflict of Interest**

All employees and volunteers need to be aware of actual, potential or perceived conflicts which might arise between their private interests and their College responsibilities and declare conflicts as appropriate in accordance with the Ethical / Governance section of the Financial Policy ([insert hyperlink](#))