

# **Spiral Sussex**

## **Staff Code of Conduct:**

For all staff, volunteers and contracted workers

**September 2018**

**Spiral Sussex**  
**Staff Code of Conduct**  
**Policy and Procedure**

This policy and procedure has been approved by the Executive Committee of Spiral Sussex which are responsible for its review.

The original signed copy of this policy and procedure is kept at Spiral Sussex's office.

Signed: Mark Shanahan Date: 18<sup>th</sup> September 2018

Name: Mr Mark Shanahan

Chair of Trustees

Signed Marc Blackwell Date: 18<sup>th</sup> September 2018

Name: Mr Marc Blackwell

Trustee

**All staff members, volunteers, contract workers and anyone involved in supporting Spiral Sussex services and activities must agree to and follow the Staff Code of Conduct laid out here.**

## **A. General**

1. I will at all times act in accordance with all legislation and statutory and/or regulatory requirements that relate to the work of Spiral Sussex.

(Note: it is not however expected that staff will study every detail contained in highly specialist legislation or understand regulations that would normally require additional training e.g. the Mental Capacity Act 2005 or Deprivation of Liberty Safeguards 2008).

2. I will promote the aims and objectives of Spiral Sussex.

3. I will act in accordance with all Spiral Sussex statements, standards, policies, procedures and codes, with particular regard to those that relate to safeguarding children and adults at risk in addition to those that relate to health and safety and equal opportunities.

4. I will engage in a fair and honest manner with my employer, my work colleagues, our service users, their parents/carers, our members and the public at all times.

5. I will treat all service users, their parent/carers, our members and my work colleagues with appropriate respect and sensitivity, in particular regard to their diversity.

6. I will ensure that all personal information relating to service users or any parent / carers or their respective needs are kept confidential in accordance with Spiral Sussex's Data Protection, Confidentiality and Security of Information Policy and Procedure.

## **B. Financial or other benefit**

7. I will declare any personal interest which might conflict with or be seen by others to affect my ability to perform my duties fairly, honestly and impartially.

8. I will decline, or give to Spiral Sussex, any gift of any kind offered or given to me as a result of my work for Spiral Sussex, unless, agreed by the Chief Executive that it may be retained by me.

9. I will not enter into any contract or financial transaction, whether oral or written, with any service user or any parent/carer with whom I come into contact with through my work with Spiral Sussex, in or outside my work without prior permission from the Chief Executive of Spiral Sussex.

10. I will not be a signatory to or beneficiary of any will or other legally binding document (including any cheque) of any such user or parent/carer with whom I come into contact due to my work with Spiral Sussex.

### **C. Specific conduct**

11. I will behave appropriately at all times whilst working for Spiral Sussex. I will not smoke, drink alcohol or take any prohibited substance, or be under the influence of alcohol or any prohibited substance, during my working hours, unless permission has been provided (e.g. at a fundraising event).

12. I will ensure that all language and communication that I use whilst working with Spiral Sussex, whether oral, written or nonverbal, is appropriate to the situation and does not cause embarrassment or reflect badly on Spiral Sussex.

13. I will not make or take personal calls on telephones or mobile phones I have due to my position with Spiral Sussex, except for brief calls deemed essential, which cannot readily be otherwise made or taken.

14. I will not use any computer equipment or facilities (and in particular any email, social media or internet facilities) provided to me for my work with Spiral Sussex for any personal matters, except in cases where brief essential communication is necessary, relating to an urgent matter which cannot otherwise readily be dealt with.

15. I will not use any car to transport any service user where no agreement has first been made with Spiral Sussex and following Spiral Sussex's Transport Policy.

**I confirm that I agree to the above code of conduct. Specifically, I confirm that I have been provided, read, understood and will comply with Spiral Sussex's Safeguarding Children Policy & Procedure and Safeguarding Adults at Risk Policy & Procedure.**

Signed: \_\_\_\_\_

Date \_\_\_\_\_

Print Name: \_\_\_\_\_

Check	Evidence
Have all staff and volunteers signed this Code of Conduct?	Check HR files for signed Code of Conduct Check Volunteer files for signed Code of Conduct form.
Has there been any breaches of this Code of Conduct? What was the action taken to manage the breach? Was this done appropriately?	Ask the CEO and the Operations Manager whether this Code of Conduct was breached and what action was taken.  Check records to ensure that the matter was recorded adequately and the situation was resolved appropriately.
Does the Induction & Staff Handbook include this Code of Conduct?  Has an Induction and Staff Handbook been provided to all staff and volunteers?	Check HR files for evidence of handbook being provided.  Check Volunteer files for evidence of handbook being provided.  Speak to staff and volunteers – check whether they are aware of the Code of Conduct and how they can refer to it.