

Policy Name: Staff Behaviour / Code of Conduct	
Last updated:	February 2020
Date of next review:	February 2023
Member of staff responsible for the policy:	Beth Warren
Dissemination of the policy:	Management Committee, staff, website

All Gloucestershire Hospital Education Service (GHES) staff or volunteers are subject to the GCC Code of Conduct as **Gloucestershire Hospital Education Service** is part of Gloucestershire County Council and all staff are centrally employed.

As well as the Code of Conduct below which applies to all GHES staff and volunteers GHES staff must also abide by and work to the document in **Appendix 2** of this document:

“Guidance for Safer Working Practice for

Adults who work with Children and Young People in Education Settings.”

(This guidance has been updated from an original Department for education and skills document, which was previously updated in 2009. The original version is now archived.)

GCC CODE OF CONDUCT AND CONFIDENTIAL REPORTING PROCEDURE (WHISTLE-BLOWING) FOR EMPLOYEES OTHER THAN FOR STAFF IN EDUCATIONAL ESTABLISHMENTS (FOR WHOM A SEPARATE CODE EXISTS)

Code of Conduct for employees

The purpose of this Code is to give all employees guidance on how the county council and the public in general expects them to behave. If staff are unsure of the standards expected of them, guidance should be sought from their Executive Director or, in the case of Executive Directors, the Chief Executive.

What does the code cover?

- Standards
- Personal Appearance
- Use of the Council's Facilities and Equipment
- Fraud and Corruption
- Gifts, Hospitality and Sponsorship
- Register of Gifts and Hospitality

- Disclosure and Use of Information
- Political Neutrality
- Relationships
- Appointments and Other Employment Matters
- Undertaking Additional Outside Work
- Arrest or conviction on civil or criminal charges
- Membership of clubs, societies and other organisations
- Equality Issues
- Health and Safety Issues
- Confidential Reporting Procedure (whistleblowing) – this is a separate policy for GHES as we are a school
- Breaches of the Code of Conduct.

[The GCC Employee Code of Conduct](#)