

Policy Name: Staff Behaviour / Code of Conduct

Updated	February 2020 February 2023
Date of next review:	February 2026
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.

In addition to the Code of Conduct, staff at GHES must also abide by and use the following:

Appendix 1 – Guidance for Safer Working Practice for adults who work with Children and Young People in Educational Settings (this is part of the safeguarding induction policies all new staff are required to read).

Appendix 2 – Grievance Procedure

Appendix 3 – Whistleblowing (GCC procedures)

Code of Conduct for employees

The Code of Conduct can be found on staffnet:

<https://staffnet.goucestershire.gov.uk/employee-information-and-support/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),
(a separate whistleblowing code is available for schools and other educational settings)
- Breaches of the Code of Conduct.