



City of Dublin Education and Training Board

Code of Conduct for Staff

March 2022

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1. Introduction

City of Dublin Education and Training Board (ETB) was established on 1st July 2013 under the Education and Training Boards Act, 2013. It has a corporate structure which is made up of a democratically appointed committee and a management (executive) team.

City of Dublin ETB serves the area covered by Dublin City Council. The administrative area covered by the organisation reaches from Finglas and Coolock (north and north-east of the city) to Ringsend and Ballyfermot (south and south-east of the city). The services provided include Second level education, Further Education and Training (FET) and Youth services in addition to other community-based education programmes and services. All services are delivered at local level. City of Dublin ETB is Ireland's largest provider of FET with 30,000 individual students in 2018. In addition, the ETB's SUSI unit is the single national awarding authority for student grants.

As well as mainstream education provision City of Dublin ETB is very diverse and supports some of the most marginalised communities in the city. The organisation realises the profound difference it can make to Dublin and Ireland through the collective hard work of all its staff.

City of Dublin ETB's Mission Statement is

"to provide professional high-quality education and training services for people in Dublin City that contributes both to the personal development of the individual as well as to the overall social, economic and cultural development of the city – think people, think service, think Dublin City"

To deliver on this Mission Statement every member of City of Dublin ETB's staff must:

- work together as team
- value the service we deliver and always strive to make it better
- maintain positive collegial and collaborative working relationships
- have high levels of integrity
- conduct themselves professionally
- develop their practice

City of Dublin ETB has developed this Code of Conduct for its staff members in accordance with Department of Education Circular Letter 0002/2019 – Code of Practice for the Governance of Education and Training Boards. The Code also takes account of the implications of the Ethics of Public Office Act, 1995 and the Standards in Public Office Act 2001.

2. Intent

The purpose of the Code is to provide guidance to the staff of City of Dublin ETB in performing their duties. It is not possible nor is it intended for the code to cover all situations. It instead provides general guidance for staff. This Code of Conduct for Staff should be read in conjunction with City of Dublin ETB's Equal Opportunities and Dignity and Respect at Work Charter (March 2022).

3. Objectives

The objectives of the Code are:

- To set out an agreed set of ethical principles for City of Dublin ETB staff
- To promote and maintain confidence and trust in the staff of City of Dublin ETB.
- To promote the development and acceptance of ethical practices
- To promote the highest legal, management and ethical standards in all the activities of City of Dublin ETB
- To promote compliance with best current management practice in all the activities of City of Dublin ETB

4. General Principles

It is the policy of City of Dublin Education and Training Board to maintain a high reputation for ethical behaviour and fair dealing in the conduct of its business.

It is not possible to provide for every situation in the Code of Ethics. If the Chief Executive is concerned about the probity of any particular section, he/she must consult the Chairperson of the Board. A member of staff, other than the Chief Executive, who is concerned about the probity of any particular situation must consult the Chief Executive or Human Resources Officer.

5. Availability of the Code

City of Dublin Education and Training Board will:

- Make available this Code of Conduct to all members of City of Dublin ETB staff and will make all members of staff aware of its importance and availability.
- Provide practical guidance and direction as required on such areas as gifts and entertainment and on other ethical considerations, which arise routinely.

6. Review

City of Dublin Education and Training Board will review this Code of Conduct as appropriate. Any proposed revisions to this Code must be considered and approved at a meeting of the Board.

7. Breaches of the Code

Breaches of the Code of Conduct will be dealt with by the Chief Executive or by a delegated officer as appropriate. A breach of the code by the Chief Executive will be dealt with by the Chairperson of the Board. Breaches of the Code of Conduct will also be notified to the Chairperson and to the Comptroller and Auditor General and may be notified to the Minister for Education with the annual accounts and report. City of Dublin Education and Training Boards disciplinary procedures may be invoked, if appropriate.

8. Fundamental Principles

Members of staff of City of Dublin Education and Training Board are required to observe the following fundamental principles, as set out under the following headings:

- a) Integrity
- b) Information
- c) Obligations
- d) Loyalty
- e) Fairness
- f) Consideration for Work/External Environment

(a) Integrity

Members of the staff of City of Dublin ETB will:

- be considerate, fair and committed to the best interests of the pupils/students and other staff members in their centre and seek to motivate, inspire and celebrate effort and success
- seek to develop and maintain positive relationships with pupils/students, colleagues, parents, centre management and others in the education community, that are characterised by professional integrity and judgement
- be committed to equality and inclusion and to respecting and accommodating diversity including those differences arising from gender, civil status, family status, sexual orientation, religion, age, disability, race, ethnicity, membership of the Traveller community and socio-economic status
- ensure that any communication with pupils/students, colleagues, parents, school management and others is appropriate, including communication via electronic media, such as e-mail, texting and social networking sites
- ensure that they do not knowingly access, download or otherwise have in their possession while engaged in school activities, inappropriate materials/images in electronic or other format
- ensure that they do not knowingly access, download or otherwise have in their possession, illicit materials/images in electronic or other format
- ensure that they do not attend for work while under the influence of any substance which impairs their fitness to teach.
- take personal responsibility for improving the quality of their work by actively engaging in continuing professional development opportunities
- Disclose outside employment/business or other interests which objectively would be considered to be in conflict or in potential conflict with the business of City of Dublin Education and Training Board.

- Not be involved in outside employment/business or other interests in conflict or in potential conflict with the business of City of Dublin Education and Training Board.
- Avoid the acceptance of further employment where the potential for conflict of interest arises during a reasonable period of time after a person has ceased to be a member of staff of City of Dublin Education and Training Board.
- Refrain from giving or receiving corporate gifts, hospitality, preferential treatment or benefits which might affect or appear to affect the ability of the donor or the recipient to make independent judgement on business transactions. (See [City of Dublin ETB Hospitality and Gifts Policy](#))
- Collaborate vigorously, energetically, ethically and honestly with other educational institutions, commercial and other providers of research and advisory services.
- Conduct purchasing activities of goods/services in accordance with public policy, good business practice and the City of Dublin Education and Training Boards purchasing regulations.
- Claim expenses only as appropriate to business needs and in accordance with good practice in the public sector generally.
- Engage consultancy and other services in accordance with public policy guidelines.
- Ensure that City of Dublin Education and Training Boards accounts/reports accurately reflect its performance and are not misleading or designed to be misleading.
- Avoid the use of the City of Dublin Education and Training Boards resources of time for personal gain, for the benefit of persons/organisations unconnected with the institutions or its activities.
- Acquire information or business secrets by proper means only.

(b) Information

Members of staff of the City of Dublin Education and Training Board will:

- report, where appropriate, incidents or matters which impact on pupil/student welfare to relevant staff
- Provide access to general information relating to its activities in a way that is open and enhances its accountability to the general public.
- Respect the confidentiality of sensitive information held by City of Dublin Education and Training Board, having regard to paragraph 13 of Schedule 3 of the Education and Training Boards Act 2013. Sensitive information would constitute material such as:
 - *Personal information*
 - *Information received in confidence by City of Dublin Education and Training Board*
 - *Any commercially sensitive information or other information sensitive to the reputation of City of Dublin Education and Training Board*
 - *Any other material, release of which might constitute an unlawful or unethical act.*
- Observe appropriate prior consultation procedures with third parties where, exceptionally, it is proposed to release sensitive information in the public interest.
- Comply with all relevant statutory provisions (e.g. Data Protection Acts, 1998 and 2003, and the Freedom of Information Acts, 1997 to 2013)
- Observe the strictest confidentiality in relation to all discussions and decisions taken at meetings of the Board and in the City of Dublin Education and Training Board.
- Continue to observe the strictest confidentiality with regard to sensitive information and to discussions and decisions taken at meetings of the Board and in the City of Dublin Education and Training Board when employment in City of Dublin Education and Training Board has ended.

(c) Obligations

Members of staff of City of Dublin Education and Training Board will:

- Fulfil all regulatory and statutory obligations imposed on the City of Dublin Education and Training Board by the Education and Training Boards Act 2013 and other relevant legislation.
- Comply with detailed tendering and purchasing procedures, as well as complying with prescribed levels of authority for sanctioning any relevant expenditure.
- Ensure controls are in place to prevent fraud and to ensure compliance with prescribed procedures in relation to levels of authority for sanctioning any relevant expenditure including expenses for business travel.
- Co-operate with internal audit in the internal audit process.
- Conform with procedures laid down by the City of Dublin Education and Training Board in relation to conflict of interest situations and to confidentiality concerns.
- Acknowledge the duty to conform to highest standards of ethics.

(d) Loyalty

Members of staff of the City of Dublin Education and Training Board will acknowledge the responsibility to be loyal to City of Dublin Education and Training Board and to be fully committed to all its activities while mindful that the City of Dublin Education and Training Board itself must at all times take into account the interests of its students and funders, including tax payers.

(e)) Fairness

Members of staff of City of Dublin Education and Training Board will:

- Comply with employment equality and equal status legislation
- Commit to fairness in all business dealings
- Value City of Dublin Education and Training Boards students, staff, suppliers and customers, and treat all its students, staff suppliers and customers equally.

(f) Work / External Environment

Members of staff of City of Dublin Education and Training Board will:

- Promote the development of a culture of 'speaking up' whereby workers can raise concerns regarding serious wrongdoing in the workplace without fear of reprisal.
- Place the highest priority on promoting and preserving the health and safety of its staff and students.
- Ensure that community concerns are fully considered in City of Dublin ETB's activities and operations.
- Minimise any detrimental impact of City of Dublin Education and Training Boards operations on the environment.

9. Additional Requirements – Disclosure of Interests by ETB members of staff

In addition to the requirements under the Ethics in Public Office Act 1995 and the Standards in Public Office Act 2001, where a member of staff (including family members as set out in the local authority requirements) of an ETB has a pecuniary interest or other beneficial interest in, or material to, any contract, agreement or arrangement, or proposed contract, agreement or arrangement, to which the board is a party, that person shall:

- a) disclose to the Chief Executive concerned his or her interest and the nature thereof;
- b) take no part in the negotiation of the contract, agreement or arrangement or in any deliberation by members of staff of the board, as the case may be, in relation to it, or
- c) not influence, or seek to influence, a decision to be made in the matter or make any recommendation in relation to the contract, agreement or arrangement.

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