



**Working Together**

# **Staff Handbook**

**November 2020**



**It is hoped that you will find this handbook helpful during your employment with the College.**

**If you need to know more about a particular subject, please contact your Line Manager or, alternatively, the HR Department, who will direct you to the relevant person.**

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THE INFORMATION CONTAINED IN THIS HAND BOOK REFERS – IN GENERAL – TO BOTH PERMANENT AND TEMPORARY STAFF. HOWEVER, IF IN DOUBT, TEMPORARY STAFF SHOULD SEEK CLARIFICATION ON PROCEDURES FROM THEIR ASSISTANT PRINCIPAL/SENIOR MANAGER.

N.B. The “Head of HR & Development” referred to in this Handbook is Mrs Deborah Kerr, Scottish Borders Campus, Galashiels (Ext 2520).

## **Absence**

Your Line Manager must be informed if, for any reason, you need to be absent from work. If this is not possible because of an emergency, you should contact your Line Manager at the earliest opportunity. The circumstances of each absence will be considered individually and, on occasions, may result in a deduction from pay.

If you require leave of absence for personal reasons, you should – initially – discuss the matter with your Line Manager. In general, you will be expected to use time off in lieu or outstanding holiday entitlement where possible, but special leave may be given in certain circumstances, where appropriate. Compassionate leave is granted, as is leave for moving house and relocating for new employees.

There are specific rules regarding absence from work, as follows:

Staff wishing to be absent from the College must receive authorisation by completing an electronic Leave Request through their HR21 account at least 2 weeks prior to the planned absence to be authorised by their Line Manager. A shorter period of notice may be considered after discussion with Senior Manager or Line Manager.

### **Time off in Lieu (T.O.I.L.)**

In cases where members of staff are required to work out with normal contracted hours, they are entitled to Time off in Lieu (T.O.I.L.) for the hours worked. This must be agreed with your line manager in advance of working these hours.

Staff wishing to take T.O.I.L. should complete an electronic leave request “selecting time off in lieu” through HR21 at least 2 weeks before the proposed T.O.I.L.

### **Flexible Working**

Support staff are permitted to take part in the Flexible Working Scheme and are expected to complete a daily timesheet. This benefit allows staff to build up time, when it is beneficial to the staff member and the college. Line managers coordinate their department flexible working procedures and authorise or decline any requests.

Staff who are absent from work without permission may be subject to disciplinary procedures.

## Compassionate and Special Leave

Your line manager can allow you compassionate or special leave in the following circumstances:

### Compassionate Leave

#### Family Bereavement

Up to 5 days' compassionate leave with pay will be given in the event of a death in the family involving your mother, father, spouse, children, brother, sister, guardian, in-laws.

#### Serious Illness

Up to 3 days' compassionate leave with pay may be given in the event of a serious illness affecting a near relative e.g. spouse, children, mother, father etc. Such leave will not normally be granted more than once in any 13 week period, and may only be granted in circumstances where the illness is classed as serious by the medical profession.

#### Other Emergencies

Up to 1 day with pay will be given to allow you to accompany a near relative (see Serious Illness above) to hospital, if it is an emergency, rather than a pre-arranged appointment.

### Sickness Absence

If you are absent from work because of illness, please inform your Line Manager as soon as possible – **and no later than 9.00 am – on the first day**. If this is not possible to call before 9am because of an emergency, please give an explanation to your Line Manager at the first available opportunity.

Medical evidence of fitness to resume work must be produced after illness requiring a medical certificate.

An Employee Self-Certification form must be completed on return to work after an absence of 7 days or less. If the absence extends beyond 7 days, a doctor's statement (Medical Certificate) must be sent to the appropriate College office.

For extended periods of absence, additional doctor's statements (Fit Notes) must be submitted.

Those absent through illness should keep in contact with their Line Manager and provide practical guidance on their expected date of return.

Arrangements for payment during sickness are available from the Head of HR & Development.

You may also be granted time off to serve as a Crown witness, and to serve in the reserved armed forces. Arrangements must be agreed with your Vice Principal/Senior Manager and HR.

## **Special Leave**

### **Hospital Attendance**

Such time as is necessary with pay will be granted to attend for a check-up following an illness or operation.

### **Health**

Paid leave of absence will be granted for such period as may be reasonably required for you to attend for a medical examination. Where arrangements for routine check-ups cannot be made out with working time, appointments should be made, where possible, to coincide with the start or end of the working day.

### **Interviews**

Such time as is necessary with pay will be granted for up to 4 interviews in any one leave year.



## **Funerals**

Up to one day with pay will be granted to attend the funeral of a member of your family - other than one covered under '**Family Bereavement**' above. In case of non-family member, leave may be granted without pay.

## **Moving House**

Up to 2 days with pay may be granted to newly appointed staff (within 6 months of appointment) when they move house.

## **Examinations**

Paid leave of absence will be granted to sit examinations following approved training courses only if agreed with your line manager. Study leave (either paid or unpaid) may be allowed by a member of SLT to whom you should apply through HR21 in advance.

## **Jury Service and Witness Duty**

Paid leave of absence will be granted for the time during which you have to attend as a juror. Jurors Allowances, which are receivable, will be deducted from your pay, so you must claim them. On receiving a Citation, send it without delay to the HR Department, who will return it to you showing your hourly rate of pay to enable you to claim from the Court for "loss of earnings". After settlement of your allowances, you should pay to the Finance Department the amount you have received from the Court for "loss of earnings". You will continue to receive full salary during the period of absence.

## **Non-Regular Forces**

Paid leave of absence will be granted to attend an annual training camp, subject to the leave not extending beyond 15 days. Pay deductions will be made for service pay and allowances received for the period of leave.

## **Maternity/Paternity and Paternal Leave**

Details of maternity/paternity and paternal leave arrangements are complicated. Information can be found in the Family Leave policy located on the website.

It is recommended that you contact the HR Department for advice and guidance at an early date to help you understand your rights and decide your best course of action.

## **Time off for Public Meetings**

Staff will be allowed reasonable unpaid time off to perform duties of a public nature. In deciding what is 'reasonable', the College will take into account the time required to perform these duties: the amount of time taken, and the effect on the business of the College.

College employees are asked to inform the Head of HR & Development if they are considering standing for a public body. A list of eligible public bodies is available on request from the HR Department.

If you have specific requirements not covered above, you should discuss the matter with the Head of HR & Development.

## **Adverse Weather**

### **Early Release of Members of Staff in Adverse Weather Conditions**

Severe weather over the winter months creates transport problems for staff and students attending College Campuses, circumstances around weather severity, timing, forecasts and the wider communities' actions makes it difficult to define a set of procedures to fit all circumstances. Decisions will always be made in the interest of staff and students' safety and the following principles are applied in making these decisions.

- \* Decisions around closing College Campuses to students or sending students home are based on a number of factors including, public transport availability/suspension, decisions to close local schools, weather forecast, Police advice and H&S guidance. The decision to cancel classes will be taken by a member of SMT and communicated to all.

- \* Staff have an individual responsibility to decide if they can safely travel to and from College Campuses. You should discuss any concerns in the first instance with your line manager; you should also maintain regular communication throughout this period and discuss options which may include attending alternative Campuses closer to home.
- \* Campuses will only close to staff when weather conditions have deteriorated to the point where local access to each site is no longer safe, a decision to close the Galashiels Campus to all will be taken in conjunction with HWU.
- \* Communication in relation to current status will be provided via email, web site, face book and where appropriate local radio.

## **Reporting for Duty During Adverse Weather**

During bad weather, you must make every effort to report for work at the recognised start time. This could entail your having to make special arrangements to ensure that you can attend each day.

If you cannot reach work in time, you must telephone your line manager as soon as possible to explain the situation. If the College is open, you must make reasonable efforts to reach it.

If, however, you find that you cannot reasonably reach work at all, you can either:

- take annual leave (unless you are a lecturer);
- take unpaid leave of absence;
- ask for paid leave of absence;
- ask to work in a subsequent holiday period without loss of either pay or service (lecturers only);
- work from home.

If you have made reasonable efforts to get to work, and your line manager is satisfied as to the reason for non-attendance, then you would normally be granted paid leave of absence.

If you find it impossible to reach your normal place of work, you should try to make yourself available at the nearest campus of the College. On subsequent days, you should contact your line manager for advice.

Lecturing staff should refer to the guidance document on the college intranet.

Updates will be provided on the College web site and Radio Borders during any period of bad weather.

## **Alcohol/Drugs**

Anyone found in the College under the influence of alcohol or the improper use of drugs will be sent home and may be liable to disciplinary procedures. Refer to Alcohol and Drugs Policy.

## **Change of Personal Details**

Personal records are kept in the HR Department at the Scottish Borders Campus. In order that these can be kept up to date, please notify the HR Department of any change in your personal details, such as change of home address, marital status, birth of children or change of professional qualifications. Please also inform your line manager.

## **Children**

The College does not allow staff to bring their children into College for any more than a short visit/or to collect work. Therefore staff should refrain from bringing children into the work place. If you are unable to attend work due to caring commitments you should contact your line manager in the first instance to seek guidance.

## **Criminal Convictions**

The Rehabilitation of Offenders Act 1974, amended in 1986, states that any person who comes into contact with young people under the age of 18 during the course of their employment must declare all previous convictions - spent or not. A PVG registration process is carried out for all staff in line with above, however, if during the course of your employment you are convicted of any crime then details of this must be declared, in confidence, to the Head of HR & Development.

Failure to do so may result in dismissal.

## **Collections/Petitions**

The organisation of petitions and the collection of money for charities, sweepstakes, prize draws, or similar events, are not allowed unless written permission has previously been obtained from the relevant SLT manager.

## **Communications**

The importance of good communications among all our staff is recognised. In addition to day-to-day communication with Line Managers, regular departmental meetings are held. These include general College news as well as departmental issues.

All staff have access to a copy of the College magazine, and all staff are encouraged to forward items for inclusion.

## **Confidentiality**

Members of staff will not disclose to any person whomsoever any confidential information or trade secret relating to the affairs of the College, its suppliers, customers, students or employees either during the course of your employment with the College or after termination. A breach of confidentiality may result in disciplinary action. All documents in your possession relating to the work of the College or obtained during the course of your employment with the College must be returned to the College on leaving its employment and, if requested to do so, you will provide details of passwords which may be required to enable the College to access any data or electronic documentation stored on computer.

## **Contact with the Media**

Should a member of staff be contacted by any sector of the media they should, in the first instance, direct any enquiry to the Head of Student Services.

## **Dogs and Other Animals**

Staff and students should not bring animals onto College premises unless for the express purposes of demonstrations during practical lessons. If any animal is found on College premises the staff member or student responsible will be asked to remove the animal immediately.

This does not include, for example, guide dogs or hearing dogs.

## **Dress Code**

The College culture encourages students to raise their employability standards and staff should seek to provide an example of an appropriate and professional appearance. Although there is no formal dress code for the College, staff should adopt standard business dress unless leading or taking part in an activity which requires specialist clothing. Therefore, it may be appropriate to wear overalls in a workshop, uniforms in a salon or kitchen, exercise clothes in the gym or jeans in an outdoor working environment. However, for normal classroom-based work, and for staff based in an office environment, business dress should be worn.

Certain groups of staff, for example Facilities and ICT team members are issued with uniforms and these will be expected to be worn during working hours.

## **Driving and Parking**

Please drive with care and consideration at all times. There is a maximum speed limit of 5 mph in the car parks. If you do not drive carefully, you put others at risk.

Any accident occurring on College campuses – whether or not they involve injury – must be reported to the Facilities Manager. Any necessary emergency services should be summoned without delay.

Vehicles are parked in College car parks at their owners' risk and the College accepts no liability for the loss or damage to vehicles or their contents while on College premises.

If you plan to leave a vehicle in the car park because it is defective or you are away on business, the Facilities Manager must be informed.

Please refer to the Car Parking Regulations for Scottish Borders Campus available on the College web site.

## **Employee Relations**

The College fully accepts its responsibility for good employee relations within the framework of relevant legislation.

The College recognises and works in partnership with the EIS FELA for Lecturing staff and UNISON and a Non-Union Representative for Support Staff. You are entitled if you wish to join one of these unions subject to the rules of the union.

The College maintains a regular calendar of meetings including LNJCC and JCCP to ensure partnership working and communication and consultation channels remain open.

The College is a signatory party to the National Recognition and Procedures Agreement and adheres to any agreements made at a national level by the Employers Association, on behalf of the College and the recognised unions.

In addition, there is a Professional Conduct Between Staff and Students policy to ensure that staff and students benefit from fair and professional interactions at all times and to protect staff from unfair allegations of misconduct or inappropriate behaviour by students.

## **Equal Opportunities**

It is Borders College policy to treat job applicants, employees and students equally - regardless of their sex, sexual orientation, age, race, religion or belief, gender reassignment, marriage & civil partnership, pregnancy/maternity or disability.

## **Gambling**

Gambling is strictly prohibited on College premises.

This does not preclude staff from lottery syndicates, fund raising, raffles etc.

## Health & Safety at Work

Your safety at work may depend on your actions and those of your colleagues. You should observe a few common-sense rules in your day-to-day work to help maintain a safe working environment. Certain jobs have special safety rules attaching to them, and you will learn these from your Line Manager.

Identify potential dangers and take action, either to remove them or to limit their effect – don't ignore danger signs!

Be a good housekeeper –

- keep your work place tidy;
- don't let waste accumulate;
- watch out for trailing telephone and electrical leads;
- don't obstruct any accesses, routes or passageways;
- keep all exits clear.

Observe fire precautions –

- know the fire drill which is posted in your office, classroom or workshop;
- avoid fire hazards by switching off and unplugging electrical equipment each day;
- don't store or place flammable liquids or combustible materials near heat sources;
- know where your nearest fire alarm points and extinguishers are.

Check your equipment –

- report electrical defects at once;
- do not use suspect or defective equipment.

Protect yourself –

- use the protective clothing issued to you;
- use the safety equipment issued to you.



### Take care –

- get help if the job in hand is more than you can safely cope with;
- make sure you have the right equipment;
- avoid improvisation;
- don't go into workshops, boiler-houses, switch-rooms and other hazardous places without authority;
- make sure your way ahead is clear.

### The Law –

Everyone employed by the College has a duty (under the Health & Safety at Work etc Act 1974) to take reasonable care to avoid injury to themselves or others and co-operate with the College and others in meeting the requirements of the law. You also have a legal duty not to interfere with, or misuse, anything provided to protect your own or anyone else's health, safety or welfare.

The College has appointed and nominated a substantial number of First Aiders. You should make sure you know how to contact a First Aider and who is your closest trained First Aider.

Please refer to the Health and Safety Policy and Procedure available on the College intranet.

## Holidays

Annual holiday entitlement is stated in your Contract of Employment/Conditions of Service and recorded on your HR21 Leave Balances Screen.

If you leave the College and are not able to take your remaining holiday entitlement before leaving, you will be paid for the number of days due. If you have taken holidays in excess of your entitlement to your leaving date, an appropriate deduction will be made from your final salary payment.

## Hours of Work

Hours of work vary with the nature of the job and are stated in your Contract of Employment/Conditions of Service.

## Job Evaluation

There is a national job evaluation process for support staff job roles.

## Job Share

The College is prepared to consider requests from staff for job share. Any member of staff interested in such an arrangement should contact their Line Manager in the first instance.

## Pay

### (a) Temporary Lecturing Staff

Part-time temporary staff are paid on the actual hours worked as detailed on appropriate timesheets. Claims for payment should be completed up to and including the last working day of the month, and forwarded through your Line Manager to the HR Department, to arrive not later than 3 working days thereafter. This will enable payment to be made at the end of the month.

### (b) Supply Staff

Supply staff are employed to cover for a member of staff who is ill, attending a course, or who has left College service and has not been replaced. Procedures for payment of supply staff and the same as for part-time temporary lecturing staff.

Failure to complete timesheets, as detailed above, or the provision of inaccurate information, may lead to a delay in payment being made.

## Policy Documents

The College's policies are available on the College website at: [www.borderscollege.ac.uk](http://www.borderscollege.ac.uk).

Only web versions can be regarded as current and controlled versions.

If you require a copy of any College Policy and you have problems accessing it in the above way then please contact the College Publications and Marketing Manager.

## **Private Work**

The College is not in favour of full time staff undertaking private remunerative work associated with the type of professional duties which they carry out for the College. Exceptions are work undertaken for local organisations of a social, cultural, religious or sporting nature.

If (notwithstanding the College's reservations on this matter) private work is undertaken by staff, then all such work - excluding the above exceptions - must:

- (i) have prior written approval by the Principal
- (ii) be undertaken out with normal College working hours;
- (iii) not be undertaken on College property;
- (iv) not be undertaken using College materials or equipment;
- (v) not interfere with, or affect, the ability of the staff member to carry out the work for which he/she is employed by the College;
- (vi) not constitute a conflict of interest with College activities.

Any contravention of these procedures will be treated as a serious breach of discipline.

## **Protection of Vulnerable Groups**

The College takes its responsibility towards children and vulnerable adults very seriously and has a number of Policies and Procedures to ensure their protection.

The Employee Resourcing Policy and the Disclosure Policy ensures that all potential new staff are screened to ensure that they are suitable to work with children and vulnerable adults.

All staff are required to be Disclosure Scotland checked.

All staff are required to undertake the on-line Safeguarding module, which support the Safeguarding Policy, as part of Engage (the College's induction programme) and/or Refresh (the College's ongoing online refresher training programme). In addition, a number of training sessions are arranged throughout the year to allow staff to remain up to date with current requirements and legislation.

If any staff member suspects or has witnessed anything of concern regarding a student or staff member they should speak confidentially to their line manager, the Safeguarding Officers or a member of the HR team.

## **Protective Clothing and Equipment**

Protective clothing and equipment are issued or made available to staff as necessary, as per the PPE Procedure.

Please ensure that whilst these items are in your care they are maintained in effective working condition, and report any faults or defects so that they can be dealt with, or the item replaced. The requirements for wearing personal protective equipment are described in Codes of Practice and indicated by safety signs.

## **Receipt of Gifts**

The tendering of gifts to staff by suppliers or other business contacts is discouraged. Where a gift is offered or received, which does not give rise to any conflict of interest, the gift must be noted in the College gift register which is located in the Executive office.

## **Security**

To ensure that your interests – as well as the College’s – are well protected, a high standard of security should be maintained at all times.

Everyone is issued with an identity card which should be worn at all times within the College.

Visitors should report to Reception, sign the visitor’s book and receive a visitor’s pass. If you know in advance that visitors are coming to the College, please inform Reception, giving their name and organisation, and an extension number where you can be contacted. Visitors should be met at Reception on arrival and escorted from the College after the visit.

You are responsible for your visitor and his/her safety whilst in the College, and they must be accompanied at all times.

## **Security of College Property**

In cases of theft or dishonesty involving College property, the offender will be subject to the disciplinary procedures.

If you want to borrow an item of property from the College, please obtain permission from your Vice Principal/Senior Manager.

## **Security of Personal Property**

Money and valuables should never be left unattended in classrooms/workshops/staff rooms/staff lounge.

Every reasonable precaution is taken to protect against loss of - or damage to - your property, but no liability is accepted. Lost or found items should be reported immediately to the Facilities Manager.

## **Social Media**

The use of online social networking sites (e.g. Facebook, Twitter and YouTube etc) has become a very significant part of life for many people. They provide a very positive way to keep in touch with friends and colleagues, and can be used to exchange ideas and thoughts on common interests, both personal and work-related and to promote ideas and beliefs.

There are many benefits to social media when used responsibly however when used carelessly or irresponsibly the behaviour at the very least can be rude or offensive and may even be illegal.

Please familiarise yourself with the Social Media Policy and Guidelines for staff and adhere to this policy when using social media.

## **Staff Health**

The College subscribes to the local Occupational Health Service, which offers a range of services, including lifestyle screening, stress counselling, medical referrals and other health issues relating to the workplace.

Appointments may be made through the HR Department and held on or off campus at the request of the staff member. Staff members can also call to arrange their own appointment 01896 825982.

Anything discussed during counselling is completely confidential between the individual and the Occupational Health Service representative.

## **Subsistence Allowance**

Subsistence can only be claimed for expenses reasonably incurred. Receipts must be provided for subsistence claims in excess of £50, particularly in cases in which the maximum allowance is being claimed. These claims must be made using the 'Travel and Subsistence Expenses Claim' form, which should be submitted to HR, and will be reimbursed through payroll on a monthly basis. Staff are reminded that subsistence claims are for expenditure actually incurred, and no claim for payment will be made without copies of relevant receipts.

Subsistence allowance will be paid to a maximum of the following:

	London	Elsewhere
Bed & Breakfast	£150.00	£100.00
Breakfast	£15.00	£10.00
Lunch	£18.00	£12.00
Dinner	£30.00	£20.00

Refund of the cost of alcoholic beverages will not be made unless in exceptional circumstances where the claim is for the refund of the cost of entertainment of clients.

## **Training and Development**

Borders College provides training, development, and education programmes designed to meet the needs of staff and of the College. The primary objective is to enable each member of staff to make an effective contribution towards the success of the College.

Programmes take into account the needs and aptitudes of individuals for their personal development and advancement within the College and their contribution to the College's Strategic Plan. It is the intention that staff grow and develop along with the College.

College policy requires managers to assume responsibility for the training of their own staff within the scope of the College's Strategic Plan. Senior Management staff and the HR Department provide advice and assistance to managers in carrying out this responsibility. In addition, the College organises and implements a Training and Development Programme encompassing national developments together with training and development requirements identified via the Staff Review procedures or through the college's strategic priorities.

It is the responsibility of Managers to ensure all new staff receive induction training. Staff may also be assisted in furthering their own development through the acquisition of appropriate qualifications.

All attendance at courses, conferences and meetings should be approved by your Line Manager then Human Resources for approval IF there is a cost implication.

Before Attendance:

Applications via HR21 to attend should be completed at least four weeks before planned attendance. If approved the manager will liaise with the HR Department for authorisation if there is a cost to the course or conference.

Record of Training and Development – HR21

This should be maintained throughout the year and retained to reflect both structured and unstructured development activities. This should be reviewed at probation meetings and individual staff reviews. This record should reflect all training undertaken. Full time staff should be aiming to evidence at least 6 days of Training and Development activity

## Travel on College Business

For travel on College business, you will be reimbursed for authorised travel and other incidental expenses necessarily incurred in the course of your work, excluding the cost of travel between home and your College base. All claims must be supported by receipts for these incidental expenses where the cost exceeds £50. These claims must be made using the 'Travel and Subsistence Expenses Claim' form, which should be submitted to HR, and will be reimbursed through payroll on a monthly basis. The College will not be responsible for any fines/penalties for speeding, parking or other offences. The cost of any penalty charge and subsequent points being added to the driving licence will be the sole responsibility of the individual driver recorded on the College documentation as the driver of the vehicle at the time of the penalty being made.

In order to use your car on College business you must have a valid driving licence and have received approval from your Senior Manager. In addition, your car insurance must provide cover for business use, and it is your responsibility to ensure that you have such cover at your own expense.

Claims for reimbursement of travel expenses should be made on the appropriate Travel and Subsistence Claim form and authorised by your line manager. For staff using their own cars mileage can be claimed at the rate of 45p per mile for the first 10,000 miles and 25p per mile over 10,000 miles each tax year. These are the HMRC approved mileage allowance payments' (AMAPs).

College cars are available to staff and should be used as the main means of transport for College business. All staff must have a valid driving licence and have authority from their Senior Manager in order to use a College car.

The majority of College courses/programmes are organised and delivered on a geographic basis. Consequently, there is little need for lecturing staff to travel between campuses for teaching purposes.

However, if a member of lecturing staff on an established contract is required to travel to a campus different to that at which they are normally based, travelling time will be taken into account in determining projected annual class contact hours.



## Use of College Cars

College cars are based at the Scottish Borders Campus, Galashiels.

Staff should assess the most efficient means of business travel using the following hierarchy.

1. Is an Electric car suitable for the journey and available?
2. Can public transport be used efficiently (eg Train)?
3. Is a College vehicle available?
4. If no public transport or College car available seek authorisation from line manager to use staff owned vehicle. (If using own vehicle, it must be road legal, have valid road tax and valid insurance to cover business travel)

All staff must be registered as authorised drivers by submitting their Driving Licence to the HR Department for inspection.

All Car and Minibus bookings are managed at reception, staff can request vehicles via College intranet, helpdesk, email or phone, bookings are based on distance travelled and cannot be guaranteed until 48hrs prior to booking commencing. Electric cars will be prioritised for short journeys; staff driving an electric car for the first time will be required to undertake a short familiarisation session.

Any alterations, endorsement or suspension of an authorised driver's licence must be immediately notified to the HR Department. The College will periodically complete an online license check to update endorsement history.

Authorised drivers should book transport for official journeys through the Facilities Area on the College intranet.

When using a College car, all staff must –

- (a) Check the vehicle in accordance with the checklist issued with the keys.
- (b) Complete the car log book for each journey made.
- (c) Return keys and pack with completed information to Campus reception.
- (d) On arrival at a College campus, give the car keys to the person named above at that campus.

- (e) Observe the NON-SMOKING restriction.
- (f) Obtain supplies of petrol using the card and information provided with the keys and recording documentation
- (g) Observe the College Code of Practice for Use of Mobile Phones.

All supplies obtained must be –

- (h) Recorded on a garage or depot slip showing College name, car registration number and signature of staff member.
- (i) Recorded against the car log book entry for that journey.

Any incidents, such as punctures, accidents or breakdowns, must be reported to the named person at the campus where the car was booked out.

## **Use of College Minibuses**

Minibuses are based at Galashiels and Newtown St Boswells campuses and are available for College business.

All staff requiring to use a minibus must –

- (a) Be over 25 years of age.
- (b) Have held a full, manual car driving licence for at least 3 years.
- (c) Present driving licence for inspection. Where penalty points exist, the individual will be interviewed by the Health and Safety officer to establish the circumstances under which they were incurred.
- (d) All staff must undertake and pass Midas training prior to driving College minibuses, further information can be obtained from reception.

Any alterations, endorsement or suspension of an authorised driver's licence must be immediately notified to your Senior Manager.

Authorised minibus drivers should agree all intended use of a minibus with their Line Manager and book its use with –

Receptionist, Galashiels  
Newtown St Boswells – Reception

When using a minibus, all staff must –

- (a) Check the vehicle in accordance with the checklist issued with the keys.
- (b) Complete the minibus log book to show each journey.
- (c) Ensure the seating capacity is not exceeded, and all passengers behave in a safe manner.
- (d) Observe the NON-SMOKING restriction.
- (e) Observe the College Code of Practice for Use of Mobile Phones.
- (f) Obtain supplies of petrol using the card and information provided with the keys and recording documentation

All supplies obtained must be –

- (i) Recorded on a garage or depot slip showing College name, minibus registration number and signature of staff member.
- (ii) Recorded against the minibus log book entry for that journey.

Any incidents, such as punctures, accidents or breakdowns, must be reported to the named person at the campus where the minibus was booked.

- (g) Ensure the minibus is returned in good clean condition ready for the next user, contact Facilities to report any incidents requiring attention or assistance.

In exceptional cases, when College cars are not available, members of staff may use their own car for College business. In such cases, you must have a valid driving licence and have received approval from your Senior Manager. In addition, your car insurance must provide cover for business use, and it is your responsibility to ensure that you have such cover at your own expense.

Claims for use of personal transport for travel on College business must be made on the appropriate Claim Form and submitted to your Manager for counter-signature not later than the 4th of each month.

When staff travel out with the Region, the cheapest reasonable mode of transport should be used - i.e. 2nd class rail travel. If, for personal reasons, a member of staff wishes to travel by a more expensive mode of transport this should be approved by a member of the Senior Management Team.

## Using ICT at Borders College

### Data Security

It is important that staff comply with the College's Information security policies and procedures for the creation, storage, movement, handling, reproduction, transmission, and disposal of information.

- Users must not share their user IDs nor obtain the ID of another user, in order to invoke the privileges they need to perform a certain task.
- Users must not read, modify, delete or copy a file belonging to another user on their area without first obtaining the permission from the owner of the file.
- It is a condition of employment that you must not disclose to any person whomsoever any confidential information or trade secret relating to the affairs of the College, its suppliers, customers, students or employees either during the course of your employment with the College or after termination. A breach of confidentiality may result in disciplinary action. All documents in your possession relating to the work of the College or obtained during the course of your employment with the College must be returned to the College on leaving its employment and, if requested to do so, you will provide details of passwords which may be required to enable the College to access any data or electronic documentation stored on computer.
- The provision of the Patents Act 1977 apply in relation to all information, processes etc. learned, discovered or evolved by you during the course of your service or in connection with the business of the College. This means that these remain the property of the College and must be returned to the College on your leaving or made available during your employment.

## **ISLT Computer Security**

- College computers, telephones, printers, audio visual equipment and all other office equipment are provided to College employees for legitimate business purposes. Reasonable and limited non-business use that does not abuse College time or resources is permitted unless your manager has informed you that the nature of the work in your area requires that all personal use is prohibited.
- The College reserves the right, at any time and without prior notice or consent, to monitor use of such equipment to ensure appropriate use.
- Using College equipment to solicit or conduct outside business ventures is prohibited.
- Installation of software and applications can only be carried out by a member of the ISLT team unless individual staff have been formally authorised to do so.

## **Malware/Virus Security**

- Only authorised staff in the ISLT Department may install software.
- If staff suspects a virus on their computer, they should contact the ISLT Helpdesk immediately.

## **Network Security Policy**

- Staff should not leave their computer unattended without first logging-out, locking the workstation, or invoking a password-protected screensaver.
- When leaving the computer at the end of the day staff must check that the system has gone into shutdown mode.

## **Password Security**

- Staff are responsible for ensuring passwords remain confidential and under their control. Passwords must not be written where others can see them.

Any breach of these procedures may result in disciplinary procedures being invoked.

## Code of Practice for Staff

- 1 A professional relationship will be maintained with students, which avoids over familiarity, favouritism or collusion.
- 2 All students must be given a fair and just allocation of interest and support from staff within the context of varying individual needs
- 3 No student will be discriminated against or treated disrespectfully on the basis of ethnicity, disability, gender, academic ability or personal characteristics
- 4 Students must be given clear boundaries and deadlines so that their educational experience is planned and structured
- 5 It is the responsibility of curricular staff to ensure that students have a positive learning experience and are enabled to provide comment on their experience in a variety of ways
- 6 All student complaints and concerns must be taken seriously and dealt with in accordance with the student complaints procedure. Line management should be informed of problems at the earliest opportunity
- 7 Staff will on no occasion have physical contact with students other than to protect the student, themselves or others from a potentially harmful situation (this does not refer to the appropriate use of touch which is taught as part of some courses, e.g. lifting and handling)