



City of Dublin Education and Training Board

Code of Conduct for Staff

Document version	3
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Responsibility for this policy in City of Dublin ETB	Director OSD
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1. Introduction

City of Dublin ETB has developed this Code of Conduct for its staff members in accordance with Department of Education Circular Letter 0083/2024 – 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. Purpose of the Code

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 and should be read in conjunction with City of Dublin ETB policies and procedures.

3. City of Dublin Education and Training Board

City of Dublin ETB is the state education and training authority for Dublin city with over 3,000 staff who provide education and training opportunities for over 34,000 people.

We do this through running Community National Schools, Community Special Schools, Community Hospital Schools and 11 Community Colleges across the city. Our City of Dublin FET College operates across four campuses with 9 faculties in the city, providing Post Leaving Certificate courses, apprenticeships, traineeships and a range of further education and training opportunities for adults. We also provide education services in seven prisons and fund a range of Community Training Centres and Local Training Initiatives.

City of Dublin ETB supports the provision, coordination, administration and assessment of youth work in Dublin city, and is the lead partner in Music Generation Dublin City. City of Dublin ETB is also responsible for Student Universal Support Ireland (SUSI), the national awarding authority for student grants in Ireland.

Our provision is supported by the Head Office administrative staff in Ballsbridge. Other support services include a psychological service, a curriculum development unit, a learner support and engagement service, an employer engagement service, a data and strategic planning unit and a buildings maintenance unit.

Our Vision

City of Dublin Education and Training Board - where life-long learning is for everyone.

Our Mission

City of Dublin ETB's mission is to transform lives and communities through education, training, youth work and services.

Our Values

People-Centred: We put people first. We ensure our learners, young people, staff and other stakeholders have opportunities to be heard and to shape our work.

Inclusive: We provide accessible education and services for everyone – no matter who. We celebrate the diversity of our learners, young people, staff and communities.

Respectful: We recognise and respect the contributions of everyone – learners, young people, staff and other stakeholders to the organisation.

Sustainable: We put sustainability and climate-action to the fore of what we do, recognising our responsibility to the planet and the next generation.

Quality: We ensure our services are professional, and we deliver consistent quality across all services.

Accountable: We are driven by integrity and upholding the trust placed in our organisation. We are committed to transparency and openness.

It is important that every City of Dublin ETB staff member is familiar with our vision and mission so that we can work collectively to achieve these ambitions.

It also important that all staff members demonstrate our organisation's values in their day-to-day work; in how we deliver education, training and services, in how we engage with learners and the public, and in how we interact with each other.

4. 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 good current management practice in all the activities of City of Dublin ETB.

5. Overarching Principle

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 with 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 with the Chief Executive or Human Resources Officer.

6. 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:

- Disclose outside employment/business or other interests which objectively may interfere with the fulfilling of the staff members' duties and responsibilities to City of Dublin ETB. As per employment contracts; "It is not permissible for an employee to engage in external work, which may interfere with the fulfilling of the appointee's duties and responsibilities to the City of Dublin Education and Training Board and/or be in competition with the functions of the City of Dublin ETB, without the express agreement of the Chief Executive".
- 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.
- 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 recipient to make independent judgement on business transactions;
- Collaborate 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 City of Dublin ETB public procurement policy;
- 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 the City of Dublin ETB's accounts/reports accurately reflect its performance

and are not misleading or designed to be misleading;

- Avoid the use of the ETB's resources or time for personal gain, for the benefit of persons/organisations unconnected with the institutions or its activities; and

(b) Information

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

- Report, where appropriate, incidents or matters which impact 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 and the Freedom of Information legislation);
- 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; and
- 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 Children First legislation;
- 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;
- Comply with required tendering and purchasing procedures, as well as complying with prescribed levels of authority for sanctioning any relevant expenditure;
- 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;

- Co-operate with all audits; and
- Acknowledge the duty to conform to the 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 taxpayers.

(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; and
- Value City of Dublin Education and Training Boards students, staff, suppliers and customers, and treats 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; and
- Minimise any detrimental impact of City of Dublin Education and Training Boards operations on the environment.

7. 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 in such areas as gifts and entertainment and other ethical considerations, which arise routinely.

8. 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 Board's disciplinary procedures may be invoked, if appropriate.

9. Review

The 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.