BORDERS COLLEGE

Staff Handbook

August 2026



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 People Services Department, who will direct you to the relevant person.

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THE INFORMATION CONTAINED IN THIS HANDBOOK 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 “Director of People Services” 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

Eligible 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 People Services department.

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 People Services department.

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 Assistant Principal/Senior Manager and People Services.

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 People Services 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 People Services 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 Director of People Services if they are considering standing for a public body. A list of eligible public bodies is available on request from the People Services Department.

If you have specific requirements not covered above, you should discuss the matter with the Director of People Services.

Adverse Weather

Early Release of Members of Staff in Adverse Weather Conditions

Severe weather can create 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 Executive 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 or working from 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, website, 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 should speak to your line manager at your earliest opportunity to agree with them your activity for the day.

Updates will be provided on the College website and local radio 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 People Services Department at the Scottish Borders Campus. In order that these can be kept up to date, you can do so my amending your record on HR21 or by notifying the People Services 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 workplace. If you are unable to attend work due to caring commitments you should contact your line manager in the first instance to seek guidance.

Climate Change and Sustainability

The College is committed to reducing its environmental impact and building resilience to the effects of climate change. All staff have a responsibility to support these aims by acting in a sustainable manner; considering the environmental impact of their activities and making efficient use of energy, water, materials and other resources. Staff should minimise waste, reduce unnecessary travel and adapt their work to overcome increasingly extreme weather events.

College pledge – Zero to Landfill

Waste Segregation: Everyone Has a Role

Creating a sustainable college starts with the choices we make every day. Waste segregation is one of the simplest but most important actions we can all take to reduce our environmental impact.

All staff and students have a responsibility to separate waste correctly at the point of disposal. Placing waste into the correct stream ensures materials can be reused, recycled, used as waste to energy, while preventing avoidable waste from going to landfill.

We separate waste into key streams, including:

- **General Waste – non-recyclable items that cannot be recovered.**
- **Mixed Recycling / Dry Mixed Recycling (DMR) – recyclable materials collected for recovery and reuse.**
- **Wood**
- **Metal**
- **Tyres**
- **Hygiene Waste**
- **Chemical Waste**
- **Specialist College Waste Streams**
- **Food**

Correct segregation depends on everyone doing their part. Staff play a vital role by making sure waste is disposed of responsibly in offices, classrooms, workshops, kitchens, and all working areas. Taking a few extra seconds to check the correct bin or waste stream can make a significant difference.

By working together, we can reduce contamination, improve recycling rates, protect the environment, and support our commitment to continuing to be a zero-to-landfill college.

Think before you throw – the right waste in the right stream helps create a more sustainable future.

Criminal Convictions/Activity

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 Director of People Services.

Failure to do so may result in dismissal.

All matters of suspected criminal activity during employment will be reported to the Police.

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.

If you are planning on collecting for a staff member who is leaving or who has a special birthday please do not leave cash unattended. The best way to collect for staff is to create an on-line cash pot using one of the available websites for doing this (e.g. Collection Pot, JustGiving, GiftRound, Givetastic etc.) Members of staff creating these should be aware of any costs associated with the pot. If you are arranging a collection and have been given any cash, it should be kept securely by one nominated individual and removed from Campus or as a last resort, kept in the safe in the Finance Office. The College cannot be held liable for any losses in these circumstances.

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 newsletter, 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 Marketing Manager.

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 wear appropriate clothing for the activities they are undertaking. For example , 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.

Some staff, for example some members of the Facilities Team, 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 Director of Estates & Facilities. 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 Director of Estates & Facilities must be informed.

Please refer to the Car Parking Regulations for Scottish Borders Campus, available on the College website.

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. 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 LJNCC 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.

Financial Regulations

Staff should familiarise themselves with the contents of the Financial Regulations, which are available on the College website.

These regulations contain important information on a number of areas, including financial controls, pay, intellectual property rights and assets.

Section 21.6 states:

Personal Use

Assets owned or leased by the College shall not be subject to personal use without authorisation of the relevant SLT manager.

Gambling

Gambling is strictly prohibited on College premises.

This does not preclude staff from lottery syndicates, fund raising, raffles etc. These should be approved by a member of SLT.

Health & Safety at Work

Your health, safety and wellbeing at work is extremely important to the College, but this can depend on your actions and those of your colleagues.

You should observe a few common-sense rules in your day-to-day work, this will help to maintain a safe working environment.

Certain job roles may have specific safety guidance, these will be explained to you by your Line Manager, if applicable.

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

Be a good housekeeper:

- Keep your workstation and the area around it tidy.
- Do not let waste accumulate, dispose of in the bins provided.
- Report: trailing cables, electrical leads, rips carpets/floor covering
- Never obstruct any access routes or passageways;
- Always keep all Fire Exits clear, internal and external.

Observe fire precautions:

- Familiarise yourself with the fire drill process, which is posted in your office, classroom or workshop.
- Avoid fire hazards by switching off and unplugging electrical equipment each day.
- Do not store or place flammable liquids or combustible materials near heat sources.
- Familiarise yourself with your nearest fire call points, fire extinguishers, Fire Exits and Assembly Points.

Check your equipment:

- Report electrical defects at once.
- Do not use equipment and is defective/broken, report immediately.

Protect yourself:

- Always wear personal protective equipment (PPE) that is issued to you.
- Do not use PPE if damaged, broken or does not fit correctly.
- Use the safety equipment issued to you, and as per the training and manufacturers' instructions.
- Do not use safety equipment that is damaged, broken it does not fit properly or if you are unsure how to use is.

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 path is clear.

Standard Infection Control Precautions (SICPs)

This section outlines the mandatory procedures designed to prevent, manage, and control the spread of infectious diseases across all campuses and learning environments. All members of the college community must adhere to these guidelines to minimise public health risks.

Standard precautions must be routinely applied by everyone, regardless of whether an infection is suspected or confirmed.

- **Hand Hygiene:** Wash hands frequently with liquid soap and warm water for at least 20 seconds, especially before eating, after using the toilet, and after coughing or sneezing. Where handwashing facilities are unavailable, use alcohol-based hand sanitiser (minimum 60% alcohol content).
- **Respiratory Hygiene:** Adhere to the "Catch It, Bin It, Kill It" principle. Cover your mouth and nose with a disposable tissue when coughing or sneezing, dispose of the tissue immediately in a waste bin, and clean your hands.
- **Personal Protective Equipment (PPE):** Staff and students in high-risk areas (e.g., Care, Hospitality, Hair & Beauty, and Facilities/Cleaning) must wear the appropriate PPE provided, such as disposable gloves, aprons, or face coverings, as dictated by their specific task risk assessment.

Environmental Management

Maintaining a clean campus environment is a critical barrier against the transmission of pathogens.

- **Cleaning and Disinfection:** The Facilities team cleaning staff ensures regular, scheduled cleaning of all communal spaces, classrooms, and workshops. High-touch surfaces (e.g., door handles, banisters) receive enhanced cleaning on a rota basis.
- **Ventilation:** Mechanical ventilation systems are maintained to maximise fresh air intake, in some areas of the college. Where mechanical systems are not present, staff are encouraged to open windows safely to optimise natural airflow, particularly in densely occupied rooms.

Management of Outbreaks and Infectious Illness

To protect the wider college population, strict reporting and exclusion protocols must be followed.

- **Exclusion Periods:** Any individual experiencing symptoms of a contagious illness (such as Norovirus, Influenza, or other communicable diseases) must not attend campus. For gastrointestinal infections (vomiting and/or diarrhoea), individuals **must remain off campus until 48 hours** after their symptoms have completely ceased.
- **Reporting Procedure:** Staff must notify their Line Manager, and students must notify their Course Tutor immediately if they test positive for a notable infectious disease.
- **First Aid and Body Fluid Spills:** Only trained first aiders or designated cleaning staff should handle spillages of blood or body fluids. Spills must be treated immediately using the designated biohazard spill kits located across the campus.

Action in the Event of Illness on Campus

Procedures for Unwell Staff, Students, or Visitors

If you begin to feel unwell, or if you notice a colleague, student, or visitor who appears unwell (e.g., looking pale, clammy, hot, sweaty, or acting out of character), you must follow these steps immediately:

- **Report the Illness:** Inform a colleague, your Line Manager, or the Reception staff right away. They will contact a designated College First Aider to assist you.
- **Do Not Leave Without Notice:** If you are feeling unwell, **never leave the campus without telling anyone.** It is vital that management or reception knows you are safe.
- **Do Not Drive:** Never drive if you are feeling sick, dizzy, in pain, or generally unwell. Seek help and advice from college staff to arrange safe transport or medical care.

Emergency and Out-of-Hours Contacts

When requesting assistance, use the following internal extension numbers:

- **During Campus Working Hours:** Call the Emergency extension for Reception on **Ext. 888**.
- **After 5:00 PM (Out-of-Hours):** If Reception is closed and you need First Aid assistance, call **Ext. 2655**.

Severe or Life-Threatening Emergencies

If a colleague, student, or visitor is unresponsive or appears severely unwell:

- **Call 999 Immediately:** Do not hesitate to contact emergency services for an ambulance.
- **Alert First Aid:** Once the emergency services are called, immediately notify a College First Aider or Reception using the extension numbers above.
- **Non-Urgent Medical Advice:** For situations that require professional medical advice but are not life-threatening, call **NHS 111**.

Lone Working and Location Awareness

To ensure your personal safety while on site:

- **Keep Teams Informed:** Always let your colleagues or your Line Manager know exactly where you are working.
- **Alone on Campus:** This is especially critical if you are working alone or in an isolated area of the college, so that help can find you quickly if an emergency occurs.

Staff Wellbeing and Mental Health Support

"Need to Talk" Mental Health Support Service

The College recognises that mental health is just as critical as physical health. To support our workforce, the college provides a dedicated, internal mental health support service designed to help staff navigate both **work-related challenges and personal issues**.

- **Accessing the Service:** Staff can access this support via the **"Need to Talk" tile** located directly on the **Staff Portal**. Clicking this tile allows you to log a request and easily connect with a member of our mental health-trained staff.
- **Scope of Support:** Our trained team members are available to listen, provide guidance, and offer practical support for any difficulties you may be facing, whether they stem from your professional or personal life.
- **Strict Confidentiality:** All services, conversations, and correspondence through "Need to Talk" are kept **totally confidential** between yourself and the trained staff member.
- **Limits to Confidentiality:** Information will never be shared without your consent, with one critical exception: if a staff member indicates an **immediate intention or risk of taking their own life**, the trained advisor is legally and ethically required to contact external emergency or medical services to ensure your safety.

External Support Services and Signposting

If you prefer to seek support outside of the college network, or require assistance outside of normal working hours, several confidential external organisations are available:

- **Samaritans:** Available **24 hours a day, 365 days a year.** They offer a safe, confidential space to talk about anything that is troubling you.
  Phone: 116 123 (Free to call)
  Website: Samaritans Official Site

- **Breathing Space (Scotland):** A free, confidential phone and webchat service for individuals in Scotland experiencing low mood, depression, or anxiety.
  Phone: 0800 83 85 87 *(Hours: Weekdays Monday–Thursday 6pm–2am; Weekends Friday 6pm–Monday 6am)*
  Website: Breathing Space Scotland

- **Shout:** The UK's free, confidential, 24/7 crisis text service for anyone struggling to cope.
  Text Support: Text **SHOUT** to **85258**
  Website: Give Us A Shout

- **NHS 24:** For urgent mental health assessment and support out-of-hours.
  Phone: 111 (Ask for the mental health option or triage team)

- **Access to Work Mental Health Support:** A free, confidential service funded by the Department for Work and Pensions (DWP) to help employees managing mental health conditions at work.
  Website: Access to Work Support via Able Futures

- **H&S Union Rep** – Garry Dickson, EIS-FELA

The Law

Borders College recognises and accepts its duties under the Health & Safety At Work Act 1974 and is committed to ensuring the health, safety and welfare of its employees, so far as is reasonably practicable.

It also fully accepts its responsibility for other persons who may be affected by its activities. The College will take steps to ensure that its statutory duties are met at all times.

Employee responsibilities

Employees are required to take care of these health and safety rights of anyone at work who may be affected by their actions. In addition to this, employees must also:

- Co-operate with others on health and safety, especially with the employer and ensure that the company's health and safety policies are understood and followed.
- Not interfere with or misuse anything that has been provided for health, safety or welfare.
- Follow the training received when using work items.
- Report any injuries, accidents, incidents or illnesses that occur as a result of doing a job. Notifying the Employer about this can change the way that the job is completed in the future.

The College has a substantial number of trained First Aiders at each campus, and also First Aiders trained in Mental Health. Please ensure that you know how to contact a First Aider. Reception staff will be aware of First Aiders on campus.

Please refer to the Health and Safety Policy and Procedures, which are available on the College website and Staff Portal (Health & Safety Tile).

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.

Long Service Awards

Staff who have achieved the following service during the calendar year with the College will be awarded the following:

- 10 years £20 High Street Voucher
- 20 years £30 High Street Voucher
- 30 years £40 high Street Voucher
- 40 years £50 high Street Voucher

Staff will receive a certificate and have this presented at the Christmas event.

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 People Services 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 are 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

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 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 People Services 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 or Hospitality

The tendering of gifts or hospitality 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.

For further information on this please refer to 10.3 of the Colleges Financial Regulations which can be located on the College website under Guides and Handbooks.

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. All matters of this nature will be reported to the Police.

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 Director of Estates & Facilities.

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 by 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 People Services 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 People Services, 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	£200	£150*
Breakfast	£20	£15
Lunch	£25	£15
Dinner	£40	£30

*B&B should be booked through Finance or approved in advance by Executive should the cost exceed this guide price.

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 People Services 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 People Services 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 People Services 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 People Services, 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 55p 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.

Rates per business mile

	First 10,000 miles	**Above 10,000 miles**
Cars and vans	55p	25p
Motorcycles	24p	24p
Bikes	20p	20p

Travel Hierarchy

Digital communication : being able to attend events and meetings remotely, whether working from home or using video conferencing facilities on campus, means that our first option is to consider whether a physical journey is necessary or could be avoided .



Walking and wheeling : if you do need to attend an event, the most sustainable means of doing this is walking or wheeling (the term used for users of wheeled mobility aids) as this emits virtually no carbon emissions and has high health and wellbeing benefits – the only resource required is your own energy .



Cycling : if your event is not within walking distance or you need to get there quickly, cycling is the next most sustainable option – as this requires some equipment (i.e. bike and helmet) . You could use one of the College's eBikes .



Public and shared transport : when active travel is not suitable (e.g. the event is too far away or you have luggage) you should consider public transport . Taking a train or bus will reduce the carbon footprint of your journey, tackle congestion and help improve air quality . It can also be a better use of your time – allowing you to work or study on the move .



Electric Vehicles & car sharing: sometimes travelling by car is necessary (e.g. when your destination is not served by public transport) and when this is the case you should use the greenest vehicle possible – an electric car. These produce far lower carbon emissions than petrol and diesel cars and no tailpipe emissions . The College has a fleet of EVs and these should be used for business travel instead of personal vehicles . Sharing an EV journey with others will reduce combined emissions even further .



ICE vehicles & car sharing: internal combustion engine (ICE) vehicles, including petrol and diesel cars, should be the last resort for most journeys . ICE cars produce harmful air pollution and emit the highest carbon emissions of any ground -based transport . If you do need to travel by ICE car, consider travelling with a colleague to save both money and emissions .



Air : the least sustainable method of travel is flying and this should be avoided wherever possible – especially within the UK. For example, flying from Edinburgh to London produces around 159 kg of CO_2 per passenger compared to 23.5kg when travelling by train . In the UK trains are often cheaper and more practical than flying, which requires additional travel to and from airports and longer waiting times, while you can step straight on and off trains and into a city centre . Travelling abroad (particularly outside Europe) can be difficult without flying and careful thought should be given to whether it is essential to attend international events and how to make the most of these journeys when they are required (e.g. working abroad for longer periods but travelling less frequently) . Where it is necessary to fly, economy tickets should be chosen over any other class .



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. Can public transport be used efficiently (eg Train)?
2. Is an Electric car suitable for the journey and available?
3. If no public transport or College car is 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 Reception Services Department for inspection.

All Car and Minibus bookings are managed at reception, staff can request vehicles via halo, email or phone, bookings are based on distance travelled and cannot be guaranteed until 48hrs prior to booking commencing. 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 Reception Services Department. The College will periodically complete an online license check to update endorsement history.

Authorised drivers should book transport for official journeys through the Self Service Portal (Halo).

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 logbook 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.
(g) Observe the College Code of Practice for Use of Mobile Phones.

All supplies obtained must be:

(i) Recorded against the car logbook 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:

- Galashiels – Reception
- 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 logbook 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 logbook 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 countersignature not later than the 3rd 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

Staff onboarding
As part of your onboarding you will receive:

- Devices (laptop, mobile phone etc.) as requested by your line manager
- A Borders College staff IT login and temporary password – your login is also your email address

If you have request, such as:

- Peripherals such as headphones, webcams
- Home working equipment such as monitors or docks
- Additional software

Please make them through your line manager who will approve them and raise a ticket on your behalf.

Getting started with IT & Digital staff services
Once logged on, from the Staff Portal web page you should select the IT & Digital Services area and familiarise yourself with the information there, which includes:

- WiFi access
- Printing and scanning
- Equipment loan
- VPN access
- Telephones
- Office 365 services

You should also familiarise yourself with the College's policies relating to IT usage and data:

- Information Security Policy
- Data Protection Policy

On the college website at
https://www.borderscollege.ac.uk/documents/policy-procedural-documents

Staff offboarding
If you leave the College, you will be asked to carry out the tasks below before your leaving date:

- Return any college issued devices to the IT & Digital team
- Discuss any data held in your OneDrive storage or mailbox with your manager and if required transfer it to a team storage area
- Discuss whether your email address should be forwarded to another member of staff on your departure
- Discuss if your work or mobile numbers should be forwarded to another member of staff on your departure

Get help
If you run into issues with your IT equipment or need to raise a request please use the Self-Service Portal option from the Staff Portal web page.

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)

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