



STAFF CODE OF CONDUCT POLICY

POLICY INTENDED FOR:	Staff
PUBLISHED:	Server, policy folder and staff handbook
POLICY IMPLEMENTED BY:	Managing Director
POLICY MONITORED BY:	Managing Director
REVIEWED BY/WHEN:	Residential Manager October 2019
RECORD OF CHANGES AND ADDITIONS:	Review Date amended to October 2020

This policy sets out clear guidance on the standards of behaviour expected from all staff at Oxford Science Studies. The principles underlying the guidance aim to encourage staff to achieve the highest possible standards of conduct and minimise the risk of inappropriate conduct occurring.

Staff must act in accordance with their duty of care to students, to ensure that the safety and welfare of all students are given the highest priority.

This policy applies to all staff and volunteers in the school regardless of their position, role or responsibility. References to 'staff' throughout the policy relate to all the following groups, all members of staff including all teaching and support staff, volunteers, temporary and supply staff.

CONFIDENTIALITY

Staff should:

- Treat any information they receive in a discreet and confidential manner and share it with others purely on a need-to-know basis
- Be aware that discussions about students' attainment and behaviour are confidential and should never be discussed in public places, other social gatherings or social network sites
- Staff have a statutory obligation to share with the Designated Safeguarding Lead Officer any information which gives rise to concern about the welfare or safety of a student or that might suggest a student is in need or at risk of significant harm. Staff should pass on information without delay in accordance with the Safeguarding and Child Protection Policy and this should be recorded. Staff must never promise a student that they will not act on or pass on any information that they are told by the student
- Keep accurate records of important information in the Course Office
- Ensure all out of date confidential papers are shredded

DATA PROTECTION

Staff should:

- Not disclose any information about students or staff colleagues to members of the public
- Not communicate with the media. Only approved staff should communicate to the media about the company
- Keep all company data secure

DRESS

- Dress appropriately and professionally (in uniform if required)
- Ensure their clothing is not offensive or revealing
- Be aware that they are setting an example to the students by their dress code

OFFSITE TRIPS AND ACTIVITIES

When visiting offsite, the atmosphere may be less formal. Staff must however ensure their behaviour remains professional and appropriate at all times to prevent any misinterpretation of actions.

Staff should:

- Ensure comprehensive risk assessments are carried out and adhered to at all times
- Ensure the correct ratio of staff is used on the visit
- Ensure no parent/guardian has refused consent of an offsite visit
- Ensure a first Aid kit is taken on a visit
- Oxford Science Studies staff are trained appropriately and according to regulations for First Aid

GIFTS

Staff need to take care that they do not accept any gift/offer of hospitality that might be construed as a bribe by others or lead the giver to expect preferential treatment. However, there may be occasions where students or parents wish to give a small token of appreciation to staff, for example at religious festivities or at the end of the year.

Staff should not give gifts to students.

MEDICATION, ALCOHOL AND DRUGS

Staff must not be under the influence of alcohol, drugs or any other substance which may affect their ability to care/teach for students. If staff are taking medication which may affect their ability to care/teach students, those staff should seek medical advice. Those staff can only work directly with students if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after students properly. Staff medication on the premises must be securely stored, and out of reach of students. Staff should ensure they are fit for work at all times when working. Anyone who does show up in an unfit state will be asked to leave, and further action may have to be taken, including those under the influence of alcohol or illegal drugs.

ONE-TO-ONE SITUATIONS

Particular care should be taken by staff when in a one-to-one situation with a student.

Staff should:

- Staff working individually with students should be aware of the potential vulnerability of students and staff in such situations
- Staff should manage these situations regarding the safety of the student and to themselves. Individual work with students should not be undertaken in isolated areas or rooms where there is no external viewing panel. Where it is necessary to close doors for reasons of confidentiality a colleague should be made aware of this and asked to remain vigilant. Be aware of the risk of allegations being made

SMOKING

If a staff members wishes to smoke, they must do so in the designated smoking area outside.

TRANSPORT:

Staff should not transport a student by car, unless insurance has already been arranged.

PHYSICAL CONTACT

Staff should be aware that even well-intentioned physical contact may be misconstrued by the student, an observer or by anyone to whom this action is described. Staff should never touch a student in a way which may be considered indecent. Always be prepared to explain actions and accept that all physical contact be open to scrutiny. Staff must not engage in rough play, tickling or fun fights with students.

There are occasions when it is entirely appropriate and proper for staff to have physical contact when a student is in distress and in need of comfort as a reassurance. This may include age appropriate physical contact. Staff should remain self-aware always in order that their contact is not threatening, intrusive or subject to misinterpretation.

Staff should listen, observe and take note of the child's reaction or feelings and, so far as is possible, use a level of contact which is acceptable to the child for the minimum time necessary.

LANGUAGE

Language used with and around students should be respectful, suitable for the situation and age appropriate.

PARENT/GUARDIAN

Parents/guardians should be treated with respect and courtesy at all times; they should feel listened to. If a conversation is becoming antagonistic, or inappropriate in any way please conclude and report to a member of the Senior Management Team who will investigate.

SANCTIONS

Members of the Senior Management Team are those with authority to give sanctions to students. They should ensure they are fair and consistent in their procedures concerning sanctions.

REPUTATION

Staff are expected to demonstrate the highest possible standards of personal and professional conduct and behaviour and consistently act with honesty and integrity. Staff should ensure that nothing they say or do brings the company's name into disrepute.

E-SAFETY

Staff should:

- Staff must not engage in inappropriate use of social network sites which may bring themselves, Oxford Science Studies or community into disrepute
- Staff should adopt the highest security settings on any personal profiles they have.
- Staff should remain mindful of their digital footprint and exercise caution in all their use of social media or any other web-based presence they have. This includes written content, videos or photographs and views expressed either directly or by 'liking' certain pages or posts or following certain individuals or groups
- Staff should exercise care when using dating websites where staff could encounter students
- Staff must not contact students, must not accept or initiate friend requests nor follow students accounts on any social media platform
- Staff must not communicate with students via social media, websites, instant messenger accounts or text message
- Not use mobile phones when they are working with students. They must be switched off or put on silent. Phones should be left out of sight, such as within their bag
- Only use Oxford Science Studies cameras, iPads, tablets, recording equipment to take images of students
- Never take photos or videos of students on their personal phones

Policy Reviewed Annually

Next review due: October 2020