



## STAFF RULES AND INFORMATION

### INTRODUCTION

All staff employed, or contracted to provide services for Oxford Science Studies (OXSS) are responsible for maintaining public confidence in their ability to safeguard the welfare and best interests of children and young people, and so should adopt high standards of personal conduct at all times. This is true whether staff are in the workplace or elsewhere, and it is essential that staff remember that safe practice involves using judgement and integrity about their behaviour at all times and in all contexts. There may be times, for example, when an adult's behaviour or actions in their personal life may come under scrutiny from the local community, the media or public authorities. This could be because their behaviour is considered to compromise their position in the workplace or to indicate an unsuitability to work with children or young people. Misuse of drugs, alcohol or acts of violence would be examples of such behaviour. OXSS has, therefore, developed a set of rules which ensure that staff do not bring the organisation into disrepute.

### RULES

- Staff should not smoke or drink alcohol whilst in the company of, or whilst responsible for, children and should not be under the influence of alcohol at times when they may reasonably be required to take responsibility for the supervision of children. This means, for example, that staff should not drink off-site at lunchtime when they will be returning to work in the afternoon or evening.
- Staff should not behave in an aggressive, violent or forceful manner which would lead any reasonable person to question their suitability to work with, or act as a role model to, children and young people.
- Staff should dress in a way which is appropriate to their role while on a OXSS course or activity outside the course, taking care to dress appropriately for the work being undertaken. Those who dress in a manner which could be considered as inappropriate make themselves vulnerable to criticism or allegations. Staff should dress in a way that:
  - Is not viewed as offensive, revealing or sexually provocative
  - Does not distract, cause embarrassment or give rise to misunderstanding
  - Is absent of any political or otherwise contentious slogan
  - Is not considered discriminatory and is culturally sensitive

- All children and young people have a right to be treated with respect and dignity, even when they display difficult or challenging behaviour. Staff should not use any form of degrading treatment to punish a child. The use of corporal punishment for children and young people is both illegal and unacceptable.
- The use of sarcasm, demeaning or insensitive comments towards children and young people is not acceptable in any situation. Any sanctions or rewards should be used equitably and in line with OXSS' behaviour management policy.

How to protect yourself from false allegations, for example by:

- Ensuring that one-to-one meetings with students take place in rooms with glass panels in the door
- Recording all conversations
- Never offering students lifts in private vehicles
- Being careful about sharing jokes or the use of inappropriate language