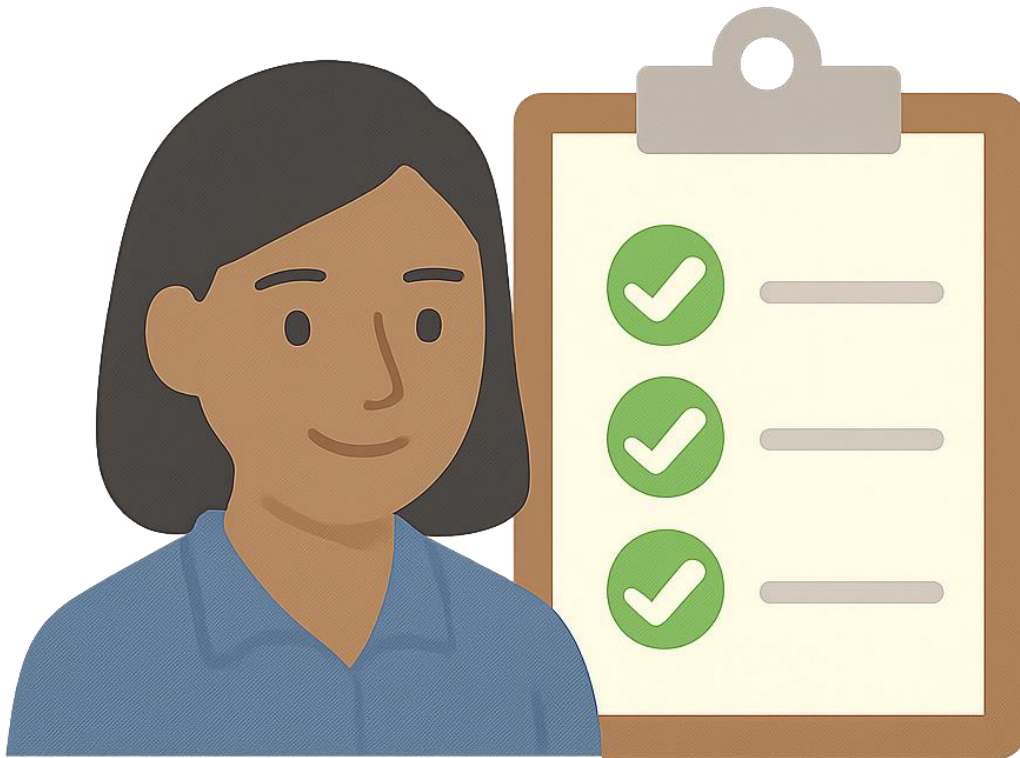




Staff Code of Conduct



Document History

Version	Comments/Amendments	Name	Date
1	First Issue	Chris Kelly	22/04/2025

Contents

- 1. Introduction**
- 2. Professional conduct expectations**
- 3. ICT and social media**
- 4. Confidentiality and communication**
- 5. Safeguarding and child protection**
- 6. Whistleblowing**
- 7. Conduct outside of work**
- 8. External work and interests**
- 9. Health, wellbeing and support**
- 10. Final statement**
- 11. Policy review**

1. Introduction

At Oaktree Education Services (OES), we strive to create a safe, inclusive, and nurturing learning environment. This Code of Conduct ensures all staff act professionally and uphold the highest standards of behaviour, consistent with their duty to safeguard students and promote wellbeing.

Objectives

- Protect students and staff.
- Clearly define performance and conduct expectations.
- Minimise opportunities for abuse or misconduct.
- Encourage staff to report concerns confidently.
- Enable timely response and appropriate actions to concerns.
- Promote a culture of mutual respect and fairness.

2. Professional Conduct Expectations

General Behaviour

- Always model respectful, fair, and professional behaviour.
- Foster a positive, trusting environment with students and colleagues.
- Use praise and positive reinforcement first when addressing student behaviour.
- Seek support from the Head of Education when behaviour management becomes challenging.

Appropriate Physical Contact

- Physical contact must be age-appropriate, minimal, and never initiated unnecessarily.
- Comforting distressed students is permitted within safeguarding boundaries.

Relationships with Colleagues

- Maintain respectful, collaborative, and inclusive professional relationships.
- Address disagreements calmly and constructively.

Resource and Financial Responsibility

- Use resources (including electricity, materials, and equipment) responsibly.
- Follow recycling and sustainability practices.
- Return and sign out all equipment, e.g. iPads/laptops.
- Submit all financial transactions to the office by the end of the working day.

3. ICT and Social Media

- Mobile phones must not be used during directed hours unless in staff-only areas.
- Use centre devices and accounts for communication with students, parents, and staff.
- Refrain from connecting with students/former students on social media.
- Avoid any activity online that could bring the centre into disrepute.

4. Confidentiality and Communication

- Treat all student and parent/carer information as confidential.
- Share concerns only with relevant professionals (e.g. DSL or SLT).
- Do not promise confidentiality to students—safeguarding takes precedence.
- Aim to maintain open and positive relationships with parents/carers.

5. Safeguarding and Child Protection

Responsibilities

- Complete regular training on safeguarding and KCSIE updates.
- Be alert to signs of abuse or neglect and report promptly to the DSL.
- Use the school's safeguarding procedures and avoid personal involvement in cases.

Promoting British Values

- Uphold democracy, the rule of law, individual liberty, mutual respect, and tolerance.
- Do not promote extremist views or undermine these values.

Curriculum Responsibilities

- Use curriculum opportunities, especially PSHE, to reinforce safe behaviour and inclusivity.

6. Whistleblowing

- Report concerns about colleagues immediately to the Head of Education.
- If the concern involves the Head, report to the Local Authority Designated Officer (LADO).
- All reports are handled confidentially and investigated thoroughly in accordance with whistleblowing policy.

7. Conduct Outside of Work

- Avoid activities that could damage the centre's reputation or your professional standing.
- Disclose any criminal investigations or charges.
- Refrain from using social media in a way that breaches confidentiality or professionalism.
- Disclose personal relationships with students or their families to the DSL.

8. External Work and Interests

- **Staff may take up external work, provided it:**
 - Doesn't conflict with centre responsibilities or working hours.
 - Doesn't affect job performance.
 - Is disclosed if related to the supply of goods/services to the centre.

9. Health, Wellbeing, and Support

- Maintain a healthy work-life balance and seek support for mental/physical health.
- Staff can access counselling, Occupational Health, and mentoring support.
- Membership in a trade union is encouraged.

10. Final Statement

All staff must demonstrate consistent professionalism and integrity. By adhering to this Code of Conduct, you contribute to the safety and wellbeing of students, and uphold the values of Oaktree Education Services.

All staff are required to read and sign this Code of Conduct as a declaration of understanding and compliance.

11. Policy Review

- This policy will be reviewed **annually** (or sooner, if required by legislative changes or significant developments in best practice).
- The review process will involve **teaching staff, support staff, senior leaders, and governors**, alongside student representatives (where appropriate).

Approval and Signature

- **Principle of Head of College:**
Chris Kelly, 22/04/2025
- **Chair of Governors/Trust Board:**
Name, Signature, Date