



Oaks International School



Staff Code of Conduct Policy

Policy reviewed by: Amanda Gibbard

Review date: September 2019

Amended: April 2020

Next review date: September 2020

'School' refers to Oaks International School; 'parents' refers to parents, guardians and carers. This is a whole school policy, which also applies to the Early Years Foundation Stage.

Purpose

The purpose of this code is to provide a clear framework within which employees of Oaks International School are expected to conduct themselves. Oaks International School strives to maintain a work environment for its staff and a learning environment for its students in which honesty, integrity and respect for fellow employees, students and the parents/clients of the School are constantly reflected in personal behaviour and standards of conduct.

Principles

- Oaks International School is a small yet complex organisation and the actions and behaviour of its employees have an impact on the education and livelihood of many people, as well as on the local environment and the community. Employees are expected to have regard for the impact of their personal behaviour on the school, colleagues, parents, the environment and our community.
- It is essential that all stakeholders can have confidence that Oaks International School maintains the highest standards of conduct in financial matters and seeks to maintain high standards of probity and ethical behaviour. Stringent procedural and audit arrangements are in place and employees are expected to ensure that decision-making is open and fair.
- This code covers some of the most important issues relating to personal conduct, and gives a framework of standards and behaviour guidelines, but it is not intended to be exhaustive.

Staff must ensure that the following rules are upheld at all times:

- Staff must at all times avoid 1:1 tuition in rooms with no viewing windows or without the door open when there is no viewing window. 1:1 video conferencing tuition online should be avoided in the event of school closure.
- Professional staff conduct within school and during remote learning in the event of school closure should always be upheld.
- Keep bodily contact to a minimum in individual musical instrument lessons.
- Staff must not provide lifts to individual students without permission of the Headteacher and parent.
- Care should be taken to ensure proper supervision of children whilst they are changing clothes to avoid false allegations.

[Standards of personal behaviour](#)

Equality of opportunity

One of Oaks International School's core values is the promotion of inclusivity and valuing diversity. The School seeks to ensure that the work environment for its employees is supportive, and one where individual respect is shown to all. All members of staff and students, regardless of their gender, race, ethnic background, culture, (dis)ability, sexual orientation, age, religion, socio-economic status or any other factor will be supported and encouraged to perform to their potential.

Harassment and bullying

To secure an environment in which students and members of staff are able to flourish and to achieve their full potential, Oaks International School is committed to ensuring that everyone is able to work and to participate in the life of their school/college/office without fear of harassment, bullying or intimidation. Everyone in the School has a part to play by ensuring that his/her own behaviour, whether intentional or unintentional, does not constitute harassment. Oaks International School will take action against inappropriate behaviour, which shows lack of respect for others or which leads people to feel threatened.

Health and safety

Oaks International School places a high priority on providing a safe working and learning environment and will act positively to minimise the incidence of all workplace risks as required by the Health and Safety at Work Act 1974 and other associated legislation. All activities should be carried out with the highest regard for the health and safety of employees, students, visitors and the public. The school's aim is excellence in health and safety, by means of continuous improvement of standards, and the comprehensive use of risk assessments so as to systematically remove the causes of accidents/incidents and ill-health. This, together with more specific aims and objectives, reflects the School's commitment to promote employee wellbeing.

Relationships with other members of staff, students and other parents and clients of the School

Oaks International School does not concern itself with the private lives of its staff unless they affect its effective operation or its reputation. Staff relationships with pupils are wholly unacceptable, except for family members. Staff should not give out their personal details, including phone numbers, addresses and social media information to any pupil. (The Headteacher will deal with individual circumstances at her discretion e.g. staff who have Godchildren in the school).

Performance

Oaks International School expects individuals to follow all reasonable rules and instructions given by those supervising or managing their activities and/or work areas.

Misuse of drugs and alcohol

It is a disciplinary offence to be on school premises and/or carrying out official duties when under the influence of alcohol or non-medically prescribed drugs.

Gambling

Gambling activities must not be conducted on school premises. Small raffles for charitable purposes, national lottery syndicates, occasional sweepstakes, etc. may be undertaken with the permission of the Principal or their deputy.

Conduct outside work

Oaks International School does not seek to dictate how employees conduct themselves in their personal lives outside work. However, unlawful, anti-social or other conduct by employees, which may jeopardise the School's reputation or position, will be dealt with through the disciplinary procedure.

Dress code

Oaks International School does not operate a formal dress code for its employees, other than for those who are provided with uniform and/or protective clothing. However, employees must ensure that their dress is appropriate for the situation in which they are working and that they present a professional image and one that reflects sensitivity to parent perceptions. This may reflect their ethnicity and lifestyle, but should not be provocative or

cause offence to those with whom they have contact. These standards should also apply when using video conferencing in the event of school closure.

The following guidance should be observed:

- Smart denim jeans only are permitted
- Trainers should be worn for teaching PE lessons only
- Staff should not wear revealing clothing.
- Female staff should not wear tops with spaghetti straps. Skirts should not be too short
- Flip flops should not be worn
- Chewing gum is not permitted on school premises

Financial regulations Oaks International School's financial regulations create a framework of financial controls within which the staff of the School must operate. These regulations are designed to protect the School and individual members of staff. Failure to comply with these regulations may lead to the loss of assets, significant delays in payments to employees and suppliers, and additional work for colleagues.

Employees must not accept gifts or hospitality that could give rise to a suspicion that they have a conflict of interest or have been influenced in a decision.

Breaches of the regulations will normally be a serious disciplinary offence.

Conflicts of interest

The highest standards of behaviour are also expected in all areas of school life, especially where individuals are in positions to make decisions, which may have significant impact on others. In all such cases it is important that decisions are taken in a fair and balanced way that can withstand external scrutiny. Conflicts of interest should be identified so that individuals are not involved in decisions where their actions could be seen as biased.

Access to confidential information

Although Oaks International School strives to conduct its business in an open fashion there will be times when individuals, through their positions as members of committees, selectors/recruiters, line managers, etc. become aware of confidential information, either about other individuals or in connection with the School's activities. Individuals should be aware of the need to keep such matters confidential and to respect the proper channels of communication for such information.

Bribery Act 2010

Oaks International School follows ISP's Anti-bribery and Business Gifts policies found in the Staff Handbook.

Use of equipment for non-work purposes

Oaks International School will allow employees reasonable use of school equipment and facilities, provided that authorisation has been obtained from the appropriate line manager, that the use does not interfere or conflict with the work of the school, and that any costs are met by the individual.

Private telephone calls

Employees may use the school's facilities to make private calls for essential or urgent matters. **These must not take place in areas where EYFS children may circulate.**

Employees who have school provided mobile phones must reimburse the school for the use of these phones for private calls and texts, etc.

Mobile phones should only be used for personal calls at break and at lunchtime in the staff room.

Use of IT equipment, Internet and social media

Users of the school's IT and the Internet facilities must behave reasonably towards other users and the facilities and in public areas they must behave appropriately. Users who do not behave reasonably and appropriately may be subject to disciplinary action in accordance with relevant procedures. The regulations give examples of reasonable and appropriate behaviour but are not exhaustive. In particular, employees must not use the school's facilities to create, display, produce, store, circulate or transmit material that may be considered unsuitable, in any form or medium, except where required for academic purposes, and having first obtained the prior, written, agreement of the Headteacher.

Employees may use the school's Internet facilities for occasional personal matters, but must not access social media for personal purposes in working hours. Members of staff must not have students as friends or followers on social media platforms. Staff should not store photos of children on personal phones or cameras.

Information security

Oaks International School recognises that information and the associated processes, systems and networks are valuable assets and that the management of personal data has important implications for individuals. Through its security policies, procedures and structures, Oaks International School will facilitate the secure and uninterrupted flow of information, both within the school and in external communications. Oaks International School believes that security is an integral part of the information sharing which is essential to academic and corporate endeavour.

Data protection

Oaks International School holds and processes information about employees, students, and other data subjects for academic, administrative and commercial purposes. When handling such information, the school, and all staff or others who process or use any personal information, must comply with the current GDPR regulations.

[Procedures](#)

Raising matters of concern

Employees have a right and a duty to raise concerns, which they may have about breaches of the law or propriety by the School. This should normally be through their line manager but in circumstances where this is not appropriate they may approach the proprietor in confidence. No individual who expresses their views in good faith and in line with this guidance will be penalised for doing so.

See separate Whistleblowing Policy

Breaches of this code

This code of conduct has been drawn up to provide a source of guidance to the School's employees. It is not a contractual document and can be amended at any time by the School. All staff must comply with both the provisions of this code and the School's policies and procedures, breaches of which will be taken seriously and may result in disciplinary action up to and including dismissal.

Interpretation

In this policy the term "senior manager/leader" means the Headteacher and her designated deputies