



OCL STAFF CODE OF CONDUCT

Contents

Contents	2
At a Glance	4
Checklist	4
In Brief	4
Who does this code apply to?	5
Summary of Expectations	5
What happens if the content of the code changes?	6
Where can you find details of the policies and standards that apply to you?	6
Leading by Example	6
Safeguarding Children and Young People	7
Health, Safety and Wellbeing	9
Equality and Diversity	9
Physical Contact with Students	9
Alcohol/drugs/smoking	10
Acceptable Usage of Technologies and E-Safety	10
Finance	11
Criminal Charges and Convictions	11
Conduct Outside Work	12
Conflict of Interest	12
Gifts and Rewards	13
Information Disclosure and Confidentiality	13
Intellectual Property	14
Security	14
Public Comment on OCL Activities or Policies	15
Responsibilities	15
Undertaking Legitimate Management Requests	16
Dress Standards	16
Other Employment	16

Training Requirements.....	17
Statutory Requirements	17
RACI Matrix	18
Appendix 1.....	19
Appendix 2.....	21
Document Control	22

At a Glance

OCL is part of the wider Oasis family with a shared vision for community, a place where everyone is included, making a contribution and reaching their God given potential. This policy has been drawn up in accordance with the Oasis Ethos. This ethos sums up the way we want to behave as an organisation. These are aspirational and inspirational values and together we must be intentional in making sure these are at the centre of everything that we do and are.

With this in mind, the aim of this code is to establish a common understanding of the standards of behaviour expected of all staff, both academy and national teams and volunteers at Oasis Community Learning (OCL). The code does not attempt to provide an exhaustive list of what to do in every aspect of your work but represents a broad framework within which staff are expected to conduct themselves.

The code is supported by a number of individual policies which outline your obligations and provide guidance on standards of behaviour. Up to date versions of all OCL policies can be found on the Policy Portal of the OasisZone.

Checklist

- This policy has been drawn up in accordance with the Oasis ethos and 9 Habits. Our Ethos and 9 Habits sum up the way we want to behave as an organisation.
- These are aspirational and inspirational values and together we must be intentional in making sure these are at the centre of everything that we do and are.
- We request that all OCL employees and Trade Union representatives act in accordance with the Oasis Ethos and seek to express the Oasis 9 Habits when implementing this policy.
- All staff should ensure they read the code annually as part of the Annual Safeguarding Declaration
- All line managers should ensure they talk through the code with any new staff as part of the induction process

In Brief

This Code of Conduct is designed to give clear guidance on the standards of behaviour ALL STAFF are expected to observe, and managers should notify and regularly refresh and help staff to grow and embed this code and the expectations therein within their own practice and approach.

This policy has been written in line with recommendations set out in Keeping Children Safe in Education (KCSIE) which is published by the DfE and must be understood, used and applied alongside various other policies for teaching, learning and curriculum, including but not limited to:

- Safeguarding and Child Protection
- Complaints
- Online Safety
- Whistleblowing & 'Speaking Up' Process
- Anti-Bullying
- Oasis Community Learning Recruitment and Selection Policy
- Safer Recruitment Handbook
- Equality and Diversity

Who does this code apply to?

This Code of Conduct applies to everyone employed by OCL, volunteers and agency staff, directly engaged contractors and Hub Council Members, who for the purposes of this policy shall be collectively referred to as staff. Where any provision relates only to those employed by OCL this will be clear.

Alleged breaches of this code and standards set by OCL will be dealt with in accordance with our safeguarding allegations, capability, disciplinary or probation policies dependent on the matters of the case. If you are unsure about any aspect of the code, please raise it with your line manager at the earliest opportunity.

Summary of Expectations

In summary, you are expected to work to the best of your ability, to be diligent, honest and ethical in the performance of your duties and to conduct your personal and professional life in a way which seeks to uphold the Oasis Ethos and the Oasis 9 Habits and does not risk adversely affecting your reputation or that of OCL. Our relationship with you is based on trust. Together we must work hard to ensure that trust remains. Trust is damaged if you fail to do any of the following:

- Attend work in a condition where you are able to carry out your duties safely and effectively.
- Act honestly.
- Act with dignity and treat all others with dignity and respect.
- Work in accordance with the terms and conditions of your contract of employment and job description.
- Carry out the reasonable instructions of their supervisors, managers, Principals, and to work to the requirements of the job.
- Understand and apply Oasis' Ethos and 9 Habits, and OCL's policies, rules and procedures.
- Be committed to delivering quality services to our pupils.

- Be truthful and honest in your dealings with the academy/OCL, its pupils, parents/carers, your colleagues and your supervisor/manager and Principal.

Trust would also be damaged if you did any of the following acts:

- Seek to intentionally deceive OCL by withholding or giving false information.
- Intentionally destroy, damage or alter any records or documents without proper authorisation.
- Misrepresent OCL in your dealings with others or make any statement on behalf of OCL which you are not authorised to do.
- Commit any act of misconduct or breach of your employment terms (please see the OCL Disciplinary Policy on the Policy Portal for further details).

What happens if the content of the code changes?

OCL will take every reasonable step to ensure that the Code of Conduct is kept up to date. The most up to date version will always be the one that is available on the OCL Policy Portal. Changes to the code will be consulted on with recognised Trade Unions and widely communicated.

Where can you find details of the policies and standards that apply to you?

- Staff with OCL contracts of employment can find all OCL policies on the Policy Portal. If you are unable to access the Oasis Zone for any reason, please inform your line manager or IT.
- Staff with TUPE contracts of employment can request copies of any still applicable or transferred HR policies from their local Academy HR Officer or Line Manager or via the People Desk.
- The following HR policies apply to all staff regardless of their contract of employment - OCL Personal and Professional Development Policy, Procedure for dealing with Allegations Against a Member of Staff, Expenses Policy, Gifts and Hospitality Policy, "Keeping Children Safe in Education": OCL Safeguarding and Child Protection Policy, and OCL Health and Safety Policy.

Leading by Example

OCL expects all staff to:

- Treat colleagues, students, parents, volunteers, contractors, visitors and members of the public with dignity and respect, and in line with the Oasis Ethos and 9 Habits

- Make sure that they are familiar with and follow OCL policies on equality and diversity.
- Be aware that they are role models to our pupils and therefore should lead by example so that our young people can learn from them.
- Refrain from using inappropriate, discriminatory or offensive language at all times.
- Accept and respect that colleagues may have political, philosophical or religious beliefs that are different to theirs.
- Ensure the welfare and safety of students and not to engage in any potentially unsafe activity.
- Guard themselves against criticism or suspicion by maintaining professional boundaries with students both inside and outside of school.
- Follow the OCL Behaviour for Learning Policy and any other relevant documents.

Safeguarding Children and Young People

(Please also see separate policies for Safeguarding and Child Protection, Anti-bullying, E-Safety and Safer Recruitment)

THE SAFEGUARDING OF ALL CHILDREN AND YOUNG PEOPLE WITHIN OUR CARE IS OF HIGHEST IMPORTANCE, in line with the requirements set out in the OCL Safeguarding and Child Protection Policy and the most recent version of *Keeping Children Safe in Education*.

Therefore, staff are obligated to promote and safeguard the safety, welfare, mental health and wellbeing of students. Staff's obligation to safeguard students includes the duty to immediately report concerns about a student's welfare to the academy's Designated Safeguarding Lead (DSL) or the academy Principal.

All staff have a duty to safeguard and promote the welfare of OCL's students. This includes:

- Wherever possible, protecting students from physical, sexual, and emotional abuse or neglect;
- Reporting concerns about any student or the conduct of any member of staff to the Safeguarding Team without delay;
- Adhering to OCL's Safeguarding and Child Protection Policy,
- Co-operating with external agencies or advisors responsible for student welfare;
- Not saying or doing anything which may seriously demean, intimidate or undermine students, their parents/carers or colleagues;
- Setting high standards of behaviour and adopting a positive attitude to behaviour management by following OCL's Behaviour for Learning Policy;

- Supporting the wellbeing and development of students irrespective of their demeanour, ability, age, gender, race, religion of belief, sexual orientation or socio-economic circumstances;
- Maintaining mutually respectful and productive relationships with staff, parents/carers and the wider community; and
- Addressing bullying and discrimination.

Staff should guard themselves against criticism or suspicion by always maintaining professional boundaries with students both inside and outside of school. Where working alone with students, you should ensure that doors remain open and where possible, you should remain in the line of sight of a colleague.

Sexual relationships or sexual contact with any student or encouraging a relationship to develop in a way which might lead to a sexual relationship, or any relationship considered inappropriate with any student, is a grave breach of trust that will lead to disciplinary action and may also lead to criminal prosecution and possible disbaring in the case of teachers. To have any sexual relationship with any student under the age of 18 is an abuse of trust and a criminal offence.

You should avoid contact with students outside of school. You should not give students your home address, home telephone number, personal mobile telephone number or email address. You should not send personal communications (such as birthday cards or faith cards, text messages etc) to students or communicate with parents/carers or students via social media. You should not make arrangements to meet students, individually or in groups, outside school other than on official school trips, nor give a student a lift in your own vehicle other than for work related purposes and with the prior permission of the Principal or Designated Safeguarding Lead.

Crushes, fixations or infatuations are part of normal adolescent development. However, they need sensitive handling to avoid allegations being made against staff. Such feelings carry a high risk of your words, actions and expressions being misinterpreted. If you suspect that a student has such feelings for you or for another member of staff, you should bring it to the attention of the Designated Safeguarding Lead or the Principal immediately who will treat such disclosures sensitively.

All allegations made against a member of staff in relation to a student **must** be brought **immediately** to the attention of the Principal or when they are not available notify the Designated Lead Safeguarding. These will be responded to in accordance with the provisions of the combined Disciplinary and Safeguarding Allegations policy which also includes addressing **LADO and Low-Level Concerns** in line with KCSIE (as currently in force).

In the event the Principal (or Executive Principal) is the subject of the allegation, the DSL should report to the **Regional Director immediately** to establish (as outlined in OCL's Safeguarding and Child Protection Policy) *'the nature, content and context of the allegation'* and agree the appropriate course of action.

In some cases, allegations may be so serious, they will require immediate intervention by the police and/or children's social care services.

Where the allegation relates to a Regional Director or member of a National Team the disclosure should be made to the National Director of Academies (Primary or Secondary) or the Director of People, Culture and Organisational Development. If it relates to those posts, disclosure is made to the Chief Executive Officer (CEO). If the allegation relates to the CEO or Chief Operating Officer (COO) then the disclosure is made to the Chair of OCL's Board. Details of such staff can be located on OCL's website in the "Who We Are" section.

Health, Safety and Wellbeing

OCL recognises and accepts its responsibility for providing a safe and healthy environment for all staff, students and visitors who attend our premises. You are responsible for ensuring the health and safety of yourself and others who may be affected by your actions. You are required to make yourself familiar with the contents of OCL's Health and Safety Policy.

Equality and Diversity

OCL is committed to developing, maintaining and supporting a culture of equality and diversity in accordance with the Oasis Ethos. All staff must treat colleagues and the public in a fair and equitable way, avoiding unfair discrimination.

More information on your obligations and guidance on equality and diversity can be found via the Policy Portal.

Physical Contact with Students

Physical contact with a student may be necessary and beneficial to demonstrate a required action or a correct technique in. For example, in singing, music lessons or during PE, sports and games.

Any physical contact should be in response to the student's needs, of limited duration and appropriate to the student's age, stage of development, gender, ethnicity and background. Physical contact can be easily misinterpreted and should be limited both in extent and duration, to no more than is necessary to achieve the intended legitimate aim.

Staff must familiarise themselves with the Behaviour for Learning Policy and relevant DfE guidance as currently in force on physical restraint and intervention, and ask their line manager if they are unsure of anything.

Where physical contact is necessary, you are expected to:

- explain the intended action to the student;

- not to proceed with the action if the student appears to be apprehensive or reluctant, or if you have other concerns about the student's likely reaction;
- seek a colleague or another student to be present;
- consider alternatives if it appears likely that the student might misinterpret the contact;
- when comforting a distressed student be mindful of their life experiences and any Adverse Childhood Experiences;
- when administering First Aid, comply with the requirements of the First Aid Policy

Alcohol/drugs/smoking

Alcohol and non-prescription drugs must not be consumed during working hours. This includes when supervising students on school trips, but excludes 'over the counter' medication. If you are in any doubt, please speak to your line manager or a member of the People Directorate (PD) Team).

You must notify your line manager should you be under the influence of any prescription drug which may affect your ability to perform your duties (and to agree to surrender any prescription drug for safe storage on site).

Smoking (or the use of electronic/vape equipment) is prohibited across OCL sites, which includes the car parks and recreational areas.

Arrival at work under the influence of non-prescription drugs or alcohol is a disciplinary matter which will be dealt with under the OCL Disciplinary Policy & Procedure.

If you have any concerns about your health or any dependency issues you should raise this with your line manager or a member of PD as soon as possible.

Acceptable Usage of Technologies and E-Safety

OCL requires safe and responsible use of network resources including any online Oasis systems and/or Microsoft Office 365, the internet, e-mail, instant messaging, social media, media publications, file transmission and voice communications from all staff.

All Oasis devices and systems are subject to monitoring and filtering.

All staff are strongly advised to maintain the highest security settings on all social media platforms, but specifically those accessed on Oasis devices. Please see Appendix 1 for further guidance.

More information on your obligations and guidance can be found on the OCL Policy Portal in the following OCL policies, “Acceptable Use of Technologies” and “E-Safety”.

It is understood that staff may need to make personal calls, check text messages and/or personal emails in the case of an emergency or during break times. Personal use must not interfere with your work commitments (or those of others). It is a privilege and not a right.

Staff should set an example and should never use their own mobile telephones or other electronic devices whilst they are on duty (whether in a classroom or otherwise) and any such mobile devices should be switched to silent and be kept out of sight of students.

Finance

OCL operates strong financial decision making and procedures to ensure effective use of public funds for the benefit of the students we serve. All staff, particularly leaders, managers and those working in finance roles, should familiarise themselves with the financial policies applicable to them.

All staff with budgetary responsibilities must ensure all purchases demonstrate value for money, regularity and propriety and consider the environment and the local economy when ordering goods and services. No public funds can be spent on alcohol, and any staff member using OCL funds for this purpose will be personally liable for the cost, as well as potentially facing disciplinary action.

All dealings with suppliers must be even-handed, follow OCL’s Purchasing and Tendering Policy and avoid conflicts of interests. Personal connections with suppliers must be declared annually – please see OCL’s Related Party Transactions and Interests Policy, which can be downloaded from the policy portal.

All staff must ensure they do not compromise their position by observing OCL’s Gifts and Hospitality Policy. OCL has a zero-tolerance stance towards fraud and all staff must comply with OCL’s Anti-Fraud and Corruption and Expenses Policies.

Criminal Charges and Convictions

The position in which you are working is exempt from the Rehabilitation of Offenders Act 1974 and therefore you must disclose any spent or unspent conviction, caution, reprimand or final warning that you have received, other than those deemed ‘protected’ under the Exceptions Orders 2013 and 2020.

OCL requires all staff to undertake an enhanced DBS check. The disclosure of a criminal background will not necessarily debar you from working for us – this will depend upon the nature of the offence(s) and when they occurred. Further information is contained in the OCL Recruitment & Selection Policy.

You must immediately notify OCL if you are the subject of a Police investigation (which includes being Released Under Investigation), if you are charged or receive any caution, conviction or reprimand.

Conduct Outside Work

OCL employees must not engage in conduct outside work which could seriously damage the reputation and standing of OCL or the staff member's own reputation or the reputation of other members of the academy community. OCL recognises the concept of 'transferable risk' outlined within Keeping Children Safe in Education relating to behaviours outside of the work environment that have an impact on the ability to work within an academy setting.

In your official capacity (as an OCL employee) or personal capacity, you must not allow your personal interests to conflict with OCL requirements, or use your position to improperly confer an advantage or disadvantage on any person. If you are not sure whether or how this may affect you in your role, then you should speak to your line manager immediately. Please see the Conflict of Interest section for further details.

Staff must not engage in inappropriate use of social network sites/mediums which may bring themselves, the academy, academy community or OCL into disrepute. Staff are prohibited from forming 'friendships' with students on social networks see Appendix 1 for further details.

Staff should not contact students outside of official working hours or academy sanctioned extra-curricular activities unless in exceptional circumstances and only via academy communication equipment (e.g., a company mobile phone or work email account). Staff should never contact students via a private/personal phone, by letter, and/or email account or any other electronic medium.

In accordance with safeguarding best practice and guidance, staff are strongly advised against social contact with ex-students. Issues around potential influence having held a Position of Trust makes such contact difficult to manage or moderate. If contact needs to be established then this should be discussed with the Designated Safeguarding Lead for review, advice and guidance.

Conflict of Interest

If a conflict occurs between your private interests and OCL duties, you must resolve the conflict in favour of your OCL duties. "Private interests" shall not include the statutory rights or entitlements of elected trade union representatives.

You must advise your manager in writing of any personal or immediate family private interests that may give rise to a conflict of interest with the performance of your obligations to OCL, including where there is Social Work or Police involvement in your family circumstances.

Senior staff at Deputy Principal level and above must follow the OCL policy “Related Party Transactions and Interests”, which can be downloaded from the policy portal.

Examples of conflicts (or perceived conflicts) between personal interests and OCL duties that should be declared and, in some cases, avoided include but are not limited to the following:

- When purchasing a product or service on behalf of OCL liaising with a supplier who employs one of your close relatives.
- Employees being contracted to provide services to the academy/OCL outside of their paid employment.
- Generating work which involves travel to primarily provide an opportunity to visit friends/family/relatives etc.
- A supervisor who is in a position to approve higher duties or provide other benefits to a subordinate where a close personal relationship exists (such as a partner or family member or close personal friend).
- Involvement with an interview panel when a relationship exists with one of the applicants.
- Where a child protection, domestic abuse or criminal exploitation investigation is being undertaken on you or your immediate family

You should comply with any reasonable request from OCL to provide information relating to your personal interests or the interests of your spouse or civil partner (or anyone living as such) children or relatives/family members.

Gifts and Rewards

Before accepting or giving any gifts or rewards, whether for yourself, on behalf of other staff or the Trust, staff must familiarise themselves with OCL’s Gifts & Hospitality Policy and Anti-fraud and Corruption policy.

If you receive a gift from a student/parent/carer you should declare the gift where there is a possibility it could be misconstrued, or in any event where the gift is of a value of more than £30. The Principal/Service Director may in their absolute discretion require you to decline the gift. You must decline outright gifts that could be perceived as a bribe or that have created an expectation of preferential treatment.

Where you are thinking of giving a gift or reward to a student it should only be provided as part of an agreed reward system, the gift or reward should be of little monetary value and should be discussed and agreed with the Principal/Service Director, and where appropriate the parent/carer.

Information Disclosure and Confidentiality

Whilst working for OCL, you will obtain information that is confidential. You must never disclose information given in confidence by anyone, or information acquired which you believe is of a confidential nature, to any unauthorised third party (such as a colleague, parent, student, member of the public etc.), without the consent of a

person authorised to give it or unless you are required to by law. This is also not intended to prohibit anyone from raising a protected disclosure under the Public Interest Disclosure Act 1998 (PIDA).

When you cease working for OCL, you must still respect the confidentiality of official information that may have been available to you in the course of your duties and not use this information for private, commercial or political gain.

Staff should never remove confidential information off site without the express consent of a member of the senior leadership team, preferably in writing. This includes but is not limited to student coursework, exam papers, personnel folders and financial reports.

If you are authorised to take documentation or equipment off site, then you must ensure that you keep such items secure at all times. Failure to comply with this duty would ordinarily be treated as a serious disciplinary offence which could result in dismissal from employment, for example items should not be left in a car when parked or overnight.

Intellectual Property

Intellectual property is a legal term that refers to the rights and obligations received and granted, including copyright. Ownership of intellectual property is determined by considering the circumstances in which it was conceived and developed. OCL owns the intellectual property in material made by, or under its direction. Whether you are an employee, volunteer or a contractor, intellectual property in material you produce in the course of your work belongs to OCL, unless otherwise explicitly provided for in your contract of employment or contract for services. "Material" includes but is not limited to: teaching and learning and curriculum resources, policies, processes, algorithms, coding and programming sequences.

You must obtain permission from the Principal or the Deputy Principal (for members of the National Team this permission must be sought from the Service Head or National Director) before using, publishing or sharing (other than for the purposes of your employment) any OCL intellectual property.

If you wish to publish articles, books, dissertations etc. that you have written in your own time but make reference to your work/role and/or relationship with the OCL you should first consult either your Principal or Service Director first.

Security

You must visibly display your Identification Badge at all times while you are on any OCL site. All employees are required to challenge anyone on an OCL site without either an Employee ID or Visitor's Badge. You must not allow any individual not displaying an ID Badge to follow ("tailgate") you into any area of the academy/OCL site and report this immediately to reception if it occurs. If you come to work without your badge, you must report this to reception to collect and use a temporary

replacement. If you lose your ID Badge, you must report it immediately to your manager. You will be required to pay for a replacement. You must accompany any visitors who have not been DBS checked at all times.

Public Comment on OCL Activities or Policies

This section includes public speaking engagements, comments on radio and television, letters to newspapers, expressing views in books, journals, community notice boards, online forums and via any other public forum.

You must obtain permission from the Principal or the Deputy Principal (for members of the National Team this permission must be sought from the Service Head or National Director) before publishing or disclosing any articles, processes or materials that you have produced as part of your employment.

All media requests for information and enquiries that relate to policy and procedures, or operational activities must be referred to the Principal or the OCL National Communications Team. When making an authorised public comment in an official capacity, you must:

- Ensure it is part of your official role.
- Not misrepresent the facts concerning OCL policy or administration.
- Express only the views and opinions of OCL.
- Comply with the confidential information provisions of the Data Protection Act.
- Respect the confidentiality of information that has not been approved for release.

Responsibilities

If you are a manager, you have a responsibility to set a good example through your behaviour and attitudes, especially in relation to upholding the Oasis Ethos and the Oasis 9 Habits, obligations and standards as set in this Code of Conduct and the Nolan Principles of Public Life, which are:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

Please see Appendix 2 for further details on each principle.

You should ensure that you understand your responsibilities under all relevant legislation and policies and procedures.

You should ensure your leadership and management style:

- Is in accordance with the Oasis Ethos and 9 Habits at all times
- Is based on open, honest and thorough communication.
- Provides for optimum working conditions within the resources available to you.
- Supports positive performance management processes, including access to related learning and development opportunities for appraisees.
- Supports the right of employees to engage in open dialogue with you, and to pursue relevant conflict and grievance management options when issues arise.
- Allows staff an appropriate level of autonomy to get their work done to a high standard and not to 'micro-manage' them.

Undertaking Legitimate Management Requests

As an employee you are obligated to follow all reasonable and lawful requests related to your work given by a person with the authority to issue such requests. You should accept that you may not personally agree with all decisions made by your manager.

You may refuse to comply with an instruction that appears to be unlawful and report the matter to an appropriate senior officer. You should tell the person giving an unreasonable instruction that the instruction is, in your view, unreasonable and allow them the opportunity to respond. If you are unable to do this face-to-face or via your union representative, then the 'Speak Up' whistleblowing policy (via the Policy Portal) is available and should be used. In the interim, you are generally required to carry out the instruction unless:

- there is a danger to your health and safety,
- or a conflict of interest may exist,
- or there is a very real likelihood that this would constitute a criminal offence.

Dress Standards

We expect all staff to take a pride in their appearance and your clothing should therefore be neat, clean and decent. Your dress style must reflect appropriate workplace health and safety and security considerations applicable to your job and work environment.

If you are unsure whether any aspect of your dress is inappropriate, then you should not wear it to work and should speak to your line manager first.

Other Employment

OCL employees must not undertake any other paid or unpaid work without prior agreement of their line manager (such agreement not being unreasonably withheld).

It is important that you ensure that any additional employment or work (whether paid or unpaid) does not conflict with the interests of OCL or affect your ability and credibility to do your job. Staff are prohibited from owning or being engaged in any business interest which is illegal, unlawful or morally or ethically controversial, and you must ask your line manager if you are ever unsure.

You must also ensure that OCL time and/or resources are not utilised in connection with any other employment or work (whether paid or unpaid), save where this has been expressly agreed in advance with your line manager.

Training Requirements

Line managers should ensure all their reportees read the Code of Conduct as part of the annual safeguarding declaration process

The L&D team will ensure that staff are sign posted to the Code of Conduct as part of the induction process for new staff.

Statutory Requirements

Keeping Children Safe in Education (ordinarily updated on an annual basis).

RACI Matrix

Policy Element	Board	Leadership			Academy/Service			
		OCL CEO	OCL COO	Regional People Committees	Academy Principal and Service Directors	People Directorate	Learning and Development	Line Managers
Training (delivery of or responsible for ensuring attendance of relevant staff)						R	A&R	
Providing Advice						A&R		
Managing staff conduct					A & R			A&R
Policy Review and consultation with unions	A	A	A			R		

Appendix 1

Safeguarding Guidance for Use of Social Media by Staff

Whilst social media in all its forms keeps us connected to the wider world in so many positive ways, it does present additional 'challenges' to us all. It is strongly recommended that you take every opportunity to lock down the security settings on all your accounts so that your identity, your data, and your reputation are as protected as much as possible. Please consider the following:

- Ensure your settings make your profile accessible to friends and family only, and not seen by everyone. This will stop people being able to see your messages and pictures and screen shotting them for other uses.
- Use your middle name instead of your first name so that you are not easy to find on any search engines.
- In your profile do not mention your place of work and make it a personal policy never to talk about your work (even the good things).
- Be wary of 'friend' requests – only accept the ones that you are absolutely sure are not connected with your work. You should not be friends with students, parents, or ex-students.
- Be wary of 'friend' requests from work colleagues – check out in person that the request is genuine. Nationally there have been cases of students creating fake accounts using teachers' names and pictures, then soliciting comments and messages on school events. Teachers have been caught out negatively commenting on staff performance etc, only for it to be revealed that they had been 'cat fished' and the comments circulated.
- Remember the OCL monitoring & filtering software installed on our devices will screenshot any 'dubious' content - words and pictures - and will share them with the DSL team and the National Safeguarding Team.
- Consider the principle of 'transferrable risk,' meaning that events that happen outside of working hours can have a direct impact on your working life i.e., if an incident occurs that demonstrates you may not be suitable to work with children. This principle can mean that events are referred to the LADO for investigation.

Everyone thinks this will not happen to them and is surprised when it does. Please take 5 minutes to ensure that your on-line profile and footprint is as secure as it can be.

You are expected to demonstrate safe and responsible online behaviours and should:

- ensure that your own personal social networking sites are set as private and ensure that students are not approved contacts;
- never use or access or communicate via social networking profiles/blogs of students;

- never accept messages, friend requests, requests to connect or similar from students, parents/carers (unless you are the parent, grandparent or legal guardian of that child);
- do not use internet or web-based communication channels other than those provided by OCL to send messages to students;
- do not use your own equipment (e.g. mobile telephones) to communicate with students - use equipment provided by OCL;
- where contact with students is required outside of normal school hours ensure that parents, guardians or carers have given permission and that it is via OCL communication equipment;
- only make contact with students for professional reasons.
- Employees should not upload any content on to social media sites that:
 - is confidential to the school/trust or its staff
 - amounts to bullying
 - amounts to unlawful discrimination, harassment or victimisation
 - brings the school/trust into disrepute
 - contains lewd, sexually explicit, threatening or similarly inappropriate or offensive comments, images or video clips
 - undermines the reputation of the school and/or individuals
 - is defamatory or knowingly false
 - breaches copyright
 - is in any other way unlawful.
 - Employees must not use social media in any way to attack or abuse colleagues or air any other internal grievances.
 - Do not post derogatory, defamatory, offensive, harassing or discriminatory content.
 - Do not engage in any conduct (using personal insults, obscenities) which would not be acceptable in the workplace.
 - Do not use social media to 'whistleblow' – raise concerns through the proper channels which would entitle you to legal protection (Public Interest Disclosure Act 1998)
 - Employees should note that the use of social media accounts during lesson time is not permitted.

Appendix 2

The Nolan Principles of Public Life

Introduced in 1995 by the UK government, Committee on Standards in Public Life, these important values are enshrined in codes of conduct across the public sector, from schools and government departments to hospitals:

- **Selflessness:** Holders of public office should act solely in terms of the public interest.
- **Integrity:** Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.
- **Objectivity:** Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
- **Accountability:** Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
- **Openness:** Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
- **Honesty:** Holders of public office should be truthful.
- **Leadership:** Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Document Control

Changes History

Version	Date	Amended by	Recipients	Purpose
2.0	01/09/2016	HR Dept	All Oasis Staff	Updated
3.0	June to August 2022	PD (in consultation with the recognised Trade Unions)	Project Group made up of Compliance, National Safeguarding Team and PD	Final Review

Policy Tier

- Tier 1
 Tier 2
 Tier 3
 Tier 4

Owner

Paul Tarry – Director of People, Culture and Learning Development

Contact in case of query

Paul Tarry – Director of People, Culture and Learning Development

Approvals

This document requires the following approvals.

Name	Position	Date Approved	Version
John Barneby	Acting Director HR	01/09/2016	2.0
Directors' Group	-	18/10/2022	3.0

Position with the Unions

Does the policy or changes to the policy require consultation with the National Unions under our recognition agreement?

- Yes
 No

If yes, the policy status is:

- Consulted with Unions and Approved

- Fully consulted (completed) but not agreed with Unions but Approved by OCL
- Currently under Consultation with Unions
- Awaiting Consultation with Unions

Date & Record of Next Union Review
Not applicable / Insert

Location

Tick all that apply:

- OCL website
- Academy website
- Policy portal
- Other: state

Customisation

- OCL policy
- OCL with an attachment for each academy to complete regarding local arrangements
- Academy policy
- Policy is included in principals' annual compliance declaration

Distribution

This document has been distributed to:

Name	Position	Date	Version
All Oasis Academy Principals	-	03/09/2016	2.0
All Academies Staff and All Oasis Centre Staff	-		2.0