



Code of Conduct

Oasis Restore
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www.oasisrestore.org

Oasis Restore is part of the Oasis group of charities and is a company limited by guarantee (no. 2818823) and a Registered Charity (no. 1026487) Registered Office: 1 Kennington Road, London, SE1 7QP



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At a Glance

Our Underpinning Beliefs and Values

Oasis is driven by the passionate belief that each human being is uniquely valuable and of equal importance. We all have something to bring, and we all need each other. We call the 'O' in Oasis our 'Circle of Inclusion'. Everyone matters. Everyone belongs. And because we're committed to inclusion, we're committed to ending inequality, injustice, and exclusion wherever and however we can.

Our work in youth justice is driven by this philosophy and prevailing commitment to equality and community transformation.

Our staff not only share in our vision but are also champions of our ethos and the Oasis 9 Habits. Our ethos is made up of:

- A **passion** to include everyone
- A **desire** to treat everyone equally, respecting differences
- A **commitment** to healthy and open relationships
- A deep sense of **hope** that things can change and be transformed
- A sense of **perseverance** to keep going for the long haul

Our 9 Habits are the behaviours through which we aim to reflect our ethos:

Compassionate	Joyful	Considerate
Patient	Honest	Forgiving
Humble	Hopeful	Self-controlled

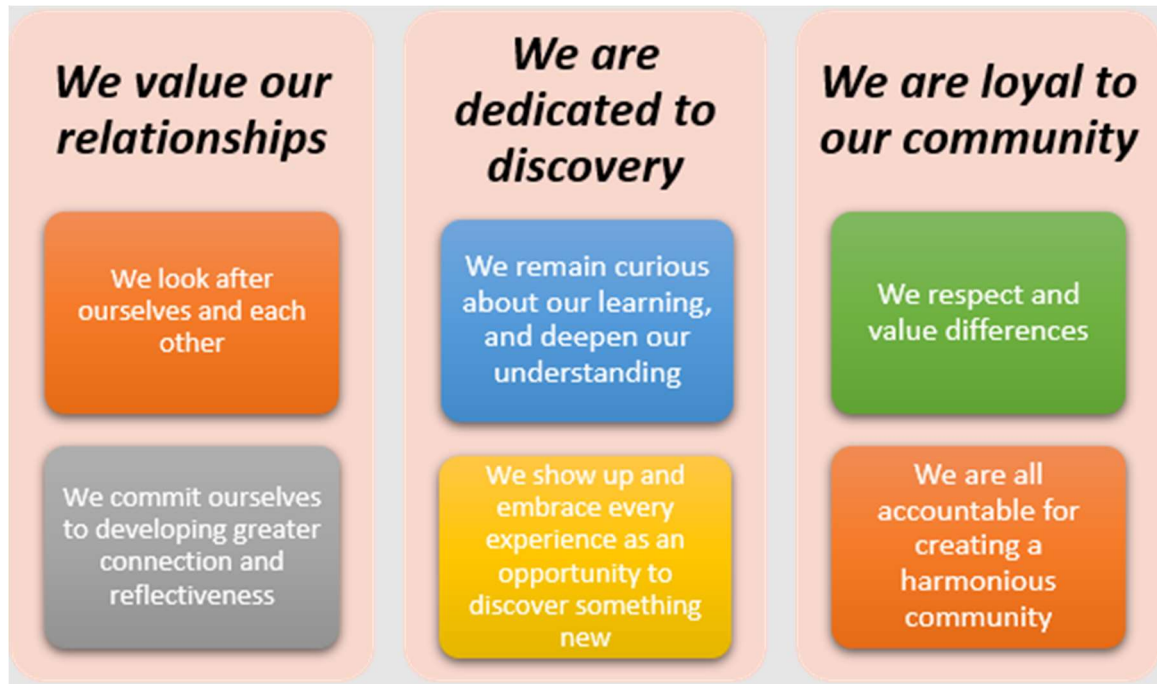
Oasis Restore's key values are **Relationships**, **Discovery** and **Community** which underpin our the Restore Framework. Within the Framework, the Restore Pledge sets out the key expectations that we hold of each other:

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The Restore Pledge is the commitment that staff and students make to the Oasis Restore community. It applies across the whole school in all our daily interactions.

Our aim is to enable each child to develop, a greater relational connection to themselves, to others, and to the wider community, and for us to do the same, as staff, including volunteers.

Where we encounter difficulties in meeting these expectations, our commitment to relational and restorative practice means that our focus is on understanding what is going on and resolving this through discussion. This accountability is central to our culture of enquiry and surrounds all such difficulties, embracing the wisdom and thinking of the community in helping to resolve the problem and using those who know the child well to help, and to make any necessary decisions about consequences for unsafe or abusive behaviour.

The therapeutic system at Oasis Restore relies on a number of key elements. Among these, staff supervision and reflective practice are indispensable in creating a therapeutic environment underpinned by a culture of benign enquiry, in which staff and their work are valued and sustained.

We are committed to ensuring that every member of staff receives an excellent quality of line management, supervision and reflective practice on a regular basis. Together, these provide a safe environment for critical reflection, challenge and professional development, and are of crucial importance in ensuring both that we make a difference to the children in our care, and that we provide a context for staff to feel safe, supported and creative in their work.

In order to live up to these commitments it is expected and required that staff fully utilise induction and refresher training as well as both group and one to one reflective practice and supervision sessions.



In Brief

This Code of Conduct is designed to give clear guidance on the standards of behaviour **ALL STAFF** are expected to observe, and leaders 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
- Our Recruitment and Selection Policy
- Equality and diversity

Who does this code apply to?

This Code of Conduct applies to everyone employed by Oasis Restore, 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 Oasis Restore this will be clear.

Alleged breaches of this Code and standards set by Oasis Restore 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.

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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 Oasis Restore. 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 as well as the Nolan Principles of Public Life, Oasis ethos, 9 habits and the Restore Pledge
- Carry out the reasonable instructions of their supervisors, managers, Directors, and to work to the requirements of the job.
- Be committed to delivering quality services to our children.
- Be truthful and honest in your dealings with our children, parents/carers, your colleagues and your supervisor/manager and members of the Senior Leadership Team, Executive Team and the Board of Trustees.

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

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

What happens if the content of the Code changes?

Oasis Restore will take every reasonable step to ensure that the Code of Conduct is kept up to date. Changes to the Code will be widely communicated and at times consulted on as appropriate.

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Leading by Example

Oasis Restore expects all staff to:

- Treat colleagues, children, parents, volunteers, contractors, visitors and members of the public with dignity and respect and in line with the Oasis Ethos, the 9 Habits and the Restore Pledge
- Make sure that they are familiar with and follow Oasis Restore policies on equality and diversity.
- Be consciously aware that they are role models to our children and therefore should lead by example so that pupils can learn by example
- 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 your own.
- Ensure the welfare and safety of children and not to engage in any activity that would compromise this fundamental obligation
- Guard themselves against criticism or suspicion by maintaining professional boundaries with students both inside and outside of school
- Follow the Restore Framework and Restorative 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 THE HIGHEST IMPORTANCE, in line with the requirements set out in the Oasis Restore Safeguarding and Child Protection Policy and the most recent version of *Keeping Children Safe in Education as well as the Children Homes (England) Regulations 2015.*

Therefore staff are obligated to promote and safeguard the safety, welfare, mental health and well-being of students. Staff 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 their nominated Deputy or the Academy Principal Director or one of their Deputies.

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All staff have a duty to safeguard and promote the welfare of Oasis Restore'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 Senior Leadership Team without delay;
- Adhering to Oasis Restore's Safeguarding and Child Protection Policy,
- Co-operating with external agencies or advisors responsible for student welfare;
- Not saying or doing anything which may 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 Oasis Restore's Restore Framework and Restorative Policy
- Supporting the wellbeing and development of students irrespective of their demeanour, ability, age, sex, gender, race, religion or 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 maintaining professional boundaries with students both inside and outside of the secure school at all times. Staff should follow the Restore Lone Working policy where applicable.

Sexual relationships or sexual contact with any child/ children, or encouraging a relationship to develop in a way which might lead to a sexual relationship or any relationship considered inappropriate with any child/ children, is a grave breach of trust that will lead to a referral to the Designated Officer or the Local Authority and disciplinary action and may also lead to criminal prosecution and potentially disbarring from a number of professions. We will also notify the Disclosure and Barring Service and any professional bodies related to your practice where thresholds are met and offences are proven. It is an abuse of a position of trust and a criminal offence to have any sexual relationship with any student under the age of 18.

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You should avoid contact with children outside of school unless directed to do so by a manager or Senior Leader (such as an official home visit) You should not give children your home address, home telephone number, personal mobile telephone number or email address, not send personal communications (such as birthday cards or faith cards, text messages etc) to children or communicate with parents/carers or children via social media, not make arrangements to meet students, individually or in groups, outside school other than on official school trips such as ROTL, not give a student a lift in your own vehicle other than for work related purposes and with the prior permission of a Director or the DSL.

Crushes, fixations or infatuations are part of normal adolescent development. However they need sensitive handling to avoid allegations being made against staff. Such crushes carry a high risk of your words, actions and expressions being misinterpreted. If you suspect that a child has a crush on you or on another member of staff you should bring it to the attention of the Designated Safeguarding Lead, their nominated Deputy or in their absence the Principal Director (or one of their Deputies) immediately who will treat such disclosures sensitively.

All allegations made against a member of staff in relation to a child **must** be brought **immediately** to the attention of the Principal Director or when they are not available notify the Designated Safeguarding Lead. 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 some cases, allegations may be so serious, they will require immediate intervention by the police and/or children's social care services.

In the event the Principal Director is the subject of the allegation, the DSL should report to the Chief Operating Officer immediately (or in their absence a senior member of the People Services Team) to establish *the nature, content and context of the allegation* and agree the appropriate course of action.

Where the allegation relates to the Chief Operating Officer or a member of the Board of Trustees these should be escalated to the Chair of the Board. Details of such staff can be located on Oasis Restore's website in the section "Who We Are".

Health, Safety and Well being

Oasis Restore 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. Attending and making genuine use of group reflection sessions and one to one supervision is also key. You are required to make yourself familiar with the contents of Oasis Restore's Health and Safety Policy more information on your obligations and guidance on this can be found via the Policy Portal.

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Equality and Diversity

Oasis Restore 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. This also includes before people start working with us, ensuring that you adhere to the requirements of the Recruitment and Selection policy with our aim to recruit a competent, diverse and inclusive staffing body.

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 in order to demonstrate a required action, or a correct technique or to prevent injury where there is a risk of harm to the student or to other students or members of staff. 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, sex, 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 also familiarise themselves with the Restore Framework, the Restorative Policy and the Critical Incident 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;
- act in accordance with the child's Formulation and any safety plan within it
- 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; unless it is a situation in which a restraint is necessary to ensure the student's or others' safety
- 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 Restore Formulation, life experiences and any ACES;
- when administering First Aid, comply with the requirements of the First Aid

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Alcohol/drugs/smoking and Searching/Testing

The term "drug" includes all drugs and psychoactive substances (including those formerly known as "legal highs"). Alcohol and drugs must not be consumed during working hours or before the start of your shift/working day/night, which includes when supervising students on Release on Temporary License (ROTL)/ Transition planning days or home visits.

You have a duty to notify your line manager should you be under the influence of any prescription drug or 'over the counter' medication which may affect your ability to perform your duties and to agree to surrender any such medication for safe storage on site in accordance with the Drugs and Alcohol policy. For the avoidance of any doubt any medication should be passed over to management for safekeeping or otherwise kept in your lockers and on some occasions it may be necessary to make an Occupational Health referral where staff with more exceptional conditions may need alternative arrangements.

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

Arrival at work under the influence of non-prescription/illegal drugs or alcohol is a disciplinary matter which will be dealt with under the Oasis Restore Disciplinary Policy & Procedure. Testing will be carried out where management has grounds to believe or suspect that the employee is or may be under the influence of alcohol or drugs.

Your contract of employment and the Restore Alcohol and Drugs and the Searching Policies (including visitors and staff) detail our approach to protecting our children from the harms of alcohol, drugs and other forms of contraband or prohibited items such as but not limited to weapons or mobile phones. Failure to follow policy would lead to disciplinary action and possible escalation to the police or the Designated Officer of the Local Authority.

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

Acceptable Usage of Technologies and E-Safety

Oasis Restore 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.

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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 the Oasis Restore Social Media policy for further guidance.

More information on your obligations and guidance can be found on the Oasis Restore Policy Portal or via the PSD team.

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 **off site**. Personal use must not interfere with your work commitments (or those of others Staff are prohibited from bringing and using any type of communication or photography device on site (including mobile phones, smart watches, cameras, tablets, pagers etc). Such devices can be stored in your personal locker or in your car at your own risk and may be accessed at break time. You should supply any dependents with contact details of reception should they need to contact you with any emergencies (ie a breakdown in childcare or medical emergency)

Finance

Oasis Restore operate strong financial decision making and procedures in order 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 Oasis Restore funds for this purpose will be personally liable for the cost as these cannot be claimed on expenses, as well as potentially facing disciplinary action.

All dealings with suppliers must be even-handed, follow Oasis Restore's Purchasing and Tendering Policy and avoid conflicts of interests. Personal connections with suppliers must be declared annually – please see Oasis Restore'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 Oasis Restore's Gifts and Hospitality Policy. Oasis Restore has a zero-tolerance stance towards fraud and all staff must comply with Oasis Restore's Anti-Fraud and Corruption and Expenses Policies.

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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.

Oasis Restore requires all staff to undertake an enhanced DBS check when they start employment and may require rechecks later on. 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 Oasis Restore's Recruitment & Selection Policy which also contains further details regarding our approach to applicants with Lived Experience.

You must immediately notify your Line Manager or a senior member of the People Services Team 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

Oasis Restore's employees must not engage in conduct outside work which could seriously damage the reputation and standing of Oasis Restore or the staff member's own reputation or the reputation of other members of the community. Oasis Restore 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 Oasis Restore member of staff) or personal capacity, you must not allow your personal interests to conflict with Oasis Restore's 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 are prohibited from forming 'friendships' with children on social networks see Appendix 1 for further details.

In accordance with safeguarding best practice and guidance, social contact with ex-children from Restore is strongly advised against apart from children visiting Restore events at the school or in the community that have been approved and agreed by the Directors through the alumni programme.

Issues around the possible influence having held a Positions of Trust make 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.

Staff must not engage in inappropriate use of social network sites/mediums which may bring themselves, our children or Oasis Restore into disrepute.

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

Conflict of Interest

If a conflict occurs between your private interests and Oasis Restore's duties, you must resolve the conflict in favour of your Oasis Restore 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 Oasis Restore, including where there is Social Work or Police involvement in your family circumstances.

Senior staff at Deputy Principal Director level and above must follow the Oasis Restore policy "Related party transactions and Interests", which can be downloaded from the policy portal.

Examples of conflicts (or perceived conflicts) between personal interests and Oasis Restore's 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 Oasis Restore liaising with a supplier who employs one of your close relatives or business partner.
- Employees being contracted to provide services to Oasis Restore 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 (regardless of whether they have direct line management of them or not) where a close personal relationship exists or has previously existed (such as a romantic partner, business partner or family member or close personal friend).
- Involvement with an interview panel when a relationship exists or has previously existed with one of the applicants.
- Where a child protection, domestic abuse or criminal exploitation investigation is being undertaken on you or your immediate family
- Have a personal association with any of Restore's children or their family members
- Has worked professionally with any of Restore's children
- Have any family members serving a custodial sentence currently
- Regularly communicates with, or visits somebody in custody

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You should comply with any reasonable request from Oasis Restore to provide information relating to your personal interests or the interests of your spouse or civil partner 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 Oasis Restore'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 Director or Chief Operating Officer 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 Director (or Chief Operating Officer), and where appropriate the parent/carer.

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Information Disclosure and Confidentiality

Whilst working for Oasis Restore, 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 Oasis Restore, 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.

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If you receive a Subject Access Request (SAR) or Freedom Of Information Request (FOI) this must be passed onto both the Data Protection Lead and the Principal Director immediately.

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. Oasis Restore 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 Oasis Restore, 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 Chief Operating Officer or the Principal Director or a Director before using, publishing or sharing (other than for the purposes of your employment) any Oasis Restore 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 Oasis Restore you should first consult either the Chief Operating Officer or the Principal Director or a Director first.

Security

You must visibly display your Identification Badge at all times while you are on any Oasis Restore site. All employees are required to challenge anyone on 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 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 at all times any visitors. **Appendix 2** details what items are prohibited on site.

Public Comment on Oasis Restore's 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.

Oasis Restore
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You must obtain permission from the Chief Operating Officer, Principal Director or a 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 Chief Operating Officer, Principal Director or a Director . 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 Oasis Restore policy or administration.
- Express only the views and opinions of Oasis Restore
- 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 own behaviour and attitudes, especially in relation to upholding the Oasis Ethos, the Oasis 9 Habits, the Restore Pledge and 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 1 for further details on each principle.

Teaching staff are also expected to adhere to Teaching Standards, for further details see [Teachers' standards - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

Social Workers are expected to adhere to the applicable Professional Capabilities Framework [Professional Capabilities Framework \(PCF\) | www.basw.co.uk](https://www.basw.co.uk)

Other professionals are expected to behave in accordance with the expectations associated with their registration with their specific accrediting and professional organisation.

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

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You should ensure your leadership and management style:

- Is at all times in accordance with the Oasis ethos and 9 habits
- 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 or member of the People Services Team. You should tell the person giving an unreasonable instruction that the instruction is, in your view, unreasonable and allow them the opportunity to respond. 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

Your dress style must reflect appropriate workplace health and safety considerations applicable to your job and work environment and take account of the vulnerabilities of the cohort and the requirements of the work (e.g. involvement in safety handling; security considerations). Please see the Dress and Appearance policy for further details.

If you are unsure please speak to your line manager or a member of PSD before wearing anything that may not be compliant. Some teams may require the wearing of uniforms or business attire, your line manager or Head of Department will make this clear to you during your induction period.

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Other Employment

Oasis Restore employees must not undertake any other paid or unpaid work without prior agreement of their line manager (such agreement not being unreasonably withheld) and line managers should take advice from the PSD team where necessary.

It is important that you ensure that any additional employment or work (whether paid or unpaid) does not conflict with the interests of Oasis Restore 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, you must ask your line manager if you are ever unsure and line managers should take advice from the PSD team where necessary.

You must also ensure that Oasis Restore's 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 and line managers should take advice from the PSD team where necessary.

Training Requirements

Line managers should ensure all their reportees read the Code of Conduct as part of the annual safeguarding declaration process (which requires a signature from each staff member). The induction process will also appraise staff of this policy.

Accessibility

If any aspect of the Code of Conduct causes any party involved difficulty on account of any disability or underlying health condition, or if they need assistance for example, because English is not their first language, the person concerned should raise this issue with either with a member of PSD, their Line Manager, who will consider and help implement any reasonable adjustments.

Statutory Requirements

Keeping Children Safe in Education (ordinarily updated on an annual basis)
The Children's Homes (England) Regulations 2015

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RACI Matrix

Policy Element	Board	Leadership			PSD				Other PSD Colleagues			
		COO	Principal Director	Other Senior Leaders	Head of People Development	Lead BP	Line Managers	EA				
Training and making staff aware of policy	I	A & R	A & R	R	R	R	R					
Providing Advice		C	A	C	R	R						
Managing staff conduct	R	A, R	A, R	R	C	C						
Policy Review and consultation inc with staff forum	I	C	A, R	I	A, R	R	R		I			
			A	R	R	R	R					

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Appendix 1 Nolan Principles

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.



Appendix 2 Site Expectations and Prohibited Items

See below list of unauthorised items that **are not** to be bought onto site without prior agreement.

Anyone seen or found with the below items may escorted off site.

We also hold the right to search your persons if deemed necessary.

- Firearms, ammunition, explosives, or munitions. This includes any replicas.
- Knives and associated items such as metal, cutlery, scissors, darts, knitting needles and crochet hooks and tweezers.
- Any actual, replica offensive weapons or items adapted to make an offensive weapon.
- Mobile Phones, SIM Cards And Communication Devices or component parts (without authorisation).
- All mains electrical and battery-operated items or component – without authorisation.
- Cameras or component parts (without authorisation).
- Computers, Laptops, Tablets, or component parts (without authorisation).
- Electronic consoles, games, MP3 or similar players or component parts.
- CD discs and CD players (without authorisation).
- Any personal stereos/music device or component parts.
- DVD discs and recorders or component parts and discs (without authorisation).
- Flash or other IT storage devices, such as USB devices (without authorisation).
- Smart watches or any other style watch that can function as a mobile phone, make a voice recording, make a video recording, take a photograph, or have any element of data storage, or component parts.
- Sound recording devices or component parts (without authorisation).
- Video or digital recorders both visual and sound or component parts (without authorisation).
- All prescription drugs, with the exception of those administered by healthcare staff, and those prescribed by a healthcare practitioner, or over the counter medication (in its original packaging) amounts should be sufficient for one day's use only. For staff a medication plan for be authorised by your line manager.
- Any illegal/ psychoactive substance.
- Any tools or component parts (without authorisation)
- Any item intended for a young person (without authorisation).
- Any item with alcoholic content such as deodorant, perfume, aftershave, aerosols or foodstuff.
- Tobacco and/or smoking requisites (including e-cigarettes)
- Extremist or pornographic literature or imagery.
- Rope, cable ties, tape, handcuffs
- Any corrosive or irritant substance that could be used as a weapon, including cleaning products.
- Stationery including glue, staples, pens, pencils, etc. (without authorisation).
- Any glass (without authorisation).

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- Pin Foli, cans or metal items. (without authorisation).



Document Control

Changes History

Version	Date	Amended by	Recipients	Purpose
1.0	25/11/22	Head of People Development	COO and Lead BP	1 st draft of Code of Conduct for Oasis Restore
2.0	25/04/23	Head of People Development	SLT	Feedback requested and then received from various members
3.0	28/07/23	Principle Director feedback	CPO	

Approvals

This document requires the following approvals.

Name	Position	Date Approved	Version

Distribution

This document has been distributed to:

Name	Position	Date	Version

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