OCL STAFF CODE OF CONDUCT

V 2.0

Last Updated: 01/09/2016

Document Control

Changes History

Version	Date	Amended by	Recipients	Purpose
2.0	01/09/2016	HR Dept	All Oasis Staff	Updated

Approvals

This document requires the following approvals.

Name	Position	Date Approved	Version
John Barneby	Acting Director HR	01/09/2016	2.0

Distribution

This document has been distributed to:

Name	Position	Date	Version
All Oasis Academy Principals	-	02/09/2016	2.0
All Academies Staff and All Oasis Centre Staff	-		2.0

Oasis Community Learning Staff Code of Conduct

Contents

The aim of this Code is to establish a common understanding of the standards of behaviour expected of all staff 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 Page of the OasisZone. If in doubt, please refer to these policies.

1.   Scope of this Policy

1.1   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. The five Oasis Ethos values are:

- A passion to include
- A desire to treat people equally respecting difference
- A commitment to healthy, 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

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.

1.2   The Oasis Ethos is deeply challenging and for it to be real and present in our interactions we are each required to commit to our own personal development and growth. As the Oasis family we focus attention on our own formation through the Oasis 9 Habits which are hopeful, patient, self-controlled, compassionate, considerate, joyful, honest, humble and forgiving.

1.3.   We request that all OCL employees and Trade Union representatives to act in accordance with the Oasis Ethos and seek to express the Oasis 9 Habits when implementing this policy.

1.4   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.

1.5   This policy has been devised in line with recommendations set out in Keeping Children Safe in Education 2016, DfE and must be understood, used and applied alongside the academy policies for teaching, learning and curriculum, also for:
- Safeguarding and Child Protection
- Complaints
- Online Safety
- Staff conduct
- Whistleblowing
- Anti-Bullying

- Oasis Community Learning Recruitment Policy
- Safer Recruitment Specific Guidance
- Equality and diversity
- Promoting Fundamental British Values

2. Who does this code apply to?

2.1 This Code of Conduct applies to all OCL staff (including those on TUPE contracts of employment) who are employed by OCL.

2.2 Although the Code does not directly apply to contractors, consultants, employees working for third party organisations or volunteers including Academy Councillors, the Academy's continued association with these individuals and/or their organisations requires them to observe and comply with the Code.

2.3 Breaches of the Code and standards set by OCL will ordinarily result in disciplinary action. If you are unsure about any aspect of the Code, please raise it with your line manager at the earliest opportunity.

3. Summary of expectations

3.1 In summary, all employees are expected to work within the scope of their contract of Employment. Your contract of employment is essentially based on trust. Together we must work hard to build that trust. Trust is damaged if you as the employee failed 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 and go above and beyond these expectations where reasonably required to do so.
- Carry out the reasonable instructions of their supervisors, managers, Principals, and to work to the requirements of the job.
- Understand and apply the OCL's ethos, rules, policies 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

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

- Seek to deceive OCL by withholding information, giving false information
- Destroying, damaging or altering 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 OasisZone for further details).

4. What happens if the content of the Code changes?

4.1. 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 Zone. Changes to the Code will be consulted on with recognised Trade Unions and widely communicated.

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

- Staff on OCL contracts of employment can find all OCL policies on the Oasis Zone. If you are unable to access the Oasis Zone for any reason please inform your line manager, ICT or local HR officer
- Staff on TUPE contracts of employment can request copies of any transferred HR policies from their local Academy HR Officer or Line Manager. Where the Local Authority has failed to supply OCL with any specific HR policies, then the relevant OCL HR policies will apply
- The following HR policies apply to all staff regardless of their contract of employment- OCL Pay Policy, OCL Performance Appraisal Policy, OCL Allegations Against a Member of Staff Policy, OCL Expenses Policy, OCL Gifts and Hospitability Policy and the OCL Safeguarding Policy, OCL Health and Safety Policy

6.1 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
- Make sure that they are familiar with and follow OCL policies on equality and diversity.
- Be consciously aware that they are role models to our students and therefore should lead by example so that pupils can learn by example
- Refrain from using inappropriate, discriminatory or offensive language at all times.
- Ensure the welfare and safety of students and not engage in any activity that would compromise this fundamental obligation
- Follow the guiding principles stated in the OCL Behaviour Policy and any other relevant documents.

7.0 Safeguarding children and young people (please also see spate 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 *Keeping Children Safe in Education, 2016.* THEREFORE

7.1   Staff are obligated to safeguard students from:

- physical abuse
- sexual abuse
- emotional abuse
- neglectful abuse

The duty to safeguard students includes the duty to report concerns about a student's welfare to the academy's Designated Safeguarding Lead (DSL) or the Academy Principal.

7.2   All allegations of abuse made against a member of staff in relation to a student **must be brought to the attention of the Principal** and Designated Lead Safeguarding **immediately**.

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 KCSIE 2016) *'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.

8.   Grievances

8.1   OCL seeks to give all staff a coherent way to raise issues or concerns with their managers about any their working environment or work relationships and help resolve these issues in a fair, consistent and effective manner.

> More information and guidance on grievances can be found in the OCL Grievance Procedure

9.   Misconduct

9.1   OCL take matters of misconduct extremely seriously. We aim to provide clear guidance on what is expected from all staff in terms of standards of performance or conduct and the likely consequences of continued failure to meet these standards

> More information on your obligations and guidance on issues of misconduct can be found in the OCL Disciplinary Policy and Procedure

10.   Health, Safety and Well being

10.1   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.

More information on your obligations, including those on drugs, smoking and alcohol use can be found in the OCL Health and Safety Policy.

11. Equality and Diversity Policy

11.1 OCL are 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 in the OCL Equality and Diversity Policy.

12. Attendance at Work

12. Individuals have a responsibility for their own health and attendance at work. OCL will support, advice and help where any underlying health or welfare issues are identified which may be contributing to levels of absence.

More information on your obligations and guidance on attendance can be found in the following documents: -

Managing Absence Policy and Procedure
Employee Sickness Guide
Line Manager Sickness Guide
Sickness Reporting Procedure
Return to Work Interview Guidance Notes

13. Acceptable Usage of Technologies and E-Safety

13.1 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.

More information on your obligations and guidance on acceptable usage of technologies and E-Safety be found in the following documents: -

Acceptable Usage of Technologies Policy
E-Safety Policy

14.   Finance

14.1   OCL operate strong financial decision making and procedures in order to maximize financial effectiveness of the organisation and encourage future growth. All staff, particularly leaders, managers and those working in finance roles, should familiarise themselves with the financial policies applicable to them.

More information on your obligations and guidance on financial procedures can be found in the following documents: -

Regulatory and Propriety Policy
Interests and Connected Parties Policy
Gifts and Hospitality Policy
Anti-Fraud and Corruption Policy
Whistle Blowing Policy
IT Procurement Policy
Credit Card Use Policy
Cash Management Policy
Special Payments Policy
High-Risk Academy Finance Policy
Treasury Policy
EFA Academies Financial Handbook 2015
Income Procedures
Payroll Procedures
Expense Procedure
Oasis Project Management Process Handbook
Procurement of Consultants and Self-Employed Individuals

15.   Criminal Charges and Convictions

15.1   OCL requires all applicants for jobs to disclose all criminal convictions whether committed in the UK or elsewhere, unless the Rehabilitation of Offenders Act applies and the rehabilitation period has expired. Posts with OCL are considered as 'excepted' under the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.* As such, you are required, before appointment, to disclose any spent or unspent conviction, caution, reprimand or warning, other than those deemed 'protected' under the Exceptions Order 2013.

15.2   OCL requires all employees to undertake an enhanced DBS check. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment – this will depend upon the nature of the offence(s) and when they occurred.

15.3   Once you are an employee/volunteer/Academy Councillor you must notify OCL in writing if you are subsequently charged or convicted of any new offence

15.4   If you are charged with an offence, the notice must be given immediately after you are charged (i.e. next working day). If you are convicted of any offence, the notification

must be given immediately after you are convicted (i.e. next working day). Failure to notify OCL in either case will constitute grounds for disciplinary action and may lead to dismissal from employment.

More guidance on criminal charges and convictions can be found in the following documents: -

[CIPD Guidance Employing Ex-Offenders](#)
[Oasis DBS Guidelines](#)
[OCL Single Central Record Guidance](#)
[Regulated Activity Guidance](#)
[Rehabilitation of Offenders Act 1947 (Exceptions) Order 1975](#)

16.   Conduct Outside Work

16.1   OCL Employees must not engage in conduct outside work which could seriously damage the reputation and standing of the OCL or the staff member's own reputation or the reputation of other members of the academy community.

16.2   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.

16.3   Staff are prohibited from forming 'friendships' with students on social networks.

16.4   Staff must not engage in inappropriate use of social network sites/mediums which may bring themselves, the academy, academy community or employer into disrepute.

16.5   Staff should not make contact with 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 make contact with students via a private/personal phone and/or email account.

17.   Conflict of Interest

17.1   If a conflict occurs between your private interests and OCL duties you must resolve the conflict in favour of your OCL duties.

17.2   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 your official duties.

17.3   You should comply with any reasonable request from OCL to provide information relating to your personal interests or the interests of a dependent or spouse.

17.4   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 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.

18.   Information Disclosure and Confidentiality

18.1   As an OCL employee, you may 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**.

18.2   When you leave your employment with 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

18.3   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.

18.4   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

19.   Intellectual Property

19.1   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 copyright in material made by, or under its direction. Whether you are an employee, volunteer or a contractor, copyright in material you produce in the course of your work belongs to OCL, unless otherwise explicitly provided for in your contract of employment.

20.   Security

20.1   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. 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 who have not been DBS checked.

22.   Public Comment on OCL Activities or Policies:

22.1   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 before publishing or disclosing any articles, processes or materials that you have produced as part of your employment. You must ensure that consultants and contractors engaged to provide a service for the Academy/OCL are aware that this work is the intellectual property of OCL. 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.
- Comply with the confidential information provisions of the Data Protection Act.
- Respect the confidentiality of information that has not been approved for release

23.   Managerial Roles and Responsibilities

23.1   It is the job of all those within leadership roles in Oasis to set the very best example they can and make sure that they are aligning their behaviour and approach fully to the Oasis Ethos and Oasis 9 Habits.

23.2   **As a manager**, you have a responsibility to set a good example for employees through your own 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.

23.3   You should ensure that you understand your responsibilities under all relevant financial, IT, HR, safeguarding, teaching and learning, relevant legislation, policies and procedures.

23.4   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
- Allow staff an appropriate level of autonomy to get their work done to a high standard and not 'micro-manage' them.

24. Undertaking legitimate management requests

24.1 As an employee you are obligated to follow all reasonable and lawful request 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. 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

25. Trade union membership

25.1 OCL fully believes in direct, open and honest engagement with its staff and as part of this commitment supports a system of collective bargaining with nine recognised trade unions/professional associations including ASCL, ATL, GMB, NAHT, NASUWT, NUT, The Voice, Unison and Unite. OCL fully believes where possible in the principle of solving employee relations problems by discussion and agreement.

25.2 OCL recognise that some employees are also accredited trade union representatives and supports the legitimate activities of these accredited representatives. It also expects that they will work within the rules and codes of practice of the union concerned and the Academy's trade union facilities agreement or teacher's facilities agreement when operating in that capacity.

26. Dress Standards

26.1 Your dress style must reflect appropriate workplace health, safety and security considerations applicable to your job and work environment.

27. Other Employment

27.1 It is important that you ensure that any additional employment does not conflict with the interests of OCL or affect your ability and credibility to do your job.

27.2 You must also ensure that OCL time and/or resources are not utilised in connection with any approved private employment. If in doubt, the best thing to do is to discuss the circumstances with your manager, Head of Service or Principal