



Code of Conduct for Staff **May 2025**

Written by: HR Manager
Reviewed date: May 2025
Next Review: May 2026

The following gives a guide to appropriate conduct whilst employed by Oaklands School. Adherence to this code of conduct will ensure that both pupils and adults are safe, including from the possibility of allegations being made against them. All staff must sign and date a copy of this code of conduct to show that they have understood and agree to comply with the code. Staff will be asked to sign a new code of conduct every time a change is made.

Staff must understand that their behaviour outside school including any social media presence is also included within this code of conduct.

The conduct of adults working in school is important as staff set examples of conduct and behaviour that is copied by students. Failure to adhere to this code of conduct would be treated seriously and might result in disciplinary action being taken under the school's Disciplinary Policy

We acknowledge that we have chosen to work in a special school for pupils who have severe learning difficulties, profound and multiple difficulties and autism. The children and young people with whom we work have particular needs and present challenges which are distinct from many schools.

This code of conduct does not replace existing school policies and should be read alongside the following policies in particular; safeguarding, whistleblowing, equal opportunities, race equality, Acceptable use of ICT agreement, grievance procedures, e-safety, health and safety, low level concerns policy, medical care and behaviour.

Working at School

All staff employed by the School will comply with all school policies and procedures indicated in the staff handbook. Policies are updated regularly and the most recent versions are always available on the staff shared drive.

Supervision of students

Staff must ensure that they remain vigilant at all times when supervising students. Staff must refrain from 'chatting' or otherwise being distracted in any way that may put our students at risk. When supporting students staff must adhere to strategies and the level of supervision detailed in their individual PHPs and risk assessments.

Offsite activities

Staff attending offsite activities must ensure that they follow the same code of conduct, and standards of behaviour that they would in school. Staff must remember that they are representatives for Oaklands school and they must not engage in behaviour that may bring the school in to disrepute.



Personal mobile phones

Staffs attention must be fully on their role during their working hours. This means that they should not ever be checking messages on any personal phone or smart watch. Personal phones should not be carried on the person at any time when students are on site unless it is on the way to or from a break.

Photographs must only be taken on school owned devices. Staff may never take a photo of a student or of the school building on their own personal devices.

Photos may only ever be taken of students if we have parental permission. It is staff's responsibility to check whether this permission has been permitted.

Mobile phones on Outings and offsite activities

Staff may take mobile phones on outings for emergency use only. Mobile phones should be kept safely put away for example in a zipped pocket or in a bag. Staff should only use mobile phones in an emergency. Staff should not send or check personal texts or make or receive personal phone calls whilst on an outing.

Safeguarding Pupils

All staff have a duty to safeguard pupils and must report any concerns to the DSL
The DSL for High Oaks is **Mairead Standring**
The DSL for New Oaks is Maryam Asghar.
In their absence concerns should be reported to, **Earl Collins**, Head of School High Oaks or the Assistant Head Teachers.

Respecting our Students

Staff must ensure they treat our students in an appropriate manner to their age, especially when they are approaching adulthood. Staff must not talk about students other to make positive comments. If it is necessary to discuss any other issues relating to the child in the same room, staff should withdraw to a distance where they can speak privately. Staff should not carry items associated with the child's toileting or personal care routine with the students in the corridor. Modesty bags are available if needed.

Staff should adhere to the school's food policy and staff should not consume food or drinks in front of students that they are not allowed to consume at school.

Students and Families

Staff will inform the school of any personal, professional or family connections they have with families at the school. This includes staff who work with families outside school hours.

We understand that some staff members know students and their families outside of the school. We welcome family members to work at our school. All staff are expected to



formally inform the HR team of their connections with Oaklands students. This needs to be transparent from the point of recruitment or when the relationship starts.

Other than those who have declared they know families outside of school no member of staff should communicate with families outside of the school day. They must not become friends with families on social media, nor use their personal mobile phones and email addresses to contact families.

We will communicate with parents about their child's education regularly in the way they prefer during working hours. We will observe confidentiality by discussing issues relating to our pupil's family circumstances only for the purpose of delivering the child's education and in order to ensure their safety and wellbeing.

We will follow the choices made by parents annually in the student information booklet including those relating to observance of religious festivals and photography.

We will adopt friendly professional manner in our contact with families; in most circumstances avoiding physical contact.

Staff should be mindful that their social media presence is public and they should never post about issues at school related to students or their colleagues. Anything that is posted on social media platforms is in the public domain, and should not bring the school into disrepute.

Where possible we will talk to our pupils rather than about them in their presence.

We will encourage our pupils to become as independent as possible. We will not provide help unless it is needed.

We will have clear personal care plans agreed with parents identifying what support will be offered, where, how and by whom.

Staff will not change for PE or swimming at the same time as pupils or lock themselves into any changing room with a pupil.

We will not accept large gifts or any money from a family in return for our work with their child. It is fine to accept a small gift occasionally i.e. at Christmas or the end of the school year.

We will not purchase or subsidise gifts for families or pupils other than those organised centrally by the school for all pupils.

Colleagues both in school and in partner organisations

We will treat each other with mutual professional respect showing neither discrimination nor favour. The school will not tolerate the harassment, bullying or victimisation of employees nor will it tolerate discrimination against staff.



Staff who form friendships or close personal relationships with other members of staff will never allow those relationships to interfere with their professional roles nor behave in such a manner that their colleagues are made to feel uncomfortable. This also applies to family relationships.

In usual circumstances staff who are in relationships or family members will not work in the same class group and no staff member should ever line manage a family member or person with whom they are in or were previously in a relationship with. Staff are responsible for informing the Head Teacher if this is ever the case.

We will deal with any professional disagreements or differences of opinion calmly, politely and with discretion using proper school processes.

We know that we have a duty of care to each other and will support each other in all aspects of our working life including dealing with pupils whose behaviour is challenging and who need personal care. No member of staff will be left in a situation of risk alone.

Representing The School

Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.

Staff will present themselves for work in a professional manner in clothing and personal grooming appropriate to their role (dress code can be found in the staff handbook).

Staff must not be under the influence of alcohol or illegal drugs whilst at work.

Staff must ensure that confidentiality is exercised at all times and should be particularly aware of talking about work related issues in public places

Oaklands operates a no smoking or vaping policy. Staff must refrain from smoking until they are well clear from the school grounds. Residents at both sites do object and have complained about staff smoking at the school gates. Staff are expected to respect our neighbours and local residents and shall not gather in groups outside of neighbouring houses on grass verges alley ways or pavements. Staff will ensure that they do not leave cigarette butts on the ground, these must be disposed of safely.

Employees should park considerately and not block driveways or pathways.

Staff should not congregate outside school gates or in the school carpark, sit on the floor or pavement, or behave in any way during their breaks which cause a disturbance to local residents.

We will use the school headed paper only for official purposes and then will hand a copy of all correspondence produced on school paper to the office.

We will show due care to all school equipment and if necessary report any defect, damage or loss immediately.



We will treat members of the public with respect and refer any potential difficulties to the school calmly.

Staff must not engage in conduct outside work which could seriously damage the reputation, or standing of the school or cast doubt as to their suitability for their post. Criminal offences that involve violence, possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.

Signed: _____ Date: _____

Print Name: _____