

# MY OASIS

Therapeutic Alternative Provision

## Code of Conduct Policy

### 2024/2025

Date of Last review: June 2024

Date of Next review: June 2025



CHARLOTTE LOWE  
PSYCHOLOGICAL SERVICES LTD



[www.charlottelowepsychologicalservices.co.uk](http://www.charlottelowepsychologicalservices.co.uk)

[www.my-oasis.uk](http://www.my-oasis.uk)

# Objective, Scope and Principles

This Code of Conduct is designed to give clear guidance on the standards of behaviour all My Oasis employees are expected to observe. The Therapeutic Alternative Provisions (TAPs) employees act as role models and are in a unique position of influence. They therefore must adhere to behaviour that sets a good example to all the students within the school. As a member of the provision's community, each employee has an individual responsibility to maintain their reputation and the reputation of My Oasis, whether inside or outside working hours. This Code of Conduct applies to all employees of My Oasis as well as those employed at Charlotte Lowe Psychological Services Ltd (CLPS Ltd).

This Code of Conduct does not form part of any employees' contract of employment.

In addition to this Code of Conduct, all employees engaged to work under the Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards 2023', and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct.

## Setting an Example

- All staff who work in alternative provisions set examples of behaviour and conduct which can be copied by students. Staff must therefore avoid using inappropriate or offensive language at all times, as this one example of modelling behaviour would be expected to be seen in students.
- All staff must demonstrate high standards of conduct in order to encourage our students to do the same.
- All staff must avoid putting themselves at risk of allegations of abusive or unprofessional conduct. All staff must make sure they read Individual Student Risk Assessments to prevent this from occurring.
- This Code of Conduct helps all staff to understand what behaviour is and is not acceptable, however consideration should also be given to the disciplinary rules set out in the Schools' Disciplinary Policy and Procedure.

- All staff are expected to familiarise themselves and comply with all the TAP's policies and procedures. Most of the policies are available on the My Oasis website.

## Safeguarding Students

- Staff have a duty to safeguard students from physical abuse, sexual abuse, emotional abuse and neglect.
- The duty to safeguard students includes the duty to report concerns about a student or colleague to the school's Designated Safeguarding Lead (DSL) for Child Protection. My Oasis' DSL is Charlotte Lowe - Head of Provision. If Charlotte Lowe is not available concerns must be reported to a Deputy Safety Lead - Emma Winrow, Patricia Veras or Grace Jeffers.
  - Staff are provided with personal copies of the TAP's Child Protection / Safeguarding Policy and Whistleblowing Procedure and they must be familiar with these documents.
  - Staff are required to sign on an annual basis that they have read and understood the child protection/safeguarding policy.
- Staff should treat children with respect and dignity and must not seriously demean or undermine students, their parents or guardians, or colleagues.
- Staff should not demonstrate behaviours that may be perceived as sarcasm, making jokes at the expense of students, embarrassing or humiliating students, discriminating against or favouring students.
- Staff must take reasonable care of students under their supervision with the aim of ensuring their safety and welfare.

## Relationships with offenders

There is a duty to disclose all relationships which may create an enhanced risk to children – cohabitation with a person convicted of a serious offence, irrespective of whether the childcare disqualification by

association regulations apply, could create the potential for enhanced risk which when disclosed can be risk assessed against.

## Relationships with students

- Staff must declare any relationships that they may have with students outside of school; this may include mutual membership of social groups, tutoring, or family connections. Staff should not assume that the school are aware of any such connections. A declaration form may be found in Appendix 1 of this document which staff must sign when they begin working at My Oasis.
- Relationships with students must be professional at all times, physical relationships with students are not permitted and may lead to a criminal conviction.
- Encouraging a relationship to develop in a way which may lead to a sexual relationship, or any other inappropriate relationship will be viewed as a grave breach of trust.
- Contact with students must be via school-authorized mechanisms and solely for educational purposes. At no time should staff befriend students on personal social media platforms or communicate with students in this way. Staff at My Oasis may have a student's personal details, such as email address or telephone number, with the consent of the student's parent or guardian. These details may be needed to arrange transport and to distribute learning resources etc.
- If contacted by a student by an inappropriate route, staff should report the contact to the Head of Centre immediately so a student's parents or guardians can be informed and the student spoken to about this.
- Behaviour giving rise to concern should also be reported which includes students seeking affection, being sexually provocative or exhibiting overly familiar behaviour.

# Student Development

- Staff must comply with the TAP's policies and procedures that support the wellbeing and development of students.
- Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of students academically, socially and emotionally.
  - Staff must follow reasonable instructions that support the development of students.

# Honesty and Integrity

- 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 must keep receipts for petrol or any items purchased using the school bank card.
- All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept, or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should refer to the Whistleblowing procedure for schools. For further information see the Model Anti Bribery Policy for Schools available on the Grid.
- Gifts from suppliers or associates of the school must be declared to the Head of My Oasis, with the exception of "one off" token gifts from students or parents/guardians.
- Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted which may lead to disciplinary action if the senior leadership team at My Oasis are unaware of this. A record must be kept of all gifts received and it needs to be recorded in the communication book.

## Conduct outside of Work

- Staff must not engage in conduct outside work which could seriously damage the reputation and standing of My Oasis or the employee's own reputation or the reputation of other members of the TAP community.
- In particular, criminal offences that involve violence, possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.
- Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the provision, nor be to a level which may contravene the working time regulations or affect an individual's work performance in the provision. We would recommend that permission is sought in advance.
- Forming inappropriate relationships or friendships with children or young people who are students or students under the age of 18 at another school/college will be viewed as inappropriate and impact upon the TAP's ability to trust the member of staff to maintain professional boundaries with students at My Oasis.

## E-Safety and Internet Use

- Staff must exercise caution when using information technology and be aware of the risks to themselves and others.
- Staff must not engage in inappropriate use of social network sites which may bring themselves, My Oasis, the TAP's community or any employer into disrepute. Staff should ensure that they adopt suitably high-security settings on any personal profiles they may have to prevent the young people from accessing them.
- Staff should exercise caution in their use of all social media or any other web-based presence that they may have, including written content, videos or photographs, and views expressed either directly or by 'liking' certain pages or posts established by others. This may also include the use of dating websites where staff could encounter students either with their own profile or acting covertly.

- Contact with students should only be made via the use of CLPS/ My Oasis email accounts or telephone equipment when appropriate and strictly for educational reasons or transportation.
- Photographs/stills or video footage of students should only be taken using the provisions equipment, for purposes authorised by My Oasis. Any such use should always be transparent and only occur where parental consent has been given. The resultant files from such recording or taking of photographs must be stored in accordance with the TAP's procedures on school equipment.

## Confidentiality

- Where staff have access to confidential information about students, their parents or guardians, staff must not reveal such information except to those colleagues who have a professional role in relation to the student.
- All staff are likely at some point to witness actions which need to be confidential. For example, where a student is being bullied by another student (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate provision's procedure and the Anti-bullying and Safeguarding Policy. The incident must not be discussed outside the centre, including with the student's parent or guardian, nor with colleagues in the TAP except with a senior member of staff with the appropriate authority to deal with the matter.
- Staff do have an obligation to share with their manager or the TAP's Designated Safeguarding Lead any information which gives rise to concern about the safety or welfare of a student. Staff must never promise a student that they will not act on information that they are told by the student.
- Staff are not allowed to make any comment to the media about the provision, its performance, governance, students, parents or guardians without written approval. Any media queries should be directed to the Head of Centre, Charlotte Lowe.

# Dress and Appearance

- All staff must dress in a manner that is appropriate to their role and promoting a professional image;
  - Staff should dress in a manner that is not offensive, revealing or sexually provocative;
  - Staff should dress in a manner that is absent from political or other contentious slogans.

# Disciplinary Action

- Staff should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including, but not limited to dismissal.

# Compliance

- All staff must complete the form in Appendix 2 to confirm they have read, understood and agreed to comply with the code of conduct. This form should then be signed and dated. As mentioned, staff at My Oasis also need to sign that they have read the Safeguarding and Child Protection Policy and sign the 'Relationships with student' form.

# PROFESSIONAL RESPONSIBILITIES


**When using any form of ICT, including the internet, in and outside of My Oasis, for your own protection we advise that you:**

- Ensure all electronic communication with students, parents, guardians, staff and others is compatible with your professional role and in line with My Oasis policies.

- Do not talk about your professional role in any capacity when using social media such as Facebook and YouTube.
- Do not put online any text, image, sound or video that could upset or offend any member of the whole TAP community or be incompatible with your professional role.
- Use My Oasis ICT systems and resources for all TAP business. This includes your work email address, work mobile phone and (if applicable) work video camera.
- Do not disclose any passwords and ensure that personal data (such as data held on MIS software) is kept secure and used appropriately.
- Only take images of students and/or staff for professional purposes, in accordance with school policy and with the knowledge of SLT. Ensure consent is obtained for students beforehand and staff members where applicable.
- Do not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Ensure that your online activity, both in My Oasis and outside of the centre, will not bring the TAP or professional role into disrepute.
- Emails should ideally be checked daily as a minimum (on working days) or every other day if one day is particularly busy.
- You have a duty to report any eSafety incident which may impact you, your professionalism or My Oasis.
  - You have a duty to follow the Safeguarding and Child Protection Policy at all times.


# Appendix 1

## Relationships with students outside of work declaration



Charlotte Lowe  
Psychological Services

07734 650 859  
info@charlottelowepsychologicalservices.co.uk



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**Relationships with students outside of work declaration**

It is recognised that there may be circumstances whereby employees of the school are known to students outside of work. Examples include membership of sports clubs, family connections, or private tutoring.

Staff must declare any relationship outside of school that they may have with students.

Employee Name Student Name Relationship	Employee Name Student Name Relationship	Employee Name Student Name Relationship

I can confirm that I am fully aware of the code of conduct relating to contact out of school with students in line with this policy.

If I am tutoring a student outside of school, I am aware that the following must be adhered to:

- I do not, at any point, teach the child in question as part of my daily timetable - this is a stipulation of such tutoring.
- I emphasise to parents that this is done completely independently of the school.
- No monies come through the school at any point, informally (e.g. via the child) or formally.
- No private tutoring is to take place on the school premises.


I confirm that if these circumstances change at any time, I will complete a new form to ensure the school are aware of any relationships.

Signed ..... | Date .....


**Once completed, signed and dated, please return this form to the Head of Centre.**

# Appendix 2

## Confirmation of compliance

 Charlotte Lowe  
Psychological Services

07734 650 859  
info@charlottelowepsychologicalservices.co.uk

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**Confirmation of compliance**

I hereby confirm that I have read, understood, and agree to comply with My Oasis' code of conduct.

Name .....

Position/Post Held.....

Signed .....

Date .....

**Once completed, signed and dated, please return this form to the Head of Centre.**

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