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Oxford Online School Staff Code of Conduct

1. Introduction Oxford Online School is committed to providing a safe, inclusive, and high-quality education for all students. This Staff Code of Conduct outlines the expected professional and ethical standards for all employees to uphold the school's values and responsibilities.

2. Key Principles All staff members must:

- Comply with the law and school policies.
- Uphold the highest standards of professional conduct.
- Act with integrity, fairness, and transparency.
- Safeguard and promote the welfare of students.
- Respect confidentiality and data protection regulations.

3. Professional Conduct and Expectations

- **Compliance with Policies:** All employees must adhere to Oxford Online School's policies, including safeguarding, child protection, equal opportunities, and health and safety.
- **Role Model Behavior:** Staff must demonstrate professionalism and set a positive example for students.
- **Non-Discriminatory Practices:** Staff must not engage in any form of discrimination, harassment, or bullying.
- **Conflict of Interest:** Employees must declare any conflicts of interest that may impact their professional responsibilities.

4. Safeguarding and Child Protection

- All staff have a duty to keep children safe and report concerns to the Designated Safeguarding Lead (DSL).
- It is a criminal offense for an adult in a position of trust to engage in an inappropriate relationship with a student under the age of 18.
- Staff must not communicate with students outside of professional school channels or on personal social media platforms.

5. Professional Relationships

- Staff should maintain appropriate professional boundaries with students, parents, and colleagues.
- No favoritism or preferential treatment should be shown to any student.
- Any concerns about relationships with students must be reported to the school leadership team.

6. Confidentiality and Data Protection

- Staff must not share personal or sensitive information about students, parents, or colleagues without authorization.
- Personal and professional data must be handled in line with GDPR and school data protection policies.

7. Use of Technology and Communication

- Staff must use school-approved platforms for all communications with students and parents.
- Personal devices must not be used to store or share student data.
- Online lessons must be recorded for safeguarding purposes.

8. Gifts and Hospitality

- Staff must not give or accept gifts that could be perceived as influencing professional decisions.
- Any gifts received must be declared to school leadership.

9. Conduct Outside of Work

- Staff must not engage in conduct outside of work that could bring the school into disrepute.
- Employees must disclose any criminal convictions or police investigations that may affect their role.

10. Dress Code

- Staff should present themselves in a professional manner appropriate to an online teaching environment.

11. Whistleblowing

- Staff are encouraged to report unethical or unsafe practices.
- Whistleblowers will be protected from retaliation under the school's Whistleblowing Policy.

12. Disciplinary Actions

- Breaches of this Code of Conduct may result in disciplinary action, including warnings or termination of employment.

This Code of Conduct applies to all staff members and should be reviewed annually. Any questions or concerns should be directed to school leadership.