

In addition to standards required by Common Law, Oxford Spires Centres expects standards of conduct from employees which safeguard students and creates and maintains an ethos of mutual respect, openness and fairness that reflect the stated 'Aims of the Centre'.

In order to maintain and promote a positive working culture and the aims of Oxford Spires Centres, employees are expected to:

- work together to create a centre culture that is based on mutual and appropriate respect;
- create and maintain a good and open relationship with students' parents and their representatives;
- create a positive classroom environment where all children are respected and valued;
- take care of their physical and mental well-being by maintaining a healthy work-life balance;
- treat resources responsibly and if possible, reduce, re-use and recycle.

Staff/Student Contact

As a general rule, staff should avoid unnecessary contact with students outside centre.

- They should not give students their home address, mobile or home phone number, or non-centre e-mail address without good cause. Thank you letters to students should not contain these personal details
- They should not follow students or be followed by students on social media, except via Oxford Spires own social media forums
- They should not make arrangements to meet students, individually or in groups, outside centre other than on centre trips authorised by the Centre Manager
- They should not give a student a lift in their own vehicle unless they have permission from the Centre Manager
- They are advised not to attend private student parties or social events
- If a staff member finds they are in a social situation where students are present, whether centre-run or otherwise, they should ensure their behaviour will not reflect poorly on theirs or the centre's reputation
- When chaperoning centre run activities or excursions, staff should not consume alcohol
- Under no circumstances should staff engage in romantic or sexual relationships with students

Dealing with Small Groups or Individual Students

- Whenever possible staff should try not to be alone in a room with a student, regardless of gender. If they are on their own with a student, they should leave the door open and inform a colleague if possible. Staff should always keep a safe distance between them and the student
- They should not engage in conversations about their personal life with students
- They should keep boundaries very clear between themselves and students, particularly if the conversation involves relationships, emotions, and sexual content



- If a student wishes to disclose personal information, they should ensure that the student understands that they cannot guarantee confidentiality. They should not probe a student about their personal life and should avoid giving advice to students about their relationships.
- They should not teach small groups of students/ individuals outside of normal lessons unless there is another member of staff in the department at that time.
- Staff should be aware of students forming attachments to them as a teacher and keep their distance if they appear particularly needy of their attention. It is imperative that they do not appear to be encouraging a relationship, as this can often lead to misunderstandings
- Staff can discuss with the Designated Safeguarding Lead or Child Protection Officer any concerns or questions

Language

Staff should not swear, blaspheme or use any sort of offensive language in front of students

- They should not use language, which is discriminatory and demeaning in relation to gender, religion, ethnicity, sexual orientation, disability or age.
- Staff should not make sexual innuendos or any comments of a sexual nature (other than in the context of the curriculum as specified in Schemes of Learning)

Physical Contact

- In nearly all cases physical contact between students and staff is inappropriate. The only possible circumstances where physical contact may occur are outlined below:
- Positive Student Restraint (see also Oxford Spires Behaviour and Discipline Policy)
- Action taken in self-defence or in an emergency (as above)
- Contact in other situations:
- Some physical contact may be necessary to demonstrate exercises or techniques during PE, drama or sports coaching
- Touching may also be appropriate where a student is in distress and needs comforting or if a member of staff has to give first aid. Staff should use their own professional judgement when they feel a student needs this kind of support and should be aware of any special circumstances relating to the student. Particular care must be taken in instances which involve the same student over a period of time

If staff still feel it proper or necessary for physical contact to occur, then the following guidelines must be observed.

- Explain the intended action to the student;
- Do not 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
- Ensure that other students or colleagues are present

Gifts



-
- Staff should not give gifts to individual students; small gifts such as confectionary to a whole group or as part of an organised classroom activity are acceptable
 - Students may want to give staff gifts on special occasions or as a leaving gift, which is acceptable; however, staff should be wary of students forming inappropriate attachments to them and giving regular or very valuable gifts – where this occurs staff should inform their line manager