



**Onside Education  
Staff Briefing and  
Code of Conduct  
Policy September 2024**

The purpose of this Code of Conduct is to set out the standards of professional behaviour expected of all staff at Onside Education. It is designed to support a safe, respectful, and inclusive learning environment and to protect the welfare and dignity of both students and staff.

This policy applies to all staff employed by or working on behalf of Onside Education, including full-time, part-time, temporary, agency, and volunteer staff.

**Core Principles** Staff must:

- Act with integrity, honesty, and professionalism at all times
- Treat all students, parents/carers, colleagues, and stakeholders with dignity and respect
- Prioritise the safety, welfare, and wellbeing of every child or young person
- Lead by example in promoting Onside Education's values and high expectations
- Comply with all safeguarding, health and safety, and data protection policies

**Professional Conduct** Staff will:

- Maintain appropriate professional boundaries at all times
- Use language that is respectful and appropriate in tone and content
- Dress appropriately and in line with the staff dress code
- Avoid behaviour that could bring the organisation into disrepute
- Report concerns about the conduct of colleagues or the welfare of students immediately

**Safeguarding** All staff have a responsibility to safeguard students in line with the school's Safeguarding and Child Protection Policy and Keeping Children Safe in Education (KCSIE) guidance. Staff must:

- Record and report any safeguarding concerns without delay
- Maintain professional curiosity and be vigilant for signs of harm, neglect, or exploitation
- Attend all relevant safeguarding training and refresher sessions

**Relationships with Students** Staff should:

- Always maintain professional boundaries and avoid any conduct that could be misinterpreted
- Avoid favouritism or forming inappropriate relationships with students
- Never use physical punishment or overly personal comments
- Maintain confidentiality but never promise to keep disclosures secret

**Use of Social Media and ICT** Staff must:

- Use social media responsibly and never communicate with students via personal accounts
- Follow the school's ICT and Acceptable Use Policy
- Ensure that online conduct upholds the reputation of Onside Education

**Attendance and Punctuality** Staff are expected to:

- Be punctual and reliable in their duties
- All absences due to illness must be reported as early as possible, ideally before 8:00am on the day of absence, to allow sufficient time to arrange

appropriate cover. Staff are expected to confirm their availability to return to work each day by no later than 4:00pm.

- If absent, sufficient work should be set to cover the timetabled lessons and sent before 8:00am on the day of absence.
- Take responsibility for being prepared and present for all sessions, meetings, and duties

**9. Confidentiality and Data Protection** Staff must:

- Keep personal and sensitive information confidential
- Follow all GDPR and data protection regulations
- Not share information about students or staff outside of professional contexts

**10. Gifts and Hospitality** Staff should:

- Avoid giving or accepting gifts that could be seen as inducement or favouritism
- Declare any hospitality or gifts in line with the Gifts and Hospitality Policy

**11. Breaches of the Code** Breaches of this Code of Conduct will be taken seriously and may result in disciplinary action in line with the Staff Disciplinary Policy. Serious breaches may result in dismissal and/or referral to the relevant regulatory body.

**12. Declaration** All staff must read, understand, and sign this Code of Conduct annually and as part of their induction.