OneSchool Global Staff Code of Conduct

OSG Policy Code DOC_OSG_HR_Code of Conduct	**Authorisation Date** May 2025	**Next Review Date** As Required
Local Policy Code (if applicable) n/a	**Approval Authority** Global Board	**Policy Author** Martyn Pointer, Regional Director of Human Resources
Enquiries Contact: n/a	**Associated Documents** "Living our Beliefs" booklet and the document "Statement of Core Doctrine"	

INTRODUCTION

OneSchool Global is a registered and accredited private multi-campus School established to provide a quality education to the United Kingdom community and, in particular, to Plymouth Brethren students.

The School's Ethos, Values Statement and Guiding Principles govern the School, and are reflected in a series of policies, procedures and handbooks which have been developed to meet statutory and registration requirements and are to be adhered to in all aspects of the operation of the School and its Campuses.

The School is conducted in accordance with the doctrines, and teachings of the Holy Bible as held, believed, taught and practiced by the Plymouth Brethren. All Staff are required to respect the Ethos, Values Statement and Guiding Principles and not influence, or seek to influence, students as to these doctrines, tenets and teachings.

Ethos of The School

At this School, students are encouraged to develop their full potential and acquire the discipline of learning how to learn, while upholding Christian teachings and beliefs.

The truth and authority of the Holy Bible and strong family values underpin the commitment of the School to provide quality in every facet of education - curriculum, teachers, facilities, management and discipline - in a safe and caring environment.

Values Statement

The values of the School include:

- **Integrity** – uprightness, honesty and decorous conduct, governed by the Holy Bible;
- **Care & Compassion** – kindness, consideration and generosity to all;
- **Respect** – for all people, property, opinions and authority;
- **Responsibility** – for our actions, progress and the environment;
- **Commitment** – to self-discipline and the pursuit of excellence.

Beliefs, Teachings and Practices of The Plymouth Brethren

The principles of Plymouth Brethren beliefs are outlined in the booklet "Living our Beliefs" and the document "Statement of Core Doctrine" and include the following:

- God is revealed in the Holy Bible as the Creator and is to be worshipped as such.
- Chastity outside marriage, the sanctity of marriage only between a man and a woman, strong family relationships and a strong family unit are essential teachings of the Holy Bible.
- Strong family relationships lead to a distinctive and separate way of life in which social activities include only participants of the Plymouth Brethren Communion.

All employees will be provided with copies and/or access to these documents and must know and understand their content.

PURPOSE

1. Overview

The principles of belief, teachings and practice of the Plymouth Brethren set out above give rise to the following Code of Conduct, with which all staff are required to comply.

The Code of Conduct clarifies the standards of behaviour that are expected of staff employed to work with, or in, OneSchool Global schools in the performance of their duties.

The Code places an obligation on all employees to take responsibility for their own conduct and to work with colleagues cooperatively to achieve a consultative and collaborative workplace where people are happy and proud to work.

2. Objectives

The aim of this Code is to outline the standards of behaviour expected of all employees of OSG UK.

This Code does not provide a detailed and exhaustive list of what to do in every aspect of your work. Instead, it sets out general expectations of the standards of behaviour required.

SCOPE

3. Who has to comply with the Code of Conduct?

This Code of Conduct applies to all staff of One School Global schools whether employed on a permanent, temporary or casual basis or where engaged as a contractor. All OSG staff must be aware of and compliant at all times with this Code.

Employees must:

a) uphold the ethos and reputation of the school;
b) know and comply with the School's policies and procedures;

c) act ethically and responsibly; and
d) be accountable for their actions and decisions.

Any failure to comply with any part of the Code of Conduct below may constitute misconduct or serious misconduct and may result in disciplinary action against the staff concerned with consequences up to and including summary dismissal.

4. School Values

All staff members are expected to be familiar with and uphold and act at all times in accordance with the School Values.

5. Contractors and Volunteers

Contractors, consultants and volunteers working with the School must be aware of this Code and conduct themselves in a manner consistent with the conduct described in it. Conduct that is not consistent with the conduct set out in this Code may result in the engagement of a contractor, consultant or volunteer being terminated.

If you are engaging or managing external consultants, contractors or volunteers, it is your responsibility to make them aware of the School's expectations of conduct during the period of their engagement.

6. General

This Code is not intended to be contractual in nature and does not impose any contractual obligations on the School. The School reserves the right at its sole discretion to vary or cancel this Code at any time.

Nothing in this Code should be taken to limit the circumstances in respect of which the School may take disciplinary action in respect of an employee.

7. Publication and Distribution

a) This Policy must be given to all new and existing staff who are required by the School to comply with their obligations under it.
b) Staff must have access to this policy on the School's intranet (Canvas).

POLICY & PROCEDURE STATEMENT

As an employee, you must be familiar with:

- **The school's Ethos, Values Statement and Guiding principles**. These set out the things that are important to the wider School Community and underpin their beliefs and way of life.

- **The school's policies and procedures, (available on the school's Intranet (Canvas).** These documents explain the operational procedures and the way in which things should be done to fulfil the schools' requirements and create safe practices in the workplace.
- **Legislative requirements required of teachers and/or employees of a school.**
- **Teaching standards:**
  Teachers are expected to:
  - Teach according to programs approved by the School.
  - Design, evaluate and update programs of study as necessary (subject to approval by the Board/its delegate).
  - Participate in ongoing staff development through an ongoing commitment to professional improvement.

Staff are expected to fulfil all the statutory requirements with which they need to comply and conduct themselves professionally in a manner consistent with school's Ethos, Values Statement and Guiding Principles. Behaviours or actions that contravene or are at variance with the School Values is a breach of the Conduct required of staff and may result in disciplinary consequences (up to and including dismissal).

If you are uncertain about the scope or content of a policy with which you must comply, you should seek clarification from your line manager.

You should also be familiar with the legislation under which you are employed.

Expectations of Staff Conduct

- Staff will, at all times, in the workplace act in a manner that is consistent with the School Values.
- The conduct of staff in the work environment, and in any interactions with students or the Plymouth Brethren community, must consistently reflect Biblical values. The Trustees can, in their discretion, determine what conduct or activity is in accord with the Holy Bible and the beliefs, teachings and practices of the Plymouth Brethren (which include but are not limited to the principles set out in the booklet "Living our Beliefs" and the document "Statement of Core Doctrine"). They may also determine the outcome of any conduct, behaviour or activity which they consider is in conflict with the Holy Bible and exercise their authority to remove such conflict from the School.
- Staff must pay careful attention to protect all students from morally dangerous material, including but not limited to material:
  - that questions the first principles of chastity and the sanctity of marriage;
  - that questions the creation of Man, Woman and beast by God;
  - that discourages purity of conduct or discusses immoral conduct;
  - that questions the Plymouth Brethren principle of separation from evil;
  - that questions the family unit and parental desires (or parents' rights to instruct personal and social education);
  - that disrespects the Plymouth Brethren faith; or
  - that promotes drugs, violence, pornography and sexual material.
  - that promotes any form of extremism, radicalisation or terrorism including honour-based abuse and racist or supremacist views

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- All staff must conduct themselves modestly and decorously, especially with respect to setting a proper example to the students.
- Interaction between staff and students should be positive and professional at all times and staff are not to encourage familiarity with the students.
- Staff must avoid discussions with students regarding lifestyles, politics, religion, relationships, Plymouth Brethren community events and personal lives.
- Staff must not promote partisan political views in the teaching of any subject in the school and where political issues are brought to the attention of pupils, a balanced presentation of opposing views is given.
- Inappropriate relationships or liaisons between students are prohibited. Staff must report their suspicions about any inappropriate relationships or liaisons to the Campus Principal.
- Smoking, bad language and the use of drugs of addiction are not permitted at school, at any school venue or at any school related function at any time or for any reason.
- Moderate consumption of alcohol will be permitted when there is an organised work function or social event approved by the Chief Operations Officer or their delegate, where alcohol is supplied in a controlled manner.
- Staff must not be under the influence of drugs or alcohol at school or at any school venue
- A dress code applies, as outlined in the Staff Handbook, and is to be upheld by all staff at all times.
- Staff must maintain gender segregation between students as per the Student Interaction Policy.
- Staff must conduct themselves in a moral and responsible manner at all times.
- Teaching staff are responsible for ensuring that:
    - all subject material and resources (including texts, media, magazines, film, digital media and electronic downloads) comply with the Ethos, Values Statement, beliefs, teachings and practices of the Plymouth Brethren, Guiding Principles and all statutory, curriculum and registration requirements.
    - All teaching programs and resources are approved by the School Board or School Board delegate before use.
- The School provides every student with the opportunity to be educated to a tertiary education entrance level. Staff must not take any actions that influence, that attempt to influence, or that may be perceived as influencing students' tertiary education and/or career choices.

Safeguarding Duties

- In line with KCSIE 2024 or corresponding regional requirements, staff have a duty to safeguard students from:
    - Abuse
    - Physical abuse
    - Sexual abuse
    - Emotional abuse
    - Neglect

- The duty to safeguard students includes the duty to report concerns about a student (including peer on peer abuse) to the Campus' Designated Safeguarding Lead (DSL) for Child Protection. If the concern relates to a member of staff including visitors and volunteers, the concerns should be reported to the Campus Principal.
- Staff are required to be familiar with OSG UK Safeguarding & Child Protection Policy and the Whistleblowing Procedure and copies will be provided to staff.
- Staff must read and understand the Safeguarding and Child Protection policy.
- Staff must take the utmost care of students under their supervision with the aim of ensuring their safety and welfare. Staff must endeavour to protect students from bullying, intimidation, embarrassment, humiliation or harm.
- Staff may on occasion work with students one to one to deliver interventions, coaching and mentoring sessions and to investigate incidents. In all of these cases staff remain in a position of trust and must ensure their behaviour stays within clearly defined professional boundaries.
- Staff must avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- Staff must refrain from offering to transport students to and from home.
- Staff must not use their mobile phone as a camera whilst in Campus and should follow the ICT & E-Safety policy at all times. Any photography/video footage must be taken using Campus equipment only. Staff must only save images onto Campus computers.
- Staff should only use mobile phones in areas of the campus where students are not present, and only during non-contact time.
- Staff engaged in teaching PE must follow the Supervision of Changing Room Guidance

Low Level Concerns

- Staff must read the Safeguarding and Child Protection Policy and be aware of what a low-level concern is and the policy and procedure for reporting low-level concerns.
- Staff must report any low-level concerns to the Campus principal, if about the campus principal it must be reported to the regional team leader

Conduct towards others

- Behaviour Management – all students and staff have a right to be treated with respect and dignity. Staff should not use any form of degrading treatment to punish a student, the use of sarcasm, demeaning or insensitive comments towards students or colleagues is not acceptable. Staff should ensure that they follow the Anti Bullying Policy which is available on SharePoint.
- Staff must be aware that the use of force to physically restrain students is only acceptable in certain specific situations. Guidance on the use of force, together with examples of situations when the use of "reasonable force" might be justified, can be found in the Department for Education's document- Use of Reasonable Force – Advice for Head Teachers, Staff and Governing Bodies.

- Bullying, harassment and victimisation and discrimination will not be tolerated. We treat all our students, parents, agents and colleagues fairly and with consideration and we expect them to reciprocate towards each other, the staff and the Campus. Any kind of bullying, including cyber-bullying, is unacceptable and the organisation keeps a record of any incidents. Please see the Anti-Bullying policy which is available on SharePoint.
- All staff have a duty to promote equality and diversity in the respect of other persons. Any form of discrimination due to differences will not be tolerated.
- All staff are responsible to promote the fundamental British Values of democracy, the rule of criminal and civil law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs to promote good citizenship and community cohesion.
- Staff must engage with their peers and work to create a positive environment which promotes mutual respect, recognition of the contributions made by others, and provide constructive feedback to colleagues in a respectful manner that is considered helpful.
- Staff must work cooperatively and collaboratively to achieve departmental, School based and nationwide objectives and goals.

Worker Protection

In order to help OSG UK comply with its legal obligations under The Worker Protection (Amendment of Equality Act 2010) Act 2023 all staff will be required to:

- Read and adhere to the Anti-Bullying and Harassment Policy making sure they understand the definitions contained therein and what constitutes acceptable and non-acceptable behaviour in the workplace. In particular, staff should read the definition of sexual harassment and note that behaviour can constitute sexual harassment even if the effect was not intended, even if the conduct was not directed at the affected employee and even if the affected employee does not object to it.
- Review the Prevention of Sexual Harassment Risk Assessment
- In relation to harassment and bullying, ask for training and support from OSG UK if they feel it is required or would be helpful to them in their role.
- Help embed a culture of respect and zero-tolerance for harassment and bullying of any kind.
- Conduct themselves in such a way as to help the Campus provide equal opportunities in employment, and prevent bullying, harassment, victimisation, and unlawful discrimination.
- Understand that they, as well as their OSG UK, can be held liable for acts of bullying, harassment, victimisation, and unlawful discrimination, in the course of their employment, against their colleagues, contractors, students, parents, visitors or any other member of the school community.
- Take seriously complaints of bullying, harassment, victimisation, and unlawful discrimination made by their colleagues, contractors, students, parents, visitors, the public and any others in the course of the Campus's work activities.

Staff who witness sexual harassment are encouraged to take appropriate steps to address it. Depending on the circumstances this could include:

- Intervening where you feel able to do so.
- Supporting the victim to report it or reporting it on their behalf.
- Reporting the incident where they feel there may be a continuing risk if they do not do so.
- Co-operating in any investigation into the incident.

Staff/pupil relationships

- Staff will observe proper boundaries with pupils that are appropriate to their professional position. They will act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so.
- Staff should avoid contact with pupils outside of school hours if possible.
- Personal contact details should not be exchanged between staff and pupils. This includes social media profiles.

Student Development

- Staff must comply with OSG UK policies and procedures that support the wellbeing and the development of students.
- Staff must positively cooperate and collaborate with colleagues and with external agencies where necessary to support the development of students.
- Staff must follow reasonable instructions that support the development of students.
- Staff must have high expectations of every student, recognising and developing each student's abilities, skills and talents, and encouraging student autonomy and sense of self-worth.

Honesty and Integrity

- Staff must maintain the highest standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of OSG UK property and facilities.
- 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.
- Gifts from suppliers or associates of the campus must be declared to the Campus Principal or to the Lead CA if the Campus Principal is the recipient, with the exception of 'one off'

token gifts from students or parents. Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted.

Conduct outside work

- Staff must exercise caution when arranging home visits to ensure that correct protocols and effective safeguarding measures are in place at all times, meeting students outside of school is unacceptable.
- Staff must not engage in conduct outside work which could seriously damage the reputation and standing of OneSchool Global UK, the campus or the employee's own reputation or the reputation of other members of the Campus community. Any such conduct could lead to disciplinary action including dismissal.
- In particular, criminal offences that involve violence or possession, or use of illegal drugs or sexual misconduct are very likely to be regarded as unacceptable and could lead to dismissal.
- Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Staff must not use social media with students or former students (see Social Media Policy) (e.g. Facebook, WhatsApp, Twitter etc.).
- Staff must not engage in inappropriate use of social network sites which may bring themselves, the Campus, Campus community or employer into disrepute.
- Staff must only use their Campus email account or Campus learning platform account when communicating electronically with students, parents and colleagues. Staff must not use a personal mobile phone to communicate with students or parents.
- With written permission from OneSchool Global UK, staff may undertake work outside Campus, either paid or voluntary, provided that it does not conflict with the interests of the Campus and is not to a level which may contravene the working time regulations or affect an individual's work performance.
- All members of staff must declare any business interests outside of Campus that may be connected either to the supply of goods/services to the Campus or be rewarded through association with the Campus.

Confidentiality

- Where staff have access to confidential information about students or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the student.
- Staff must ensure that all work-related data is collated, used and stored in relation to the Data Protection Act 2018 and the Data Protection Policy.
- All staff are likely at some point to witness actions which need to be confidential. For example, where a student is bullied by another student (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate Campus procedure. It must not be discussed outside the Campus, (including with the student's parent or carer) nor with colleagues in the Campus except with a senior member of staff with the appropriate role and authority to deal with the matter.
- However, staff have an obligation to share with their manager or the campus 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 must always maintain confidentiality. This includes where staff are involved in employment matters, pay decisions, disciplinary sanctions etc. Information must only be shared where it is appropriate and lawful to do so.

8. What happens if I breach the Code of Conduct?

As a School employee, you hold a position of trust and are accountable for your actions. Any failure to comply with any part of the Code of Conduct may constitute misconduct or serious misconduct and may result in disciplinary action against the employee concerned with consequences up to and including summary dismissal.

a) The consequences of inappropriate behaviour and breaches of this Code will depend on the nature and circumstances of the breach.
b) Employees should promptly report possible breaches by colleagues to their manager or the Campus Principal. If the possible breach is by their manager, then it should be reported to the Regional Principal. Refer to the Schools' Mandatory Reporting Policy.
c) Factors the School may consider when deciding what action to take may include (but are not limited to):
    i. the seriousness of the breach;
    ii. the likelihood of the breach occurring again;
    iii. whether the employee has committed the breach more than once;
    iv. the risk the breach poses to employees, students or any others.

CHANGES TO POLICY

This policy may be varied or deleted at any time at the Board's sole discretion. The Board will immediately advise employees as to any changes.

DECLARATION

I declare that I have read and am able to adequately understand the provisions and implications of this Policy and that I accept fully the terms and conditions of the Policy. I understand that the Policy may change from time to time.

I am aware that further mandatory guidance is set out in the Staff Handbook, by signing this Code of Conduct I confirm that I have read the Staff Handbook and I agree to abide also by its terms.

Employee Signature **Date**

Print Name

Policy Code	Date	Version No.	Nature of Change
DOC_OSG_HR_Code of Conduct	26/06/2019	1.0	Initial Policy
DOC_OSG_HR_Code of Conduct	22/10/2020	2.0	Policy Review
DOC_OSG_HR_Code of Conduct	06/09/2021	3.0	Policy Review – additions made from staff handbook
DOC_OSG_HR_Code of Conduct	05/08/2022	3.1	Policy Review – additions made from KCSIE 2022
DOC_OSG_HR_Code of Conduct	08/12/2022	3.2	Inclusion of sentence on not promoting political views
DOC_OSG_HR_Code of Conduct	25/06/2023	3.3	Update to reflect KCSIE 2023 and specific reference to low level concerns
DOC_OSG_HR_Code of Conduct	19/05/2025	3.4	Policy Review - Update to reflect KCSIE 2024 and The Worker Protection Act 2023