

Staff Behaviour and Code of Conduct Policy

Drafted by: Bursar
Approved by: Head
Approval date: January 2020
Next review date: January 2021
ISI Policy Nos.:

Overview

Pupils should be encouraged to discuss with their parents or guardians issues that are troubling them. It may be appropriate to suggest that a pupil sees the school counsellor, or member of the medical staff.

Staff need to ensure that their behaviour does not inadvertently lay them open to allegations of abuse. They need to treat all pupils with respect and try, as far as possible, not to be alone with a child or young person. Where this is not possible, for example, in an instrumental music lesson, or sports coaching lesson, it is good practice to ensure that others are within earshot. Where possible, a gap or barrier should be maintained between teacher and child at all times. Any physical contact should be the minimum required for care, instruction or restraint. Staff should avoid taking one pupil on his/her own in a car. However, if this is necessary please refer to the Safeguarding Policy for further advice that clearly states that parental consent must be obtained first.

Communication with Pupils including the use of social media

Staff should not give their personal mobile phone numbers or email addresses to pupils, nor should they communicate with them by text message or personal email. If they need to speak to a pupil by telephone, they should use one of the school's telephones and email using the school system.

The group leader on all trips and visits involving an overnight stay should take a school mobile phone with him/her and may ask the pupils for their mobile numbers before allowing them out in small, unsupervised groups. The school mobile should be used for any contact with pupils that may be necessary. The group leader will delete any record of pupils' mobile phone numbers at the end of the trip or visit and should ensure that pupils delete any staff numbers that they may have acquired during the trip.

Staff should be aware that it is not appropriate to use social media to communicate with pupils. Please refer to the Social Media Policy. Staff are reminded that it is a criminal offence for a person aged 18 or over to have a sexual relationship with a child under 18

where that person is in a position of trust in respect of that child, even if the relationship is consensual.

Physical contact with pupils

There are occasions when it is entirely appropriate and proper for staff to have physical contact with pupils, but it is crucial that they only do so in ways appropriate to their professional role. Staff should, therefore, use their professional judgement at all times. Staff should not have unnecessary physical contact with pupils and should be alert to the fact that minor forms of friendly physical contact can be misconstrued by pupils or onlookers.

A member of staff can never take the place of a parent in providing physical comfort and should be cautious of any demonstration of affection.

Physical contact should never be secretive, or of the gratification of the adult, or represent a misuse of authority. If a member of staff believes that an action could be misinterpreted, the incident and circumstances should be recorded as soon as possible, the DSL informed and, if appropriate, a copy placed on the pupil's file.

Physical Restraint

Any physical restraint is only permissible when a child is in imminent danger of inflicting an injury on himself/herself or on another, and then only as a last resort when all efforts to diffuse the situation have failed. Another member of staff should, if possible, be present to act as a witness. All incidents of the use of physical restraint should be recorded in writing and reported immediately to the DSL/Head who will decide what to do next. Where this relates to the school's nursery/EYFS setting, parents will be informed of any physical restraint used on their child the same day or as soon as reasonably practicable.

Physical education and other activities requiring physical contact

Where exercises or procedures need to be demonstrated, extreme caution should be used if the demonstration involves contact with pupils and, wherever possible, contact should be avoided. It is acknowledged that some staff, for example, those who teach PE and games, or who offer music tuition, will, on occasions, have to initiate physical contact with pupils in order to support a pupil so they can perform a task safely, to demonstrate the use of a particular piece of equipment/instrument or assist them with an exercise. This should be done with the pupil's agreement.

Contact under these circumstances should be for the minimum time necessary to complete the activity and take place in an open environment. Staff should remain sensitive to any discomfort expressed verbally or non-verbally by the child.

Electronic communication with pupils

Please see the Social Media Policy in relation to electronic communications with pupils. Staff will undertake regular training on the internet and safety online, details of which are set out in the Social Media Policy.

Transporting pupils

It is inadvisable for a teacher to give a lift in a car to a pupil alone. Wherever possible and practicable it is advisable that transport is undertaken other than in private vehicles, with at least one adult additional to the driver acting as an escort. If there are exceptional circumstances that make unaccompanied transportation of pupils unavoidable, the journey should be made known to a senior member of staff and to the pupil's parent(s).

Confidentiality

Staff members should never give absolute guarantees of confidentiality to pupils or adults wishing to tell them about something serious. They should guarantee only that they will pass on information to the minimum number of people who must be told in order to ensure that the proper action is taken to sort out the problem and that they will not tell anyone who does not have a clear need to know. They will also take whatever steps they can to protect the informing pupil or adult from any retaliation or unnecessary stress that might be feared after a disclosure has been made.

Action if a pupil is missing

Please refer to the school's Missing Child Policy and procedures which also include the requirements for a day pupil, EYFS and boarder missing child in its content.

Equal Treatment

We are committed to equal treatment for all pupils regardless of sex, sexuality, race, caste, disability, religion or belief. We keep a record of discriminatory incidents.

We aim to create a friendly and caring environment in which every individual is valued. We endeavour to contribute positively towards the growing autonomy, self-esteem and safety of each pupil. Our staff undertake regular consultation activities with our pupils e.g. through safety questionnaires, participation in anti-bullying week and speaking to children about their experiences at lunchtime and play-times.

Bullying

Bullying, harassment and victimisation and discrimination will not be tolerated. We treat all our pupils, staff, and their parents fairly and with consideration and we expect them to reciprocate towards each other, the staff and the school. Any kind of bullying including cyber bullying is unacceptable and the school keeps a record of any incidents. Please see our school policy on anti-bullying for further details.

Complaints

Copies of the school's complaints procedure can be sent to any parent on request. Any complaint arising from the implementation of this policy will be considered under the school's Complaints Procedure Policy.

Whistleblowing

Please refer to the separate Whistleblowing Policy for further guidance.

Daily conduct requirements for staff

Attendance and Timekeeping

Should a staff member need to be absent or expect to be late for any reason, he/she should ask the Head in advance when possible. If this is not possible, he/she is asked to contact the Head of Department at the earliest opportunity.

Smoking

To promote a healthy and pleasant working environment and because of the fire risk, smoking (in any form, including the use of e-cigarettes) is not allowed anywhere on site. For more information please refer to the school's Smoke Free Policy.

Alcohol and Illegal Drugs

Consumption of alcohol or illegal drugs is not permitted on site. An exception to this might be during a school function or otherwise agreed time when modest amounts of alcohol may be consumed. Employees' conduct and performance must not be adversely impacted by alcohol or drugs when undertaking their duties.

Security

Staff must not remove any school documents from the site nor take any photographs without due permission. The school reserves the right to search the outer clothing, bags, lockers and vehicles etc. of staff members whilst on site.

Staff have a responsibility to ensure that their area of work (classroom, office, outbuilding etc.) is locked and secure at the end of the school day,

Staff must ensure that any visiting guests including parents outside the pick up and drop off times, sign in at the school's reception desk.

Any unauthorised person on site must be immediately reported to the Bursar.

Personal Appearance

The school regularly receives visits from parents, potential parents and others, and naturally wishes to convey an impression of professionalism, efficiency and organisation. Therefore whilst not wishing to impose unreasonable obligations on staff they are, nonetheless, required to look smart in appearance. Staff must ensure that their dress is appropriate for the situation in which they are working and that they present a professional

image and one that reflects sensitivity to colleagues, staff and pupils perceptions. This may reflect their ethnicity and lifestyle, but should not be provocative or cause offence to those with whom they have contact.

Mobility and Flexibility

Due to the demands and nature of the school, staff should be prepared to transfer upon request within departments either temporarily or permanently, to undertake work of a different nature, providing it is reasonable and safe to do so and the staff member is adequately trained.

Use of Mobile Phones and Cameras

Photographs will only be taken of children with their parents' permission (provided in writing via consent form). Photographs will only be taken by a designated staff member/s to give evidence of children's progress or to record school events. Photos must only be taken using a school or authorised camera and NOT using a staff member's personal phone.

Staff must not make phone calls in front of pupils and their phone must be on silent mode in lessons. Calls can always be made in a case of an emergency.