

STAFF BEHAVIOUR POLICY/ CODE OF CONDUCT

1. Introduction

This policy sets out the standards of personal and professional conduct, performance and attendance expected of all staff. It has been produced to place the welfare of children at the centre and to ensure that all those who work in the school and may have contact with children are clear on the rules of conduct and the expectations of the school. This policy is not an exhaustive list of acceptable and unacceptable standards of behaviour. All staff are expected to demonstrate high standards of personal and professional conduct and consistently act with honesty and integrity and in the best interest of the school community at all times.

This policy applies to all “staff” in school including employees, volunteers, contractors, work experience students and agency staff and applies regardless of their position, role or responsibility and whether paid or unpaid. There is separate guidance for governors (see the Governor Induction Policy) and additional guidance for Volunteers (see Appendix 3). Where staff are unsure about how to respond to a particular situation, guidance and support should be sought from the Head Teacher.

This policy should be read in conjunction with the school’s Safeguarding and Child Protection Policy and procedures, Disciplinary Procedures for School Staff and the Whistleblowing and Confidential Reporting Policy. The Governing Body of the school will review and monitor the impact of the code annually with the head teacher.

2. Staff relations with pupils

All staff should put the wellbeing, development and progress of all pupils first and take all reasonable steps to ensure the safety and wellbeing of pupils under their supervision and use professional expertise and judgment for the best interests of pupils in their care. All staff are expected to act appropriately and in accordance with this policy towards all members of the school community.

Allegations of unprofessional conduct or improper contact can arise at any time. Professionalism and vigilance are required so as to ensure the safety of children in our care, and to reduce the risk of an allegation of impropriety against a member of staff. Staff need to ensure that their behaviour does not inadvertently lay them open to allegations of abuse. Staff must maintain professional boundaries and act in a way that would not lead any reasonable person to question their actions or intent. They need to treat all pupils with respect and try, as far as possible, not to be alone with a pupil. 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 staff and a child at all times. Any physical contact should be the minimum required for care, instruction or restraint and appropriate to the child’s age, gender, ethnicity, background, stage of development and any SEND they may have.

Communication with pupils including the acceptable use of social media

Staff should not give their home address or personal mobile phone numbers, email addresses or personal social media accounts to current/former pupils, nor should they communicate with them by social media, text message or personal email. If they need to speak to a current pupil by telephone, they should use one of the school’s telephones and email using the school system. If staff wish to connect with former pupils, they should speak to the [● head teacher] and seek their prior approval. If staff receive correspondence from former pupils, the public or parents this should be discussed with their line manager/head teacher as appropriate and filed with any response in the appropriate school records system. Where a close relationship develops between a member of staff and a former pupil which raises concerns about the member of staff’s suitability to work with children, the head teacher may contact the Local Authority Designated Officer (LADO) for guidance.

Group leaders on school trips and visits should take a school mobile phone with them. They 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 extremely cautious when using social networking sites outside of work and avoid publishing, or allowing to be published, any material, including comments or images which could damage their professional reputation, the reputation of the school, and/or bring the school into disrepute. Where staff do choose to use social networking sites it is strongly recommended that profiles should be set as 'private' and under no circumstances should staff allow access to pupils, their families and/or carers.

Position of Trust

As a result of their knowledge, position and/or the authority invested in their role, all adults working with children and young people in education settings are in positions of trust in relation to the young people in their care. A relationship between a member of staff and a pupil cannot be a relationship between equals. There is potential for exploitation and harm of vulnerable young people and all members of staff have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification. Wherever possible, staff should avoid behaviour which might be misinterpreted by others, and report and record any incident with this potential.

Staff should be aware that it is not appropriate to use social media to communicate with pupils. Staff are reminded that it is as an offence under section 16 of The Sexual Offences Act 2003 for a person aged 18 or over (e.g. teacher, youth worker) 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. A situation where a person is in a position of trust could arise where the child is in full-time education and the person looks after children under 18 in the same establishment as the child, even if s/he does not teach the child.

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 and the age, maturity, gender, ethnicity, background and any SEND or vulnerabilities the pupil may have. 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 to prevent a pupil from hurting themselves or others, from damaging property, or from causing disorder. Physical restraint should be a last resort when all efforts to diffuse the situation have failed. Only the force that is needed must be used (i.e. it must be a reasonable use of force). The school recognises the additional vulnerability when using reasonable force in response to risks presented by incidents involving children with SEND or with medical conditions. The school will consider its duties under the Equality Act 2010 and their Public Sector

Equality Duty. Positive and proactive behaviour support, for instance through drawing up individual behaviour plans for more vulnerable children, and agreeing them with parents and carers can reduce the occurrence of challenging behaviour and the need to use reasonable force.

Staff are required to follow the school's behaviour policy, including the need to use reasonable force. All incidents of the use of physical restraint should be recorded in writing and reported immediately to the DSL/head teacher who will decide what to do next.

Where this relates to the school's EYFS provision, parents will be informed of any physical restraint used on their child the same day or as soon as reasonably practicable. In all other circumstances, the [head teacher] will consider whether it is appropriate to report the use of force to parents.

Suspension will not be an automatic response when a member of staff has been accused of using excessive force. The school will follow its Managing with Allegations of Abuse against Teachers and Other Staff found in the staff policies folder where an allegation of using excessive force is made against a teacher. Suspension will not be an automatic response; the school will always consider whether a teacher has acted within the law when reaching a decision on whether or not to take disciplinary action.

There may be times when a member of staff needs to search a pupil or a pupil's belongings because something has gone missing and there are reasonable grounds to conduct a search.

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

All communications should be limited to professional matters. All staff are required to establish safe and responsible online behaviours and must comply with the school's E-safety Policy which sets out staff's obligations in relation to electronic communications with pupils. For example, staff are reminded to ensure that their personal social networking sites are set as private and ensure that pupils are not approved contacts; and never use or access social networking sites of pupils or use internet or web based communication channels to send personal messages to pupils. Staff will undertake regular training on the internet and safety online.

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. The pupil should sit in the rear of the vehicle; a record should be kept of the reasons and details of transportation; member of staff must ensure they are fit to drive etc.

Acceptance of gifts

It is reasonable for staff to accept modest gifts from pupils, especially at the end of a school year or at Christmas. Staff should be mindful that by accepting a gift that it could be perceived that they may potentially be influenced, or seen to be influenced in their actions or decisions. All staff are expected to use their professional judgement and speak to the head teacher before accepting a gift, as appropriate.

3. Safeguarding and Data Protection

Safeguarding concerns

If staff have any concerns about the welfare of a pupil and/or believe a child is at risk, they must follow the school's procedures set out in the Safeguarding and Child Protection Policy without delay. All staff have a responsibility to take appropriate action; safeguarding is **everyone's** responsibility.

Staff 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 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.

If staff feel that their own actions may be misinterpreted (or there are any misunderstandings, accidents or incidents involving them and a pupil or a group of pupils), this must be reported to the Designated Safeguarding Lead (DSL) without delay.

Prevent

Staff should follow the school's normal referral processes when there are concerns about children who may be at risk of being drawn into terrorism, as set out in the school's Safeguarding and Child Protection Policy. This may include a referral to Channel or children's social care depending on the level of risk. However, if staff have concerns that there is an immediate/significant risk of a child being drawn into terrorism they must call MASH directly. Advice and support can also be sought from children's social care.

Female Genital Mutilation ('FGM')

All staff should speak to the DSL about any concerns about FGM. Teaching staff have a separate duty to report to the Police cases where they discover that an act of FGM appears to have been carried out on a girl under the age of 18. All staff are referred to the school's Safeguarding and Child Protection Policy for the procedure to be followed where they suspect or discover that a pupil may be at risk of FGM.

Action if a pupil is missing

All staff should refer to the school's guidance on missing child policy and procedures which can be found in the policies documents in staff files online or in the Head Teacher's office when a child is missing or is not collected on time. A record is kept by the school of any instances in which a pupil is missing from school without satisfactory permission and documentation, including the action taken and the pupil's explanation.

Disqualification

The school is required to ensure that they are not knowingly employing a person who is disqualified in connection with relevant childcare provision. The disqualification requirements apply to the following staff:

- Early years provision - any member of staff who provides any care for a child up to and including reception age. This includes breakfast clubs, lunchtime supervision and after school care provided by a school both during and outside of school hours for this early years age range.
- Later years provision, for children under 8 - the disqualification requirements apply to before school settings, such as breakfast clubs and after school provision that would constitute childcare. They do not however apply to education or supervised activity for children above reception age during school hours or in after school or co-curricular educational clubs. This essentially means that only wrap-around childcare (crèche-like facilities before and after school) and holiday care constitutes later years childcare.
- Anyone responsible for managing either the early or later years provision setting.

Staff working in or managing early or later years settings are required to inform the [head teacher] without delay where they fall into the disqualification criteria. The grounds for disqualification can be found

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/736758/APPENDICES-Disqualification_under_the_childcare_act_statguidance_2_.pdf.

Staff are also reminded to immediately inform the head teacher where their relationships and associations, both within and outside of the workplace (including online), may have implications for the safeguarding of children in the school.

Data protection

All school data and information should be managed in line with legislative requirements, good practice and the agreed school procedures (see the school Data Protection Policy. Staff should be aware that the requirement to maintain confidentiality of information about pupils, their families, colleagues and any matters relating to the school itself apply to all forms of communication, including social networking sites and email accounts. School staff must not use confidential information obtained in the course of their employment for personal use, nor must they pass it on to others who might use it for unauthorised purposes.

4. Equality

The school aims to create a friendly, caring and perceptive environment in which every individual is valued. 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. The school is committed to equal treatment for all pupils and staff regardless of any protected characteristic under the Equality Act 2010. This school will not tolerate any behaviour which could be construed as harassment, intimidation, discrimination or victimisation, by school staff against pupils, colleagues, parents, governors and other visitors. Staff should not by their actions, manner or speech be discriminatory with regards to a person's protected characteristic under the Equality Act 2010, such as their age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief or sexual orientation. The school keeps a record of any discriminatory incidents.

5. Daily Conduct Requirements of 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 Teacher in advance when possible. If this is not possible, he/she is asked to contact the their line Manager and Business Manager at least 30 minutes before their start time. Teaching staff should contact the Head Teacher and/or business manager by 7.30am so cover can be arranged.

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.

Alcohol and Illegal Drugs

Consumption of alcohol or illegal drugs is not permitted on site save where, in the case of alcohol, at a school function or otherwise agreed 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.

Staff should always be mindful of their location, and the company present, so even when not on duty and off-site, they should uphold the values of the school. Any member of staff seen to be behaving in such a way that would bring the school into disrepute (whether through excessive consumption of alcohol, or inappropriate behaviour) can expect to be dealt with through the school's disciplinary procedures. This includes any member of staff seen via social media.

Health and Safety

It is the responsibility of all staff and visitors to the school to take reasonable care for the health and safety of themselves and others and to assist in the creation of a safe work environment. Staff have a responsibility to inform the [head teacher] of any medical condition/illness they have during the course of their employment which may impact on their fitness to undertake their duties or on the health and safety of themselves, pupils, other staff, governors of the school or visitors.

Security

In the interests of security, employees must carry their identity card whilst in school and produce it on request. 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. The staff member may have a colleague in attendance on such (rare) occasions.

Personal Appearance

The school regularly receives visits from parents, potential parents and others, and naturally wishes to convey an impression of efficiency and organisation. Therefore whilst not wishing to impose unreasonable obligations on staff they are, nonetheless, required to look smart in appearance.

Use of Mobile Phones and Cameras

Personal devices, such as mobile phones, tablets or other photographic equipment must not be used at any time in lessons or during other contact with pupils and should be kept securely with other personal belongings.

Staff must not use the school's devices or facilities which are not connected with their employment at the school, without agreement from the head teacher. This includes the personal use of the school email, telephones, computers, photocopiers, or other equipment. Internal email systems and school computer equipment should always be used in accordance with the school's E-Safety Policy.

Photographs will usually only be taken of children with their parents' permission (provided in writing via consent form). Photographs must only be taken on school equipment and with the agreement of the head teacher in line with agreed school procedures. For example, photographs are taken by staff to give evidence of children's progress. Photographs must then be downloaded onto school computers, where they will be monitored and retained in accordance with the school's data protection obligations. Photos cannot be used or passed on outside the school.

Neither staff nor children may use their own mobile phones to take photographs within our EYFS setting; including nursery and Reception year in our school.

6. Whistleblowing

The school wishes to foster a culture of openness and safety and the school's whistleblowing procedure reflects this. Should any member of staff have any concerns about the behaviour of another member of staff towards a pupil, he or she should report it at once to the Head (or to the Chair of Governors where the concern relates to the head teacher or a governor). Any concern will be thoroughly investigated under the school's whistle-blowing procedures. Such reporting will be without prejudice to the member of staff's position in the school. Where there are allegations of criminal activity, the LADO (or designated officer) will always be informed, and advice taken, before the school undertakes any investigation of its own. Wherever possible, and subject to the rights of the pupil, the member of staff will be informed of the outcome of the investigation. No one who reports a genuine concern in good faith needs to fear retribution. Under the Public Interest Disclosure Act 1998 the member of staff may be entitled to raise a concern directly with an external body where the circumstances justify it.

Staff Declaration

I confirm that I have read and understood this code of conduct and that I am expected to conduct myself in accordance with its guidance. I acknowledge that a failure to abide by this policy may result in disciplinary action being taken against me

Signed:

Print name:

Date:

Appendix 1 – Staff Induction and Checklist

Line Managers are responsible for ensuring induction takes place. This includes ensuring that new employees, agency staff and volunteers:

- Have an induction programme arranged
- Are provided with an induction pack and checklist
- Receive appropriate information as required in their checklist
- Are provided with an understanding of the structure of the school
- Know how to access relevant policies and procedures

The individual being inducted has a responsibility, alongside Line Managers, to ensure all items in the checklist are covered. Individual are expected to monitor their checklist and raise any gaps with their Line Manager.

All new staff will be invited to visit the school before taking up their post to meet the head teacher who will introduce them to their Line Manager. NQTs will also be introduced to their mentor for their probationary year. Volunteers will also be invited to meet with [the head teacher].

1. Safeguarding Training

On their first day in post, or before, all staff (including volunteers) will be made aware of the systems within the school which support safeguarding. Staff(including volunteers) will be made aware of:

- the Safeguarding and Child Protection Policy
- the pupil Behaviour Policy
- the staff Behaviour Policy / Code of Conduct
- the school's safeguarding response to children who go missing from education
- the role of the designated safeguarding lead (including the identity of the designated safeguarding lead and any deputies).

Copies of the above policies and a copy of Part one of KCSIE will be provided to all staff at induction.

In addition to the above, all staff will also be made aware of the school's:

- Acceptable Use of Photographic Devices Policy
- Whistle Blowing Policy
- E-safety Policy
- Equality and Diversity Policy
- Use of Mobile Phone Policy
- [• Data Protection Policy]
- [• INSERT any others]

2. Additional induction for new *teaching* staff/assistants/agency staff

In addition to 1 above, all staff teaching staff, teaching assistants and agency staff will also be made aware of[, and provided with copies of,] the school's:

- Teaching staff handbook
- Fire Plans
- Emergency Plans
- Curriculum Policies
- Teaching and Learning Policy
- SEN Policy
- Marking and Feedback Policy
- Assessment and Reporting Policy

- Appraisal Policy
- Health and Safety Policy
- Medical Needs Policy
- Classroom non-negotiables
- School Vision and Aims
- Planning formats and Schemes of work
- Timetables
- Class lists

They will also be given access to Sharepoint and Outlook; introduced to school communication systems e.g. morning briefings, staff meetings etc; issued with Scholarpack, CPD Folder and entitlement, a door fob and laptop (where relevant to role); introduced to relevant training to be completed on Educare and asked to complete a next of kin form for emergency contact purposes.

3. Additional induction for new *office staff/site staff/ midday supervisors*

In addition to 1 above, all new office staff will be made aware of[, and provided with copies of,] the school's:

- Midday Supervisor handbook (where relevant)
- Fire plans
- Emergency Plans
- Appraisal Policy
- Medical Needs Policy
- Next of kin form for emergency contact purposes

4. Additional induction for *volunteers*

In addition to 1 above, all new volunteers will be made aware of[, and provided with copies of,] the school's:

- Staff Behaviour Policy/Code of Conduct
- Volunteer Code of Conduct

5. Tour for *all* new staff

All staff will undertake a tour of staffroom and tea and coffee areas. They will be shown the photocopier, laminator, computer systems (including Sharepoint), washroom facilities and introduced to office staff.

Appendix 2 – Staff Induction Checklist for Safeguarding

Staff Name

Post

Start Date/...../20....

Name of line manager responsible for induction:

Name of Head Teacher:

Checklist for Safeguarding	Date	Check
1. Individual informed of the identity of the designated safeguarding lead (and any deputies)		<input type="checkbox"/>
2. Individual informed of the procedure in school for reporting safeguarding concerns, including the procedure if the head teacher and designated safeguarding lead are absent		<input type="checkbox"/>
<p>3. Individual advised of (and discussed with them) the following school policies, covering the agreed procedures and expectations of staff under each one:</p> <ul style="list-style-type: none"> - Staff Code of Conduct/Behaviour Policy - the Prevent Duty and the teacher mandatory duty for reporting Female Genital Mutilation (FGM) - Whistleblowing and Confidential Reporting Policy - Anti-bullying Policy - Anti-racism & Homophobic and Transphobic (Covered in Single Equality Policy) - Physical intervention (Guidance on the Use of Force) - Internet safety (including social media) (Guidance on the Acceptable Use of ICT in Schools) - Safeguarding and Child Protection Policy - Procedures for managing allegations of abuse made against teachers and other staff - Guidance on Visitors, including VIPs, to schools - Any other relevant policy as determined by the head teacher, governing body or DfE: Guidance for Safer Working Practice, Use of Children’s Photographs Policy, Staff Contact Policy <p>These are found in the office 365 All Staff file, or in paper copy in the staff room and Head Teachers Office.</p>		<input type="checkbox"/>
<p>4. Individual advised of (and discussed with them) relevant statutory guidance for schools and the responsibility of staff in respect of them:</p> <ul style="list-style-type: none"> - Keeping Children Safe in Education (DSL will ensure all staff read and are provided with a copy of at least part one of latest edition) - Working Together to Safeguard Children (latest edition) - DBS process - Disqualification under the Childcare Act 2009 – explanation of the circumstances in which staff are required to self-report to the [head teacher] 		<input type="checkbox"/>

5. Individual advised of (and discussed with them) the Nottinghamshire and Nottingham City Safeguarding Children Boards' Safeguarding Children's Procedures and how they can be accessed at www.nottinghamshire.gov.uk/nscb		<input type="checkbox"/>
6. Individual advised of (and discussed with them) the relevant paragraphs regarding safeguarding under the teacher standards, as relevant to them.		<input type="checkbox"/>
7. Arranged whole school safeguarding training for all school staff and any governor responsible for leading on safeguarding, as detailed in Keeping Children Safe in Education and the latest NSCB Training programme found at www.nottinghamshire.gov.uk/nscb . Such training to include: a) Prevent Duty training for all school staff (on-line 20 minutes Channel training) b) Specific training for DSLs (and any Deputy DSLs) c) Recruitment and selection training for staff, as required. (At least one member of any interview panel should have received appropriate training on safer recruitment).		<input type="checkbox"/>
8. a) For Teachers – Explanation of the statutory induction and appraisal process/ link with pay b) For Support Staff – Explanation of the schools probation arrangements for new employees and the support and supervision / appraisal arrangements.		<input type="checkbox"/> <input type="checkbox"/>
9. Received a copy of the following: <ul style="list-style-type: none"> • the Safeguarding and Child Protection Policy • the pupil Behaviour Policy • the staff Behaviour Policy / Code of Conduct • the school's safeguarding response to children who go missing from education • the role of the DSL (including the identity of the DSL and any deputies) • Part one of KCSIE • Staff Handbook • Child Projection Concern Forms x 2 		<input type="checkbox"/>
Date Checklist fully completed		
Head teacher/line manager's signature:..... Date:.....		

Employee's signature: Date:.....

Appendix 3 – Guidance for Volunteers

When volunteering in the school, please ensure you abide by the following in order to help your visit run smoothly and safely:

- On arrival at school please come to the main school office and sign in to our online system (this can be found just through the main door in the school office). Please collect a badge to say that you are an official visitor in the school. Please sign yourself out on leaving, so that we know who is left in the building in case of fire.
- Avoid any physical contact with children.
- If you are ever concerned about something a child says (either directly to you or something that you overhear) please talk to the class teacher, head teacher or a member of the office staff before you leave so that we can follow up your concern.
- If the fire alarm sounds when you are in the building please leave by the nearest exit, taking any children with you to the nearest playground. Please wait on the playground and a member of staff will come to register that you are safe.
- Much of what you see and hear in school is confidential. This must be kept confidential.
- If you are unable to come in to school please ring the school office.