



STAFF BEHAVIOUR POLICY

References:

- A. Commentary on the Regulatory requirement Sep 2018.
- B Keeping Children Safe in Education Sep 2018.
- C Working Together to Safeguard Children Jul 2018.

Introduction

Physical Contact with Pupils

There are occasions when physical contact with a pupil may be entirely appropriate, proper or necessary, other than those covered by Section 93 of the Education and Skills Act 2006 (Power of members of staff to use force) and as described in the School's Use of Force to Control or Restrain a Pupil Policy.

Some physical contact may be necessary to demonstrate exercises or techniques during PE lessons, music lessons, sports coaching or DT, or if a member of staff has to give first aid. Young children and children with special educational needs may need staff to provide physical prompts or help. Touching may also be appropriate where a pupil is in distress and needs comforting. Teachers will use their own professional judgement when they feel a pupil needs this kind of support and should be done with the pupil's agreement.

There may be some children for whom touching is particularly unwelcome. This may be for example because of their cultural background, or because they have been abused. It is important that all staff receive information on these children. Physical contact with pupils becomes increasingly open to question as pupils reach and go through adolescence, and staff should be aware that even innocent and well-intentioned physical contact can sometimes be misconstrued.

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. Staff should be aware that it is not appropriate to use social media to communicate with pupils or past pupils. 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.

School Trips

Staff taking pupils on school trips should ensure that they are in mixed groups and that staff members of both sexes are present. If trips are residential, staff should ensure that they do not enter pupils' bedrooms/bathrooms on their own, unless the situation necessitates this.

Procedures for speaking to a child on his/her own

If a member of staff has occasion to speak to a pupil alone, they should take steps to ensure that they do not put themselves in a position whereby they could be accused of improper behaviour, and have no witnesses to support them. Procedures which could be followed include:

- Leaving the door of the room open
- Locating yourself near a window, so that you can be seen by passing staff
- Tape recording the interview

Taking pupils in your car, other than on designated school trips or away sports fixtures

Staff should not take pupils home, or elsewhere, in their own cars. In an emergency, no member of staff should consider this without having first spoken to the Headmaster or a member of the SMT. If agreed, the pupil should sit in the back of the car and his/her parents/guardians should be informed that the journey is about to commence. On arrival at the destination, the responsibility for the pupil will be formally transferred to the parent/guardian.

As a member of staff, it is your responsibility to ensure that you are covered either by your own or by the School's insurance. You must seek the advice of the Bursar before undertaking any such trip.

Games, PE and Swimming staff

All staff who have a responsibility to supervise changing rooms and children changing should be mindful to respect the privacy of all the pupils they are supervising. Best practice would be to ensure you are never left in a changing area with just one pupil. Retain children so that you leave the changing area as a group wherever possible.

Teaching and Learning styles

Teaching and learning styles which provide opportunities for pupils to involve themselves in discussions in an atmosphere of trust, acceptance and tolerance are encouraged. We must be ready to adapt our teaching styles to different pupils' needs.

Staff, non-teaching staff, visitors, volunteers and contractors should not engage in any electronic communication with a pupil, including any forms of social media.

Bullying

Bullying, harassment, victimisation and discrimination will not be tolerated. We treat all our staff, pupils, 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 is unacceptable and the school keeps a record of any incidents. Please see our school policy on anti-bullying for further details

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 by the Headmaster 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 & Passes

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.

Environment

All members of staff should strive to create an environment where all pupils in the school feel valued. Pupils should be encouraged to articulate their feelings and wishes, and they should be listened to.

As adults, we should try to ensure that we:

- Rarely show anger
- Do not shout
- Do not give whole class punishments
- Are more often positive than negative
- Admit our mistakes and apologise for them
- Value what children have to offer
- Listen to all sides in any dispute
- Show genuine pleasure when appropriate
- Start afresh after any incident
- Use the manners we would expect from the children, when dealing with children and adults
- Expect good behaviour and be surprised by bad behaviour
- Be consistent in all aspects of discipline

Staff should at all times be aware of the detail in the Safeguarding and Whistleblowing Policies.

Reviewed by:	Headmaster
Date:	December 2018
Next Review Date:	December 2019