



WHALE HILL

Staff Behaviour Policy

September 2020

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| Governor Review Date | September 2020 |
| Review Frequency | Annually |
| Date for Next Review | September 2021 |
| Head Teacher Approval | |
| Governor Approval | |

The school is required to set out a Staff behaviour policy for all employees.

The Staff behaviour policy outlines the expected conduct of staff at all times. All communication and interaction between members of staff, children, parents, carers and visitors must reflect our Staff behaviour policy.

Staff are expected to be conscientious and loyal to the aims and objectives of Whale Hill Primary School. In addition, staff are required to develop and maintain the professional character of the school.

Staff may be in a unique position of influence and must adhere to behaviour that models the highest possible standards. Each employee has an individual responsibility to maintain their reputation and the reputation of the school whether inside or outside working hours.

All staff employed by Whale Hill Primary School are to follow the Staff behaviour policy.

Staff should be aware that a failure to comply with the following Staff behaviour policy could result in disciplinary action including dismissal.

Staff should also refer to the requirements of the Teachers' Standards and Standards for Teaching Assistants.

Purpose

This Staff behaviour policy is designed to give clear guidance on the standards of behaviour all staff are expected to observe.

Behaviour

All staff who work at Whale Hill Primary School must set examples of behaviour and conduct which can be copied by pupils. Staff must therefore not use inappropriate or offensive language at any time.

All staff must, therefore, demonstrate the highest standards of conduct in order to encourage our pupils to do the same.

All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

This Code helps all staff to understand what behaviour is and is not acceptable.

Safeguarding

Staff have a duty to safeguard pupils from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect
- radicalisation

The duty to safeguard pupils includes the duty to report concerns about a pupil to a school's Designated Person for Child Protection.

The school's DP will follow policy and procedures linked to safeguarding.

Staff must not demean or undermine pupils, their parents or carers, or colleagues.

Staff must take the utmost care of pupils under their supervision with the aim of ensuring their safety and welfare.

Staff must not use their personal mobile phone as a camera in school. Any photograph/video must be taken using school equipment. Staff must only save images on school computers/devices.

Staff who are in contact with pupils can only use their mobile phones in school during their break times in the staff room or private area away from the children. Outside of these times they should only be used at the discretion of the team leader.

Outside of these times, mobile phones should only be used at the staff members' discretion.

Pupils

Staff must comply with school policies and procedures that support the well-being and development of pupils.

Staff must co-operate and collaborate with colleagues, schools and with external agencies where necessary to support the development of pupils.

Staff must follow reasonable instructions that support the development of pupils.

Integrity

Staff must maintain the highest standards of honesty and integrity in their work. This includes the handling and claiming of money.

Conduct Outside Work

Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school.

In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are 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.

It is advised that staff do not accept parents of pupils in the school as 'friends' on social networking sites.

Staff must not engage in inappropriate use of social network sites which may bring themselves, schools or wider community into disrepute.

Confidentiality

Where staff have access to confidential information about colleagues, pupils or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the individual.

However, staff have an obligation to share with the Head teacher or school's Designated Senior Person any information which gives rise to concern about the safety or welfare of a pupil/student.

All staff are likely at some point to witness actions which need to be confidential. Such matters should only be discussed with a senior member of staff with the appropriate role and authority to deal with the situation and not discussed with other colleagues or outside of school, including with the pupil's parent or carer.

Staff must **never** promise a pupil/student that they will not act on information that they are told by the pupil.

Disciplinary Action

All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.

Advice and Guidance for Staff

When we speak to others we will:

- use a calm tone of voice at all times, to explain something to or instruct the children, so that they can follow our words without feeling threatened or uncomfortable.
- speak respectfully to other adults at all times, even if we disagree with them.

As professionals we will:

- avoid workplace gossip and negativity as it breeds resentment and becomes a roadblock to effective communication and collaboration. We all have a duty to take active steps to divert conversations away from this if we come across it.
- maintain confidentiality about anything that we see or hear in the workplace or in schools, so that colleagues, parents, children and outside agencies can trust us, and as a way of showing respect to our fellow professionals.
- work as part of a team, contributing as well as learning from others and helping to build up a strong workforce.
- work within the policies and practices set out by Whale Hill Primary School, so that what we do is consistent with what has been agreed between all members of the staff.
- treat everyone with respect.
- behave in a positive way despite any challenging circumstances we may be facing both inside and outside of school, especially in front of children.

Dress code

To dress professionally shows pride, effort, respect for oneself and one's profession. Adults in school are role models for learners in the school; therefore they have a responsibility to model appropriate dress and appearance. The image that we project as professionals is associated with how we present ourselves; the image of the school in the community is related to how all adults in the school dress. It is therefore important to dress appropriately when acting in a professional capacity. This is not a policy meant to detail every eventuality, it is up to individual staff to decide whether their appearance is appropriate guided by the principles above. However, revealing clothes, such as short skirts or low cut tops, should be avoided. All employees should wear ID badges.

Whale Hill Primary School is committed to promote diversity and will therefore respect individual preference in terms of customs, culture, religion and tradition.

Whistle blowing policy

“ Redcar & Cleveland Borough Council is committed to the highest possible standards of openness, probity, and accountability. The Council supports the legislation afforded by the Public Interest Disclosure Act 1998 and therefore encourages, members, employees, contractors, and others that it deals with, to come forward and voice any serious concerns they may have about any aspect of the Council’s work.”

Further information regarding staff conduct can be found in the teacher’s Standards

<https://www.gov.uk/government/publications/teachers-standards>

and Teaching Assistant’s Standards

<https://www.unison.org.uk/content/uploads/2016/06/Teaching-Assistant-Professional-Standards.pdf>