



# Staff Behaviour Policy

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<b>Review Frequency</b>	Annually
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## **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**

- To keep children safe by clarifying which behaviours constitute safe practice and which behaviours should be avoided.
- To differentiate a continuum of concerning behaviour and what this may look like, with a repeated emphasis that ALL behaviours should be reported directly to the Head teacher by all employees and volunteers, whether they are believed to be 'low-level' or not.
- To assist adults working with children to work safely and responsibly and to monitor their own standards and practice.
- To support managers and employers in setting clear expectations of behaviour and/or codes of practice relevant to the services being provided.
- To support employers in giving a clear message that unlawful or unsafe behaviour is unacceptable and that, where appropriate, disciplinary or legal action will be taken.
- To support safer recruitment practice.
- To minimise the risk of misplaced or malicious allegations made against adults who work with children and young people.
- To reduce the incidence of positions of trust being abused or misused.
- To ensure that a contribution to a culture of vigilance is maintained consistently by all staff, who annually contribute to the reviewing of this policy.

## Principles for the Whole Workforce

Everyone who comes into contact with children and their families has a role to play in safeguarding children. Therefore, it is important that **ALL** staff:

- Ensure that they listen to and reflect on the voice of the child at **ALL** times and take seriously any concerns raised to them by a child
- Ensure that they report any concerns of harm to any child to the Designated Safeguarding Lead immediately.
- Ensure that they record any information shared directly with them by a child or observed/witnessed with the Designated Safeguarding Lead immediately.
- This could include sharing information on behalf of the Designated Safeguarding Lead with other agencies
- Ensure that they maintain an attitude of ‘it could happen here’ and report any concerns regarding the behaviour of an adult/staff member in school directly to the Head teacher or Chair of Governors if the allegation is relation to the Head teacher.
- Ensure that they attend regular training/updates to support them in recognising the signs and symptoms of abuse, particularly in support of early identification of needs of children to prevent an escalation of risk to the child.
- The welfare of the child is paramount
  - It is the responsibility of all adults to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children and young people.
  - Staff who work with children are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
  - Staff should acknowledge that deliberately invented/malicious allegations are extremely rare and that all concerns should be reported and recorded.
  - Staff should discuss and/or take advice promptly from their line manager if they acted in a way which may give rise to concern.
  - Staff should apply the same professional standards regardless of culture, disability, gender, language, racial origin, religious belief and/or sexual orientation.
  - Staff should not consume or be under the influence of alcohol or substances, including prescribed medication which may affect their ability to care for children.
  - Staff should work and be seen to work in an open and transparent way. Staff should inform the Head teacher of any role held outside of school that may directly impact on their role in school e.g. tutoring, sports coach, online blogger, social influencer.
  - Staff should be aware that breaches of the law and other professional guidelines could result in disciplinary action being taken against them, criminal action and/or other proceedings including barring by Disclosure and Barring Service (DBS) from working in regulatory activity or for serious misconduct prohibition from teaching by the Teaching Regulatory Body (TRA).

- Staff should continually monitor and review their practice and ensure they are aware of and understand the settings policies and practice. For example, CP Policy, Peer on Peer/Child on Child Abuse Policy/practice, arrangements for management of allegations against staff, Staff Behaviour Policy, Whistleblowing Policy and the safeguarding partnership arrangements.
- Staff should ensure that they follow and apply the same agreed standards of the staff behaviour policy when working remotely or providing remote home learning to children.

## **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.

Power and position of trust (**Under section 16 of the Sexual Offences Act 'it is an offence 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'.)**

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 '**Duty to prevent' (Counter Terrorism and Security Act, 2015)**

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 Headteacher.

### **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**

<https://www.steelriveracademytrust.co.uk/wp-content/uploads/2020/05/Whistle-Blowing-Policy.pdf>

The link above is the Steel River Academy Policy

*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>

