



CODE OF CONDUCT AND STAFF BEHAVIOUR POLICY

GENERAL

1. Whilst adhering to the requirements of the Child Protection Policy, all members of 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. Where this is not possible, for example, in a music tutorial or sports coaching lesson, it is good practice to ensure that others are within earshot. Where possible, a physical 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.
2. We aim to create a culture of trust so that pupils feel able to air any concerns they have. Most day-to-day issues will be successfully dealt with by form tutors. However, it is essential that more substantial concerns are directed towards the appropriate professionals on the staff such as the Pastoral Heads, Matron, Head of Extended Learning and in the case of Child Protection concerns, the Designated Safeguarding Officers. It is important that teachers do not find themselves alone in the role of 'confidante'.

COMMUNICATION WITH PUPILS, INCLUDING THE USE OF SOCIAL MEDIA

3. Members of 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 is to 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. All 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

4. 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.
5. 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.
6. Physical contact should never be secretive, for the gratification of the adult or a misuse of authority. If a member of staff believes that an action could be misinterpreted, the incident should be recorded as soon as possible, the DSL informed and, if appropriate, a copy placed on the pupil's file.

PHYSICAL RESTRAINT

7. 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 EYFS setting in the Reception Year, parents are to 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

8. 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 only be done with the pupil's agreement.
9. 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

10. Staff obligations in relation to electronic communications with pupils are set out in the Social Media Policy at Section E of the Staff Employment Handbook.

TRANSPORTING PUPILS

11. Members of staff may not transport any pupils (other than their own sons) in their own vehicle without receiving the prior authority of the Headmaster for each and every journey. Wherever possible and practicable it is advisable that transport is undertaken 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 is to be approved in advance by the Headmaster.

CONFIDENTIALITY

12. Staff members should never give 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 should 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

13. As soon as a concern is raised:
 - a. first check with the pupil's friends
 - b. check the boys' toilets, the music practice rooms and the 1st Aid Room
 - c. check with the School Office/ Day Matron who will check the signing out/in book and if necessary inform the senior member of staff on duty who will then follow up this information.
14. A record is to be 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.

EQUAL TREATMENT

15. The School is committed to equal treatment for all pupils regardless of sex, sexuality, race, caste, disability, religion or belief. A record of all discriminatory incidents is to be kept.
16. The School's aim is to create a friendly, caring and perceptive environment in which every individual is valued. We endeavour to contribute positively towards the growing autonomy, self-esteem and safety of



each pupil. Teachers are to undertake regular consultation activities with their pupils e.g. through safety questionnaires, participation in anti-bullying week and speaking to children about their experiences at lunchtime and play-times.

BULLYING

17. Bullying, harassment and victimisation and discrimination will not be tolerated. The School seeks to 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.

RELATIONS WITH OTHER ADULTS

18. All members of staff are expected to make every reasonable effort to maintain good relations with parents and with other members of staff. It is never appropriate to raise your voice or to shout at a parent or at another member of staff, particularly in front of children. Inappropriate relationships with parents or with other members of staff are not allowed and may be the subject of disciplinary procedures.

COMPLAINTS

19. Copies of the Parent's Complaints Policy can be sent to any parent on request. All complaint will be considered in line with this policy.

WHISTLEBLOWING

20. The School wishes to foster a culture of openness and safety and our Whistleblowing Policy 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 and to the DSL (or, where the concern relates to the Head or a governor, to the Chair of Governors). Any concern will be thoroughly investigated in line with the Whistleblowing Policy. 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 DO) 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.

DAILY CONDUCT REQUIREMENTS FOR STAFF

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

22. Eating and Drinking. Members of staff are expected not to eat and drink inappropriately in front of pupils or visitors other than at a meal or function arranged by the School.

23. 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.

24. 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.



25. Security. Members of staff must not remove any sensitive 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.

26. 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.

27. 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.

28. Photographs of Children. Photographs may only be taken of children with their parents' permission. Photographs of children may only be taken by a designated member of staff. Where photographs are taken by staff to give evidence of children's progress, photos may only be taken on School cameras. They must then be downloaded onto School computers, where they will be monitored. Photos may not be used or passed on outside the school. **No members of staff, parents or children may use their own cameras or mobile phones to take photographs within our Reception Year EYFS setting.**

29. Compliance. All members of staff are required to sign and return a copy of this policy to confirm that they have read, understand and agree to comply with this policy, with the School's Child Protection Policy and with the DfE guidance 'Keeping Children Safe in Education, September 2018'.

Confirmation of Compliance

I hereby confirm that I have read, understand and agree to comply with the Willington School 'Code of Conduct and Staff Behaviour Policy', with the Willington School 'Child Protection Policy' and with the DfE guidance 'Keeping Children Safe In Education, September 2018'.

Name

Position/Post Held

Signed Date

Once completed, signed and dated, this form is to be returned to the Bursar to be held on the individual's Personal file.