

Behaviour Policy for Staff and Volunteers #2

This Policy was written during the Autumn Term 2018.

DATE AGREED BY FULL GOVERNING BODY:	28.01.19
REVIEW DATE:	January 2020
AUTHOR:	Mrs Kay Bridson, Miss Angela Britten
HEADTEACHER:	Mrs Kay Bridson
CHAIR OF GOVERNORS:	Miss Angela Britten
SIGNED:	
TO BE READ IN CONJUNCTION WITH:	<p><i>Acceptable Use of Technology Policy</i> <i>Anti-Bullying Policy</i> <i>Attendance Policy</i> <i>Behaviour for Life and Learning Policy</i> <i>Child Protection Volunteer Leaflet</i> <i>Code of Conduct for Governors</i> <i>Code of Conduct for teaching and support staff</i> <i>Code of Conduct for volunteers and visitors</i> <i>Critical Incident Policy and Management Plan</i> <i>Data Protection Policy</i> <i>Privacy Notice</i> <i>Formal Complaints Policy</i> <i>Freedom of Information and Publications</i> <i>Information Sharing Policy</i> <i>Intimate Care Policy</i> <i>Medication for Pupils Policy</i> <i>Online-safety Policy</i> <i>Positive Interventions Policy</i> <i>Safe-guarding Policy</i> <i>Safer Recruitment Policy</i> <i>Security Policy</i> <i>Sex and Relationships Education Policy</i> <i>Single Equalities Policy</i> <i>Special Educational Needs Policy</i> <i>Use of Photography Policy</i> <i>Whistle Blowing Policy.</i></p> <p><i>This policy should be read alongside the following local authority and national government policies:</i> <i>Working together to safeguard children 2018</i> <i>Keeping children safe in education 2018</i> <i>What to do if you are worried a child is being abused 2015- Advice for practitioners.</i> <i>Prevent Duty Guidance 2015</i> <u>The Procedures of Wiltshire Safeguarding Children Board</u></p>

Stratford-sub-Castle Church of England VC Primary School

Life in all its fullness

Behaviour Policy for Staff and Volunteers #2

1. Purpose of the policy

This policy sets the expectations for adults working or volunteering in our school relating to safeguarding children and sits alongside the school Code of Conduct. The school Code of Conduct covers HR issues (such as equality at work, declaring conflict of interest or use of the school's material).

This policy contains elements set out in Guidance for Safer Working Practice for those [Working with Children and Young People in Education Settings \(2015\)](#) and requirements set out by Keeping Children Safe in Education (KCSiE) 2018.

This document provides a guide for adults working and volunteering in Stratford-sub-Castle Primary School regarding acceptable and desirable conduct to **safeguard both adults and pupils**.

Key Safeguarding Personnel			
Role	Name	Tel.	Email
Headteacher	Kay Bridson	01722 327227	head@stratford-sub-castle.wilts.sch.uk
Designated Safeguarding Lead (DSL)	Kay Bridson	01722 327227	head@stratford-sub-castle.wilts.sch.uk
Deputy DSL(s) (DDSL)	Justine Watkins	01722 327227	jwatkins@stratford-sub-castle.wilts.sch.uk
Nominated Governor	Angela Britten (The role of the Nominated Governor is outlined in Appendix 1 of this policy.)	01722 327227	govabritten@stratford-sub-castle.wilts.sch.uk
Chair of Governors	Angela Britten	01722 327227	govabritten@stratford-sub-castle.wilts.sch.uk
Designated Teacher for Looked After Children	Kay Bridson	01722 327227	head@stratford-sub-castle.wilts.sch.uk
The key safeguarding responsibilities within each of the roles above are set out in Keeping Children Safe in Education (2018) Annex B			

Designated Officer for Allegations	0300 456 0100
Children's Social Care referrals:	
Multi-Agency Safeguarding Hub (MASH):	0300 456 0108
Out of hours:	0845 607 0888
If you believe a child is at immediate risk of significant harm or injury, you must call the police on 999.	

2. Introduction

Stratford-sub-Castle Primary School is committed to providing positive academic, social and emotional outcomes for our children, underpinned by a strong safeguarding ethos. We are equally committed to the welfare of our staff, who are expected to adhere to the highest standards of professional behaviour to maintain confidence and respect of the general public and colleagues.

The governors make sure that this policy reflects national and local requirements to protect and support the children and adults in our school.

We fulfil our local and national responsibilities as laid out in the following key documents:

- Working Together to Safeguard Children (2018)
- Keeping Children Safe in Education (2018)
- The Procedures of Wiltshire Safeguarding Children Board

This policy:

- is based on the Guidance for Safer Working Practice for those working with children and young people in education settings (October 2015)
- aims to provide a guide for adults about acceptable and desirable conduct to ensure that staff maintain safe working practice and so **safeguard both children and adults**
- does not provide a complete checklist of appropriate behaviour for staff in every circumstance. Staff must make judgements about their behaviour to secure the best interests and welfare of the children in their charge and, in so doing, will be seen to be acting reasonably.

In *very exceptional* circumstances where a member of staff believes it is the best interest of a child to breach these guidelines, that person **must** tell the Headteacher of the justification for any proposed, or action already taken, at the earliest opportunity. The Headteacher makes a written record of that discussion including any areas of disagreement and actions taken.

3. Scope

This policy is consistent with all other policies adopted by the governors and should be read alongside the **Child Protection and Safeguarding policy and the Staff Code of Conduct** as well as the following documents relevant to the safety and welfare of our children:

- Behaviour policy
- SEND policy
- Health and safety policy
- Whistleblowing policy

This policy applies to all staff and volunteers working at our school.

For the purposes of this policy:

- 'Staff' refers to all those working at the school, full time or part time, in a paid or voluntary capacity.
- 'Volunteer' is a person who performs an activity that involves spending time, unpaid in this school (except for approved expenses).

- A 'position of trust' is one in which one party is in a position of power or influence over another, due to their work or the nature of their activity.
- 'Child' refers to all children up to the age of 18. All adults are in positions of trust in relation to every child at our school.

It does not apply to employees of external contractors and providers of services (e.g. contract cleaners). Such staff are covered by the relevant Code of Conduct of their employing body.

4. Expectations

All staff members:

- are familiar with this policy and have an opportunity to contribute to its review
- understand their responsibilities to safeguard and promote the welfare of children
- are aware that failure to meet the standards of behaviour and conduct in this policy may result in disciplinary action. This includes dismissal, criminal action and/or other proceedings including barring by the Disclosure & Barring Service (DBS) from working in regulated activity.

5. Mandatory Procedures

Confidentiality

The sorting and processing of personal information is governed by GDPR (General Data Protection Regulations 2018) - see Data Protection Policy.

Child records are shared with those who have a professional need to see them. When staff have access to confidential information about colleagues, children or their parents/carers, the staff must treat such information in a sensitive and confidential way, sharing it only in the interests of a child and when legally permitted to do so.

Staff will not use their position to gain access to information for their own advantage and/or a child's or family's detriment.

If a member of staff is concerned that a child is being abused, is at risk of being abused or may have been abused in the past, they will follow the agreed procedure set out in the flowchart 'What to do if you are worried about a child', displayed in the staff room and school office.

If a member of staff is ever in any doubt about whether to share information or not, they should get advice from the Designated Safeguarding Lead.

Staff relationships with children and parents

Staff responsibilities

All staff members know that:

- they are in positions of trust in relation to all children on roll. They ensure that the power imbalance is never used for personal advantage or gratification. They avoid behaviour which might be interpreted by others as an abuse of the position of trust, and report any incident with this potential to the manager. This includes sharing personal contact details with children or families
- they have a legal duty to protect the interests of children and accept the obligations inherent in that responsibility
- they must not establish or seek to establish social contact with children to secure a friendship or to pursue or strengthen a relationship

- they must inform the Headteacher of any pre-existing (prior to the member of staff or child starting at the school) or new relationship with a child or close family member, which they feel, might compromise the school or their own professional standing
- it is an offence (Sexual Offences Act 2003) for a member of staff in a position of trust to engage in **any** form of sexual activity with a child under the age of 18.

Certain behaviours are at odds with a position of trust. These include, but are not limited to:

- harassment or discrimination based on any characteristic protected by the Equality Act 2010
- loss of personal civility including, personal attacks or insults, displays of temper (such as throwing objects), unwanted physical contact (pushing, shoving, hitting) or the threat of the same.
- staff must not swear, blaspheme or use offensive language in front of pupils, nor use language which is discriminatory and demeaning in any way.

Such behaviours are disciplinary offences and may be referred to Local Authority and/or the police.

Communication with children and parents, including social contact outside of the workplace

Staff must use their professional judgement when requesting or accepting any social contact (including through social media). This means that they must:

- not accept any request from pupils for contact via any social media platform
- make a judgement about whether to maintain the connection in any cases where contacts were made before the child started at the school (e.g. teacher being friend with a parent). Staff must discuss any decision to maintain such contact with the headteacher.

We acknowledge that staff may have friendships and social contact with parents of children outside of school. Staff will not engage in conduct outside work that could damage their professional reputation or the reputation of the school community.

Any contact between staff and children and/or parents that is deemed to bring the school into disrepute or that might lead a reasonable person to question the staff member's motivation or intentions will always be investigated and could lead to disciplinary action.

Staff must not make sexual innuendos or any comments of a sexual nature to any pupil (other than in the context of sex and relationship education in the PSHE curriculum), nor make any comments trivialising alcohol or drug abuse.

Occasionally, pupils may develop an infatuation for a member of staff. In such situations, the advice of the Head/Deputy Head must be sought. Staff should deal with these situations sensitively and appropriately to maintain the dignity and safety of all concerned. They should remain aware, however, that such infatuations carry a high risk of words or actions being misinterpreted and should therefore make every effort to ensure that their own behaviour is beyond reproach.

Staff must inform the Headteacher of any proposed or pre-existing arrangements between them and the families of children on roll that take place outside school e.g. baby-sitting, sports coaching, music tuition.

Staff are advised to wait until after an ex-pupil's 18th birthday before accepting any request on social media.

Gifts, rewards, favouritism and exclusion

Staff must:

- declare any gift they receive from a parent or child. This does not include small tokens of appreciation such as at Christmas or the end of the year
- not give gifts to individual children. Any rewards or treats will be given only as part of the school's agreed behaviour (or other relevant) policy

- advise the headteacher about the offer of any gift or hospitality, from outside or inside the school, which might be interpreted as an attempt to influence staff conduct towards children, parents or other employees.

Staff are advised to show another member of staff any thank you cards / messages they may write to children/parents following the receipt of any gift.

Physical contact including intimate/personal care and behaviour management

It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one child, in one set of circumstances, may be inappropriate in another, or with a different child. Any physical contact will be in response to the child's needs, of limited duration and appropriate to their age, stage of development, gender, background and any agreed support or care plan.

The use of physical intervention including the use reasonable force MUST always be in line with the following policies Special Needs Policy, Intimate Care Policy, Behaviour for Life and Learning Policy and Positive Intervention Policy.

Staff members understand that:

- on a daily basis, it may be entirely appropriate and proper for staff to have physical contact with children and that they do so in ways appropriate to their professional role and in relation to the child's individual needs
- some children are more comfortable with touch than others and/or may be more comfortable with touch from some adults than others. Whenever possible, adults seek the child's permission before initiating contact and are sensitive to any signs that the child may be uncomfortable *or* embarrassed
- they have a responsibility to ensure the way they offer comfort to a distressed child is age appropriate
- they must never touch a child in a way which may represent a misuse of authority or considered indecent
- physical contact must never be secretive, or for the gratification of the adult
- they should be aware of cultural or religious views about touching and be sensitive to the issues of gender.

If a member of staff believes that an action by them or a colleague could be misinterpreted, or if an action is observed which is possibly abusive, the incident and circumstances will be immediately reported to the Headteacher/DSL and recorded in writing. If appropriate, the Headteacher will consult with the Designated Officer for Allegations (DOFA).

Staff members understand that a child who has suffered previous abuse or neglect may associate physical contact with such experiences. They recognise that such a child may seek out inappropriate physical contact and know to deter the child sensitively to help them to understand the importance of personal boundaries. Staff know that they must never indulge in play that involves rough-and-tumble or fun fights.

Children with disabilities may require more physical contact to assist their everyday learning. The arrangements are understood and agreed by all concerned, justified in terms of the child's needs, consistently applied and open to scrutiny. Staff always allow/encourage children, where able, to undertake self-care tasks independently.

If a child's behaviour presents a serious risk to themselves or others, a robust risk assessment and, where relevant, a physical intervention plan is always put in place and reviewed regularly. In all cases where physical intervention takes place, staff record the incident and subsequent actions and report these to the Headteacher/DSL and the child's parents.

First aid

Staff adhere to the school's 'Health and Safety Policy' and 'Medication for Pupils Policy' when supporting pupils with medical conditions and for administering first aid or medication.

One to one situations

Staff carefully consider the welfare needs of children when with them in a one to one situation. All spaces in the school are set up to allow any activity to be easily observed by other staff in the school. Windows and doors are kept clear from display materials to allow rooms to be overlooked. Internal doors remain open when practicable. Children are provided with age/developmentally appropriate advice about managing distressing feelings that may arise during 1-1 situations in school. Staff record any time a child has appeared upset/angry during a 1-1 session and will report this to their line manager.

Home visits and transporting children

All work with children and parents/carers is, whenever possible, undertaken in the school. The school does not make home visits e.g. as part of child's induction programme.

Any member of staff transporting a child in their own vehicle:

- have prior written permission from parents and the school Headteacher
- have the appropriate vehicle insurance for business use
- have the correct ratio of children/adults
- ensure that all passengers wear seat belts
- ensure booster seats are used according to the current legislation.

Educational Visits and After-School Activities

Staff remain in a position of trust during school activities that take place off the school site or out of school hours and so, they will ensure that their behaviour cannot be interpreted as seeking to establish an inappropriate relationship or friendship.

Organisers conduct risk assessments and adhere to Health and Safety guidelines. Staff/child ratios will be specified and where overnight stays are involved, and the composition of groups of children and the supervising staff will be carefully planned to keep all children and staff safe.

Where out of school activities include overnight stays, careful consideration will be given to sleeping arrangements as part of the planning process. Children, staff and parents will be informed of these arrangements prior to the start of the trip and any proposed changes to the plans will be agreed with senior staff in the school in advance. Staff will not smoke or consume alcohol on any school trip.

Health and Safety arrangements require members of staff to keep colleagues aware of their whereabouts, during an out of school activity. This means staff will always have another adult present during out of school activities, unless otherwise agreed with senior staff in the school.

Staff appearance

Staff must dress smartly, in clothing appropriate to the role, compliant with professional standards and not likely to be viewed as offensive, revealing or sexually provocative. It should not distract, cause embarrassment or give rise to misunderstanding. Political slogans must be avoided.

Any staff member with tattoos which may be viewed as offensive, provocative or likely to give rise to misunderstanding must ensure that tattoos remain covered at all times, when working for the school.

The acceptable use of technologies

Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute. Staff should ensure they adopt suitably high security settings on any personal profiles they may have.

Staff must be circumspect in their use of **all** social media or any other web based presence that they may have. This includes written content, videos or photographs, and views expressed directly or by association with websites/pages or posts established by others (e.g. 'liking', reposting or forwarding). This includes the use of dating websites where staff could encounter parents or students either with their own profile or acting covertly.

Staff members must consider the long-term implications of any content published by them online and specifically how it might ever have an adverse effect:

- on their reputation as an individual working in an education setting
- their ability to maintain good professional boundaries with parents and with children
- on the reputation of the school.

Staff must not access any content from the internet on personal device during school hours. They must not use a school computer or device at any time, which could bring the school into disrepute or which might lead a reasonable person to question the staff member's motivation or intentions.

Photography and recording

Staff are not permitted to not use their phones, cameras or any device which can be used for photographing or recording children, when on duty for any purpose. Phones are kept in lockers. Any pictures taken of children by the school are in accordance to the school's 'Use of Photography and Images Policy'.

Whistleblowing

All staff and volunteers should feel able to and are proactively encouraged to raise concerns about poor or unsafe practice and potential failures in the school safeguarding regime (or whistleblowing). All staff within the school who wish to raise an issue relating to the organisation with someone in confidence can use the following whistleblowing procedures:

In the first instance, concerns about poor or unsafe practice within must be raised with: Mrs Kay Bridson (Headteacher)

When a staff member feels unable to raise an issue with **Mrs Kay Bridson** or feels that their genuine concerns are not being addressed, other whistleblowing channels may be open to them:

- A member of the governing body: **Mr Peter Habert** govphabert@stratford-sub-castle.wilts.sch.uk
- The [NSPCC whistleblowing helpline](https://www.nspcc.org.uk/whistleblowing) is available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 or email: help@nspcc.org.uk if ;
 - they think the concern will not be dealt with properly or
 - may be covered up or
 - if they raised a concern but it has not been acted upon or if they are worried they are being treated unfairly.

Allegations against staff

If a member of staff is concerned about the behaviour of a person working or volunteering at the school, they follow the agreed procedure set out in the flowchart 'Allegation against adults', displayed in the staff room and school office. See Safeguarding and Child Protection Policy.

6. Training

All members of staff and volunteers have read and signed to confirm they understand this Behaviour Policy for Staff and Volunteers.

Induction

The welfare of all children on roll is of paramount importance. All staff including volunteers are informed of this policy at induction and given the chance to question and discuss the expectations set out.

Staff support

Work in schools is both rewarding and demanding. The *Senior Leadership Team* support staff and volunteers by prioritising time to discuss the challenges of their role linked to any aspect of this policy. Staff are encouraged to talk with their line manager and seek further support as appropriate.

7. Monitoring and Review

This policy is monitored annually as part of the Safeguarding Audit. It is reviewed annually or earlier as required by changes to legislation or statutory guidance.