

Moon Hall School, Reigate

Staff Behaviour Policy (Code of Conduct)

Governor responsibility	Full Governing Body
Governor lead	Chair of Governors
Status & review cycle	Statutory Annual
Policy details	March 2018 Version i
Next review date	February 2019

MHSR**Staff Behaviour Policy (Code of Conduct)****March 2018**

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Nominated Lead Member of Staff:	Headmistress
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1.0 Introduction

- 1.1 This policy sets out clear guidance on the standards of behaviour expected from all staff at MHSR. The principles underlying the guidance aim to encourage staff to achieve the highest possible standards of conduct, minimise the risk of inappropriate conduct occurring and fully support the safeguarding of pupils.
- 1.2 School staff are in a unique position of trust and influence as role models for pupils. Therefore, staff must adhere to behaviour that sets a good example to all pupils within the school.
- 1.3 Staff also have an individual responsibility to maintain their reputation and the reputation of the school, both inside and outside working hours and work setting.
- 1.4 This policy applies to all staff and volunteers in the school regardless of their position, role or responsibility. References to 'staff' throughout the policy relate to all the following groups:
 - 1.4.1 All members of staff including teaching and support staff
 - 1.4.2 Volunteers, including governors
 - 1.4.3 Casual workers
 - 1.4.4 Temporary and supply staff, either from agencies or engaged directly
 - 1.4.5 Student placements, including those undertaking initial teacher training and apprentices.

- 1.5 MHSR requires that all staff have read and agree to comply with this policy.
- 1.6 Breach or failure to observe this policy will result in action being taken under the school disciplinary procedures including, but not limited to, dismissal.
- 1.7 This code of conduct is not an exhaustive list of acceptable and unacceptable standards of behaviour. In situations where guidance does not exist in this policy staff are expected to exercise their professional judgement and act in the best interests of the pupils and the school.

2.0 Professional Behaviour and Conduct

- 2.1 Staff are expected to demonstrate the highest possible standards of personal and professional conduct and behaviour and consistently act with honesty and integrity. MHSR expects staff to treat each other, pupils, parents and the wider community with dignity and respect at all times.
- 2.2 Teaching staff are required to follow the National Teacher Standards which can be found at:
<https://www.gov.uk/government/publications/teachers-standards>
- 2.2 Staff must act in accordance with their duty of care to pupils and ensure that the safety and welfare of pupils are accorded the highest priority.
- 2.3 Staff should show fairness in their treatment of children and avoid behaviours such as embarrassing or humiliating pupils, making jokes at the expense of pupils, discriminating against or favouring pupils and sarcasm.
- 2.4 Staff must show tolerance of and respect the rights of others and should uphold the fundamental British values including democracy, the rule of law, individual liberty, mutual respect, and tolerance of those with different faiths and beliefs.
- 2.5 Staff must have regard for the ethos and values of the school and must not do or say anything which may bring the school or governing body into disrepute. Care should be taken by staff to avoid any conflict of interest between activities undertaken outside school and responsibilities within school. Staff should act in accordance with the school's policies and procedures at all times.

3.0 Dress and Appearance

- 3.1 MHSR recognise that dress and appearance are matters of personal choice and self-expression. However, all staff must

dress in a smart manner that is appropriate to a professional role and that promotes a professional image.

- 3.2 Staff should dress in a manner that is not offensive, revealing or sexually provocative and in a manner that is absent from political or contentious slogans.
- 3.3 Staff should dress safely and appropriately for the tasks they undertake.
- 3.4 Tattoos and body art should be covered while staff are in school. Discreet earrings are acceptable but all other body piercings should be removed while on school premises.

4.0 Smoking, alcohol, e-cigarettes and other substances

- 4.1 Moon Hall Schools are both non smoking sites. Staff must not smoke or use e-cigarettes on school premises or outside school gates. Any member of staff wishing to smoke or use an e-cigarette must leave the school grounds.
- 4.2 Staff must not smoke or use an e-cigarette whilst working with or supervising pupils offsite.
- 4.3 Staff must not consume or be under the influence of alcohol, illicit drugs or other illegal substances on or near school premises.
- 4.4 Staff must refrain from the consumption of alcohol and other substances at school/student events (i.e. Leaving Proms, residential visits) both within the school premises and outside the school setting.

5.0 Relationships with Pupils

- 5.1 Staff must maintain professional boundaries with pupils appropriate to their position and must always consider whether their actions are warranted, proportionate, safe and applied equitably. Staff should act in an open and transparent way that would not lead any reasonable person to question their actions or intent. Staff should think carefully about their conduct so that misinterpretations are minimised.
- 5.2 Staff must not establish or seek to establish social contact with pupils for the purpose of securing a friendship or to pursue or strengthen a relationship. If a young person seeks to establish social contact you should exercise your professional judgement in making a response and be aware that such social contact could be misconstrued.

- 5.3 Staff must not develop personal or sexual relationships with pupils and should not engage in any sexual activity with a pupil. Sexual activity does not just involve physical contact including penetrative and non-penetrative acts.
- 5.4 Working Together to Safeguard Children¹ defines sexual abuse as ... 'forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration or non-penetrative acts such as kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).
- 5.5 Staff should be mindful of section 16 of The Sexual Offences Act 2003².
- 5.6 Staff must not make sexual remarks to a pupil, discuss their own sexual relationships with, or in the presence of pupils or discuss a pupil's sexual relationships in an inappropriate setting or context.
- 5.7 Contact with pupils should be through MHSR's authorised mechanisms ie through the school email account. Personal phone numbers, email addresses or communication routes via all social media platforms should not be used and staff should not share their home address with pupils. The exception to this would be if the member of staff has a child at the school and is in contact with other parents. If contacted via an inappropriate route the member of staff must inform the Headmistress immediately.
- 5.8 MHSR staff must not accept friend invitations or become friends with any pupil of MHSR on any social media platform. Staff should also refrain from following the Twitter or other similar social media accounts of pupils or their parents. Staff must read the school's E-safety policy carefully and follow all advice and guidance contained within it.

¹https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf

² Section 16 of The Sexual Offences Act 2003 provides that 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. A situation where a person is in a position of trust could arise where the child is in full-time education and the person looks after children under 18 in the same establishment as the child, even if s/he does not teach the child.

6.0 Infatuations

- 6.1 It is not unusual for pupils or, sometimes, their parents to develop infatuations towards members of staff. All such situations must be responded to sensitively to maintain the dignity of those concerned.
- 6.2 Staff should also be aware that such circumstances carry a high risk of words or actions being misinterpreted and for allegations to be made against staff. Any indications of an infatuation towards yourself (or another member of staff) must be reported to your line manager.

7.0 Gifts/Hospitality

- 7.1 Staff need to take care that they do not accept any gift/offer of hospitality that might be construed as a bribe by others, or lead the giver to expect preferential treatment. However, there may be occasions where pupils or parents wish to give a small token of appreciation to staff, for example at religious festivities or at the end of the year. Gifts over the value of £50 must not be accepted.
- 7.2 It is unacceptable to receive gifts on a regular basis or to suggest to pupils that gifts are appropriate or desired. Money must not be accepted as a gift. (Please refer to Bribery & Anti-Corruption Policy). If you are unsure whether to accept a gift you should consult your line manager.
- 7.3 Staff must not accept significant gifts or hospitality from pupils, parents, carers, actual or potential contractors or outside suppliers. If you are in any doubt, please speak to your line manager for advice. All such gifts/offers of hospitality should be reported to your line manager and recorded by the bursar.
- 7.4 Personal gifts must not be given by staff to pupils and any reward to pupils should be in accordance with MHSR's behaviour policy, recorded and not based on favouritism.

8.0 Physical Contact with Pupils

- 8.1 MHSR staff must only have physical contact with pupils when it is appropriate to their professional role. We recognise that a 'no touch' approach may be inappropriate in some circumstances. For example, there may be certain times when it is essential, such as in a first aid emergency.

- 8.2 Staff should use a level of contact which is acceptable to the child and only for the minimum time necessary. **This must be in a location visible to others. Please refer to Minibus Policy, Lone Worker Policy & First Aid Policy.**
- 8.3 Staff should be aware that even well intentioned physical contact may be misconstrued by the child, an observer or by anyone to whom this action is described. Staff should never touch a child in a way which may be considered indecent. Always be prepared to explain actions and accept that all physical contact be open to scrutiny. Staff must not engage in rough play, tickling or fun fights with pupils.
- 8.4 Extra caution should be exercised where a child is known to have suffered previous abuse or neglect. In MHSR we recognise that some of our children are particularly vulnerable and others need of physical support. However, our staff must at all times act professionally, deterring the child by helping them to understand the importance of personal boundaries. Staff training eg appropriate physical intervention will be given regularly as part of our safeguarding updates.
- 8.5 Physical contact must never be secretive, for the gratification of the adult or represent a misuse of authority.
- 8.6 If a member of staff believes that an action could be misinterpreted, the incident and circumstances should be immediately reported to their line manager, recorded and, if appropriate, a copy placed on the child's file.

9.0 Child in distress

- 9.1 There may be occasions when a pupil is in distress and in need of comfort as a reassurance. This may include age appropriate physical contact. Staff should remain self-aware at all times in order that their contact is not threatening, intrusive or subject to misinterpretation.
- 9.2 Such incidents should always be recorded and shared with your line manager. If you have a particular concern about the need to provide this type of care and reassurance you should seek further advice from your line manager.

10.0 Showers and changing

- 10.0 Pupils are entitled to respect and privacy whilst they are changing or showering after PE/games or swimming. However, there needs to be an appropriate level of supervision in order to safeguard young people, meet health and safety requirements and to ensure that bullying does not take place. The supervision

should be appropriate to the needs and age of the pupils and sensitive to the potential for embarrassment.

- 10.1 Staff should be vigilant about their own behaviour and announce for example, their intention of entering a changing room. Caution must be exercised eg with only male supervising teachers in senior boys changing area and vice versa. Staff must not change or shower in the same place as children. Staff must not use pupil toilets unless it is a designated disabled toilet which opens out onto a communal area.

11.0 One to one situations

- 11.1 Staff working individually with pupils should be aware of the potential vulnerability of pupils and staff in such situations. Staff should manage these situations with regard to the safety of the pupil and to themselves.
- 11.2 Individual work with pupils, should wherever possible, take place in public or semi-public places such as classrooms or offices and should not be undertaken in isolated areas or rooms where there is no external viewing panel. Where it is necessary to close doors for reasons of confidentiality a colleague should be made aware of this and asked to remain vigilant.
- 11.3 When in a private meeting with a child or one-to-one session, ensure furniture is positioned to allow easy access into or out of the room and that the glass panel in the door is not obscured;

12.0 Transporting pupils

- 12.1 In certain circumstances it may be appropriate for staff to transport pupils offsite, for example sports fixtures, swimming lessons or other out of school activities. A designated member of staff should be appointed to plan and provide oversight of all transport arrangements including seating arrangements where necessary and to respond to any difficulties that may arise. It should be noted that school minibuses are insured for passenger use only and not for transporting goods. Any queries regarding this can be raised with the transport manager.
- 12.2 Staff must ensure that the transport arrangements and the vehicle meet all legal requirements. Staff must ensure via the transport manager that the driver has the appropriate licence for the vehicle, that the vehicle is roadworthy, has a valid MOT certificate and is appropriately insured and that the maximum capacity is not exceeded. Any member of staff with the appropriate qualifications may book the minibus for school

purposes. The minibus must be signed out by the member of staff and signed in on return. Staff must update the transport manager if they are aware of any cleaning or repairs required. Please refer to the Minibus Policy.

- 12.3 Staff should ensure that the driver is not distracted while the vehicle is in motion for any reason other than an emergency and should also ensure all passengers are wearing correctly fastened seatbelts. Staff must never transport pupils while under the influence of alcohol or drugs.
- 12.4 Prior to transporting pupils offsite, consent must be obtained from a pupil's parent/guardian. Staff should be aware that the safety and welfare of the pupils is their responsibility until this is safely passed back to their parent/carer.

13.0 Online Safety

- 13.1 Staff should follow MHSR's E-Safety policy for staff and the Acceptable Use Policy at all times and have regard for MHSR's E-Safety policy for pupils. Staff should be aware that all ICT usage in school will be monitored on a regular basis by senior staff. All staff should report any safeguarding concerns linked to the use of ICT immediately to the headmistress (or Deputy Head in her absence).
- 13.2 Staff must not engage in inappropriate use of social network sites which may bring themselves, the school or the school community into disrepute. Staff should adopt the highest security settings on any personal profiles they have.
- 13.3 Staff should remain mindful of their digital footprint and exercise caution in all their use of social media or any other web based presence they have. This includes written content, videos or photographs and views expressed either directly or by 'liking' certain pages or posts or following certain individuals or groups. Staff should exercise care when using dating websites where staff could encounter students.
- 13.4 Staff must not make contact with pupils, must not accept or initiate friend requests nor follow pupils' accounts on any social media platform. Staff must not communicate with pupils via social media, websites, instant messenger accounts or text message. The only acceptable method of contact is via the use of school email accounts or telephone equipment.
- 13.5 Staff should not make contact with pupils' family members, accept or initiate friend requests or follow pupils' family member's account on any social media platform.

- 13.6 However, MHSR acknowledges that staff who are also parents may wish to make contact with other parents, who are friends, over social media. Staff must exercise caution and professional judgement in these circumstances and should not have any contact with pupils' family members via social media if that contact is likely to constitute a conflict of interest or call into question their objectivity.
- 13.7 Mobile phones and personally-owned devices such as tablets may not be used during lessons or formal school time. They should be switched off (or silent) at all times. The Bluetooth functionality of a mobile phone or tablet should be switched off at all times and may not be used to send images or files to other mobile phones. Mobile phones and personal devices are not permitted to be used in the sight of children or in certain areas within the school site such as changing rooms and toilets.
- 13.8 The camera and filming functions of mobile devices must not be used in school, on school trips or on official school business.
- 13.8 Mobile phones and personally-owned mobile devices brought in to school are the responsibility of the device owner. MHSR accepts no responsibility for the loss, theft or damage of personally-owned mobile phones or mobile devices.
- 13.9 Staff should bring to the attention of visitors and parents that mobile phones should not be used on school premises.

14.0 Photography, video and images of children

- 14.1 Many school activities involve recording images as part of the curriculum, extra school activities, publicity or to celebrate an achievement. In accordance with The Data Protection Act 1998 the image of a pupil is personal data. Therefore, it is a requirement under the Act for consent to be obtained from the parent/guardian of a pupil for any images made. It is also important to take into account the wishes of the pupil, remembering that some pupils do not wish to have their photograph taken or be filmed.
- 14.2 Using images for publicity purposes will require the age-appropriate consent of the individual concerned and their parent/guardian. Images should not be displayed on websites, in publications or in a public place without their consent. Staff should also be clear about the purpose of the activity and what will happen to the photographs/images/video footage when the lesson or activity is concluded.
- 14.3 Photographs/stills or video footage of pupils should only be taken using school equipment for purposes authorised by the

school and should be stored securely and only on school equipment.

- 14.4 Staff should ensure that a member of the Senior Leadership Team is aware of the proposed use of photographic/video equipment and that this is recorded in lesson plans. All photographs/stills and video footage should be available for scrutiny and staff should be able to justify all images/video footage made.
- 14.5 Staff should remain aware of the potential for images of pupils to be misused to create indecent images of children and/or for grooming purposes. Therefore, careful consideration should be given to how activities which are being filmed or photographed are organised and undertaken. Particular care should be given when filming or photographing young or vulnerable pupils who may be unable to question how or why the activities are taking place. Staff should also be mindful that pupils who have been abused through the use of video or photography may feel threatened by its use in a teaching environment.

15.0 Confidentiality

- 15.1 Members of staff may have access to confidential information about pupils, their parents/carers or their siblings. Staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil on a need to know basis.
- 15.2 Staff should never use confidential or personal information about a pupil or her/his family for their own, or others' advantage (including that of partners, friends, relatives or other organisations). Information must never be used to intimidate, humiliate, or embarrass the pupil.
- 15.3 All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil is bullied by another pupil, this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the pupil's parent or carer, nor with colleagues in the school except by a senior member of staff with the appropriate authority to deal with the matter.
- 15.4 Staff have a statutory obligation to share with MHSR's Designated Safeguarding Lead or Deputy Designated Safeguarding Lead any information which gives rise to concern about the welfare or safety of a pupil or that might suggest a pupil is in need or at risk of significant harm. Staff should pass on information without delay in accordance with MHSR's safeguarding policy and procedures and this should be

recorded. Staff must never promise a pupil that they will not act on or pass on any information that they are told by the pupil.

15.5 Staff should refer to the Department for Education's document Information sharing: advice for practitioners providing safeguarding services³ for further guidance on information sharing. If you are in any doubt about whether to share you should seek guidance from a member of the senior leadership team.

15.6 Any media or legal enquiries should be passed to the Headmistress and only the Headmistress and Governors should communicate to the media about the school.

16.0 Whistleblowing

16.1 Whistleblowing is the mechanism by which staff can voice their concerns, without fear of repercussion.

16.2 All school staff have a duty to report any behaviour by a colleague which raises concern. Staff should refer to MHSR's whistleblowing policy for further guidance. This is particularly important where the welfare of pupils may be at risk.

17.0 Compliance

17.1 All staff must complete the form in appendix 1 to confirm they have read, understood and agree to comply with this policy. This form should be signed and dated and a copy retained on the member of staff's file

³https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419628/Information_sharing_advice_safeguarding_practitioners.pdf

Appendix 1

Confirmation of compliance

I hereby confirm that I have read, understood and agree to comply with MHSR's staff behaviour policy.

Policy reference March 2018 version i

Name

Position/Post Held.....

Signed

Date

Once completed, signed and dated, please return this form to the Headmistress