

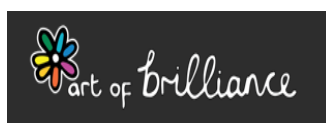


# Billingham South Community Primary School

Everybody Prepared and Inspired to be the Best we can be.  
Excellent Relationships.  
Excellent Classrooms.  
Hearts in Billingham and Eyes on the World.

## Staff Behaviour Policy

September 2023



## **Introduction**

This policy sets out clear guidance on the standards of behaviour expected from all staff at Billingham South Community Primary School. The principles underlying the guidance aim to encourage staff to achieve the highest possible standards of conduct and minimise the risk of inappropriate conduct occurring.

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.

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.

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 of the following groups:

All members of staff including teaching and support staff

Volunteers, including governors

Casual workers

Temporary and supply staff, either from agencies or engaged directly

Student placements, including those undertaking initial teacher training and apprentices.

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.

## **Professional Behaviour and Conduct**

Staff are expected to demonstrate the highest possible standards of personal and professional conduct and behaviour and consistently act with honesty and integrity. Billingham South Community Primary School expects staff to treat each other, pupils, parents and the wider community with dignity and respect at all times.

The following list is not exclusive but contains examples from the schools disciplinary policy of behaviours that could result in disciplinary action.

Behaviour that is unacceptable at Billingham South Community School includes

- sexual misconduct
- discrimination on grounds of colour, race, disability, ethnic origins, gender, sexual orientation, age, marital status or religious beliefs
- fighting, threatening, bullying or abusive behaviour
- knowingly making false or malicious statements about other employees or members of the Governing Body (often referred to as gossip)
- deliberate failure to report evidence or suspicion of any impropriety or breach of procedure on the part of another employee

It is everyone's responsibility to maintain a happy and harmonious work place. If we hear something that is particularly upsetting, we will discuss this with the Head Teacher / Deputy Head Teacher so that they can take any appropriate action.

Staff must maintain the highest standards of honesty and integrity in our work. This includes the handling of school property and facilities

Staff must work as part of the Billingham South team, contributing as well as learning from others and helping to build up a strong workforce so that we can provide the best possible learning opportunities for the children

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

Staff must behave in a professional manner despite any personal problems that we may have, especially in front of the children

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. Our behaviour policy makes it clear that shaming does not have a place in our interactions with children.

Staff must have regard for the ethos and values of the school and must not do or say anything that 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.

### **Dress and Appearance**

Billingham South Community Primary School recognises that dress and appearance are matters of personal choice and self-expression. However, all staff must dress in a manner that is appropriate to a professional role and that promotes a professional image.

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.

Staff should dress safely and appropriately for the tasks they undertake.

Staff should show appropriate discretion and sensitivity to the schools professional environment when making decisions around their personal appearance. It is appropriate to seek a discussion with the Head Teacher if you have any queries around dress and personal appearance.

### **Smoking (including vaping), alcohol and other substances**

Billingham South Community Primary School is a non-smoking site. Staff must not smoke on school premises or outside school gates. Any member of staff wishing to smoke must leave the school grounds.

Staff must not smoke whilst working with or supervising pupils' offsite.

Staff must not consume or be under the influence of alcohol, illicit drugs or other illegal substances on or near school premises.

Staff must refrain from the consumption of alcohol and other substances at school/student events (i.e. Leaving Treats, residential visits) both within the school premises and outside the school setting.

### **Relationships with Pupils/Students (to be read in conjunction with the safer working practices document, behaviour policy and our child protection and safeguarding policy)**

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.

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. It is appropriate to seek a discussion with a designated officer if you require guidance in making a response.

Staff should be mindful of section 16 of The Sexual Offences Act 2003:

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.

Contact with pupils should be through Billingham South Community Primary school's authorised mechanisms. 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. If contacted via an inappropriate route the member of staff must inform the Head Teacher immediately.

Billingham South Community Primary School staff must not accept friend invitations or become friends with any pupil of Billingham South Community Primary School 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.

### **Gifts/Hospitality**

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.

Staff must not give personal gifts to pupils and any reward to pupils/students should be in accordance with Billingham South Community Primary School's behaviour policy, recorded and not based on favouritism.

### **Physical Contact with Pupils (to be read alongside safer working practices, behaviour policy)**

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. A 'no touch' approach is impractical for most staff and may in some circumstances be inappropriate. When physical contact is made with pupils, it should be in response to their needs at that time, of limited duration and appropriate to their age, stage of development, gender, ethnicity and background.

Where feasible, staff should seek the child's permission before initiating contact. Staff should listen, observe and take note of the child's reaction or feelings and, so far as is possible, use a level of contact that is acceptable to the child for the minimum time necessary.

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. Staff should therefore, use their professional judgement at all times.

Staff should be aware that even well intentioned physical contact might 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 that 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.

Extra caution should be exercised where a child is known to have suffered previous abuse or neglect. Such experiences may sometimes make a child exceptionally needy and demanding of physical contact and staff should respond sensitively by deterring the child through helping them to understand the importance of personal boundaries.

Staff teaching or supervising PE and games or providing musical tuition may be required to initiate physical contact with pupils to support a child to perform a task safely, to demonstrate the use of a particular piece of equipment/instrument or to assist them with an exercise.

Contact under these circumstances should be done with the pupil's agreement, for the minimum time necessary and in an open environment. Staff should remain sensitive to any discomfort expressed verbally or non-verbally by the pupil.

Physical contact must never be secretive, for the gratification of the adult or represent a misuse of authority.

If a member of staff believes that an action could be misinterpreted, the incident and circumstances should be reported to your Head Teacher, recorded and, if appropriate, a copy placed on the child's file.

### **Child in distress**

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.

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.

### **Changing**

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.

Staff should be vigilant about their own behaviour and announce their intention of entering a changing room. Staff must not change or shower in the same place as children.

### **One to one situations**

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.

Individual work with pupils 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.

### **Transporting pupils**

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. Any staff member transporting pupils should refer to a designated officer beforehand.

Staff should ensure that the transport arrangements and the vehicle meet all legal requirements. Staff should ensure that the driver has the appropriate license 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. To support staff in this schools admin team maintain a record of appropriate records.

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 should never transport pupils while under the influence of alcohol or drugs.

Prior to transporting pupils offsite consent must be obtained from pupils' parent/carer and 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.

### **E-Safety**

Staff should follow Billingham South Community Primary School's E-Safety Policy at all times and have regard for Billingham South Community Primary School's E-Safety policy for pupils.

Staff must not engage in inappropriate use of social network sites that may bring himself or herself, the school or the school community into disrepute.

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.

Staff must not make contact with pupils, must not accept or initiate friend requests nor follow pupil's 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.

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.

However, Billingham South Community Primary School 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.

Mobile phones and personally owned devices may not be used during lessons or formal school time. They should be switched off (or silent) at all times and stored in the staffroom cupboards/EYFS staff lockers. The Bluetooth functionality of a mobile phone 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 certain areas within the school site such as changing rooms and toilets.

Mobile phones and personally owned devices can be used freely in the staffroom and within the schools office suite since these areas are not readily open to children

Mobile phones and personally owned mobile devices brought into school are the responsibility of the device owner. Billingham South Community Primary School accepts no responsibility for the loss, theft or damage of personally owned mobile phones or mobile devices.

### **Photography, video and images of children**

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/carer 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.

Using images for publicity purposes will require the age-appropriate consent of the individual concerned and their parent/carer. 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.

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. 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 that 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 might feel threatened by its use in a teaching environment.

## **Confidentiality**

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. 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. All staff are likely at some point to witness actions that need to be confidential. For example, where another pupil bullies a 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/student'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.

Staff have a statutory obligation to share with Billingham South Community Primary School'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 immediately in accordance with Billingham South Community Primary School's Child Protection 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.

Staff should refer to the Department of Education's document Information sharing: advice for practitioners providing safeguarding services 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.

Any media or legal enquiries should be passed to the senior leadership team and only approved staff and Governors should communicate to the media about the school.

## **Whistleblowing**

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

All school staff have a duty to report any behaviour by a colleague that raises concern. Staff should refer to Billingham South Community Primary School's Confidential Reporting Policy for further guidance. This is particularly important where the welfare of pupils/students may be at risk.

## **Compliance**

Breach or failure to observe this policy will result in action being taken under the school disciplinary procedures including, but not limited to, dismissal.