



Staff Behaviour Policy

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Governor's Committee Responsibility:

Personnel Committee

Date Approved:

Summer 2017

Review Period:

Annually

Next Review Date:

Summer 2018

Autism Statement

We at Limpsfield Grange School aim to develop practices and policies that promote and sustain the wellbeing of children and young people with Autism.

We aim to offer training and support for staff parents and other stakeholders to enable them to best meet the needs of children and young people with Autism.

We aim to establish a consistent approach across all areas of our school community that enables all students with Autism to learn and make progress.

We aim to ensure that our communication with all stakeholders is clear and appropriate.

We aim to ensure that our physical environment is responsive to the needs of children and young people with Autism, and that we take account of the sensory needs of individuals.

We aim to provide a range of experiences that enable interaction; promote social inclusion and independence; and support learners with Autism to reflect on their experiences.

We aim to empower our learners to understand their Autism and celebrate their difference.

Limpsfield Grange School Staff Behaviour Policy

Background

Limpsfield Grange School provides an educational curriculum underpinned by the four areas of Wellbeing, Achievement, Communication and Independence. The school is committed to providing a safe calm and supportive environment for students and staff to work in.

The Staff Behaviour policy is written by the Designated Safeguarding Lead. The policy is signed off by the Governing Body through the Personnel Committee.

Scope

The Staff Behaviour policy gives clear guidance on the standards of behaviour that all school staff are expected to observe. The school will ensure that all staff are aware of and follow the Staff Behaviour policy and the expectations therein.

This policy applies to all staff, governors 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, residential, support staff, outreach team
- Volunteers, including governors
- Casual workers
- Staff from outside agencies working regularly in school, such as Speech and Language Therapists
- Temporary and supply staff, either from agencies or engaged directly
- Student placements, including those undertaking initial teacher training and apprentices.

Limpsfield Grange School requires that all staff have read and agree to comply with this policy.

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

Aims

This policy aims to establish clear guidance on the standards of behaviour expected from all staff, Governors and volunteers at Limpsfield Grange 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 students. Therefore, staff must adhere to behaviour that sets a good example to all students 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 Staff Behaviour policy 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 students 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. Limpsfield Grange School expects staff to treat each other, students, parents and the wider community with dignity and respect at all times.

Staff must act in accordance with their duty of care to students and ensure that the safety and welfare of students are accorded the highest priority.

Staff should show fairness in their treatment of children and avoid behaviours such as embarrassing or humiliating students, making jokes at the expense of students, discriminating against or favouring students and sarcasm.

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.

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.

Should staff receive any convictions, cautions, court orders, reprimands or warning they must notify the Headteacher immediately. If a member of staff dwells in a household where anyone lives or works who has been disqualified from working with children they must notify the Headteacher immediately.

Dress and Appearance

Limpsfield Grange School recognise 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.

Smoking, alcohol, e-cigarettes and other substances

Limpsfield Grange School is a non-smoking site. 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.

Staff must not smoke or use an e-cigarette whilst working with or supervising students 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 (staff who are in their own residential accommodation are excluded) and at events where students are present (i.e. Proms, residential visits) both within the school premises and outside the school setting.

Relationships with Students

Staff must maintain professional boundaries with students 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 students 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.

Staff must not develop personal or sexual relationships with students and should not engage in any sexual activity with a student. Sexual activity does not just involve physical contact and includes penetrative and non-penetrative acts.

Keeping Children Safe in Education (*DFE September 2016*) 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 (for example, rape or oral sex) or non-penetrative acts such as masturbation, 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).'

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

Staff must not make sexual remarks to a student, discuss their own sexual relationships with, or in the presence of, students or discuss a pupil's sexual relationships in an inappropriate setting or context.

Contact with students should be through Limpsfield Grange School's authorised mechanism of using the school email system. 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 students. If a member of staff contacted via an inappropriate route, the member of staff must inform the Headteacher immediately.

Limpsfield Grange School staff must not engage with any student of Limpsfield Grange School on any social media platform. Staff must not accept Facebook friend requests from students and should also refrain from following the Twitter, or other similar social media accounts of students or their parents. Staff must read the school's e-safety policy carefully and follow all advice and guidance contained within it.

Infatuations

It is not unusual for students, or sometimes their parents, to develop infatuations towards members of staff. All such situations must be reported to the Headteacher and a will be responded to sensitively to maintain the dignity of those concerned.

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 the Headteacher.

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 students or parents wish to give a small token of appreciation to staff, for example at religious festivities or at the end of the year.

It is unacceptable to receive gifts on a regular basis or to suggest to students that gifts are appropriate or desired. Money must not be accepted as a gift. If you are unsure whether to accept a gift you should consult your line manager.

Staff must not accept significant gifts or hospitality from students, parents, carers, actual or potential contractors or outside suppliers. All such gifts/offers of hospitality should be reported to your line manager and recorded.

Personal gifts must not be given by staff to students and any reward to students/students should be in accordance with Limpsfield Grange School's behaviour policy, recorded and not based on favouritism.

Physical Contact with Students

There are occasions when it is entirely appropriate and proper for staff to have physical contact with students, 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 students 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.

Staff should listen, observe and take note of the student's reaction or feelings and, so far as is possible, use a level of contact which is acceptable to the students 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 student in one set of circumstances may be inappropriate in another, or with a different student. Staff should therefore, use their professional judgement at all times.

Staff should be aware that even well intentioned physical contact may be misconstrued by the student, an observer or by anyone to whom this action is described. Staff should never touch a student 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 students.

Extra caution should be exercised where a student is known to have suffered previous abuse or neglect. Such experiences may sometimes make a student exceptionally needy and demanding of

physical contact and staff should respond sensitively by deterring the young person through helping them to understand the importance of personal boundaries.

Staff supervising PE and games or providing musical tuition should demonstrate the use of a particular piece of equipment/instrument on another member of staff if possible. However, they may be required to initiate physical contact with students to support a student 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 student'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 student.

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 their line manager, recorded and a copy placed on the child's file.

Staff should refer to Limpsfield Grange School's Intimate Care Policy.

Student in distress

There may be occasions when a student 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.

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.

Showers and changing

Students 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 students 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 students should be aware of the potential vulnerability of students and staff in such situations. Staff should manage these situations with regard to the safety of the student and to themselves.

Individual work with students should not be undertaken in isolated areas or rooms where there is no external viewing panel. However this is not always possible due to the age and status of the building, where there are no viewing panels the door must stay open. 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 students

In certain circumstances it may be appropriate for staff to transport students offsite.

Staff should ensure that the transport arrangements and the vehicle meet all legal requirements. Admin Assistant Karen Macovich ensures that the driver has the appropriate license for the vehicle and the Premises Manager Tim Bunn ensures that any school owned vehicle is roadworthy, has a valid MOT certificate and is appropriately insured. All staff have the responsibility of ensuring that the maximum capacity is not exceeded. Staff who wish to use their own car to transport students should have valid driving licence and business insurance, is responsible for ensuring that vehicle is roadworthy and has a valid MOT certificate. Records of staff driving licences are held in the school office.

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 students while under the influence of alcohol or drugs.

Online Safety

Staff should follow Limpsfield Grange School's Online Safety policy at all times

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.

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 students, must not accept or initiate friend requests nor follow students' accounts on any social media platform. Staff must not communicate with students 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 students' family members, accept or initiate friend requests or follow students' family member's account on any social media platform.

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 certain areas within the school site such as changing rooms and toilets.

The camera and filming functions of mobile devices must not be used in school, on school trips or on official school business.

Mobile phones and personally-owned mobile devices brought in to school are the responsibility of the device owner. Limpsfield Grange 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, and publicity or to celebrate an achievement. In accordance with The Data Protection Act 1998 the

image of a student is personal data. Therefore, it is a requirement under the Act for consent to be obtained from the parent/carer of a student for any images made. It is also important to take into account the wishes of the student, remembering that some students do not wish to have their photograph taken or be filmed.

On admissions consent from parents/guardians is sought for using images for publicity purposes. Images should not be displayed on websites, in publications or in a public place without this 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 students/students should only be taken using school equipment for purposes authorised by the school and should be stored securely and only on school equipment.

All photographs/stills and video footage should be available for scrutiny and staff should be able to justify all images/video footage made.

Staff should remain aware of the potential for images of students 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 students who may be unable to question how or why the activities are taking place. Staff should also be mindful that students who have been abused through the use of video or photography may feel threatened by its use in a teaching environment.

Confidentiality

Members of staff may have access to confidential information about students, 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 student on a need to know basis.

Staff should never use confidential or personal information about a student 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 student.

All staff are likely at some point, to witness actions which need to be confidential. This needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school.

Staff have a statutory obligation to share with Limpsfield Grange School's Designated Safeguarding Lead or one of the Deputy Designated Safeguarding Leads any information which gives rise to concern about the welfare or safety of a student or that might suggest a student is in need or at risk of significant harm. Staff should pass on information without delay in accordance with Limpsfield Grange School's safeguarding policy and procedures and this should be recorded. Staff must never promise a student that they will not act on or pass on any information that they are told by the student.

Staff should refer to the Department of Education's document Safeguarding Practitioners Information Sharing Advice (2015) 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 which raises concern. Staff should refer to Limpsfield Grange School's whistleblowing policy for further guidance. This is particularly important where the welfare of students may be at risk.

Compliance

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.

Monitoring

The Staff Behaviour policy will be monitored by the Governing Body through Headteacher reports to Governors. The Headteacher will monitor this policy through lesson and residential drop ins, through observing staff in the workplace.

Related policies

- Safeguarding policy
- Whistleblowing policy

Review

The Governing Body of Limpsfield Grange School adopted this policy on: _____

It will be reviewed on:

Signed: _____

Dated: _____

Appendix 1

Confirmation of compliance

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

Name

Position/Post Held.....

Signed

Date

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