



Staff Behaviour Policy

(Including acceptable use of technology and low-level concerns)

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 2023

Review Period: Annually

Next Review Date: Summer 2024

Limpsfield Grange Values:

At Limpsfield Grange we believe in working together to make a difference.

We are a tolerant community; we accept value and understand others.

We care for all members of our community without judgement.

We are responsible for our own learning, behaviour and actions.

We accept that sometimes things go wrong. We work together to take responsibility for our mistakes and for putting things right.

We are a respectful community and we treat others as we would like to be treated, even if they have different views and opinions to our own.

We understand that good behaviour helps us to prepare for life beyond Limpsfield Grange.

We are positive and resilient. We celebrate difference in everything that we do.

We are all proud to be part of the Limpsfield Grange community.

July 2022

Limpsfield Grange School Staff Behaviour Policy (Including acceptable use of technology)

Background and rationale

At Limpsfield Grange safeguarding is at the heart of everything that we do. We have a duty to keep students, staff and extended members of our stakeholder community safe.

The Staff Behaviour policy clearly outlines the expectations for all staff regarding their behaviour towards and interaction with students and their families and other adults at Limpsfield Grange School.

Scope

This policy applies to all staff. References to 'staff' throughout the policy relate to all of the following groups:

- All members of staff including teaching, residential, support staff, contracted workers, outreach team
- Volunteers, including Governors
- Bank staff
- 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
- Visiting therapists
- Work experience placements
- Adults living onsite but not employed by the school

Limpsfield Grange School requires that all staff have read and signed the Staff Behaviour policy (including acceptable use of technology and low-level concerns) to indicate that they agree to comply with the policy.

Breach or failure to observe and meet the expectations outlined in the Staff Behaviour policy will result in action being taken under the School Disciplinary procedures including, but not limited to, dismissal.

Then Limpsfield Grange School guidance regarding the management of low-level concerns can be found in Appendix 2 of this policy.

Professional behaviour and conduct

Staff are expected to:

- Adhere to the guidance in Limpsfield Grange School's Child Protection & Safeguarding policy at all times.
- Demonstrate the highest possible standards of personal and professional conduct and behaviour, and consistently act with fairness honesty and integrity.

- Treat all members of the Limpsfield Grange community with dignity and respect at all times.
- Act in accordance with their duty of care to students and ensure that the safety and welfare of students is their highest priority.
- Maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.
- Act in accordance with the school's policies and procedures at all times.
- Notify the Headteacher immediately if they receive any convictions, cautions, court orders, reprimands or warnings. Failure to do so will constitute a breach of contractual terms.
- Notify the Headteacher immediately if they have a child subject to a Child Protection Plan or Child in Need plan. Failure to do so will constitute a breach of contractual terms.
- Dress in a manner that is appropriate to their professional role and that promotes a professional image. Clothes worn should not be should offensive, revealing or sexually provocative.
- Pass any legal or media enquiry to the Headteacher.
- Inform colleagues if they wish to record a conversation with them.
- Report any behaviour by a colleague which raises concern to the Headteacher, or to the Chair of Governors if they have a concern about the Headteacher's behaviour.
- Notify their line manager if they are taking any prescription medication that would affect their ability to drive or if they have any side effects which would impede their ability to undertake their responsibilities.

Staff must not:

- Share confidential information about the school and its community.
- Use confidential or personal information about any aspect of the school and the school community for personal gain.
- Use mobile phones and personally-owned devices such as tablets in a personal capacity during lessons or formal school time.
- Communicate directly with the press on matters relating to Limpsfield Grange School.
- Record conversations with students.
- Smoke or use e-cigarettes on school premises or outside school gates or whilst working with or supervising students offsite.
- Consume or be under the influence of alcohol, illicit drugs or other illegal substances on or near school premises.
- Consume alcohol and other substances at school (staff who are in their own residential accommodation are excluded) and at events where students are present.

Relationships with students

Staff are expected to:

- Maintain professional boundaries with students appropriate to their position.
- Only communicate with students' parents or family members through the Limpsfield Grange School's email system, copying in the Deputy Headteacher.
- Report infatuations to the Headteacher, or if it relates to the Headteacher, to the Chair of Governors.

- Accept cash gift or gifts of hospitality from students or their families, and should speak to their line manager about accepting gifts with a value of over £20.
- Only make physical contact with students in response to their needs at that time, ensuring that physical contact is of limited duration and appropriate to their age, stage of development, gender, ethnicity and background.

Staff must not:

- Establish or seek to establish personal contact with students or parents for the purpose of securing a friendship or to pursue or strengthen a relationship.
- Enter into personal relationships with students at the school or their parents or their wider family members.
- Staff share personal information (such as personal phone numbers, home addresses, personal email addresses) with students, parents or their wider family members.
- Develop personal or sexual relationships with students.
- Make personal offensive or sexual remarks to a student.
- Discuss their own sexual relationships with, or in the presence of students.
- Give presents to students unless they are given to an entire tutor, teaching or residential group.
- Engage in rough play, tickling or fun fights with students.

Supervision of students

Staff are expected to:

- If supervising areas where students get changed for physical activities, bedrooms or showers, staff are expected to be vigilant about their own behaviour and announce their intention of entering a changing room or bedroom in the residential provision.
- When transporting students off site, ensure that the transport arrangements and legal requirements are met, and the School Vehicle policy adhered to.

Staff must not:

- Take personal and school devices with a camera or video function into areas where children are showering, changing into bedrooms.
- Change or shower in the same place as children.

Conduct outside work

Staff are expected to:

- Follow Limpsfield Grange School's Online Safety & Digital Resilience policy and the Acceptable Use of Technology Code of Conduct for Staff at all times.
- Only take photos or video footage of students to use on the Limpsfield Grange social media feeds.
- Delete photos of students taken on mobile phones for the propose of the school's official social media feeds once they have been stored on the school's photo archive on Everyone, or sent to the Headteacher to post.
- Report content on social media that disparages or reflects poorly on Limpsfield Grange, its staff, students, parents, service providers or stakeholders, to the Headteacher as soon as possible.

Staff must not:

- Undertake additional employment (paid or unpaid), if their additional work either will or has the potential to:
 - Create a conflict of interest
 - Contravene the Working Time Regulations or affect work performance
 - Make use of material to which they have access by virtue of their position in school
 - Weaken public confidence in the school or bring themselves or the school into disrepute.

- Use social media in a way that breaches:
 - The Limsfield Grange School Electronic Information and Communications policy;
 - Obligations with respect to the rules of relevant regulatory bodies;
 - Obligations they may have relating to confidentiality;
 - The Limsfield Grange School Disciplinary policy;

- Staff must not use social media to:
 - Defame or disparage Limsfield Grange School, its staff, students or parents, its affiliates, partners, suppliers, vendors or other stakeholders;
 - Harass or bully other staff in any way or breach our Staff Behaviour policy;
 - Unlawfully discriminate against other staff or third parties or breach our Equality Diversity & Inclusion policy;
 - Breach our Data Protection policy
 - Breach any other laws or ethical standards
 - Provide references for other individuals on social or professional networking sites which can be attributed to Limsfield Grange and create legal liability for both the author of the reference and the school.

- Use a work email address to sign up to any social media unless they are running the school social media feeds and have the permission of the Headteacher.
- Use photos or posts from social media that belong to Limsfield Grange for their own personal use.
- Make contact with, or accept contact from students, ex-students, parents of students or ex-students, or family members of students or ex-students in a personal capacity on:
 - social media
 - websites
 - instant messaging accounts
 - via personal phone numbers or by text

There may be times when members of staff continue to have contact with ex students and their families in a professional capacity relating to safeguarding and wellbeing, and the method and frequency of this contact will be discussed and agreed by the Headteacher and Designated Safeguarding Lead.

Acceptable use of technology code of conduct for staff

- I understand that I must use the school ICT systems in a responsible way.

For my professional and personal safety:

- I understand that the school will monitor my use of the ICT systems, and digital communications whilst using school computers, laptops and Wi-Fi, both onsite and offsite.
- I understand that the rules set out in this code of conduct also apply to the use of school ICT systems and equipment out of school.
- I understand that the school ICT systems are for educational use.
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username or password.
- I will immediately report any illegal, inappropriate indecent or harmful material to Natasha White, Designated Safeguarding Lead.

I will be professional in my communications and actions when using school ICT systems:

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with others in a professional manner.
- I will only take photos of students to use on the school's social media feeds, and will store these images on Everyone or will send to the Headteacher to post.
- I will not engage in any online activity that may compromise my professional responsibilities or bring the school into disrepute.
- I will only communicate with students and parents carers or family members using official school systems, and by cc'ing the Deputy Headteacher into any email communication.

The school has the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:

- When I use my personal devices in school, I will follow the rules set out in this agreement.
- I will also follow the additional procedures for staff accessing school email and other information on personal devices. I will ensure that any such devices are protected by up-to-date anti-virus software and are free from viruses.
- I will not open any attachments to emails, unless the source is known and trusted.
- I will back up my work regularly.
- I will not upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others.
- I will not use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I will not make large downloads or uploads that might take up internet capacity or prevent others from being able to carry out their work.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer
- I will not alter computer settings unless I have been asked to do so by SoftEgg or a member of SLT.
- I will not disable or cause damage to school equipment, or the equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the school Data Protection policy.

- I understand that the Data Protection policy requires that any staff or student’s data which I have access to will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority.
- I will immediately report any damage or fault involving equipment or software however this may have occurred.

When using the internet in my professional capacity or for school sanctioned personal use;

- I will ensure that I have permission to use the original work of others in my own work.
- It is my responsibility to understand and comply with current copyright legislation.

Monitoring and review of the policy

The Governors’ Personnel sub-committee have responsibility for reviewing and monitoring this policy, through Headteacher reports to Governors. The Headteacher will monitor this policy through lesson and residential visits, through observing staff in the workplace.

Links to other policies:

- | | |
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| • Behaviour (including anti bullying) policy | • Intimate Care policy |
| • Child Protection & Safeguarding policy | • Online Safety policy |
| • Data Protection policy | • Special Needs and Disabilities policy |
| • Disciplinary policy and procedure | • School Vehicle policy |
| • Electronic Information & Communications policy | • Support Staff Performance Capability policy and procedure |
| • Equality Diversity & Inclusion policy | • Teacher Performance Capability policy and procedure |
| • Grievance policy and procedure | • Whistleblowing policy |
| • Health & Safety policy (Lone Working) | |

Review:

The Governing Body of Limsfield 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 Limpsfield Grange School's Staff Behaviour policy, including acceptable use of technology.

I confirm that I will inform the Headteacher immediately should I receive any convictions, cautions, court orders, reprimands or warnings.

I confirm that I will inform the Headteacher immediately should my child or children in my care be subject to a Child Protection Plan or Child in Need.

Failure to notify the Headteacher immediately of either convictions, cautions, court orders, a child on Child Protection or Child in Need plan, reprimands or warnings, will constitute a breach of contractual terms.

I understand that if I fail to comply with this Staff Behaviour Policy and Code of Conduct will result in action being taken under the School Disciplinary procedures including, but not limited to, dismissal.

All visitors, volunteers, Governors, supply staff, outside agencies and adults living onsite but not employed by the school are subject to the Staff Behaviour Policy and Code of Conduct. Failure to comply with this policy will result in action being taken by the Headteacher and Chair of Governors and may result in the termination of any association with the school.

Full Name	
Position held	
Signature	
Date	

Once completed, signed and dated, please return this form to the Designated Safeguarding Lead, Natasha White.

Appendix 2

Low-level concerns

Definition of low-level concerns

The term low-level concern is any concern no matter how small that an adult working in or on behalf of the school may have acted in a way that:

- Is inconsistent with the Limpsfield Grange School Staff Behaviour policy, including inappropriate conduct outside of work, **and**
- Does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO

Sharing concerns

At Limpsfield Grange School we recognize the importance of creating a culture of openness, trust and transparency to encourage all staff to confidentially share concerns so that they can be addressed appropriately.

At Limpsfield Grange School we will create this culture by:

- Ensuring staff are clear about what appropriate behaviour is, and are confident in distinguishing expected and appropriate behaviour from concerning, problematic or inappropriate behaviour, in themselves and others
- Empowering staff to share any concerns
- Empowering staff to self-refer
- Addressing unprofessional behaviour and supporting the individual to correct it at an early stage
- Providing a responsive, sensitive and proportionate handling of such concerns when they are raised
- Helping to identify any weakness in the school's safeguarding system

Responding to low-level concerns

If the concern is raised via a third party, the Headteacher will collect evidence where necessary by speaking:

- Directly to the person who raised the concern, unless it has been raised anonymously
- To the individual involved and any witnesses

The Headteacher will use the information collected to categorize the type of behaviour and determine any further action, in line with the Limpsfield Grange School Staff Behaviour policy.

The Headteacher will be the ultimate decision maker in respect of all concerns.

Record keeping

All low-level concerns will be recorded in writing. In addition to details of the concern raised, records will include the context in which the concern arose, any action taken and the rationale for decisions and action taken.

Records will be:

- Kept confidential, held securely on a member of staff's personnel file and comply with the DPA 2018 and UK GDPR legislation.

- Reviewed so that potential patterns of concerning, problematic or inappropriate behaviour can be identified. Where a pattern of such behaviour is identified, the Headteacher will decide on a course of action, either through the Lingsfield Grange School disciplinary procedures or, where a pattern of behaviour moves from a concern to meeting the threshold for harm, the Headteacher will refer it to the LADO.
- Retained at least until the individual leaves employment at the school.

Where a low-level concern relates to a contractor, the Headteacher will notify the individual's employer, so any potential patterns of inappropriate behaviour can be identified.

References

The Headteacher will not include low-level concerns in an employment reference unless:

- The concern/s has met the threshold for referral to the LADO and is found to be substantiated; and/or
- The concern/s relates to issues which would ordinarily be included in a reference, such as misconduct or poor performance