STAFF BEHAVIOUR AND CODE OF CONDUCT

*This policy applies to all sections of Charlotte House School including EYFS.*

***This code is placed on the agenda of a staff meeting once a year so that it can be reviewed and updated by the staff themselves. This should be read in conjunction with the Staff Handbook.***

A teacher is expected to demonstrate consistently high standards of personal and professional conduct; teachers should at all times model good behaviour.

In general, pupils should be encouraged to discuss with their parents or guardians’ issues that are troubling them.  Staff need to ensure that their behaviour does not inadvertently lay them open to allegations of abuse; staff are aware that they should act in a professional manner at all times and maintain healthy professional boundaries.  They need to treat all pupils with respect and try, as far as possible, not to be alone with a child or young person.  Where this is not possible, for example, in an instrumental music lesson, or sports coaching lesson, it is good practice to ensure that others are within earshot.  Where possible, a gap or barrier should be maintained between teacher and child at all times.  Doors should remain open or windows should not be covered so that staff and pupil are visible.

***Sharing Concerns***

Every member of staff, including part-time, temporary, visiting, contract and volunteer staff

working in school is required to report instances of actual or suspected child abuse or neglect

to the DSL. This includes alleged abuse by one or more pupils against another pupil. Where

the allegation(s) concern the DSL the staff member should report the matter to the Head, or

should the allegations relate to the Head, report to the Chair of Governors and/or direct to the “safeguarding partners”. Please ensure you are familiar with the Safeguarding policy and our safeguarding procedures. If FGM is suspected all staff have a duty to report this to the police.

***Communication with Pupils***

Staff must not give their personal mobile phone numbers or email addresses to pupils, nor should they communicate with them by text message or personal email.  If they need to speak to a pupil by telephone, they must use one of the school's telephones and email using the school system.  The group leader on all trips and visits involving an overnight stay should take a school mobile phone with her/him. Staff must not interact with pupils on any social media sites. If teaching remotely when 1:1 sessions are needed these must be agreed with the Head and a guardian beforehand. The guardian must be in the room with the pupil at all times.

***Physical contact with pupils***

If there are health reasons (such as COVID 19) for keeping one’s distance from the pupils this should be adhered to and a relevant risk assessment would be shared with staff.

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.  Staff should, therefore, use their professional judgement at all times.  Staff must not have unnecessary physical contact with pupils and must be alert to the fact that minor forms of friendly physical contact can be misconstrued by pupils or onlookers.

A member of staff can never take the place of a parent in providing physical comfort and should be cautious of any demonstration of affection. Physical contact should never be secretive. If a member of staff believes that an action could be misinterpreted, the incident and circumstances should be recorded as soon as possible, the DSL informed and, if appropriate, a copy placed on the pupil's file.

***Physical Restraint and Behaviour Management***

Any physical restraint is only permissible when a child is in imminent danger of inflicting an injury on herself or on another, and then only as a last resort when all efforts to diffuse the situation have failed.  Another member of staff should, if possible, be present to act as a witness.  All incidents of the use of physical restraint should be recorded in writing and reported immediately to the Head who will decide what to do next.  Parents will be informed of any physical restraint used on their child the same day or as soon as reasonably practicable.  All staff are expected to adhere to our Behaviour Policy and corporal punishment is not used or threatened. Staff will not resort to shouting, humiliation or the use of sarcasm to manage the behaviour of pupils.

***Physical education and other activities requiring physical contact***

Where exercises or procedures need to be demonstrated, extreme caution must be used if the demonstration involves contact with pupils and, wherever possible, contact should be avoided.  It is acknowledged that some staff, for example, those who teach PE and games, or who offer music tuition, will, on occasions, have to initiate physical contact with pupils in order to support a pupil so they can perform a task safely, to demonstrate the use of a particular piece of equipment/instrument or assist them with an exercise.  This must only be done with the pupil's agreement.

Contact under these circumstances should be for the minimum time necessary to complete the activity and take place in an open environment.  Staff must remain sensitive to any discomfort expressed verbally or non-verbally by the child.

***Transporting pupils***

It is inadvisable for a teacher to give a lift in a car to a pupil alone.  If there are exceptional circumstances that make this unavoidable, the journey must be made known to a member of the Senior Management Team. Staff should not be transporting pupils in their own cars unless this has been agreed by the Head and the specific permission sought from the parents.

***Confidentiality***

Staff members must never give absolute guarantees of confidentiality to pupils or adults wishing to tell them about something serious.  They should guarantee only that they will pass on information to the minimum number of people who must be told in order to ensure that the proper action is taken to sort out the problem and that they will not tell anyone who does not have a clear need to know.  They will also take whatever steps they can to protect the informing pupil or adult from any retaliation or unnecessary stress that might be feared after a disclosure has been made.

***Awareness of Prevent and related issues.***

See Prevent Duty (page13 of Safeguarding policy)

***Equal treatment***

We are committed to equal treatment for all pupils and staff regardless of age, gender, sexual orientation, sexuality, marital status, pregnancy, race, disability, religion or belief. We keep a record of any discriminatory incidents

***Giving/receiving of gifts***

Teachers must be aware that the giving and receiving of gifts can be seen as encouraging favouritism. Whilst a small reward can be given the teachers must ensure that this is awarded fairly and in an open and transparent way that would not lead to any suspicion about their actions or intent.

***Intimate Care Guidelines***

All girls at Charlotte House have the right to be safe and be treated with dignity, respect and privacy at all times. When intimate care is given, the member of staff explains fully each task that is carried out, and the reason for it. Staff encourage children to do as much for themselves as they can, lots of praise and encouragement will be given to the child. Another member of staff should be in the vicinity.

***Whistleblowing***

See Staff Handbook and page 7 of the Safeguarding Policy.

***Use of Mobile Phones and Cameras***

Photographs will only be taken by a designated staff member on school equipment. Where photos are taken by staff to give evidence of children’s progress, photos can only be taken on school cameras. They must then be downloaded onto school computers. Neither staff nor children may use their mobile phones to take photographs within our Nursery & Reception classes.

***Daily conduct requirements for staff***

Please see the staff handbook for school rules relating to personal appearance, timekeeping, alcohol and drugs and see ICT Staff Acceptable Use policy for further advice on E-safety and the use of social media.