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## Staff Behaviour Policy

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## 1. Purpose

The aim of this policy is to set out the standards of behaviour expected of all employed staff and volunteers. This should be read in conjunction with the Trust's disciplinary procedure and the Teachers' Standards in respect of teaching staff.

This policy is not exhaustive in defining acceptable and unacceptable standards of conduct and staff are expected to use a common-sense approach in adhering to the underpinning principles. If any employee is ever unsure about what the expectations are in any given circumstance they should speak to their line manager or the Headteacher for support.

As recognisable figures in the local community, the behaviour and conduct of staff of Ad Astra Academy Trust outside of work can also impact on their employment. Therefore, conduct outside work may be treated as a disciplinary matter if it is considered that it is relevant to the employee's employment, for example an activity that could potentially bring the school or Trust into disrepute (see the Trust's Disciplinary Policy).

## 2. Safeguarding and promoting the welfare of children

Everyone who comes into contact with children and their families has a role to play in safeguarding children. This means that staff are required to act to protect children from maltreatment, prevent impairment of children's health or development and ensure that children grow up in circumstances consistent with the provision of safe and effective care. This will enable all children to have the best outcomes. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children and young people.

Fundamentally, all staff must be aware of and adhere to the principles of 'Keeping Children Safe in Education 2019.' Staff are also expected to have fully read and understood the school child protection/safeguarding policies, be aware of school systems for keeping children safe and follow the guidance in these policies at all times. All staff must cooperate with colleagues and with external agencies where necessary to keep children safe, the Trust will provide training and refresher training with regards to this.

It is important that **ALL** staff;

- Ensure that they listen to and reflect on the voice of the child at **ALL** times and take seriously any concerns raised to them by a child.
- Ensure that they report any concerns of harm to any child to the Designated Safeguarding Lead immediately. **The welfare of children is paramount.**
- Ensure that they record any information shared directly with them by a child or observed/witnessed with the Designated Safeguarding Lead immediately. This could include sharing information on behalf of the Designated Safeguarding Lead with other agencies.
- Ensure that they maintain an attitude of 'it could happen here' and report any concerns regarding the behaviour of an adult/staff member in school directly to the Designated Safeguarding Lead/Headteacher or Chair of Governors if the allegation is in relation to the Headteacher.
- Ensure that they attend regular training/updates to support them in recognising the signs and symptoms of abuse, particularly in support of early identification of needs of children to prevent an escalation of risk to the child.
- Work and be seen to work in an open and transparent way.

- Are responsible for their own actions and behaviour and seek to avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- Ensure that the same professional standards are always applied regardless of culture, disability, gender, language, racial origin, religious belief and/or sexual identity.
- Continually monitor and review their practice and ensure they follow the setting's policies and practice.

### **3. Health & Safety**

All staff must ensure that they;

- Read, understand and adhere to school health and safety documentation including policies and risk assessments. If there are any areas which need explanation or clarification, staff should speak to their line manager or Headteacher immediately.
- Comply with Health and Safety Regulations and use any safety equipment and protective clothing which is supplied to them by the Trust.
- Comply with any hygiene requirements.
- Comply with any accident reporting requirements.
- Never act in a way which might cause risk or damage to any other members of the Ad Astra Academy Trust community or visitors.

### **4. Honesty and personal integrity**

Staff are expected to demonstrate consistently high standards of personal and professional conduct at all times. The following statements define the behaviour and attitudes which set the required standard for conduct at our Trust.

Staff uphold public trust and as such, maintain high standards of ethics and behaviour, within and outside school, by;

- Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to their professional position.
- Having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions.
- Showing tolerance of and respect for the rights of others.
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

Staff must have proper and professional regard for the ethos, policies and practices of Ad Astra Academy Trust and maintain high standards in their own attendance and punctuality.

Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of Ad Astra Academy Trust property and facilities.

### **5. Tackling discrimination**

Staff are required to understand the types of discrimination and bullying that pupils and colleagues may be subject to. Staff are required to have read and understood the Trust Equality policy and Anti Bullying policy. The trust will provide training and include this in the induction programme.

Staff must not ignore any form of discrimination. This includes inappropriate jokes and teasing. Staff must positively promote equality and diversity and inclusion at all times.

## **6. Influence**

Staff must be aware that their behaviour and opinions can influence others around them and particularly the children in their care. Staff should ensure that they are a positive role model.

Staff should be aware that sometimes influence can be used negatively and can particularly harm the safety and welfare of children either by their direct influence or indirectly where they are influenced themselves by society or an individual.

### **1. Prevent Duty**

Schools have a duty under section 26 of the Counter-Terrorism and Security Act 2015, in the exercise of their functions, to have “due regard to the need to prevent people from being drawn into terrorism”. This duty is known as the Prevent duty. Protecting children from the risk of radicalisation is part of the school wider safeguarding duties, and is similar in nature to protecting children from other harms (e.g. drugs, gangs, neglect, sexual exploitation), whether these come from within their family or are the product of outside influences. It is important that staff themselves promote fundamental British values and refrain from communicating extreme personal views. If staff are concerned that a child may be at risk from radicalisation then they must report this to the Headteacher or other Safeguarding Lead without delay.

## **7. Extra-Curricular Activities and Educational Visits**

Staff should be particularly careful when supervising pupils in extra-curricular activities, educational visits or a residential setting e.g. outdoor education camp or extended visit away from home. Typically a less formal approach than usual may be appropriate in these settings, but that can be open to misinterpretation. In any event, the standard of behaviour expected of staff will be no different from the behaviour expected within the academy.

Staff responsible for organising educational visits should be familiar with the Department for Education’s advice on Health and Safety (updated November 2018) available at <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>

School trips and outdoor learning activities (HSE) <http://www.hse.gov.uk/services/education/school-trips.pdf>

Staff should always adhere to the Trust’s educational visits guidance.

## **8. Photography, Video and Images**

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.

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 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.

Staff should not take images of a child's injury, bruising or similar (e.g. following a disclosure of abuse) even if requested by children's social care; or make audio recordings of a child's disclosure.

Digital media plays an important and integral part in today's society not least in creating exciting and creative resources to enthuse and inspire pupils as part of lessons and other educational activities. However, despite technology in place to mitigate the risk such as firewalls and filtering solutions, the internet can be unpredictable and there is always the opportunity for children to be exposed to images that may be inappropriate. When preparing lessons or assemblies for children, staff must ensure that they have checked the resources that they plan to use to ensure that there are no inappropriate images. Staff need to be particularly mindful of sites that allow 'pop ups' as these can be inappropriate and can appear without warning. If children are accidentally exposed to inappropriate images, staff must remove the images immediately and report this to their line manager or Headteacher without delay, who will take preventative steps for the future.

\* Most schools will cover this section in their induction to new pupils and staff using their own pro-formas.

## **9. Use of Mobile Phones**

Staff mobile phones and personally-owned devices may not be used during lessons or formal school time where children are present. They should be switched off (or silent) at all times. Mobile phones and personal devices are not permitted to be used in certain areas within the school site such as classrooms when children are present, unless there is a justifiable emergency in order to maintain the safety of pupils. Staff must never use personally-owned devices to take photographs of children.

Employees must only use internet enabled personal devices in line with Trust acceptable use policies and in accordance with online safety guidance.

## **10. Administration of First Aid, Medication and Intimate Care**

School staff are often involved in administering first aid, medication and intimate care as an integral and important part of their role. Given the sensitive nature of these activities staff must ensure that they have read and understood the school/trust policies in respect of each of these areas as they provide clear and detailed guidance to ensure the safety and welfare of pupils and also to protect staff against potential

allegations of abuse. Administering medication to pupils can only be undertaken if the staff member agrees to it, and staff are not required to do this as a matter of course. Where staff do agree to undertake such a role they will receive appropriate training.

## **11. Professional boundaries and relationships**

Staff are in a position of trust in relation to our pupils which means that the relationship between an employee and a pupil is not one of equals. **Under section 16 of the Sexual Offences Act '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'.**

Staff must ensure that they avoid behaviour which might be misinterpreted by others. This includes any type of communication that they may have with pupils.

Staff must not make sexual remarks to any pupil or discuss their own sexual relationships with, or in the presence of pupils. Staff must not discuss a pupil's sexual relationships in inappropriate settings or contexts. Any sexual behaviour by a member of staff towards any pupil is unacceptable and illegal.

Staff must ensure that professional boundaries are maintained at all times. This means that staff should not show favouritism to any pupil and should not allow pupils to engage in any type of behaviour that could be seen to be inappropriate. Pupils are not employee's friends and should not be treated as such.

Staff should be aware that it is not uncommon for pupils to become strongly attracted to a member of staff or to develop an infatuation. If any member of staff becomes aware of an infatuation they should discuss it with the Headteacher immediately so that they can receive support on the most appropriate way to manage the situation.

For staff who are in a relationship with a colleague, parent or carer, or any other person associated with Ad Astra Academy Trust we expect that they identify this to their Headteacher/Chief Executive Officer and ensure that this does not create a conflict of interest or affect their professional judgement or responsibilities in any way.

## **12. Confidentiality and Protection of Data**

The storing and processing of personal information is governed by the General Data Protection Regulations 2017 (GDPR) and Data Protection Act 2018.

Members of staff may have access to special category personal details about pupils, colleagues or other matters relating to Ad Astra Academy Trust which must be kept confidential at all times and only shared when legally permissible to do so. This could include personal and sensitive data, for example information about a pupil's home life. Staff should never use this information to their own personal advantage, or to humiliate, intimidate or embarrass others. All staff are expected to treat information they receive about pupils and families in a discreet and confidential manner. Staff should never disclose this information unless this is in the proper circumstances and with the proper authority.

Ad Astra Academy Trust holds and processes data that is protected under the Data Protection Act 2018. Staff are expected to comply with the Trust's systems for collecting, storing and using data. If any employee becomes aware that data is at risk of compromise or loss, or has been compromised or lost they must report it immediately to their Headteacher.



There are some circumstances in which a member of staff may be expected to share information about a pupil, for example when abuse is alleged or suspected. In such cases, individuals have a responsibility to pass information on without delay, but only to those with designated safeguarding responsibilities or to statutory services.

The Data Protection Act 2018 contains “safeguarding of children and individuals at risk” as a processing conditions that allows practitioners to share information which is deemed to be “Special category personal data” without consent, if it is not possible to gain consent, it cannot be reasonably expected that a practitioner gains consent or if to gain consent would place a child at risk.

If an employee is ever in doubt about what information can or can't be disclosed they should speak to their Headteacher.

Staff must ensure that they have read and understood our policy that relates to information governance, including our IT policies.

### **13. Physical Contact with Pupils**

There are occasions when it is entirely appropriate and proper for staff to have physical contact with pupils. Staff must ensure that they only do so in ways that are appropriate to their professional role and in response to the pupil's needs at the time. This should be of limited duration and appropriate to the age, stage of development, gender and background of the pupil. **Staff should always be able to explain why they have made physical contact with a pupil.**

There may also be occasions where a pupil is in distress and needs comfort and reassurance which may include age appropriate physical contact. If an employee is in this position, then they should consider the way in which they offer comfort, ensuring that it is not open to misinterpretation and should always be in the public view of others.

Staff may legally physically intervene with pupils to prevent them from committing a crime, injuring themselves or others, causing damage to property, engaging in behaviour prejudicial to good order and to maintain good order and discipline. Physical force should never be used as a form of punishment.

Sexual contact, including grooming patterns of behaviour, with pupils is unlawful and unacceptable in all circumstances.

### **14. Social Contact with Pupils**

Staff must not establish or seek to establish social contact, via any channels (including social media), with pupils for the purposes of securing a friendship or to pursue or strengthen a relationship. Staff should use their work provided equipment only for communicating electronically with pupils. If there are any circumstances in which an employee has had to provide their personal contact details, including phone numbers, email address etc., to any pupil then they should report this to their Headteacher.

Ad Astra Academy Trust's advice to staff is not to connect to pupils or parents/carers via social media or other communication channels. The Trust will make exceptions to this after securing appropriate advice and reassurance of the Headteacher when the staff member and parent are part of the same family/personal network or social/recreational circle.

Ad Astra Academy Trust is part of the community and we recognise that, as members of the community, staff will come into contact with pupils outside of the Trust. We expect staff to use their professional judgement in such situations and to report to their line manager any contact that they have had with a pupil, outside of school, that they are concerned about or that could be misinterpreted by others.

## **15. Working one to one with pupils**

There will be times where an employee is working one to one with a pupil and this is acceptable. Staff need to understand that this means that they may be more vulnerable to allegations being made against them. To safeguard both pupils and adults, a risk assessment in relation to the specific nature and implications of one to one work should always be undertaken. Each assessment should take into account the individual needs of each pupil and should be reviewed regularly.

Therefore, it is important that staff;

- Avoid meeting on a one to one basis in secluded areas of the school.
- Ensure that the door to the room is open or that there is visual access into the room.
- Inform a colleague or line manager of the meeting, preferably beforehand.
- Report to their line manager if the pupil becomes distressed or angry.
- Do not arrange to meet with pupils from the school away from work premises, unless the necessity for this is clear and approval is obtained from a senior member of staff.

## **16. 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. A designated member of staff should be appointed to plan and provide oversight of all transport arrangements and to respond to any difficulties that may arise.

Staff should ensure that when procuring external transport arrangements that the company providing the transport confirm that 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.

Staff accompanying the driver, 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 pupil's 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.

There may also be unavoidable times when it is necessary for a member of school staff to transport children in their personal vehicle. Staff undertaking this role need to be aware that this scenario leaves them more vulnerable to allegations of abuse and they must ensure that;

- They must be accompanied by another member of school staff or authorised external agency staff e.g. social worker wherever possible. If this is not possible then signed, written permission from the child's parent or carer will be required.

- That they have personal business class insurance that allows them to use their vehicle for business use.
- That the car has a valid MOT certificate, is roadworthy and meets all legal requirements.
- That legislation relating to the age of the child, car seats and restraints is adhered to at all times.
- The driver has an appropriate license to drive the vehicle
- Maximum capacity is not exceeded
- Consent is obtained from the pupil's parent/carer prior to the journey.

School staff who are driving pupils will receive appropriate training.

Staff should not offer lifts to pupils unless the need for this has been agreed by a manager and there should be at least one adult additional to the driver acting as an escort when transporting to and from school.

## **17. Home Visits**

There may be occasions when members of staff are required to visit a child's home as part of their job role. These may include pre-nursery/schools visits, social work duties and provision of parental support. Staff must only undertake a home visit if they are authorised to do so as part of their job role and if they have the permission of the Headteacher or line manager. Where possible, staff should ensure any home visit is undertaken with another member of staff or if this is not possible, that they adhere to the controls identified in the lone worker risk assessment.

## **18. Dress and appearance**

Working in Ad Astra Academy Trust staff are role models to our pupils and how they present themselves is important. Our expectation is that staff are decently, appropriately and professionally dressed in work at all times. We do not permit the wearing of clothes that are revealing, allow underwear to be seen, have offensive logos or writing, or are ripped or torn at any times. If an employee is unsure whether any item of clothing is inappropriate, then they should not wear it to work. Staff can always speak to their line manager if they are unsure. Where we identify that an employee is wearing clothing that we do not find acceptable they will be informed.

## **19. Gifts and hospitality**

For many of our staff there will be a limited opportunity to accept gifts and hospitality, but all staff must be aware that it is not acceptable for staff to accept bribes. Therefore any gift, promotional offer or hospitality, intended either for the employee or for Ad Astra Academy Trust that exceeds an estimated, nominal value of £25.00 must be declared to the Headteacher and permission must be obtained before accepting. If an employee is ever unsure, then the best course of action is to politely decline the offer. It is traditional for pupils and their parents or carers to give gifts as a small token of appreciation or as a thank you to members of staff at certain times throughout the academic year. This staff behaviour policy is not designed to stop that practice. Staff may accept gifts from pupils and their parents or carers provided that they meet this definition. Staff should make the Headteacher aware of any pupil who is giving them gifts on a regular basis, or any pupil or parent or carer who expects something in return for a gift, as this would not be acceptable. If a member of staff is unsure they can seek the advice of their Headteacher

Staff should not give gifts to pupils unless this is part of a recognised practice in line with the school pupil behaviour policy or rewards programme.

## **20. Keeping within the law**

Staff are expected to operate within the law at all times. Unlawful or criminal behaviour, at work or outside work, may lead to disciplinary action (including dismissal) being taken in accordance with the trust's disciplinary procedure. However, being investigated by the police, receiving a caution or being charged will not automatically mean that an employee's employment is at risk.

Staff must notify the Headteacher or Chair of Governors immediately if they are questioned by the police, charged with, or convicted of, any crime whilst they are employed at Ad Astra Academy Trust (this includes outside of their working hours). The Headteacher and/or governors will then consider if further investigations are required.

The Childcare (Disqualification) Regulations 2018 set out grounds for disqualification under the Childcare Act 2006 where the person meets certain criteria set out in the Regulations. For example, an individual will be disqualified where they have committed a relevant offence against a child; been subject to a specified order relating to the care of a child; committed certain serious sexual or physical offences against an adult; been included on the DBS children's barred list; been made subject to a disqualification order by the court; previously been refused registration as a childcare provider or provider or manager of a children's home or had such registration cancelled. A disqualified person is prohibited from providing relevant early or later years childcare as defined in the Childcare Act 2006 or being directly concerned in the management of such childcare. Schools and private childcare settings are also prohibited from employing a disqualified person in respect of relevant early or later years childcare.

The Disqualification under the Childcare Act 2006 (Regulations 2018) state that schools should make clear their expectation that staff should disclose any relationship or association (in the real world or online) that may impact on the school's ability to safeguard pupils. This applies to all staff in all schools, not just those in early or later years childcare. In this respect all staff of the Trust are required to raise with their manager any relationship / association that may have implications for the safeguarding of children in school (please also see Section 11).

## **21. Conduct outside of work**

Unlike some other forms of employment, working at Ad Astra Academy Trust means that an employee's conduct outside of work could have an impact on their role.

Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the Trust or the employee's own reputation or the reputation of other members of the Trust's community. Staff should be aware that any conduct that the Trust become aware of that could potentially impact on their role within the Trust or affect the Trust's reputation will be addressed under the Trust's disciplinary procedure. Such behaviour may also result in prohibition from teaching by the Teaching Regulation Agency (TRA) a bar from engaging in regulated activity, or action by another relevant regulatory body. This could include use of social media even where comments are not publicly available if appropriate.

The Trust therefore expect staff to make the Headteacher aware immediately of any such situations that have happened outside of Ad Astra Academy Trust which have the potential to bring the Trust into disrepute, and in the case of the Headteacher, the Chair of Governors.

## **22. Curriculum**

The curriculum can sometimes include or lead to unplanned discussion about subject matter of a sexually explicit, political or otherwise sensitive nature. Responding to children's questions requires careful judgement and staff should take guidance in these circumstances from the Designated Safeguarding Lead.'

This means that care should be taken to comply with the trust/school's policy on spiritual, moral, social, cultural (SMSC) [education] which should promote fundamental British values and be rigorously reviewed to ensure it is lawful and consistently applied. Staff should also comply at all times with the policy for relationships and sex education (RSE)'.

### **23. Confidential reporting (Whistleblowing)**

The Ad Astra Academy Trust Confidential Reporting policy (also known as whistleblowing) provides a mechanism for staff to report any concerns without fear or repercussion. All staff have a duty to report any behaviour by a colleague that raises concern. This is vital where the safety or welfare of a pupil is at risk and must be reported without delay.

### **24. Review**

This staff behaviour policy is reviewed and amended every three years by the Trust Board in consultation with the recognised trade unions. The Trust will monitor the application and outcomes of this code of conduct to ensure it is working effectively.