Lingfield Education Trust
Staff and Volunteer Behaviour Policy

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Policy prepared by (name and designation)	Nick Blackburn CEO
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Statement of Purpose

The purpose of this policy is to protect and promote the interests of Trust employees and the pupils with whom they work. All adults who come into contact with pupils and young people, in their work, have a legal and moral duty to keep students and young people safe and to protect them from sexual, physical and/or emotional harm. The duty that rests on an individual is to ensure that all reasonable steps are taken to ensure the welfare of a student or young person is paramount.

This policy aims to:
- Keep pupils safe by clarifying which behaviours constitute safe practice and which behaviours should be avoided;
- Assist adults working with pupils to work safely and responsibly and to monitor their own standards and practice;
- Support leaders and managers in setting clear expectations of behaviour and/or codes of practice relevant to the services being provided;
- Give a clear message that unlawful or unsafe behaviour is unacceptable and that, where appropriate, disciplinary or legal action will be taken;
- Support safer recruitment practice;
- Minimise the risk of misplaced or malicious allegations made against adults who work with pupils;
- Seek to eliminate the abuse and misuse of positions of trust.

This policy describes the standards of conduct and practice that employees and volunteers in each school within the Trust are expected to follow when working with pupils. It has been developed from Allegations Management Advisers (AMA), guidance, who were commissioned to undertake the work for the Department for Education (DFE). It is designed to work with other advice or codes of conduct produced by employers or national bodies, not to replace or take priority over them.

Whilst this document covers a wide range of situations, it is recognised that it cannot cover every eventuality. However the principles contained within it apply in every circumstance. It should be read and cross referenced to other relevant policies, including Safeguarding & Child Protection Policy and E-Safety Policy.

Diversity

At all times consideration needs to be given to the diverse needs of employees and pupils. Aspects of gender, culture or religion may be relevant when considering the nature of allegations or appropriateness of communications or physical interventions.

Reporting incidents

Any incidents of concern should always be reported to the Head of School / Head Teacher / Executive Head Teacher and recorded, or in cases where there is an allegation or risk of harm to a pupil, then concerns should be reported to the Designated Safeguarding Lead for the school or the Head Teacher / Executive Head Teacher.

Procedures are in place for dealing with allegations against staff and whistleblowing; and a Safeguarding & Child Protection Policies are in place.

The School Commitment

Each school in the Trust has a duty of care to employees and as part of this duty it will ensure:

- Appropriate safeguarding and child protection policies and procedures are in place in all areas that undertake work with pupils, that they are continually monitored and reviewed and made easily accessible to all staff, volunteers, Local Governors and Trustees.
- Staff are treated fairly and reasonably in all circumstances and if subject to an allegation will be supported and the principles of natural justice applied;
- The safe practice of staff is continually promoted through appropriate supervision and training; Staff have readily available access to senior members of staff;
- Guidance is readily available to both adults and pupils;

Where services or activities are provided by another body, they have appropriate safeguarding policies and procedures in place;

- A culture of openness and support is fostered;
- Readily known systems are in place for situations and concerns, from either party, to be raised and recorded and for their outcomes to be analysed in order to review procedures and working practices;
- Volunteers are not placed in situations which may render them vulnerable without appropriate safeguards and risk assessments being in place, this is particularly relevant where physical intervention may be required;
- Clear and easily accessible E-Safety and Whistleblowing Policies are in place.

Personal Conduct

Confidentiality

Staff/Volunteers must:

- Keep private and sensitive information confidential at all times and only share it with relevant people when it is in the interests of the pupil to do so; where there is doubt regarding this, staff should speak to the appropriate manager to obtain approval
- Not use information to intimidate, humiliate or embarrass the pupil;
- Be aware of the need to listen and support pupils whilst understanding the importance of not promising to keep secrets;
- Never request a pupil to keep secrets.

Making a professional judgement

Staff/Volunteers must:

- Make judgements about their own behaviour in order to secure the best interests and welfare of the pupil;
- Record judgements taken and share them with a senior manager of staff, preferably their line manager;
- Ensure actions taken are warranted, proportionate, safe and applied equitably;
- Discuss any misunderstandings, accidents or threats with a senior manager of staff or line manager;
- Be aware of their position of trust and ensure an unequal balance of power is not used for their own or others personal advantage or gratification;
- Not use their position to intimidate, bully, humiliate, threaten, coerce or undermine pupils;
- Maintain appropriate professional boundaries and avoid behaviour which

might be misinterpreted by others;

- Not promote relationships which create a personal friendship or are of a sexual nature, or which may become so.

Personal/living space

Staff/Volunteers must:

- Not invite a pupil into their home or any home or domestic setting frequented by them, unless the reason for this has been firmly established and agreed with parents/carers and a senior member of staff or the home has been designated as a work place e.g. student minders, foster carers;
- Be vigilant in maintaining their own privacy and mindful of the need to avoid placing themselves in vulnerable situations;
- Not ask pupils to undertake personal jobs or errands;
- Maintain professional boundaries.

Staff dress code

- All employees are required to dress in a professional manner appropriate to the nature of the duties they are required to carry out;
- In addition where a school provides an item or items of uniform to enable the employee to more appropriately carry out his/her duties this must be worn at all times whilst on duty;
- Any employee whose job involves working with machinery or working with food must adhere to the requirements of current health and safety and hygiene legislation;
- When delivering PE or related sports subjects, staff will wear appropriate sports clothing which upholds the school ethos;
- Headgear worn for religious purposes is permitted;
- Any jewellery worn by staff should not be excessive or a health and safety hazard;
- Earrings may be worn but no other jewellery worn through body piercing should be visible, with the exception of religious requirements;
- Personal adornment of all descriptions should be kept to a minimum to reflect the professional, business-like ethos of the school;
- No badges other than staff name badges should be worn whilst on duty or when representing the school in any capacity other than for a specific charity event authorised by the Head Teacher;
- Certain forms of appearance are not permitted at work under any circumstances; examples of such are given below:
  - Jeans or scruffy trousers or scruffy leggings;
  - Casual sports clothing (for example tracksuits unless for a PE lesson);
  - Tops, shirts or T-shirts bearing slogans or symbols;
  - Trainers (unless for a PE lesson) and backless shoes/flip-flops;
  - Strapless or strappy tops;
  - Revealing clothes, including short skirts, shorts, excessively low- cut tops or garments revealing the midriff;
  - Extreme hair styles and visible extreme tattoos and body piercings. Tattoos should not be visible and should be covered up by clothing as far as possible.

In cases where in the opinion of the Head of School / Head Teacher / Executive Head Teacher an employee's appearance is unacceptable, the employee may be required to return home to change.

Gifts, rewards and favouritism

Staff/Volunteers must:

- Be aware of their organisation's policy on the giving and receiving of gifts;
- Ensure that gifts received or given in situations that may be misconstrued are declared;
- Only give gifts to an individual pupil as part of the school's rewards system;
- Ensure that when operating reward systems, methods and criteria for selection of pupils for awards are fair and transparent.

Infatuations

Staff/Volunteers must:

- Deal with infatuations sensitively and appropriately to maintain the dignity and safety of all concerned;
- Make sure their own behaviour is beyond reproach;
- If they become aware of an infatuation developing or any indications that it may, record it and discuss it with a senior member of staff so that action can be taken to avoid any hurt, distress or embarrassment.

Communication (including the use of technology)

Staff/Volunteers must:

- Ensure communication takes place within clear and explicit professional boundaries, this includes the wider use of technology such as mobile phones text messaging, e-mails, digital cameras, videos, web-cams, websites and blogs;
- Not share any personal information with a pupil;
- Not request, or respond to, any personal information from a pupil, other than that which may be appropriate as part of their professional role;
- Not give their personal contact details to pupils, including their mobile number, home phone or personal e-mail address, unless the need to do so is agreed with senior member of staff and parents/carers;
- Only use equipment e.g. mobile phones, provided by the school to communicate with pupils, making sure that parents/carers have given permission for this form of communication to be used;
- Only make contact with pupils for professional reasons and in accordance with school procedures;
- Only use text messaging as a last resort when no other forms of communication are possible using a school mobile phone;
- Only use approved and secure internet or web-based communication channels to send messages;
- Use internal e-mail systems in accordance with professional procedures.

Social Contact

Staff/Volunteers must:

- Not have social contact with pupils unless the reason for this has been firmly established and agreed with a senior member of staff or line manager;
- Not have secret social contact with pupils and/or their parent(s)/carer(s) and families;
- Always approve any planned social contact with pupils with Head Teacher/Executive Head Teacher;
- Advise Head Teacher/Executive Head Teacher of any social contact that has occurred which may give rise to concern;
- Report and record any situation which may place a pupil at risk or which may compromise the organisation or their own professional standing.

Sexual Contact

Staff/Volunteers must:

- Not engage in sexual activity with or in the presence of a pupil, or cause or incite a pupil to engage in or watch sexual activity: to do so would be considered a criminal offence;
- Not discuss their own sexual relationships with or in the presence of pupils;
- Ensure relationships take place within boundaries of respect and professionalism; seek to ensure language, attitudes and demeanour do not give rise to negative comment or speculation;
- Be aware that consistently conferring inappropriate special attention and favour upon a pupil might be construed as part of a grooming process, and as such will give rise to concerns about behaviour.

Physical Contact

Staff/Volunteers must:

- Be aware that even well intentioned physical contact may be misconstrued by the pupil, an observer or by anyone to whom this action is described;
- Only have physical contact with a pupil when it is necessary and in ways which are appropriate to their professional or agreed role and responsibilities, never touch a pupil in a way which may be considered indecent;
- Be aware of the pupil's reactions or feelings and, as far as possible, only use a level of contact which is acceptable to the pupil and for the minimum time necessary;
- Seek permission from the pupil or the parent/carer, if the pupil is very young, before physical contact is made and agree what contact is acceptable;
- Not assume that when a pupil is distressed they seek physical comfort;
- Always be prepared to report and explain actions and accept that all physical contact is open to scrutiny;
- Not to behave in an overly physical manner that blurs professional boundaries such as 'horse play';
- Always encourage pupils, where possible, to undertake self-care tasks independently; Be aware of cultural or religious views about touching and sensitive to issues of gender;
- Where there is regular physical contact needed, the nature of this must be agreed with Head of School/Head Teacher/Executive Head Teacher and the parent/carer as part of a formally agreed plan;
- Where a pupil initiates inappropriate physical contact, you must sensitively deter them and help them understand the importance of personal boundaries as well as reporting such incidents through the appropriate channels.

Behaviour management

Staff/Volunteers must:

- Not use any form of degrading treatment to punish a student/pupil;
- Not use sarcasm, demeaning or insensitive comments;
- Ensure any sanctions and rewards are part of the School Behaviour Policy; Try to defuse situations before they escalate;
- Never use corporal punishment;
- Follow the School Behaviour Policy and only use physical intervention in exceptional circumstances and as a last resort, when other behaviour management strategies have failed and where there is a risk of physical injury or serious damage to property;
- When using physical intervention, use the minimum force necessary and

techniques in-line with recommended policy and practice and always report and document the incident;

- Be mindful of other factors which may be impacting on a pupil's behaviour, i.e. bullying, changes in home circumstances.

Note: the use of unwarranted physical force is likely to constitute a criminal offence.

First Aid and the administration of medicine

Staff/Volunteers must:

- Be suitably trained and qualified before administering first aid and/or any agreed medication; the Head Teacher is responsible for ensuring that this is the case;
- Ensure arrangements are in place to obtain parental consent for the administration of first aid or medication; where ever reasonably practicable to do so;
- Adhere to the Trust's First Aid and Medical Policy;
- Make adults aware of the task being undertaken;
- Explain to the student/pupil what is happening;
- Ensure an appropriate health/risk assessment is undertaken prior to undertaking certain activities.

One to one situations/home visits

Staff/Volunteers must:

- Ensure that, when lone working is an integral part of their role, full and appropriate risk assessments have been agreed;
- Avoid meetings with a student/pupil in secluded areas:
- Where possible, always inform colleagues and/or parents/carers about one to one contact beforehand, assessing the need to have them present or close by;
- Avoid the use of engaged or equivalent signs, where-ever possible, these create an opportunity for secrecy or the interpretation of secrecy;
- Carefully consider the needs of the pupil when in one to one situation and always report any situation where the pupil becomes distressed or angry towards you;
- Agree the purpose for any home visit with Head of School / Headteacher / Executive Headteacher unless it is an acknowledged and integral part of your role;
- Never put yourself into a one to one situation when little or no information is available about the pupil.

Transporting

Staff/Volunteers must:

- Ensure requirements around seat belts are adhered to;
- Not offer lifts outside normal working duties unless this has been brought to the attention of senior leadership and been agreed with parents/carers;
- When driving, ensure they are free from any drugs, alcohol or medicine that is likely to impair judgement or ability to drive;
- Ensure that there are proper procedures in place for vehicle, passenger and driver safety, including appropriate insurance;
- Ensure that any impromptu or emergency lifts are recorded and can be justified if questioned.

Trips and Outings

Staff/Volunteers must:

- Recognise that they are in a position of trust and ensure that their behaviour remains professional at all times and stays clearly within defined boundaries;
- Ensure staff: pupil ratios and where possible gender mix are appropriate;
- Always have another adult present in out of work activities, unless otherwise agreed with a senior member of staff;
- Ensure risk assessments are undertaken prior to any trip / outing and are signed off by the school's Education Visits Coordinator /Health & Safety Coordinator;
- Follow the risk assessments associated with the visit;
- Have parental consent to the activity;
- Never share beds with pupils;
- Not share bedrooms unless it is a dormitory situation and the arrangements have been agreed in advance with a senior member of staff, parents/carers and pupils.

Photography and Videos

Staff/Volunteers must:

- Be clear about the purpose of any activity involving photography and what will happen to the images when the activity is concluded;
- Be able to justify the reason for having images of pupils in their possession;
- Avoid making images in one to one situations or situations that may be construed as secretive or which show a single student with no surrounding context;
- Only use equipment provided or authorised by the school;
- Immediately report any concerns if any inappropriate or intrusive images are found;
- Have parental consent to take, display and/or distribute any images of pupils;
- Not use images that may cause distress or offence;
- Not use mobile phones to take images of pupils.

Access to inappropriate images and internet usage

Staff/Volunteers must:

- Not access, make or store indecent images of pupils on the internet, to do so would be illegal and lead to a criminal investigation;
- Not make or store images of pupils, gathered as a result of their work, on personal equipment;
- Follow the trust's guidance on the use of IT equipment, incorporated in the Trust E-Safety Policy;
- Ensure that students/pupils are not exposed to unsuitable material through ICT;
- Ensure that any materials shown to students are age appropriate;
- Immediately report any concerns, if any inappropriate or intrusive images are found, to the Designated Safeguarding Lead or Head Teacher/Executive Head Teacher.

Review date: Autumn 2020