

Staff Behaviour Policy



2018

STAFF BEHAVIOUR POLICY

This policy gives a guide to appropriate conduct whilst working at Eatock Primary school. Adherence to this policy will ensure that both children and adults are safeguarded, including from the possibility of allegations being made against them.

Staff should ensure that their behaviour and actions do not place pupils or themselves at risk of harm or of allegations of harm to a pupil. Staff have an obligation to report any inappropriate behaviours they observe within the school or when adults accompany the children, to the Safeguarding Lead Person (Ann Flannery Headteacher).

You should always:

- Adhere to all school policies, many of which are specifically written with child protection and safeguarding in mind. For example: Child Protection and Safeguarding, Behaviour, Physical Intervention, Anti Bullying, Equal Opportunities, Health and Safety, Use of Images (photography and DVD), Disability Discrimination, E safety etc
- Behave in a mature, respectful, safe, fair and considered manner at all times.
- Provide a good example and 'positive role model' to the pupils
- Observe other people's right to confidentiality (Unless you need to report something to the Headteacher e.g. concerns about a child protection issue).
- Treat all children equally; never confer favour on particular children, or build 'special relationships' with individual children, except where one to one working is part of a plan agreed with your manager (eg for counselling, tuition, mentoring or other purpose).
- Use Standard English when speaking to the children or when communicating with them in written form.
- Maintain the highest levels of confidentiality (as per 'Acts of Gross Misconduct' Appendix 4 of the school's Disciplinary and Dismissal policy)

Report to the Head teacher (or in the case of an allegation concerning the Headteacher the Chair of Governors) as soon as possible:

- Any behaviour or situation which may give rise to complaint, misunderstanding or misinterpretation, against yourself.
- Any difficulties that you are experiencing, for example, coping with a child presenting particularly challenging behaviour; situations where you anticipate that you may not be sufficiently qualified, trained or experienced to deal with or handle appropriately.
- Any behaviours of another adult in the school which give you cause for concern or breach of this policy or other school policies and procedures.

You should never:

- Behave in a manner that could lead a reasonable person to question your conduct, intentions or suitability to care for other people's children.
- Spend prolonged amounts of time alone with children away from others
- Engage in rough, physical or sexually pro-active games
- Allow or engage in inappropriate touching of any form
- Allow children to use inappropriate language unchallenged
- Do things of a personal nature for a child that they can do themselves
- Take photographs of a child on a mobile phone or use any equipment that is not the property of Eatock Primary school in which to take images of children.
- Touch children in a manner which is or may be considered sexual, threatening, gratuitous or intimidating.
- Discriminate either favourably or unfavourably towards any child.
- Give personal contact details, text email or telephone, to a child or make arrangements to contact, communicate or meet children outside of school.

- Contact children via social media.
- Develop 'personal' or sexual relationships with children.
- Make inappropriate* remarks or jokes of a personal, sexual, racial, discriminatory, intimidating or otherwise offensive nature.
- Shout in an intimidating manner/lose control
- Be sarcastic, embarrass or humiliate, make remarks or "jokes" to children of a personal, racist, discriminatory, intimidating or otherwise inappropriate* or offensive nature.
- Give or receive (other than 'token') gifts unless arranged through your line manager / Headteacher, for example, outgrown sports kit, football boots or uniform.
- Behave in an illegal or unsafe manner, for example, being under the influence of drugs or alcohol.
- Undertake any work with children when you are not in a fit and proper physical or emotional state to do so. For example: under the influence of medication which induces drowsiness; with a medical condition which dictates that you should not be caring for children; under extreme stress which is likely to impair your judgement.
- Articulate negative opinions and view points that would be to the detriment of the school's reputation and / or could make the 'listener' feel uncomfortable with what is being said.

- **Staff Dress Code**

The school dress code is 'smart workwear.' The children are expected to be smart with appropriate school shoes and as role models for the children, we need to ensure we are dressed appropriately. The following is a list of guidelines for school work wear:

- ✓ Knee length skirts and dresses
- ✓ No leggings
- ✓ No flip flops or very flimsy sandals (summer)
- ✓ No trainers
- ✓ Smart boots (preferably black) (winter)
- ✓ No large scarves or hoodies/ outdoor coats etc. to be worn inside unless getting ready for outdoor learning or outdoor games
- ✓ No excessive amounts of jewellery

- **Staff use of mobile phones**

- Personal mobile phones belonging to members of staff should be kept in a locked cupboard during working hours.
- If a member of staff needs to make an urgent personal call they can use the School phone or make a personal call from their mobile in the staffroom or office.
- Staff should not use their phone in any other part of the School and must ***not use their personal mobile*** phones to take photographs of the children.
- If a staff member needs to have their phone on in their classroom during exceptional circumstances, this needs to be agreed with the Headteacher.

- **Staff and Visitors' use of mobile phones**

- Parents, Students and all other visitors must not use their mobile phone – or any other device - to take photographs in School unless they have been given special permission e.g. Christmas Productions, Assemblies etc.

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Reviewed November 2014

Reviewed with all staff September 2018