


# Staff Behaviour (Code of Conduct)

This policy is effective in all academies within the Learning without Limits Academy Trust

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Grievance Procedure 	

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## **1. Aims of this Policy**

- 1.1. This Code is adapted from the Guidance for safer working practice for those working with children and young people in education settings February 2022 endorsed and recommended by the Safer Recruitment Consortium. It will inform and assist the Trust to develop and review their guidelines on safer working practices. It may be used as reference by leaders and managers when responding to allegations made against staff.

- 1.2. In respect of the above, this document sets out the minimum expectations in terms of behaviour and conduct which the Trust expects of all its representatives associated with each of the Academies in the Trust as well as representatives of the Trust overall.

## **2. Scope**

- 2.1.





- 9.1. All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children. They must adopt high standards of personal conduct in order to maintain confidence and respect of the general public and those with whom they work.
- 9.2. There may be times where an individual's actions in their personal life come under scrutiny from the community, the media or public authorities, including with regard to their own children, or children of staff.

- is inconsistent with the staff code of conduct, including inappropriate conduct outside of work; and
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13.2. Staff must comply with any lawful or reasonable i2 ( an)75n7



- 15.2. Employees must not ignore any form of discrimination. This includes inappropriate jokes and banter. Employees must positively promote equality and diversity and inclusion at all times.

## **16. Dress and Appearance**

- 16.1. A person's dress and appearance are matters of personal choice and self-expression and some individuals will wish to exercise their own cultural customs. However, staff must select a manner of dress and appearance appropriate to their professional role and which may be necessarily different to that adopted in their personal life. Staff must ensure they are dressed decently, safely and appropriately for the tasks they undertake; this also applies to online or virtual teaching. Those who dress or appear in a manner which could be viewed as offensive or inappropriate will render themselves vulnerable to criticism or allegation.

## **17. Gifts, rewards, favouritism and exclusion**

- 17.1. The Academy has policies in place regarding the giving of gifts or rewards to pupils and the receiving of gifts from them or their parents/carers so that staff are aware of and understand what is expected of them.
- 17.2. Staff need to take care that they do not accept any gift that might be construed as a bribe by others, or lead the giver to expect preferential treatment.
- 17.3. There are occasions when pupils or parents wish to pass small tokens of appreciation to staff e.g. at Christmas or as a thank-you and this is usually acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value. Similarly, it is inadvisable to give such personal gifts to pupils or their families. This could be interpreted as a gesture either to bribe or groom. It might also be perceived that a 'favour' of some kind is expected in return.
- 17.4. Any r

taken which can prevent escalation and avoid hurt, embarrassment or distress for those concerned.

- 18.3. The Principal (or senior manager) must give careful thought to those circumstances where the staff member, pupil and their parents/carers must be spoken to and must ensure a plan to manage the situation is put in place. This plan must

chatrooms, forums, blogs, websites, gaming sites, digital cameras, videos, web-cams and other hand-held devices. (Given the ever-changing world of technology it should be noted that this list gives examples only and is not exhaustive.)

20.3. Staff must not request or respond to any personal information from children other than which may be necessary in their professional role. They must ensure that their communications are open and transparent and avoid any communication which could be interpreted as 'grooming behaviour'.

20.4. Staff must not give their personal contact details to children for example, email address, home or mobile telephone numbers, details of web-based identities. If children locate these by any other means and attempt to contact or correspond with the staff member, the adult must not respond and must report the matter to their manager. The child must be firmly and politely informed that this is not acceptable.

20.5. Staff must, in any communication with children

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experiences. They also must recognise that these pupils may seek out inappropriate physical contact. In such circumstances staff must

- 23.4. Any vulnerability, including those that may arise from a physical or learning difficulty must be considered when formulating the individual pupil's care plan. The views of parents, carers and the pupil, regardless of their age and understanding, must be actively sought in formulating the plan and in the necessary regular reviews of these arrangements. Any changes to the intimate care plan must be made in writing and without delay, even if the change in arrangements is temporary e.g. staff shortages, changes to staff rotas.
- 23.5. Intimate and personal care must not be carried out by an adult that the child does not know. Anyone undertaking intimate / personal care in an education setting is in regulated activity and must have been checked against the relevant DBS barred list, even if the activity only happens once; this includes volunteers. Volunteers and visiting staff from other schools / agencies must not undertake care procedures without appropriate training.
- 23.6. Pupils are entitled to respect and privacy at all times and especially when in a state of undress, including, for example, when changing, toileting and showering. However, there needs to be an appropriate level of supervision in order to safeguard pupils, satisfy health and safety considerations and ensure that bullying or teasing does not occur. This supervision must be appropriate to the needs and age of the children concerned and sensitive to the potential for embarrassment.

## **24. Behaviour management**

- 24.1. Corporal punishment and smacking are unlawful in all schools and education settings. Staff must not use any form of degrading or humiliating treatment to punish a child. The use of sarcasm, demeaning or insensitive comments towards children is completely unacceptable.
- 24.2. Staff must understand the importance of challenging inappropriate behaviours between peers, including child on child sexual violence and sexual harassment. Downplaying certain behaviours, for example dismissing sexual harassment as "just banter", "just having a laugh", "part of growing up" or "boys being boys" can lead to a culture of unacceptable behaviours, an unsafe environment for children and in worst case scenarios a culture that normalises abuse leading to children accepting it as normal and not coming forward to report it.
- 24.3. Where pupils display difficult or challenging behaviour, adults must follow the Academy's or setting's behaviour and discipline procedures, using strategies appropriate to the circumstance and situation.
- 24.4. Where a pupil has specific needs in respect of particularly challenging behaviour, a positive handling plan, including assessment of risk, must be drawn up and agreed by all parties, including, for example, a medical officer where appropriate.
- 24.5. Senior managers must ensure that the Academy's behaviour policy includes clear guidance about the use of isolation and seclusion. The legislation on these strategies is complex and staff must take extreme care to avoid any practice that could be viewed as unlawful, a breach of the pupil's human rights and/or false imprisonment.

## **25. The use of physical interventions**

- 25.1. Early years providers must take all reasonable steps to ensure that corporal punishment is

immediate danger of personal injury to, or an immediate danger of death of, any person including the child<sup>3</sup>.

25.2. The law and guidance for schools states that adults may reasonably intervene to prevent a child from:

- committing a criminal offence
- injuring themselves or others
- causing damage to property
- engaging in behaviour prejudicial to good order and to maintain good order and discipline.

25.3. Great care must be exercised in order that adults do not physically intervene in a manner which could be considered unlawful. Staff must also be mindful of the significant impact that a physical intervention may have on a child with special educational needs or disabilities.

25.4. Under no circumstan2. o (s)-p572.3 (l)10.6 (o).o/rr s2 (al60.8 (m)12 ((u)-0.8 Vc 2TI0o219.174 0 T9 (io)

always report to a senior manager any concerns about the behaviour of a colleague which could indicate that a pupil is being groomed.

## **27. One to one situations**

- 27.1. Staff working in one to one situations with pupils at the setting, including visiting staff from external organisations can be more vulnerable to allegations or complaints.
- 27.2. To safeguard both pupils and adults, a risk assessment in relation to the specific nature and implications of one to one work must always be undertaken. Each assessment must take into account the individual needs of each pupil and must be reviewed regularly.
- 27.3. Arranging to meet with pupils from the Academy or setting away from the work premises must not be permitted unless the necessity for this is clear and approval is obtained from a senior member of staff, the pupil and their parents/carers.
- 27.4. Where staff are expected to work one to one with a pupil on a virtual platform, clear expectations must be set out for all of those involved that are reflective of the settings safeguarding policies and procedures.

## **28. Home visits**

- 28.1. All work with pupils and parents should usually be undertaken in the Academy or setting or other recognised workplace. There are however occasions, in response to an urgent, planned or specific situation or job role, where it is necessary to make one-off or regular home visits e.g. to undertake a welfare visit during Academy closures.
- 28.2. It is essential that all staff involved in home visits read the Trust's Lone Worker Policy and any risk assessments in place to safeguard both staff and pupils, who can be more vulnerable in these situations. A risk assessment must be undertaken prior to any planned home visit taking place. The assessment must include an evaluation of any known factors regarding the pupil, parents/carers and any others living in the household. Consideration must be given to any circumstances which might render the staff member becoming more vulnerable to an allegation being made e.g. hostility, child protection concerns, complaints or grievances. Specific thought must be given to visits outside of 'office hours' or in remote or secluded locations.
- 28.3. Following the assessment, appropriate risk management measures must be put in place, before the visit is undertaken.

## **29. Transporting pupils**

- 29.1. In certain situations, staff or volunteers may be required or offer to transport pupils as part of their work. As for any other activity undertaken at work, the employer has a duty to carry out a risk assessment covering the health and safety of their staff and to manage any known risks





- 30.5. Staff must take particular care when supervising pupils in the less formal atmosphere of an educational visit where a more relaxed discipline or informal dress and language code may be acceptable. However, staff remain in a position of trust and need to ensure that their behaviour cannot be interpreted as seeking to establish an inappropriate relationship or friendship.
- 30.6. Where out of Academy or setting activities include overnight stays, careful consideration needs to be given to sleeping arrangements.

performance of their employees and for ensuring they are suitable to work with children. Risk assessment is likely to recommend that staff medication on the premises must be securely stored and out of reach of children at all times.

## 32. Photography, videos and other images / media

- 32.1. Many educational activities involve recording images. These may be undertaken for displays, publicity, to celebrate achievement and to provide records of evidence of the activity. Under no circumstances must staff be expected or allowed to use their personal equipment to take images of pupils at or on behalf of the Academy or setting.
- 32.2. All settings have procedures in place regarding the taking and use of images, which is linked to the Trust Child Protection and Safeguarding Policy. This covers the wide range of devices which can be used for taking/recording images e.g. cameras, mobile-phones, smartphones, tablets, web-cams etc. and arrangements for the use of these by both staff, parents and visitors.
- 32.3. Whilst images are regularly used for very positive purposes, adults need to be aware of the potential for these to be (a) used in an unauthorised way (b) used for pornographic or



the images are of children known to the Academy, a referral must also be made to children's social care in line with local arrangements.

34.4.

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38.1. All staff must be a