



# Staff Behaviour Policy

## (Severn Centre)

The Provision fully recognises its responsibilities for safeguarding and child protection.

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Approved by:	Executive Headteacher

# Contents

<b>Contents</b>	<b>2</b>
Version Control	3
Key Personnel	4
1. Introduction	5
2. Scope of the policy	6
3. Policy	7
Professional behaviour and conduct	7
Standards of behaviour	7
Dress and appearance	8
Behaviour management	9
The use of control and physical intervention	9
Smoking, alcohol and other substances	10
Relationships with learners	10
Infatuations	10
Anti-bribery and corruption	11
Gifts/Hospitality	11
Conflict of interest	12
Physical contact with learners	12
Social contact outside of the workplace	13
Child in distress	14
Intimate (personal) care	14
Showers and changing	15
First aid	15
One to one situations	15
Home visits and transporting learners	16
Educational visits and out-of-hours activities	16
The acceptable use of technologies	17
Photography, video and images of children	18
Conduct outside of work	19
Keeping Within the Law	19
Confidentiality	19
Concerns and allegations against staff (including supply teachers, third-party and self-employed staff, volunteers and contractors, and adults from organisations or individuals using the Provision premises)	20
Whistleblowing	21
Exceptional operating circumstances	21
Compliance	22

# Version Control

Version	Author	Date	Changes
V 1.0	HR Consultant	August 2023	First draft
V 1.1	HR Director	August 2024	Updated to include version control and reference number. Changed “school” to “provision”. Policy separated for each centre to list relevant DSL’s and key personnel.

## Key Personnel

Role	Name	Telephone Number	Email Address
Executive Headteacher	Nikita Boydell	07591 657197	<a href="mailto:nikitaboydell@tbap.co.uk">nikitaboydell@tbap.co.uk</a>
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Head of Education	Ethan White	07715 990934	<a href="mailto:ethanwhite@tbap.co.uk">ethanwhite@tbap.co.uk</a>

The key safeguarding responsibilities within each of the roles above, are set out in [Keeping Children Safe in Education 2023](#)

Local Authority Designated Officer (LADO)	0300 456 0108
Children's Social Care Referrals:	
Integrated Front Door	0300 456 0108
Out of hours	0300 456 0100

If you believe that a child is **at immediate risk** of significant harm or injury, you **must** call the police on 999.

# I. Introduction

The Provision is committed to providing positive academic, social and emotional outcomes for our children, underpinned by a strong safeguarding ethos. We are equally committed to the welfare of our staff, who are expected to adhere to the highest standards of professional behaviour to maintain confidence and respect of the general public and colleagues.

The Executive Headteacher will make sure that this policy reflects national and local requirements to protect and support the children and adults in our Provision.

We will fulfil our local and national responsibilities as laid out in the following key documents:

- [Working Together to Safeguard Children \(2018\)](#)
- [Keeping Children Safe in Education](#)
- [The procedures of Safeguarding Vulnerable People Partnership \(SVPP\)](#)

This policy is:

- based on the [Guidance for Safer Working Practices](#) for those working with children and young people in education settings (May 2019 with April 2020 Addendum).
- aims to provide a guide for adults about acceptable and desirable conduct to ensure that staff maintain safe working practice and so safeguard both children and adults.
- does not provide a complete checklist of appropriate behaviour for staff in every circumstance. Staff must make judgements about their behaviour to secure the best interests and welfare of the children in their charge and, in so doing, will be seen to be acting reasonably.

In **very exceptional** circumstances where a member of staff believes it is in the best interest of a child to breach these guidelines, that person **must** tell the Executive Headteacher of the justification for any proposed, or action already taken, at the earliest opportunity. The Executive Headteacher will make a written record of that discussion including any areas of disagreement and actions taken.

The policy sets out clear guidance on the standards of behaviour expected from all adults working and volunteers at the Provision. The principles underlying the guidance aim to encourage staff to achieve the highest possible standards of conduct and minimise the risk of inappropriate conduct occurring.

Staff are in a unique position of trust and influence as role models for learners. Therefore, staff must adhere to behaviour that sets a good example to all learners within the Provision.

Staff also have an individual responsibility to maintain their reputation and the reputation of the Provision, both inside and outside working hours and work setting.

## 2. Scope of the policy

This policy applies to all staff and volunteers in the Provision regardless of their position, role or responsibility. References to 'staff' throughout the policy relate to all of the following groups:

- 'Staff' refers to all those working for the Provision, full time or part time, on a temporary basis, or permanent, in a paid or regular voluntary capacity.
- A 'volunteer' is a person who performs an activity that involves spending time unpaid in this Provision (except for approved expenses).
- A 'position of trust' is one in which one party is in a position of power or influence over another, due to their work or the nature of their activity.
- 'Child' refers to all children up to the age of 18. All adults are in positions of trust in relation to every child (and learner over the age of 18) at our Provision.

It does not apply to employees of external contractors and providers of services (e.g. contract cleaners). They are covered by the relevant Code of Conduct of their employing body.

This policy is consistent with all other policies adopted by the Senior Leadership Team and should be read alongside the latest Safeguarding and Child Protection policy as well as the following documents relevant to the safety and welfare of our children:

- Behaviour policy
- SEN policy
- ICT and acceptable use policy
- Health and safety policy
- Complaints policy
- Whistleblowing policy

The Provision requires that all staff:

- have read and agree to comply with this policy.
- understand their responsibilities to safeguard and promote the welfare of children.

Breach or failure to observe this policy will result in action being taken under the disciplinary procedures including, but not limited to, dismissal. It may also result in criminal action and/or other proceedings including barring by the Disclosure & Barring Service (DBS) from working in regulated activity.

This policy is not an exhaustive list of acceptable and unacceptable standards of behaviour. In situations where guidance does not exist in this policy, staff are expected to exercise their professional judgement and act in the best interests of the learners and the Provision.

Adults should always consider whether their actions are warranted, proportionate, and safe and applied equitably.

### 3. Policy

#### Professional behaviour and conduct

Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.

Staff are expected to demonstrate the highest possible standards of personal and professional conduct and behaviour and consistently act with honesty and integrity. The Provision expects staff to treat each other, learners, parents/carers and the wider community with dignity and respect at all times.

Staff must act in accordance with their duty of care to learners and ensure that the safety and welfare of learners are accorded the highest priority.

Staff should work, and be seen to work, in an open and transparent way.

Staff should show fairness in their treatment of children and avoid behaviours such as embarrassing or humiliating learners, making jokes at the expense of learners, discriminating against or favouring learners and sarcasm.

Staff must have regard for the ethos and values of the Provision and must not do or say anything which may bring the Provision into disrepute.

Care should be taken by staff to avoid any conflict of interest between activities undertaken outside the Provision and their responsibilities within the Provision.

Staff should discuss and take advice promptly from a senior leader if they have acted in a way which may give rise to concern.

Staff should act in accordance with the Provision's policies and procedures at all times.

Teaching staff will be expected to evidence meeting all aspects of the DfE's Teachers' Professional Standards.

Support staff will be expected to evidence meeting all aspects of the DfE's professional standards for teaching assistants.

#### Standards of behaviour

All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children. They should adopt high standards of personal conduct in order to maintain confidence and respect of the general public and those with whom they work.

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 or adults in the community. Staff should be aware that their behaviour, either in or out of the workplace, could compromise their position within the work setting in relation to the protection of children, loss of trust and confidence, or bringing the employer into disrepute. Such behaviour may also result in disqualification from childcare, prohibition from teaching by the [Teaching Regulation Agency \(TRA\)](#), a bar from engaging in regulated activity, or action by another relevant regulatory body.

The Childcare (Disqualification) Regulations 2018 set out grounds for disqualification under the [Childcare Act 2006](#) where a 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 year's childcare as defined in the Childcare Act 2006 or being directly concerned in the management of such childcare. Schools, provisions and private childcare settings are also prohibited from employing a disqualified person in respect of relevant early or later year's childcare.

The Disqualification under the ChildCare Act 2006 (Regulations 2018) states that we should make clear the expectations that staff should disclose any relationship or association (in the real world or online) that may impact on the Provision's ability to safeguard learners. This applies to all staff in, not just those in early or later year's childcare.

## Dress and appearance

The Provision recognises that dress and appearance are matters of personal choice and self-expression. Some may wish to exercise their own cultural customs. However, all staff must dress in a manner that is appropriate to their professional role.

Staff should dress in a manner that is not offensive, revealing or sexually provocative and in a manner that is absent from political or contentious slogans.

- No blue denim jeans - smart black jeans are fine (definitely no rips)
- Smart shorts are ok - keep them at a decent length
- Keep skirts and dresses at a reasonable length - do the bending over test!

Staff should dress safely and appropriately for the tasks they undertake. Flip flops, heels, sandals and other similar footwear should not be worn. Smart trainers are acceptable.

Tattoos and body art should not include images, symbols or words that could cause any offence; if in doubt staff should cover up.



Earrings and piercings are acceptable but staff need to recognise that piercings can put them in danger of incidental injury because of our learner's poor understanding of personal space and lack of awareness of danger; if they choose to wear piercings they are taking responsibility for their own level of risk. The same applies to jewellery.

The best way to look at it is, what makes you look (and feel) professional but will still keep the learners feeling comfortable. Dress for your day! You are trusted to make common sense decisions about this, with the above guidance - if you look in the mirror in the morning and think "can I get away with this" you probably need to get changed.

## Behaviour management

Staff must adhere to the Provision's values and ethos at all times.

Corporal punishment and smacking is unlawful in all schools, provisions and early years' settings. Staff should not use any form of degrading or humiliating treatment towards a child or to punish a child. The use of sarcasm, demeaning or insensitive comments towards children is completely unacceptable.

Where learners display difficult or challenging behaviour, adults must follow the behaviour policy using strategies appropriate to the circumstance and situation.

Where a learner has specific needs in respect of particularly challenging behaviour, a positive management plan, including assessment of risk, should be drawn up and agreed by all parties.

Staff must never use isolation and seclusion. The legislation on these strategies is complex and staff should take extreme care to avoid any practice that could be viewed as unlawful, a breach of the learner's human rights and/or false imprisonment.

## The use of control and physical intervention

The law and guidance for schools and provisions 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.

Great care must be exercised in order that adults do not physically intervene in a manner which could be considered unlawful.

Under no circumstances should physical force be used as a form of punishment. The use of unwarranted or disproportionate physical force is likely to constitute a criminal offence.

When it is judged that a child's behaviour presents a serious risk to themselves or others, they must always put in place a robust risk assessment which is reviewed regularly alongside a positive management plan.

In all cases where physical intervention has taken place, the incident must be recorded following Provision guidance alongside subsequent actions. These must be reported to a manager and the child's parents/ carers.

## Smoking, alcohol and other substances

Each provision setting is a non-smoking site. Staff must not smoke on premises or outside gates. Any member of staff wishing to smoke must leave the grounds.

Staff must not smoke whilst working with or supervising learner's offsite.

Staff must not consume or be under the influence of alcohol, illicit drugs or other illegal substances on or near the Provision's premises.

Staff must refrain from the consumption of alcohol and other substances at Provision events and residential visits both within the Provision premises and outside the Provision setting.

For more information see the Drugs, Alcohol and Substances policy.

## Relationships with learners

All staff working in the Provision are in a position of trust in relation to all learners on roll; staff must maintain professional boundaries with learners appropriate to their position and must always consider whether their actions are warranted, proportionate, safe and applied equitably.

Staff should act in an open and transparent way that would not lead any reasonable person to question their actions or intent. Staff should think carefully about their conduct so that misinterpretations are minimised.

## Infatuations

It is not unusual for learners, or sometimes their parents/ carers, to develop infatuations towards members of staff. All such situations must be responded to sensitively to maintain the dignity of those concerned. Staff should make every effort to ensure that their own behaviour cannot be brought into question and not appear to encourage this.

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. A situation where a person is in a position of trust could arise where the child is in full-time education and the person looks after children under 18 in the same establishment as the child, even if they do not teach the child.

Staff should also be aware that such circumstances carry a high risk of words or actions being misinterpreted and for allegations to be made against staff. Any indications of an infatuation towards yourself or another member of staff must be reported to the DSL immediately. The same goes for any report, sign or what you may overhear, no matter how small or insignificant. In this way appropriate early intervention can be taken which can prevent escalation and avoid hurt, embarrassment and distress for those concerned.

## Anti-bribery and corruption

It is the Provision's policy to conduct all of its business in an honest and ethical manner. We do not tolerate bribery or corruption in any form and our conduct in all our business dealings and transactions must be exemplary at all times. All staff are required to comply with this policy.

The objective is to provide a coherent and consistent approach to ensuring compliance with the Bribery Act, enabling all staff to understand their responsibilities and allow them to take the necessary action, for example reporting any potential breaches of the policy.

It is unacceptable to:

- Give, promise to give, or offer payment, gifts or hospitality with the expectation or hope that a favourable advantage will be received, or to reward a favourable advantage already given;
- Give, promise to give, or offer payment, gifts or hospitality to a government official, agent or representative to facilitate or expedite a routine procedure;
- Accept payment from a third party that is offered with the expectation that it will obtain a favourable advantage for them, whether known or suspected;
- Accept a gift or hospitality from a third party if it is offered or provided with an expectation that a favourable advantage will be provided by the Provision in return, whether known or suspected;
- Retaliate against or threaten a person who has refused to commit a bribery offence or who has raised concerns under this policy.

Please be aware that genuine and appropriate hospitality, gifts and reasonable promotional activities are not considered acts of bribery in themselves. Any gifts must be given or received in a genuine act of appreciation with no obligation attached.

Staff have a duty to raise concerns as soon as possible if they suspect that this policy has been breached.

## Gifts/Hospitality

Staff need to take care that they do not accept any gift/offer of hospitality that might be construed as a bribe by others, or lead the giver to expect preferential treatment.

However, there may be occasions where learners or parents wish to give a small token of appreciation to staff, for example at religious festivities or at the end of the year.

It is unacceptable to receive gifts on a regular basis or to suggest to learners that gifts are appropriate or desired. Money must not be accepted as a gift. If you are unsure whether to accept a gift you should consult your line manager. It is unacceptable to accept any gifts on a regular basis or of any significant value.

Personal gifts must not be given by staff to learners or their families and any reward to learners should be in accordance with the Provision's behaviour policy, recorded and not based on favouritism.

## Conflict of interest

A conflict of interest arises where the commitments or obligations that an individual owes to the Provision are likely to be compromised, or may appear to be compromised by that individual's personal gain, or gain to an immediate family member or person with whom the Individual has a close personal relationship, whether financial or otherwise.

There may be situations where a conflict of interest does not actually exist but appears to exist. In evaluating a potential conflict, individuals should therefore consider how it might be perceived by others. A conflict of interest may be ongoing or it may be a one-off. An example of the former is where an individual serves in the same capacity at the Provision as they do at another competing local organisation.

An example of the latter is where a one-off contract is awarded to someone or an entity/organisation with whom/which an individual has a close personal or other relationship. Some ongoing conflicts may affect an individual's ability to participate in decisions so often or to such an extent that it is impractical for the individual to continue in post or to accept the post from the outset. Conflicts of Interest may be financial, non-financial or both.

The requirement that individuals should not unfairly benefit from their connection to the Provision does not mean that:

- an individual cannot be reimbursed for expenses. Any costs that are necessary to allow them to carry out the duties attached to their duties are legitimate expenses for which they can be reimbursed against receipts or met directly by the Provision.
- an individual, their family members or others with whom an individual has a close personal relationship cannot receive services from the Provision. Such benefits can be received provided they are received by the beneficiaries on exactly the same basis as anyone else.

It is the duty of every individual to disclose any conflict or any circumstances that might reasonably give rise to the perception of a conflict. As a general rule disclosure should be made at the time the conflict first arises, or it is recognised that a conflict might be perceived, in writing to the Executive Headteacher.

## Physical contact with learners

There are occasions when it is entirely appropriate and proper for staff to have physical contact with learners, but it is crucial that they only do so in ways appropriate to their professional role. A 'no touch' approach is impractical for most staff and may in some circumstances be inappropriate (please see Positive Handling Policy). When physical contact is made with learners it should be in response to their needs at that time, of limited duration and appropriate to their age, stage of development, gender, ethnicity and background.

Where feasible, staff should seek the child's permission before initiating contact. Staff should listen, observe and take note of the child's reaction or feelings and, so far as is possible, use a level of contact which is acceptable to the child for the minimum time necessary.

Staff should be aware that even well intentioned physical contact may be misconstrued by the child, an observer or by anyone to whom this action is described.

Staff should never touch a child in a way which may be considered indecent. Always be prepared to explain actions and accept that all physical contact be open to scrutiny.

Extra caution should be exercised where a child is known to have suffered previous abuse or neglect. Such experiences may sometimes make a child exceptionally needy and demanding of physical contact and staff should respond sensitively by deterring the child through helping them to understand the importance of personal boundaries.

The use of physical intervention including the use of reasonable force will always be in line with the following policies:

- Special Needs policy
- Supporting children with medical needs policy
- Behaviour policy
- Physical Handling policy/procedures

Staff supervising PE and games or providing musical tuition should demonstrate the use of a particular piece of equipment/instrument on another member of staff if possible. However, they may be required to initiate physical contact with learners to support a child to perform a task safely, to demonstrate the use of a particular piece of equipment/instrument or to assist them with an exercise. Contact under these circumstances should be done with the learner's agreement, for the minimum time necessary and in an open environment. Staff should remain sensitive to any discomfort expressed verbally or nonverbally by the learner.

Physical contact must never be secretive, for the gratification of the adult or represent a misuse of authority.

If a member of staff believes that an action could be misinterpreted, the incident and circumstances should be reported to a senior leader, recorded and, if appropriate, a copy placed on the child's file.

## Social contact outside of the workplace

It is acknowledged that staff may have genuine friendships and social contact with parents/ carers of learners, independent of the professional relationship. Staff should, however, also be aware that professionals who sexually harm children often seek to establish relationships and contact outside of the workplace with both the child and their parents, in order to 'groom' the adult and the child and/or create opportunities for sexual abuse.

It is also important to recognise that social contact may provide opportunities for other types of grooming such as for the purpose of sexual exploitation or radicalisation.

Staff should recognise that some types of social contact with learners or their families could be perceived as harmful or exerting inappropriate influence on children, and may bring the setting into disrepute (e.g. attending a political protest, circulating propaganda).

If a learner or parent/ carer seeks to establish social contact, or if this occurs coincidentally, the member of staff should exercise their professional judgement. This also applies to social contacts made through outside interests or the staff member's own family.

Some staff may, as part of their professional role, be required to support a parent or carer. If that person comes to depend upon the staff member or seeks support outside of their professional role, this should be discussed with senior leadership and where necessary referrals made to the appropriate support agency.

Staff should always approve any planned social contact with learners or parents/ carers with senior colleagues and advise senior leadership of any regular social contact they have with a learner/ family which could give rise to concern.

Staff should refrain from sending personal communication to learners or parents/ carers unless agreed with senior leaders. They must inform senior leadership of any relationship with a parent/ carer where this extends beyond the usual parent/professional relationship.

Staff must inform senior leadership of any requests or arrangements where parents/ carers wish to use their services outside of the workplace, e.g. respite, tutoring. It is vital that these requests come from parents/ carers and that staff do not approach them. In addition, staff are responsible in ensuring that any necessary contributions (e.g. tax) are paid either by themselves or the external provider.

## Child in distress

There may be occasions when a learner is in distress and in need of comfort as a reassurance. This may include age appropriate physical contact. Staff should remain self-aware at all times in order that their contact is not threatening, intrusive or subject to misinterpretation.

Such incidents should always be recorded and shared with your line manager. If you have a particular concern about the need to provide this type of care and reassurance you should seek further advice from your line manager.

## Intimate (personal) care

The Provision will follow individual risk assessments and health plans should a learner require intimate or personal care. This can be recorded on the individual risk assessments to ensure that the health, safety, independence and welfare of children is promoted and their dignity and privacy are respected. This must be followed at all times and should be open and transparent and accompanied by recording systems.

Learners should be encouraged to act as independently as possible and to undertake as much of their own personal care as is possible and practicable. When assistance is required, this should normally be undertaken by one member of staff, however, they should try to ensure that another appropriate adult is in the vicinity who is aware of the task

to be undertaken and that, wherever possible, they are visible and/or audible. Intimate or personal care procedures should not involve more than one member of staff unless the learner's care plan specifies the reason for this.

A signed record should be kept of all intimate and personal care tasks undertaken and, where these have been carried out in another room, should include times left and returned.

Any vulnerability, including those that may arise from a physical or learning difficulty should be considered when formulating the individual learner's health and education care plan. The views of parents, carers and the learner, regardless of their age and understanding, must be actively sought in formulating the plan and in the necessary regular reviews of these arrangements.

Learners are entitled to respect and privacy at all times and especially when in a state of undress. However, there needs to be an appropriate level of supervision in order to safeguard learners, satisfy health and safety considerations and ensure that bullying or teasing does not occur. This supervision should be appropriate to the needs and age of the young people concerned and sensitive to the potential for embarrassment.

## Showers and changing

Learners are entitled to respect and privacy whilst they are changing or showering after games or swimming. However, there needs to be an appropriate level of supervision in order to safeguard young people, meet health and safety requirements and to ensure that bullying does not take place. The supervision should be appropriate to the needs and age of the learners and sensitive to the potential for embarrassment.

Staff should be vigilant about their own behaviour and announce their intention of entering a changing room. Staff must not change or shower in the same place as children.

## First aid

Staff adhere to the Provision's health and safety policy, the policy for supporting learners with medical conditions and for administering first aid or medication.

## One to one situations

Staff working individually with learners should be aware of the potential vulnerability of learners and staff in such situations. Staff should manage these situations with regard to the safety of the learner and to themselves.

Individual work with learners should not be undertaken in isolated areas or rooms where there is no external viewing panel. Where it is necessary to close doors for reasons of confidentiality, a colleague should be made aware of this and asked to remain vigilant.

One to one's out of the Provision must be in an appropriate public place (e.g. library). If it is necessary to take place at the child's home, a parent/ carer must be present - see Lone Working Policy.

## Home visits and transporting learners

All work with children and parents/ carers is, whenever possible, undertaken in the Provision.

In certain circumstances however, it may be appropriate for staff to transport learners offsite, for example sports fixtures, swimming lessons or other external 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 the transport arrangements and the vehicle meet all legal requirements. Staff should ensure that the driver has the appropriate licence 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 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 seat belts. Staff should never transport learners while under the influence of alcohol or drugs.

Prior to transporting learner's off-site, consent must be obtained from the learners' parent/guardian and staff should be aware that the safety and welfare of the learners is their responsibility until this is safely passed back to their parent/carer.

In such situations, these activities will only be undertaken with the knowledge and consent of senior leadership and parents/ carers (unless there is a good reason not to, e.g. safeguarding concern). Where possible staff will work in pairs. A risk assessment will be undertaken and the Provision will ensure staff understand the purpose and limitations of their home visit. Any member of staff transporting a child in their own vehicle will:

- have prior written permission from parents and the Executive Headteacher.
- have the appropriate vehicle insurance for business use.
- have the correct ratio of children/adults.
- ensure that all passengers wear seat belts.
- ensure booster seats are used according to the current legislation.

## Educational visits and out-of-hours activities

Staff remain in a position of trust during activities that take place off site or out of hours and so, they will ensure that their behaviour cannot be interpreted as seeking to establish an inappropriate relationship or friendship.

Organisers will conduct risk assessments and adhere to Health and Safety guidelines. Staff/child ratios will be specified and where overnight stays are involved, and the composition of groups of children and the supervising staff will be carefully planned to keep all children and staff safe.



Where external activities include overnight stays, careful consideration will be given to sleeping arrangements as part of the planning process. Children, staff and parents will be informed of these arrangements prior to the start of the trip and any proposed changes to the plans will be agreed with senior staff in the Provision in advance.

Staff will not smoke or consume alcohol on any trip.

Health and Safety arrangements require members of staff to keep colleagues aware of their whereabouts, during an external activity. This means staff will always have another adult present, unless otherwise agreed with senior staff in the Provision.

## The acceptable use of technologies

Staff should follow The Provision's Online Safety policy for staff and the Acceptable Use Policy at all times.

Staff must not engage in inappropriate use of social network sites which may bring themselves, the Provision or the community into disrepute. Staff should adopt the highest security settings on any personal profiles they have.

Staff should remain mindful of their digital footprint and exercise caution in all their use of social media or any other web based presence they have. This includes written content, videos or photographs and views expressed either directly or by 'liking' certain pages or posts or following certain individuals or groups. Staff should exercise care when using dating websites where staff could encounter parents or learners with their own profile or acting covertly.

They must consider the long-term implications of any content published by them online, specifically how it might ever have an adverse effect:

- on their reputation as an individual working in an education setting
- their ability to maintain good professional boundaries with parents and with children
- on the reputation of the Provision.

Staff must not make contact with learners, must not accept or initiate friend requests, nor follow learner's accounts on any social media platform. Staff must not communicate with learners via social media, websites, instant messenger accounts or text message. The only acceptable method of contact is via the use of Provision email accounts or telephone equipment.

Staff should not make contact with learners' family members, accept or initiate friend requests or follow learners' family member's accounts on any social media platform.

However, The Provision acknowledges that staff who are also parents may wish to make contact with other parents, who are friends, over social media. Staff must exercise caution and professional judgement in these circumstances; they should not have any contact with learners' family members via social media if that contact is likely to constitute a conflict of interest or call into question their objectivity.

Staff must follow the Provision's Mobile Policy at all times. Mobile phones and personally-owned mobile devices brought into the provision are the responsibility of the device owner. The Provision accepts no responsibility for the loss, theft or damage of personally-owned mobile phones or mobile devices.

Staff must not access any content from the internet on personal devices during working hours, on the Provision's site, or on a work computer or device at any time that could bring the Provision into disrepute or that might lead a reasonable person to question the staff member's motivation or intentions.

All staff are aware of their part in ensuring the DFE Filtering and monitoring standards and cyber security standards are upheld. If staff become aware of misuse by another member of staff (in or out of hours), they must report those concerns using the concerns and allegations against staff (including supply teachers, third-party and self-employed staff, volunteers, contractors) procedures. These procedures now include adults from organisations or individuals using Provision premises procedures.

## Photography, video and images of children

Many activities involve recording images as part of the curriculum, during activities, publicity or to celebrate an achievement. In accordance with [The Data Protection Act 1998](#) the image of a learner is personal data. Therefore, it is a requirement under the Act for consent to be obtained from the parent/guardian of a learner for any images made. It is also important to take into account the wishes of the learner, remembering that some learners 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/guardian. 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 learners should only be taken using Provision equipment for purposes authorised by the Provision and should be stored securely and only on Provision equipment.

Staff should ensure that a member of the Senior Leadership Team is aware of the proposed use of photographic/video equipment and that this is recorded in planning. 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 learners 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 learners who may be unable to question how or why the activities are taking place. Staff should also be mindful that learners who have been abused through the use of video or photography may feel threatened by its use in a teaching environment.

## Conduct outside of work

Unlike some other forms of employment, working at the Provision means that the conduct of staff outside of work could have an impact upon their role.

Staff must not engage in conduct outside work that would seriously damage the reputation and standing of The Provision or their own reputation or that of other members of the Provision's community.

Staff will not act in a way that would bring the Provision or the teaching profession into disrepute. This covers relevant criminal offences such as violence and sexual misconduct, as well as negative comments about the Provision on social media.

Staff must be aware that any conduct that we become aware of that could impact on their role at the Provision or affect the reputation of the Provision will be addressed under the disciplinary procedure.

We therefore expect staff to make us aware immediately of any such situations that have happened outside of the Provision.

## Keeping Within the Law

Staff are expected to operate within the law. Unlawful or criminal behaviour at work, or outside work, may lead to disciplinary action, including dismissal, being taken.

Staff at the Provision must ensure that they:

- Uphold the law at work
- Never commit a crime away from work which could damage public confidence in them, or the Provision or which makes them unsuitable for the work they do.
- Write and tell the Executive Headteacher immediately if they are questioned by the police, charged with, or convicted of any crime whilst in the employment of the Provision.

The Executive Headteacher will then need to consider whether this charge or conviction damages public confidence in the Provision or makes the member of staff unsuitable to carry out their duties.

## Confidentiality

The storing and processing of personal information is governed by the data protection act 1998 and GDPR - see Data Protection Policy. Guidance and advice has been provided about their responsibilities under this legislation.

Members of staff may have access to confidential information about learners, their parents/carers or their siblings. Staff must not reveal such information except to those colleagues who have a professional role in relation to the learner on a need to know basis. Records should only be shared with those who have a legitimate professional need to see them.

Staff should never use confidential or personal information about a learner or their family/ carer for their own, or others' advantage (including that of partners, friends, relatives or other organisations). Information must never be used to intimidate, humiliate, or embarrass the learner.

All staff are likely at some point to witness actions which need to be confidential. For example, where a learner is bullied by another learner, this needs to be reported and dealt with in accordance with the appropriate procedure. It must not be discussed outside the Provision, including with the learner's parent or carer, nor with colleagues in the Provision except by a senior member of staff with the appropriate authority to deal with the matter.

Staff have a statutory obligation to share with the Provision's DSL or DDSL any information which gives rise to concern about the welfare or safety of a learner or that might suggest a learner is in need or at risk of significant harm. Staff should pass on information without delay, by following the agreed procedure set out in the flowchart 'What to do if you are worried about a child' and in accordance with the Provision's safeguarding policy and procedures and this should be recorded. Staff must never promise a learner that they will not act on or pass on any information that they are told by the learner.

Staff should refer to the Department of Education's document [Information sharing](#): advice for practitioners providing safeguarding services for further guidance on information sharing. If you are in any doubt about whether to share you should seek guidance from a member of the senior leadership team.

Any media or legal enquiries should be passed to the senior leadership team and only approved staff should communicate to the media about the Provision.

## Concerns and allegations against staff (including supply teachers, third-party and self-employed staff, volunteers and contractors, and adults from organisations or individuals using the Provision premises)

If a member of staff is concerned about the behaviour of a person working or volunteering at the Provision (including contractors), they will follow the agreed procedure set out in the flowchart 'Allegation against adults', displayed in the staff room/staff cloakrooms and a variety of classrooms - See the latest [Safeguarding and Child Protection Policy](#).

The Provision operates a 'low-level' concerns policy in accordance with [KCSIE](#).

'Low-level' refers to behaviour that is:

- inconsistent with expectations set out in this policy, including inappropriate conduct outside of work, and/or
- does not meet the allegations threshold, or is otherwise not considered serious enough to consider a referral to the [LADO](#).

All concerns, no matter how small, will be shared responsibly and with the right person, recorded and dealt with promptly and appropriately. This will serve our commitment to create and embed a culture of openness, trust and transparency in which the Provision's values and expected behaviour set out in this policy are constantly lived, monitored and reinforced by all staff.

'Low-level' concerns could include, but are not limited to:

- being over friendly with children
- having favourites
- taking photographs of children on their mobile phone
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door, or
- using inappropriate sexualised, intimidating or offensive language

We also encourage all staff to self-refer to their line manager or DSL where they have found themselves in a situation which could be misinterpreted, might appear compromising to others, and/or on reflection they believe they have behaved in such a way that they consider falls below the expected professional standards.

## Whistleblowing

Whistleblowing is the mechanism by which staff can voice their concerns, without fear of repercussion.

All staff and volunteers are expected and encouraged to raise concerns about poor or unsafe practice and potential failures in the Provision's safeguarding regime. All staff within the Provision who wish to raise an issue relating to the organisation with someone in confidence can use the following whistleblowing procedures:

In the first instance, concerns about poor or unsafe practice within must be raised with the Executive Headteacher.

Where a staff member feels unable to raise an issue with the Executive Headteacher or feels that their genuine concerns are not being addressed, they should contact the [LADO](#).

The NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call 0800 028 0285 or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk) if:

- they think the concern will not be dealt with properly or
- may be covered up or
- if they raised a concern but it has not been acted upon or if they are worried they are being treated unfairly.

All staff have a duty to report any behaviour by a colleague which raises concern.

Staff should refer to the Provision's whistleblowing policy for further guidance. This is particularly important where the welfare of learners may be at risk.

## Exceptional operating circumstances

If the Provision is required to change the way they offer the provision to children, due to exceptional circumstances, e.g. during a pandemic lockdown, staff safeguarding responsibilities to children will continue to apply, in line with the safeguarding policy.

The DSL will ensure that staff, learners and parents/ carers are provided with written confirmation of:

- temporary changes to procedures for working with children, e.g. online.
- timescales for such changes so that all children, families/ carers and staff understand when such arrangements will end, and arrangements revert to those in place prior to the events leading to the need for the temporary changes.

## Compliance

All staff must confirm they have read, understood and agree to comply with this policy.