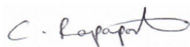




## STAFF CONDUCT POLICY

**Reviewed in: May 2023**

**Next review date: May 2024**

**Signed** 

**Chief Executive/Responsible Office: Mrs Rapaport**

# **STAFF CONDUCT POLICY**

*Based on government guidance for Safer Working Practice for Adults who work with Children and Young People as well as Aleinu Resources – Mrs Debbie Fox.*

## **Confidentiality**

Sensitive information about a child or their family must only be shared to relevant members of staff when in the interests of the child. Children should never be asked to 'keep secrets' from their parents or school staff but should be helped to understand how best to share their concerns and what will happen to the information they provide.

## **Propriety and Behaviour**

Staff must act at all times both in and out of school in a way which would not lead anyone to question their suitability to work with children. This includes Dress and Appearance. Staff must not have their phones switched on when 'on duty' or around children including class, playground, lunch duties etc. The use of personal laptops or other electronic devices with internet access in front of children is also not allowed.

## **Staff member's homes**

Generally, a child / children should not be invited to the home of a staff member unless the reason for this has been established and agreed with parents and senior school staff member. The parents should be consulted prior to the child's invitation. One other adult should be present who parents and headteacher know will be there. Professional boundaries must be maintained at all times. Children should not be asked to undertake personal jobs or errands.

## **Gifts, Rewards**

Incentives and reward gifts are part of supporting positive behaviour but the criteria should be clear and monitored to avoid the perceptions of favouritism or unfairness. It is advisable to have the 'system' reviewed by another member of staff. Giving or receipt of personal gifts should only take place after discussion with headteacher and / or parent. This protects child and teacher alike.

## **Infatuations**

Any incidents including verbal, written or physical suggestions of infatuation by a child towards a member of staff should be recorded and reported to the headteacher.

## **Communicating - mobile phones and other technology**

A child should never be given personal contact details of a member of staff such as email, mobile number or facebook/twitter or any other social media accounts. A member of staff should not text students or contact them through other electronic means,

including via their own personal mobile phone. Teachers should not use their own mobile phone to contact students. A mobile phone should not be used to take photographs on school trips. There should be a school camera and a school mobile limited to phone and texting for use on school trips. The phone should be left in school and monitored after the trip.

### **Social Contact**

No secret social contact is permitted. Where the child comes into contact with the staff member in social settings (such as simchas, shul, holidays), the staff member must use professional boundaries at all time – adhering to the content of this policy.

If there is inappropriate contact from a child towards a staff member via social media or mobile phone, it is important that staff notify the Headteacher straight away and the child and his parents can come in to school and discuss the inappropriate contact from the child. This then protects the staff member. It is important to make sure staff do not try and deal with the matter themselves which could then end up being misconstrued. Also if an inappropriate comment is responded to, this is still a response from a teacher which a child may take the wrong way and promote a response again. The matter then goes on and on.

### **Physical Contact**

This may be age and gender dependent but in general should be acceptable to the child for the minimum time necessary. Never touch a child in a way which may be considered inappropriate or if it bothers the child. Always make sure any contact is visible to others. If any comforting takes place which is not witness by any other staff, the person administering the comfort should let another member of staff know about it so that it does not become a 'private' or 'special thing' to that child.

When helping a disabled or younger child with personal care, encourage the child to do as much as possible for themselves. Follow all guidance for care tasks.

*In general; avoid touching below the shoulder. Don't kiss or hug a child. Children do sometimes need to be comforted but it should usually be possible to do this by a simple holding of the hand and words of comfort. In exceptional circumstances an arm around the shoulder may be used. The important consideration is that it should be proportionate to the child's assessed needs. Take care about patting, massaging, back rubs, pinching... Do not put children on your knee.*

### **Discipline and Behaviour Management**

No form of demeaning punishment should be used including sarcasm or insensitive comments. A teacher may never hit or push a child. In the event of challenging behaviour the minimum force or restrictive intervention should be used (*see use of reasonable force policy*). Inform and record incidents with headteacher.

### **Dealing with a child in Distress**

If a child needs reassurance or comfort, it should be given in an age appropriate way and follow the guidance for physical contact. If it's necessary in a one to one situation, report this as soon as possible in writing to the Designated Safeguarding Lead for the school and let parents know if it is not agreed by the child. This would not be necessary in the Early Years Department, where children need more physical comfort. Do however,

always ensure that if you must soothe or calm a young child by holding them etc, this occurs only in the presence of another adult.

*(It may be something child does not want parents to know about- this should be given due consideration before telling parents – hence must tell Designated Safeguarding Lead that supportive physical contact took place)*

### **First Aid / Administering Medications**

Ideally a named member of staff who has received first aid training should be used. When administering first aid or medication another member of staff should be informed first. Parents should be informed as soon as possible afterwards. Children should self-administer treatment where age appropriate (e.g. ointments, inhalers). A schools policy for administering medication should be followed.

### **One to One situations**

Members of staff should never be in a locked classroom with a child. A viewing window in the door or CCTV camera should never be obstructed. Staff should always ensure that they are in an area that is observed or accessed by another adult or member of staff. Once again, it may be necessary for an adult to be alone with a younger child in the Early Years Department (in the event a child has soiled herself etc). This may be done privately in the bathroom so as not to cause embarrassment to the child although the door should never be locked and other staff members should be informed first.

### **Home Visits**

Guidelines to be followed in special situations only

### **Transporting Children**

If necessary to give a child a lift in your car, ensure both parent and school is informed FIRST. Transporting of a child by staff should not be a regular occurrence unless it is clearly part of a plan that has been approved by the Headteacher and given consent to by the parents. Children must wear seat belts / car seats as appropriate. Full insurance and MOT compliance expected.

### **Trips**

Parental consent is required. Unless arranged otherwise, another adult should accompany. Outing risk assessments should always be carried out in advance of trip and should be accompanied by a Trip Plan. This identifies responsibilities and contact details and contingency arrangements. On overnight trips, staff should not share a room with children. Consider guidelines for use of same toilet facilities where necessary.

### **Photography and Video**

Informed written consent must be obtained from parents for all photos and videos taken – particularly if to be used for publicity purposes. A child should agree to the activity. Staff must never keep photos or videos on their own equipment or storage media.

## **Whistleblowing**

Any observed or informed breach of these standards must be brought to the attention of the Head Teacher. If the breach relates to the behaviour of the head teacher or to concerns about how the headteacher may respond, then the staff member may bring these matters to the attention of the Head of School governors