



AMESBURY SCHOOL
HINDHEAD

CHARTERHOUSE FAMILY OF SCHOOLS

STAFF CODE OF CONDUCT POLICY

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I. Overview

Amesbury seeks to provide a safe and supportive environment, which secures the well-being and best outcomes for pupils in our care and staff who work at the school. Our school values are set out in our school aims and in the school prospectus.

This code of conduct tries to clarify what is expected from all employees in terms of professional behaviour; it gives clear advice about what constitutes illegal behaviour and what might be considered as misconduct. It describes safe practice and is explicit in terms of the sorts of behaviours that should be avoided. In addition to which staff should have a confident understanding of the schools Attitudes and Behaviour Framework, which explicitly articulates acceptable and unacceptable attitudes and behaviours.

All staff (employees, volunteers, contractors) are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all pupils at Amesbury. As a member of the Amesbury Community staff have an individual responsibility to maintain the reputation of the school, whether inside or outside working hours.

There may be times when professional judgements are made in situations not covered by this code of conduct, or which actually directly contravene the guidance given. It is expected that in these circumstances staff will always advise a member of the Senior Leadership Team of their justification for any such action already taken or proposed.

Amesbury requires that all staff have read and agree to comply with this policy. Breach or failure to observe this policy will result in action being taken under the school disciplinary procedures, including, but not limited to, dismissal.

II. Core Principles

- The safeguarding and welfare of pupils is paramount.
- 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 should work, and be seen to work in an open and transparent way.
- Staff should discuss and/or take advice promptly from their line manager or member of the SLT over any incident, which may give rise to concern.
- records should be made using the appropriate documentation of any such incident and of decisions made/further actions agreed.
- Staff should apply the same professional standards in keeping with the School's Equal Opportunities Policy.
- All staff are required to have a confident understanding of the school's Safeguarding Policy and Whistleblowing Policy and understand their responsibilities to safeguard and protect pupils. It is imperative that every member of staff knows who the Designated Safeguarding Lead and other Deputy DSLs.
- Staff are required to adhere to the Amesbury Health and Safety Policy and understand their responsibilities to protect pupils and colleagues.
- The school actively promotes fundamental British values; This is also reflected in our choice of visiting speakers.

Safe Working Practices for the Protection of Pupils and Staff at Amesbury

1. Introduction

This guidance has been produced to help all staff establish the safest possible learning and working environments. The aims are to safeguard children and young adults and reduce the risk of staff being falsely accused of improper or unprofessional conduct.

2. Duty of Care

Teachers and other staff are accountable for the way in which they exercise authority; manage risk; use resources; and protect pupils from discrimination and avoidable harm.

All staff, whether paid or voluntary, have a duty to keep children safe and to protect them from sexual abuse, from neglect, physical and emotional harm. This duty is in part exercised through the development of respectful, caring and **professional relationships** between staff and pupils and behaviour by staff that demonstrates integrity, maturity and good judgement.

There are legitimate high expectations about the nature of the professional involvement of staff in the lives of pupils. When individuals accept a role that involves working with children and young people, they need to understand and acknowledge the responsibilities and trust inherent in that role.

Employers have a duty of care towards their employees which requires them to provide a safe working environment for staff and guidance about safe working practices.

This means that these guidelines:

- apply to all staff employed by the school
- apply to all peripatetic staff who teach at Amesbury
- apply to all volunteers, including governors
- should be read alongside the Amesbury Attitudes and Behaviour framework
- casual workers
- temporary and supply staff, either from agencies or engaged directly
- student placements, including those undertaking initial teacher training and apprentices

This means that staff should:

- understand the responsibilities, which are part of their employment or role, and be aware that sanctions will be applied if these provisions are breached
- always act, and be seen to act, in the child's best interests
- avoid any conduct which would lead any reasonable person to question their motivation and intentions
- take responsibility for their own actions and behaviour

This means that governors and SLT must:

- ensure that safeguarding procedures are in place and reviewed
- ensure that systems are in place for concerns to be raised
- ensure that adults are not placed in situations which render them particularly vulnerable.

3. Exercise of Professional Judgement

This code of conduct cannot provide a complete checklist of what is, or is not, appropriate behaviour for staff. It tries to highlight behaviour that is illegal, inappropriate or inadvisable. There will be occasions and circumstances in which staff have to make decisions or take action in the best interests of the pupils which could contravene this guidance or where no guidance exists. Individuals are expected to make judgements about their behaviour in order to secure the best interests and welfare of the children in their charge and in so doing, will be seen to be acting reasonably.

This means that where no specific guidance exists staff should:

- discuss the circumstances that informed their action, or their proposed action, with their line manager, member of the SLT or appropriate governor. This will help to ensure that the safest practices are employed and reduce the risk of actions being misinterpreted
- always discuss any misunderstanding, accidents or threats with their line manager or where necessary a member of the SLT.
- always record discussions and actions taken with their justifications

4. Power and Positions of Trust

4.1 All adults working with pupils in educational settings are in positions of trust in relation to the young people in their care. **A relationship between a member of staff and a pupil cannot be a relationship between equals. There is potential for exploitation and harm of vulnerable children. As a consequence of which staff have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.**

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

4.3 Staff should always remember that their relationship with a child is always a professional one and wherever possible, they should avoid behaviour which might be misinterpreted by others, and report and record any incident with this potential.

4.4 Where a person aged 18 or over is in a position of trust with a child under 18, it is an offence for that person to engage in sexual activity with or in the presence of that child, or to cause or incite that child to engage in or watch sexual activity.

4.5 Where a person aged 18+ was previously in a position of trust with a former Amesbury **pupil who is still under 18**, any attempt to engage in sexual activity with that person will be serious cause for concern and will be treated as a very serious breach of trust established in that prior relationship.

This means that staff should not:

- use their position to gain access to information for their own advantage and/or a pupil's or family's detriment
- use their power to intimidate, threaten, coerce or undermine pupils
- use their status and standing to form or promote a relationship with a pupil / (former) student, which is of a sexual nature
- attempt to initiate a relationship with an ex-pupil, who is under the age of 18, which is of a sexual nature

5. Confidentiality

- 5.1 Members of staff may have access to confidential information about pupils in order to undertake their everyday responsibilities. In some circumstances staff may be given additional highly sensitive or private information. They should never use confidential or personal information about a pupil or his family 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 pupil.
- 5.2 Confidential information about pupils should never be used casually in conversation or shared with any person other than on a need to know basis. In circumstances where the pupil's identity does not need to be disclosed the information should be used anonymously.
- 5.3 All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil is bullied by another pupil, this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the pupil's parent or carer, nor with colleagues in the school except by a senior member of staff with the appropriate authority to deal with the matter.
- 5.4 Staff have a statutory obligation to share with Amesbury's Designated Safeguarding Lead or Deputy Designated Safeguarding Lead any information which gives rise to concern about the welfare or safety of a pupil or that might suggest a pupil is in need or at risk of significant harm. Staff should pass on information without delay in accordance with Amesbury's safeguarding policy and procedures and this should be recorded.
- 5.5 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 SLT.
- 5.6 Only approved staff and Governors should communicate to the media about the school.
- 5.7 Adults need to be aware that although it is important to listen to and support pupils, they must not promise confidentiality or request pupils to do the same under any circumstances.
- 5.8 Additionally, concerns and allegations about adults should be treated as confidential and passed to the Head.

This means that staff:

- are expected to treat information they receive about pupils in a discreet and confidential manner
- in any doubt about sharing information they hold or which has been requested of them should seek advice from their line manager or a member of SLT
- need to be cautious when passing information to others about a pupil
- need to be cautious about discussing their work (pupils / staff / governors) outside school amongst family, friends, casual acquaintances etc who may have no direct contact with the school
- need to be very cautious about discussing a child with another parent within the school i.e. classmate
- need to know to whom any concerns or allegations should be reported

6. Propriety and Behaviour

- 6.1 All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of pupils. They should adopt high standards of personal conduct in order to maintain the confidence and respect of their peers, pupils and the public in general.
- 6.2 A member of staff's behaviour, in or outside of the school workplace, should not compromise or conflict with her/his position within the work setting or the school's reputation and so it is important to exercise care when outside of school.
- 6.3 Staff must show tolerance of and respect the rights of others and should uphold the fundamental British values including democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs.
- 6.4 Membership of organisations whose goals are in conflict with the values and equality policies of the school is not acceptable.
- 6.5 Amesbury is a non smoking site. Staff must not smoke or use e-cigarettes on school premises or outside school gates. Any member of staff wishing to smoke or use an e-cigarette must leave the school grounds.
- 6.6 Staff must not smoke or use an e-cigarette whilst working with or supervising pupils offsite.

This means that staff should:

- ensure they behave in a manner which would not lead any reasonable person to question their suitability to work with pupils or act as a role model.
- take care when drinking alcohol in public or private places on casual or formal occasions.
- consider carefully whether it is appropriate or not to join former pupils, in a pub restaurant or other social setting, taking into account the age of the pupils concerned. It is difficult to give exact guidance in this area, given the fact that friendships with the parents of former pupils can develop over time, but staff should keep at the forefront of their mind that fact that they are professionals interacting with pupils even those who may have left the school some time ago.
- staff responsible for any school trip must not drink.
- not make inappropriate remarks to a pupil / former pupil (including email, text messages, phone or letter etc.)
- not discuss their own sexual relationships with or in the presence of pupils / former pupils.
- not discuss a pupil or former pupil's sexual relationships in inappropriate settings or contexts
- not make (or encourage others to make) unprofessional personal comments in any form of communication (e-mail, conversations or social networking comments)

Staff must:

- be aware that their behaviour in their personal lives will inevitably impact upon their relationships with pupils, work colleagues and the reputation of the school
- not engage in or carry onto the school premises illegal drugs. Any items found on the premises relating to illegal drugs should be reported immediately to the Bursar or Head
- not engage in inappropriate sexual practice on school premises or in public places

7. Dress and Appearance

- 7.1 Staff must ensure the manner of dress and appearance is appropriate to their professional role. We are role models for pupils. Smart and professional appearance is expected at all times for staff. Staff should ensure they are dressed decently, safely and appropriately for the tasks they undertake.
- 7.2 The general guidance for staff is to dress professionally, practically and in keeping with the nature of the job they have to do.

Staff should ensure their appearance and clothing:

- promotes a positive and professional image.
- is appropriate to their role
- is absent of any political or otherwise contentious slogans

8. Gifts

- 8.1 Staff should be aware of the school's policy regarding arrangements for the declaration of gifts received and given.
- 8.2 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.
- 8.3 There are occasions when pupils or parents wish to pass small tokens of appreciation to staff, for example at Christmas or as a thank-you at the end of an academic year, or when a child leaves the school, and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value.
- 8.4 Any member of staff receiving gifts, entertainment, service (or similar such as the offer of the private use of a holiday home, boat, car, etc) with a market value at more than £50 must disclose this to the Bursar.
- 8.5 Any member of staff concerned about whether they or their colleagues may be at risk of receiving a bribe (financial or otherwise) must contact the Bursar.
- 8.6 Members of staff may not give personal gifts to pupils. It is acceptable for staff to offer prizes of very small value in certain tasks or competitions in accordance with Amesbury's behaviour policy, recorded and not based on favouritism.

Where gifts are concerned staff should:

- ensure that gifts received or given in situations which may be misconstrued are declared
- ensure that gifts of significant value are declared
- generally, only give gifts to an individual young person as part of an agreed reward system
- where giving gifts other than as above, ensure that these are of insignificant value and given to all pupils equally

9. Infatuations

- 9.1 Staff need to be aware that it is possible that a pupil or parent of a current or former pupil may become strongly attracted to a member of staff and/or develop an infatuation. Staff should be aware that such circumstances carry a high risk of words or actions being misinterpreted and for allegations to be made against staff. All such situations must be responded to sensitively to maintain the dignity of those concerned.
- 9.2 A member of staff who becomes aware that a parent / pupil may be infatuated with themselves or a colleague should discuss this at the earliest opportunity with a member of SLT so that appropriate action can be taken. In this way, steps can be taken to avoid hurt and distress for all concerned.

This means that staff should:

- report to a member of the SLT any indications (verbal, written or physical) that suggest a (former) pupil or parent may be infatuated with a member of staff
- be mindful if they are alone in a room with a pupil / parent. Leave the door open if you have to.

10. Personal Living Space

- 10.1 No pupil should be in or invited into, the home of an adult who works with them, unless the reason for this has been firmly established and agreed with parents and SLT.
- 10.2 A common sense approach should be taken if staff have children at the school. Therefore, it is accepted that staff children will invite Amesbury pupils to their home or birthday parties.

This means that staff should:

- be vigilant in maintaining their privacy and mindful of the need to avoid placing themselves in vulnerable situations
- be mindful of the need to maintain professional boundaries

11. Social Contact

- 11.1 Staff should not establish or seek to establish social contact with pupils, or their families, for the purpose of securing a friendship or to pursue or strengthen a relationship. Even if a young person seeks to establish social contact, or if this occurs coincidentally, the member of staff should exercise her/his professional judgement in making a response but should always discuss this with a member of SLT. Staff must be aware that social contact, in certain situations, could be misconstrued as grooming.
- 11.2 Staff should not give their personal details such as their home or email address. Additionally, contact with pupils via social network sites, web pages or via video games should be not permitted unless with agreement with SLT. Where staff have children at school who use their gaming tags, this must be indicated to SLT and the E-Safety officer.

This means that staff should:

- have **no secret social** contact with pupils
- consider the appropriateness of the social contact according to their role and nature of their work
- always approve any planned social contact with SLT, for example when it is part of a reward scheme or pastoral matter
- advise SLT of any regular social contact they have with a (former) pupil or parent which may give rise to concern
- report and record to SLT any situation, which they feel, might compromise the school or their own professional standing
- Staff should be mindful of section 16 of The Sexual Offences Act 2003.

12. Relationships with other members of staff, clients and Amesbury community

12.1 Amesbury does not concern itself with the private lives of its staff unless they affect its effective operation or its reputation.

12.2 Amesbury does not seek to dictate how staff conduct themselves in their personal life outside work. However unlawful, antisocial or other conduct by employees which may jeopardise the schools' reputation is unacceptable.

12.3 Members of staff who are relatives or who have a close personal relationship should not normally have a supervisory, assessing or authorising relationship with each other.

12.4 In order to avoid any allegations of unfair practice the following principles shall be adopted:

- any judgement concerning a relative or person in a close relationship should not be made by the other
- where a number of people are making a judgement, the partner or person in a close relationship should withdraw from the judge-making process before it begins
- where it is known in advance that judgements will need to be made, permanent arrangements should be made so that that member of staff who normally makes the judgement will not do so
- where it is not known in advance then each case should be dealt with individually using the general principle above
- relative is defined as- spouse, child, sibling, guardian, parent, grand.... uncle, aunt, niece or nephew. Half and step relations are included.
- a close relationship constitutes a co habitee, a business partner, intimate friendship and any other association whereby an impartial observer might reasonably conclude that the individual's judgement would not be wholly impartial in making a judgement

This means that staff:

- must inform their line manager if they have a close relationship with another employee, pupil or client which could be considered by others as impacting on the way they conduct themselves
- seek advice from their line manager or a member of the SLT if they are in any doubt as to whether a situation is appropriate or not

13. Online Safety

- 13.1 Staff should follow Amesbury's Online Safety policy for staff and the Acceptable Use Policy at all times and have regard for Amesbury's Online Safety policy for pupils.
- 13.2 Staff must not engage in inappropriate use of social network sites which may bring themselves, the school or the school community into disrepute. Staff should adopt the most secure privacy settings on any personal profiles they have.
- 13.3 Using any school equipment to access any inappropriate or indecent material including pornography of any sort, would normally lead to disciplinary action on the basis of gross misconduct, particularly if as a result (former) pupils, might be exposed to inappropriate or indecent material.
- 13.4 Accessing child pornography or indecent images of children, making, storing or disseminating such material is illegal and, if proven, will invariably lead to the individual being barred from working with children and young adults.
- 13.5 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, particularly in relation to content which runs in opposition to the promotion of British Values as outlined above. Staff should exercise care when using dating websites where staff could encounter (former) pupils.
- 13.6 Staff should be mindful of leaving themselves open to a charge of professional misconduct if images of a member of staff in a compromising situation are made available on a public profile by anyone.
- 13.7 Staff must not make contact with pupils, must not accept or initiate friend requests nor follow pupils/students accounts on any social media platform. Staff must not communicate with pupils/students via social media, websites, instant messenger accounts or text message. The only acceptable method of contact is via the use of school email accounts or telephone equipment.
- 13.8 Staff should not make contact with pupils' family members, accept or initiate friend requests or follow pupils' family member's account on any social media platform.
- 13.9 If a pupil does gain access to the profile of a member of staff by fraudulent means (impersonation or hacking) the DSL and school e-safety officer should be informed immediately.
- 13.10 However, where relationships between staff and those who are also parents at the school, or personal friends who are parents at the school, staff must exercise caution and professional judgement in these circumstances and should not have any contact with pupils' family members via social media if that contact is likely to constitute a conflict of interest or call into question their objectivity. Professional standards must be maintained to ensure that staff do not compromise themselves or the school.
- 13.11 Mobile phones and other personal devices may only be used for legitimate educational purposes or in the event of an emergency (e.g. Class Dojo, O365 Applications, calling the medical centre). Under no circumstances should personal devices be used to photograph or film pupils.

- 13.12 The school will provide an iPad/mobile phone should there be a requirement to photograph/film children.
- 13.13 Personal devices may be used by staff on the school site for non-school related purposes only when pupils are not present (i.e. in Common Room, in empty classroom). If in doubt, staff must contact a member of the SLT.
- 13.14 Mobile phones and personally-owned mobile devices brought in to school are the responsibility of the device owner. Amesbury accepts no responsibility for the loss, theft or damage of personally-owned mobile phones or mobile devices.

14 Photography, video and images of children

- 14.1 Many school activities involve recording images. These may be undertaken as part of the curriculum, out of school activities, for publicity or to celebrate achievement.
- 14.2 In accordance with The Data Protection Act 1998 the image of a pupil/student is personal data. Therefore, it is a requirement under the Act for consent to be obtained from the parent/guardian of a pupil/student for any images made (via the Home-School Agreement). It is also important to take into account the wishes of the pupil/student, remembering that some pupils will not wish to have their photograph taken or be filmed.
- 14.3 Using images for publicity purposes will require the age-appropriate consent of the individual concerned and their parent/guardian. Images must not be displayed on websites, in publications or in a public place without additional parental consent.
- 14.4 Staff should remain aware of the potential for images of pupils/students 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. Recent guidance advises where an image is intended to be publicly available or to be viewed outside the school community then it should not be individually identifiable or should be a group shot, of poor quality with metadata removed.
- 14.5 Particular care should be given when filming or photographing young or vulnerable pupils who may be unable to question how or why such activities are taking place. Staff should also be mindful that pupils who have been abused through the use of video or photography may feel threatened by its use in a teaching environment.
- 14.6 Photographs/stills or video footage of pupils/students must only be taken using school equipment for purposes authorised by the school and should be stored securely and only on school equipment. Images of pupils must not be stored on personal cameras, devices or home computers

This means that staff should:

- 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.
- Ensure that a member of the Senior Leadership Team is aware that the photographic/image equipment is being used and for what purpose and that it is recorded in lesson plans.
- Ensure that all images are made available for scrutiny and staff in order to screen for acceptability and should be able to justify all images/video footage made.
- Avoid making images in one to one situations.

15. Physical Contact

- 15.1 There are occasions when it is entirely appropriate and proper for staff to have physical contact with pupils, but it is crucial that they only do so in ways appropriate to their professional role.
- 15.2 A 'no touch' approach is impractical for most staff and may in some circumstances be inappropriate. When physical contact is made with pupils this should be in response to their needs at the time, of limited duration and appropriate to their age, stage of development, gender, ethnicity and background.
- 15.3 Staff should use their professional judgement at all times about the appropriateness of any physical contact.
- 15.4 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.
- 15.5 Physical contact should never be secretive, or 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 made clear to SLT, recorded and, if appropriate, a copy placed on the child's file.
- 15.6 Physical contact, which occurs regularly with an individual pupil, is likely to raise questions unless the justification for this is part of a formally agreed plan (for example in relation to pupils with SEN or physical disabilities). Any such contact should be the subject of an agreed and open school policy and subject to review.

This means that staff should:

- 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
- never touch a pupil in a way which may be considered indecent
- always be prepared to explain actions and accept that all physical contact be open to scrutiny
- Staff must not engage in rough play, tickling or fun fights with pupils.

This means that Amesbury should:

- ensure they have a system in place for recording serious incidents and the means by which information about incidents and outcomes can be easily accessed by SLT
- Provide staff, on a "need to know" basis, with relevant information about vulnerable pupils in their care.

16. Physical Education and other activities which require physical contact.

- 16.1 Some staff, for example, those who teach PE and games, or who offer music tuition, will on occasions have to initiate physical contact with pupils in order to support a pupil so they can perform a task safely, to demonstrate the use of a particular piece of equipment/instrument or assist them with an exercise. This should be done with the pupil's agreement.
- 16.2 Contact under these circumstances should be for the minimum time necessary to complete the activity and take place in an open environment (see school Safeguarding Policy (7a) – guidelines for staff). Staff should remain sensitive to any discomfort expressed verbally or non-verbally by the pupil.

This means that staff should:

- consider alternatives, where it is anticipated that a pupil might misinterpret any such contact, perhaps involving another member of staff, or a less vulnerable pupil in the demonstration
- always explain to a pupil the reason why contact is necessary and what form that contact will take unless their safety is at immediate risk

17. Showers and Changing

- 17.1 Young people are entitled to respect and privacy when changing clothes or taking a shower. 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 should be appropriate to the needs and age of the pupils concerned and sensitive to the potential for embarrassment.
- 17.2 Staff therefore need to be vigilant about their own behaviour, ensure they follow agreed guidelines and be mindful of the needs of the pupils.

This means that staff should:

- avoid any physical contact when pupils are in a state of undress
- avoid any visually intrusive behaviour and where there are changing rooms
- remain observant from a distance when groups are changing
- ensure sensitive pupils are offered the opportunity to change privately
- not change in the same place as pupils
- never shower with pupils
- ensure they are fully clothed themselves after showering when entering a changing room or boarding bedroom

18. Pupils in Distress

- 18.1 There may be occasions when a distressed pupil needs comfort and 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.
- 18.2 Where a member of staff has a particular concern about the need to provide this type of care and reassurance s/he should seek further advice from SLT.

This means that staff should:

- consider the way in which they offer comfort to a distressed pupil
- always tell your Line Manager when and how they offered comfort to a distressed pupil
- record situations which may give rise to concern

19. Behaviour Management

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

This means that staff should:

- not use any force as a form of punishment
- not use any form of corporal punishment
- try to defuse situations before they escalate
- keep parents informed of any sanctions
- adhere to Amesbury's Behaviour Policy

20. Care, Control and Physical Intervention

Staff may legitimately intervene to prevent a pupil 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. Staff should have regard to the health and safety of themselves and others.

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

In all cases where physical intervention is deemed necessary, the incident and subsequent actions should be documented and reported to SLT.

This means that staff should:

- always seek to defuse situations
- always use minimum force for the shortest period necessary
- staff should refer to Amesbury's Physical Intervention/Positive Handling / Intimate Care Policies

21. Sexual Contact with (Former) Pupils

21.1 It goes without saying that any sexual activity with a child of prep school age constitutes a criminal offence. However, any sexual behaviour by a member of staff with or towards a former pupil under the age of 18 is professionally entirely inappropriate and probably illegal. Pupils are protected by the same laws as adults in relation to non-consensual sexual behaviour. They are additionally protected by specific legal provisions regardless of whether the child or young person consents or not. This includes the prohibition on adults in a position of trust.

- 21.2 Working Together to Safeguard Children defines sexual abuse as “forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).
- 21.3 There are occasions when adults embark on a course of behaviour known as 'grooming' where the sole purpose is to gain the trust of a child, and manipulate that relationship so sexual abuse can take place. Staff should be aware that conferring special attention and favour upon a child might be construed as being part of a 'grooming' process, which is an offence.

This means that staff should:

- not pursue sexual relationships with children and young people either in or out of school
- avoid any form of communication with a child or young person which could be interpreted as sexually suggestive or provocative i.e. verbal comments, letters, notes, electronic mail, phone calls, texts, physical contact
- staff should be mindful of section 16 of The Sexual Offences Act 2003.

22. One to One Situations

- 22.1 Staff working in one to one situations with pupils are more vulnerable to allegations than those who do not. Teachers and others should recognise this possibility and plan and conduct such meetings accordingly. Every attempt should be made to ensure the safety and security needs of both staff and pupils are met.
- 22.2 Pre-arranged meetings with (former) pupils away from the school premises should not be permitted unless approval is obtained from their parent and / or the Head or other member of SLT.

This means that staff should:

- avoid meetings with pupils in remote, secluded areas of the school
- ensure there is visual access and/or an open door in one to one situations
- inform other staff of the meeting beforehand, assessing the need to have them present or close by
- avoid use of 'engaged' or equivalent signs wherever possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy
- always report any situation where a child becomes distressed or angry to a member of SLT
- consider the needs and circumstances of the child/children involved
- where it is necessary to close doors for reasons of confidentiality a colleague should be made aware of this and asked to remain vigilant.

23. Transporting Children

- 23.1 In certain situations, for example out of school activities, staff or volunteers may agree to transport children. A designated member of staff should be appointed to plan and provide oversight of all transporting arrangements and respond to any difficulties that may arise.
- 23.2 Wherever possible and practicable it is advisable that transport is undertaken other than in private vehicles, with at least one adult additional to the driver acting as an escort.
- 23.3 Staff should ensure that the transport arrangements and the vehicle meet all legal requirements. Staff should ensure that the driver has the appropriate license 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.
- 23.4 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 seatbelts. Staff should never transport pupils while under the influence of alcohol or drugs.

This means that staff should:

- plan and agree arrangements with all parties in advance, responding sensitively and flexibly to disagreements
- prior to transporting pupils offsite consent must be obtained from pupil parent/guardian.
- ensure that they are alone with a child for the minimum time possible
- be aware that the safety and welfare of the child is their responsibility until this is safely passed over to a parent/carer
- report the nature of the journey, the route and expected time of arrival in accordance with agreed procedures
- ensure that their behaviour and all arrangements ensure vehicle, passenger and driver safety
- take into account any specific needs that the child may have

24. Extra-Curricular Activities

- 24.1 Staff should take particular care when supervising pupils in the less formal atmosphere of a residential setting or extra-curricular activity.
- 24.2 During school activities that take place off the school site or out of school hours, 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.
- 24.3 Where out of school activities include overnight stays, careful consideration needs to be given to sleeping arrangements. Pupils, staff and parents should be informed of these prior to the start of the trip.
- 24.4 Health and Safety arrangements require members of staff to keep colleagues/employers aware of their whereabouts, especially when involved in an out of school activity.

This means that staff should:

- always have another adult present in out of school activities, unless otherwise agreed with SLT
- undertake appropriate risk assessments
- have parental consent to the activity
- ensure that their behaviour remains professional at all times

25. First Aid and Administration of Medication

The school has an Administration of Medication Policy, which must be adhered to at all times.

26. Intimate Care

- 26.1 The school has an Intimate Care Policy. All children have a right to safety, privacy and dignity when contact of an intimate nature is required (for example assisting with toileting or removing wet/soiled clothing). A care plan should be drawn up and agreed with parents for all children who require intimate care on a regular basis.
- 26.2 Children should be encouraged to act as independently as possible and to undertake as much of their own personal care as is practicable. When assistance is required, staff should ensure that another appropriate adult is in the vicinity and is aware of the task to be undertaken.
- 26.3 Additional vulnerabilities that may arise from a physical disability should be considered with regard to individual teaching and care plans for each child. As with all arrangements for intimate care needs, agreements between the child, their parents and the organisation must be negotiated, agreed and recorded.

This means that staff should:

- make other staff aware of the task being undertaken
- explain to the child what is happening
- consult with colleagues where any variation from agreed procedure/care plan is necessary
- record the justification for any variations to the agreed procedure/care plan and share this information with parents.

27. Curriculum

- 27.1 Many areas of the curriculum can include or raise subject matter which is sexually explicit, or of an otherwise sensitive nature. Care should be taken to ensure that resource materials cannot be misinterpreted and clearly relate to the learning outcomes identified by the lesson plan. This plan should highlight particular areas of risk and sensitivity.
- 27.2 The curriculum can sometimes include or lead to unplanned discussion about subject matter of a sexually explicit or otherwise sensitive nature. Responding to pupils' questions can require careful judgement and staff may wish to take guidance in these circumstances from an appropriate senior member of staff.
- 27.3 Care should also be taken to abide by the governing body's required policy on sex and relationships education and the wishes of parents. Parents have the right to withdraw their children from all or part of any sex education provided (but not from the biological aspects of human growth and reproduction necessary under the science curriculum).

This means that staff should:

- have clear written lesson plans

This means that staff should not:

- enter into or encourage inappropriate or offensive discussion about sexual activity

28. Whistleblowing

28.1 Whistleblowing is the mechanism by which staff can voice their concerns, made in good faith, without fear of repercussion. Please refer to the school Staff Disciplinary, Grievance & Whistleblowing Policy.

28.2 All school staff have a duty to report any behaviour by a colleague which raises concern. Staff should refer to Amesbury's whistleblowing policy for further guidance. This is particularly important where the welfare of pupils may be at risk.

This means that staff should:

- all staff should have a confident understanding of the school's Staff Disciplinary, Grievance & Whistleblowing Policy and how to apply it
- report any behaviour by colleagues that raises concern

29. Sharing Concerns and Recording Incidents

29.1 All staff should be aware of the school's safeguarding and child protection procedures, including procedures for dealing with allegations against staff. Staff who are the subject of allegations are advised to contact their professional association.

29.2 In the event of an incident occurring, which may result in an action being misinterpreted and/or an allegation being made against a member of staff, the relevant information should be clearly and promptly recorded and reported to SLT. Early discussion with a parent could avoid any misunderstanding.

29.3 Members of staff should feel able to discuss with their line manager any difficulties or problems that may affect their relationship with pupils so that appropriate support can be provided or action can be taken. This may be via email or face to face.

29.4 There is a 'safeguarding' email address that should be used for recording any incidences or reporting issues. Line Managers should also ensure they use this appropriately.

29.5 Staff have a duty to report any suspicions that a child may be in danger of Female Genital Mutilation (FGM). Please see the Safeguarding Policy for further details.

29.6 All staff are trained in Prevent and understand their responsibilities and obligations to report.

This means that staff:

- should be familiar with Amesbury's Safeguarding Policy and the School's Child Protection procedures
- should take responsibility for recording any incident, and passing on that information where they have concerns about any matter pertaining to the welfare of an individual in the school or workplace. – See Safeguarding Policy for further information
- should make themselves familiar with the safeguarding email address

30. Accidents in School Car Parks

30.1 There will be accidents in the car parks, involving parents, parents and staff (their family members), parents and school guests.

30.2 Such incidents are more challenging than if they happened on the public highway, because they involve, a school employee with school client i.e. a parent. It is potentially an awkward situation.

30.3 In order to ensure that the relationships between school and the parents remain positive in the future, the following protocol should be followed:

- Remain calm and polite at all times.
- Inform the parent that the school has a protocol for such accidents and it requires you to find a member of staff from the Bursar's Office in order to facilitate the exchange of personal information.
- You must give the parent your name and ask the parent to reciprocate. Ensure that the parent has your car registration number and vice versa.
- Once the member of the Bursar's Department has overseen an orderly exchange of information, you will be required to make a brief written report.
- The school will not investigate the accident, simply record the basic facts.
- If the incident happens outside of normal school hours and you cannot find anyone to refer it to, but both parties are willing to exchange personal details, do so. Then inform the Bursar's Office.
- You must not access any personal parental information (phone numbers, address, dates of birth) without the written permission of the parent.
- If your car is hit whilst stationary (and you are away from the car) and you believe you know who was responsible. Inform the Bursar's office and they will email the other person and ask if they will give permission for a transfer of information.
- You are responsible for ensuring that family members / friends who drive on to the school site follow this protocol. If they do not the school reserves the right to refuse them access to the school estate.
- The school accepts no liability for accidents in the car park. However, we will attempt to aid the smooth exchange of information.

31.Compliance

All staff must complete the form in Appendix 1 to confirm they have read, understood and agree to comply with this policy. This form should be signed and dated and a copy retained on the member of staff's file.



A M E S B U R Y

Appendix 1

Confirmation of compliance

I hereby confirm that I have read, understood and agree to comply with Amesbury's Code of Conduct (Staff Behaviour Policy)

Name

Position / Post Held

Signed

Date

Once completed, signed and dated please return to the Bursar's Office.