

Staff Behaviour Policy

Reviewed and updated 04.09.2024

In this document, "employees", "personnel" or "staff" include all individuals who work or volunteer in the School, whether or not they are employed by the School.

Introduction

At L'école bilingue, we believe in creating a whole school culture that is safe and inclusive. This Staff Behaviour Policy is designed to give clear guidance on the standards of behaviour all School staff are expected to observe. School staff are in a unique position of influence and must adhere to behaviour that models the highest possible standards for all the pupils within the School.

As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of the School, whether inside or outside of working hours. Our aims underpin the school culture: to develop a happy, friendly, secure and well-disciplined atmosphere and to encourage a caring, respectful and trusting relationship between all children and adults.

This Staff Behaviour Policy sets out the key principles for the creation and maintenance of a safe school culture.

Objectives of a safe school culture:

- To safeguard pupils and protect staff
- To make explicit expectations of performance and conduct
- To minimise opportunities for abuse
- For all staff to have confidence to report concerns with full confidentiality
- To respond promptly to concerns: we always investigate and address issues
- To exercise appropriate sanctions
- To create and maintain an ethos of mutual respect, openness and fairness

PART 1 - OUR CODE OF CONDUCT

1. **All staff are expected to follow the school's policies:** including our Child Protection and Safeguarding Policy, Whistleblowing Policy, Health and Safety Policy, Behaviour and Discipline Policy, It and Online Safety Policy.

Pupils and staff are expected to work together to build a school whose relationships are characterised by mutual and appropriate respect. Praise and building on the positive should always come first. Where firmness/admonition is called for this should be exercised calmly, and staff should avoid shouting at pupils unless there is a Health and Safety risk. The School's Behaviour and Discipline Policy and associated documents establish expectations and

approved sanctions. All new staff should be issued with a copy of these policies, and any behaviour concerns should be dealt with in line with them. Where a member of staff is having difficulties managing pupil behaviour, they should discuss this matter with the headteacher at the earliest opportunity.

2. All staff should be aware of what physical contact with pupils is appropriate

Staff should only exercise physical restraint as a last resort to prevent injury. Staff are allowed to comfort a child who is hurt/distressed in a manner appropriate to the age of the child. Adults should not initiate any physical contact unnecessarily, and there should be clear boundaries:

- Adults should avoid picking children up (unless medically necessary or being restrained);
- Adults should avoid being in a room alone with a child where the door is closed. If you need to talk to a child, either leave a door open and position yourself within sight of the door, or ask another adult to be present. Further information on interactions with pupils is provided in part 2 below.

3. All staff are expected to treat each other with respect

Relationships between staff should be characterised by fairness, openness and respect. This means valuing all contributions, acknowledging differences, and working together to build a climate of continuous improvement. Politeness and respect are essential ingredients: where differences occur, they should be dealt with calmly and fairly.

4. All staff should treat resources responsibly, and exercise due financial care

All staff have a responsibility to look after the resources of the School. This includes: not wasting resources unnecessarily (including physical resources and those such as heat/electricity); following the principles of ‘reduce, re-use, recycle’ where appropriate; signing out for items taken from the school premises (school iPads and laptops). All money handled should be clearly labelled and sent to the school office by the end of the working day.

5. Acceptable use of ICT Equipment

This policy should be read in conjunction with IT Policy, Data Protection/GDPR Policy and Child Protection/Online Safety Policy. Staff who are in contact with pupils should not use their mobile phones in School during their directed hours / paid hours of employment. Outside of these times, mobile phones should only be used in areas of the School where pupils are not present. Staff must not use their mobile phone as a camera in School. Any photograph/video must be taken using school equipment. Staff must only save images on school computers. Please also refer to the School’s Mobile Phone Policy.

6. All staff are expected to behave professionally and exercise confidentiality

All staff are expected to behave thoughtfully and responsibly. Staff should be punctual and well-prepared, and should carry out tasks to the best of their ability, taking pride in their work. All absence should be genuine. Staff are expected to dress appropriately; all staff should set a good example in what they wear. Staff should exercise due confidentiality towards matters that are either discussed or overheard. Staff must exercise caution when using information technology and be aware of the risk to themselves and others. Please refer to the School’s Mobile Phone Policy for further guidelines about mobile phone usage. Staff must have no personal contact with former pupils until they reach the age of eighteen. Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.

7. Conduct Outside of Work

Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the School or the employee's own reputation or the reputation of other members of the School community. Any such conduct could lead to dismissal. In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable and could lead to dismissal. Staff must exercise caution when using information technology and be aware of the risks to themselves and others.

Staff must not use social media e.g. Facebook/Twitter/Instagram etc. with pupils or former pupils unless the former pupil is aged at least eighteen and has not been a pupil at the school for over seven years. Staff must not engage in inappropriate use of social network sites which may bring themselves, the School, School community or employer into disrepute. Except for the app ClassDojo, Staff must only use their School email account or School learning platform account when communicating electronically with pupils, parents and colleagues.

Staff may undertake work outside School, either paid or voluntary, provided that it does not conflict with the interests of the School and is not to a level which may contravene the working time regulations or affect an individual's work performance. All members of staff must declare any business interests outside of School that may be connected either to the supply of goods / services to the School or be rewarded through association with the School. Where families or pupils are known to staff members in a personal capacity, it is the responsibility of the staff member to ensure that a declaration is made to the Designated Safeguarding Lead (DSL).

8. Confidentiality

Where staff have access to confidential information about pupils/students or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil/student. All staff are likely at some point to witness actions which need to be confidential (e.g where a pupil/student is bullied by another pupil/student/member of staff), 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/student's parent or carer, nor with colleagues in the School except with a senior member of staff with the appropriate role and authority to deal with the matter. However, staff have an obligation to share with the DSL, or the DDSL any information which gives rise to concern about the safety or welfare of a pupil/student.

Staff must never promise a pupil/student that they will not share information that they are told by the pupil/student.

9. Staff should seek to establish a good and open relationship with parents

Staff should aim to create a welcoming and open relationship with parents. All parental concerns should be treated seriously and dealt with promptly.

10. All staff need to be aware of the policy and procedures for Child Protection

It is essential that all staff have regular training in Child Protection issues and know the procedures for dealing with and reporting concerns. All staff have a duty to look out for signs of physical, emotional or sexual abuse or neglect of pupils in the light of a child's behaviour. Staff must pass any concerns on to the Designated Safeguarding Lead and the Headteacher. Avoid trying to involve yourself too closely with any issues: always pass concerns on.

11. All staff need to exploit the potential of the curriculum to develop a proactive approach to behaviour and child protection issues

Staff need to take a proactive approach towards both child protection and behaviour policies, through the creation of a positive classroom environment where all children are respected, and through PSHE and circle time in particular. This includes not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs. The expression of extremist views by staff will not be tolerated and should be reported to the DSL, who will contact relevant authorities if necessary.

12. All staff need to be aware of how to record/report concerns about another member of staff or the headteacher (also consult the school's Whistleblowing Policy)

Where staff have any concerns about another member of staff, poor or unsafe practice or potential failures in the School's safeguarding regime, these should be reported immediately to the DSL at L'école bilingue, who can notify the head teacher as appropriate. Staff are aware that according to official guidance, they would usually go to the headteacher. However, at L'école bilingue, the head teacher cannot be the case worker and leading on working with other agencies where outcomes will be decided due to her also being a proprietor of the school. Where the concern is about the head teacher, it should be reported directly to Local Authority Designated Officer (LADO), whose contact details are to be found at the back of the Child Protection and Safeguarding and Whistleblowing policy as well as on the school's Safeguarding Poster. All concerns will be investigated thoroughly and confidentially, and appropriate action will be taken. Please also refer to "Allegations against a member of staff" on page 29 in the school's Child Protection and Safeguarding Policy/Safer Recruitment and the school's Whistleblowing policy.

13. Low level concerns

The term 'low-level' concern does not mean that it is insignificant. A low-level concern is any concern – no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' - that an adult working in or on behalf of the school may have acted in a way that

- is inconsistent with the Staff Behaviour Policy, including inappropriate conduct outside of work
- does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.

Examples of such behaviour 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
- using inappropriate sexualised, intimidating or offensive language.

Such behaviour can exist on a wide spectrum, from the inadvertent or thoughtless, or behaviour that may look to be inappropriate, but might not be in specific circumstances, through to that which is ultimately intended to enable abuse. The culture of our school is such that staff are encouraged to pass on low level concerns to the DSL, who can notify the head teacher as appropriate. These concerns will be recorded and dealt with appropriately. Ensuring they are dealt with effectively will also protect those working in or on behalf of the school from potential false allegations or misunderstandings.

Again, reports about supply staff and contractors will be notified to their employers so any potential patterns of inappropriate can be identified.

Reporting a low-level concern

Low level concerns about a member of staff should be reported to the DSL as per the school's Child Protection procedures. If the concern is about the Head teacher this should be reported to the DSL.

Dealing with a low-level concern

Where a concern is raised about the practice or behaviour of a member of staff, this information must be recorded and passed to the DSL.

The DSL must then make an assessment to determine if the matter is a 'low level concern' or an 'allegation' and follow one of the following routes.

- Allegations that meet the harm threshold will be referred to the LADO for advice.
- Low level concerns that the school feel may need further guidance on will be referred to the LADO for advice.
- Low level concerns that the school feel they can deal with internally will be dealt with via the school's usual child protection investigation process.

Recording a low-level concern

All low-level concerns should be formally recorded by a member of staff when they are made aware of them. This record should then be passed to the DSL.

The record should include:

- Details of the concern,
- The context in which the concern arose,
- The outcome of the investigation and any action taken, and
- The name of the individual sharing their concerns (if known) (unless the individual wishes to remain anonymous which must be respected as far as possible).

Relevant records will be retained confidentially. A separate record will also be kept of low-level concerns to more easily identify patterns that may involve more than one member of staff. All records must be kept in line with data protection principles.

Reviewing a low-level concern

Records will be reviewed so that potential patterns of concerning, problematic or inappropriate behaviour can be identified. Where a pattern of such behaviour is identified, the DSL (or her deputy) will decide on a course of action, which may include:

- Disciplinary investigation and/or proceedings
- Management Advice, including recommendations for training
- Referral to the LADO (where a pattern of behaviour moves from a concern to meeting the harm threshold). The school will also review appropriate policies and training, or other wider cultural issues in the school, to see whether anything needs to be done to minimise the risk of similar behaviour happening again

14. Children missing from education

The School monitors all pupil absences from school and promptly addresses concerns about irregular attendance with the parent/carer. In some circumstances, the School has a legal duty to report absences to the Local Authority.

15. All staff should take care of their physical and mental wellbeing

All staff are encouraged to look after their physical and mental wellbeing. This includes maintaining a healthy work-life balance. We take issues of stress very seriously, and look to provide appropriate support and help in these cases.

16. All staff should have access to counselling and support Staff needing support are encouraged to discuss issues and concerns with the headteacher in confidence. Support can be provided both internally, or externally through the Occupational Health Service.

PART 2 – SAFEGUARDING PUPILS; INTERACTIONS WITH PUPILS

The safety and well-being of every pupil at L' école bilingue is of paramount importance. Every child has the right to grow up and to live in a safe environment. All staff have a duty to protect pupils from abuse and bullying and to promote their well-being.

Every member of staff should read this Staff Behaviour Policy in conjunction with the school's Safeguarding and Child Protection Policy and other associated policies. Staff are invited to review this Staff Behaviour Policy annually.

1. Safer recruitment

L' école bilingue follows the Government's guidelines for the safer employment of staff who work with children as outlined in L' école bilingue's Safer Recruitment Policy. New staff receive child protection training as part of their induction process. This training is repeated at not more than three yearly intervals.

2. Designated Safeguarding Lead (DSL)

Miss Olivia Good, Teacher and English Coordinator, is L' école bilingue's Designated Safeguarding Lead.

Her responsibilities are outlined in the school's Child Protection and Safeguarding Policy. Access to the School's records on child protection is restricted to the DSL and/or the DDSL, Laurence Hoffmann.

3. Promoting Awareness

Our curriculum is designed to foster the spiritual, moral, social, and cultural development of all our pupils. All our teaching staff play a vital role in this process, helping to ensure that all of our pupils relate well to one another and feel safe and comfortable within the School. We expect all the teaching and nonteaching staff to lead by example, and to play a full part in promoting an awareness that is appropriate to their age amongst all our pupils on issues relating to health, safety, and well-being. All the staff, including all non-teaching staff, have an important role in insisting that our pupils always adhere to the standards of behaviour set out in our Behaviour and discipline policy and in enforcing our Anti-bullying policy. Time is allocated for discussions of what constitutes appropriate behaviour and on why bullying and lack of respect for others are never right. Assemblies are also used to promote tolerance and mutual respect and understanding.

4. Staff/Pupil Contact

Staff should avoid unnecessary contact with pupils outside School:

- they should not give pupils their home address, home phone number, mobile phone number or personal e-mail address (also see the school's Mobile Phone Policy).
- they should not plan to meet pupils, outside School other than on School trips authorised by the Headteacher.
- they should avoid contacting pupils at home unless this is strictly necessary; they should keep a record of any such occasion.
- they should not give a pupil a lift in their own vehicle other than on school business and with permission from the Headteacher.
- they should not have pupils as „friends“ on social networking sites and ensure that they themselves only use a secure setting on such systems.

5. Language

Staff should not swear, blaspheme, or use any sort of offensive language in front of pupils. Staff should not make sexual innuendos or any comments of a sexual nature (other than in the context of the curriculum, and should avoid displays of affection either personally or in writing (e.g. messages in birthday cards, text messages, emails etc.) Staff should avoid words or actions which are over familiar.

6. Physical Contact

Reasonable force: By law, teaching staff, and other staff who are authorised by the Headteacher to have control or charge of pupils, may use such force or physical contact as is reasonable in the circumstances to prevent a pupil from doing, or continuing to do any of the following:

- committing a criminal offence
- injuring themselves or others
- causing damage to property, including their own
- engaging in any behaviour prejudicial to good order and discipline at the school or among any of its pupils, whether that behaviour occurs in a classroom or elsewhere.

This applies when a teacher, or other authorised person, is on School premises and when he or she is in control or charge of the pupil elsewhere, for example on a field trip or other authorised out of School activity. It only applies where no other form of control is available and where it is necessary to intervene. Before intervening physically, a teacher should, wherever practicable, tell the pupil to stop and what will happen if she does not. The member of staff should continue attempting to communicate with the pupil throughout the incident and should make it clear that physical contact or restraint will stop as soon as it ceases to be necessary.

Staff should always avoid touching or holding a pupil in a way that might be considered indecent. Nor should they act in a way that might reasonably be expected to cause injury. The member of staff involved should inform the DSL immediately following an incident, except the most minor or trivial, where force has been used. She will notify school management as appropriate. This is to help prevent any misunderstanding or misrepresentation of the incident, and it will be helpful in the event of a complaint. The member of staff should provide a written report as soon as possible afterwards. Action taken in self-defence or in an emergency: The law allows anyone to defend themselves against an attack provided they do not use more force than is necessary. Similarly, where a pupil is at risk of immediate injury or on the point of inflicting injury on someone else, any member of staff (whether authorised or not) would be entitled to intervene.

Contact in other situations: The law does not cover some other occasions when physical contact may be proper or necessary. Some physical contact may, for example, be necessary to demonstrate exercises or techniques during music or PE lessons or sports coaching, or if a

member of staff has to give first aid. In such circumstances the member of staff should first explain the intended action to the pupil. Do not proceed with the action if the pupil appears to be apprehensive or reluctant or if you have other concerns about the pupil's likely reaction. If at all possible, ensure that the door is open and if you are in any doubt, ask a colleague or another pupil to be present during the demonstration. Touching may also be appropriate where a pupil is in distress and needs comforting. Staff should use their own professional judgment when they feel a pupil needs this kind of support. Note: there is no legal definition of "reasonable force". It will always depend on the circumstances.

Note that:

- physical force could not be justified to prevent a pupil from committing a trivial misdemeanour
- any force used should always be the minimum needed to achieve the desired result
- whether it is reasonable to use force and the degree of force that could be reasonably employed might also depend on the age, understanding, and sex of the pupil.

7. The Classroom Staff should not incorporate in lessons material that is inappropriate or use highly personal information about themselves or others.

8. Relationships

It is inappropriate for a member of staff to have a sexual or intimate relationship with a pupil of any age and it may be a criminal offence under the Sexual Offences Act 2003 even if the pupil is aged 16 or 17. To have such a relationship even with a pupil over 18 also contravenes the Duty of Care and will result in referral to the relevant authorities. Wherever possible, staff should avoid being alone in a room with a pupil. Where, for reasons of timetabling, confidentiality or other circumstances, this is not practicable, staff should ensure that the door to the room has a glass panel or is left open.

9. Photographs

By signing the Acceptance Form or agreeing to the school's terms and conditions, the parents consent, as far as is required under data protection law, to the school obtaining and using photographs or images (including video recordings) of the pupil for:

- use in the School's promotional material such as the prospectus, the website or social media;
- press and media purposes;
- educational purposes as part of the curriculum or extra-curricular activities.

The school may seek specific consent from the Parents before using a photograph or video recording where the school considers that the use is more privacy intrusive. Please see the School's Data Protection Policy for more information about the use of photographs and images.

10. Confidentiality and data protection

Staff should respect the privacy of pupils, parents and colleagues and should not pass information about, for example, addresses or telephone numbers to others, without checking first with the person concerned. Lists of pupils/parents names and addresses must not be used for any purpose without the consent of the Headteacher. Information about pupils, parents, or colleagues should never be disclosed to telephone enquiries.

Note: Never give an undertaking of confidentiality to a pupil where child protection issues are involved.

If a Pupil Reports Abuse

Pupils who have a problem may speak to someone whom they trust. It is important that the member of staff sets the boundaries firmly at the outset of such a conversation, making it clear that no one can offer absolute confidentiality. A pupil who is insistent upon confidentiality should be referred to an external source, such as ChildLine. If the pupil is only prepared to speak if absolute confidentiality is guaranteed, the member of staff should terminate the conversation at that point. The adult should provide the relevant DSL with a written account of what has transpired as a matter of urgency.

If a pupil decides to speak to a member of staff about the fact that either he/she, or a pupil known to them, is being bullied, harassed and abused, the member of staff should:

- React professionally, and remember that they are not carrying out an investigation, (which is a task for specialists),
- Take what the child says seriously, and calmly, without becoming emotionally involved,
- Make it clear why unconditional confidentiality cannot be offered,
- Explain that any adult member of staff is obliged to inform the DSL, if their child protection or safeguarding issues are involved, in order that specialist help can be arranged.
- Encourage the pupil to speak directly to the relevant DSL.
- Explain that only those who have a professional “need to know” will be told, and, if appropriate, measures will be set up to protect the pupil from retaliation and further abuse.
- Reassure the child that he/she was right to tell, and that he/she is not to blame for having being bullied or abused.
- Allow the child to tell his/her own story, without asking detailed or leading questions.
- Record what has been said verbatim.
- Inform a DSL as soon as possible - at least by the end of the morning/afternoon session of that day.
- Inform the DSL immediately in cases where abuse from a member of staff is alleged, or if the incident happened inside the School, or on a school trip. Again, at L'école bilingue, the DSL must be informed as the head teacher is also a proprietor of the school and can therefore not be the case manager and leading on working with other agencies where outcomes will be decided. She can, however, be notified by the DSL as appropriate.

Where there are evident signs of physical injury, that may (or may not) be the result of abuse or bullying, medical help should be summoned, or the pupil should be taken to the Medical Room. In serious cases, the Police should be informed from the outset.

11. Action to Protect the Child

Information about possible abuse may come to a member of staff in several ways - direct allegation from a child that has been abused, through a friend, relative or other child, through a child's behaviour or through observation of an injury to the child. In the case of an allegation being made by the child concerned or by a third party it is important to remember that:

- Defendants have been acquitted where leading questioning or inappropriate investigation has been proven.
- It is vital that subsequent enquiries should not be prejudiced by detailed questioning in School.

The DSL will consider how best to support and monitor the pupil concerned through any process of investigation, liaising closely with parents, carers, Local Safeguarding Partnership (LCP), or other agencies involved to identify the support strategies that will be appropriate.

12. Whistleblowing

If a teacher or member of staff has concerns about the behaviour of another member of staff towards a pupil, they should report it at once to the DSL. Again, at L'école bilingue, the DSL must be informed as the head teacher is also a proprietor of the school and can therefore not be the case manager and leading on working with other agencies where outcomes will be decided. She can, however, be notified by the DSL as appropriate.

If there is evidence of criminal activity, the Police will always be informed. Wherever possible, and subject to the rights of the pupil, the member of staff will be informed of the outcome of the investigation. No one who reports a genuine concern in good faith needs to fear retribution. A member of staff who uses the whistleblowing procedure is entitled to have their name protected from being disclosed by the DSL to the alleged perpetrator, without their prior approval. However, it has to be recognised that their evidence may be required by the Police to be used in any criminal proceedings. If the concerns are about the Headteacher, they should be reported directly to the LADO (please refer to the school's Whistleblowing Policy).

13. Where a Member of Staff has concerns about a Pupil

If a teacher or other member of staff has concerns about any pupil or incident that touches upon child protection issues, they should report them as soon as possible to the DSL. The early identification of potential problems, and the provision of early help, relies upon staff maintaining a vigilant, open-minded, 'it could happen here' attitude.

Definition of Abuse

Abuse can affect children of all ages, sexes, different races and cultures and all social classes. In some cases, behaviours or physical injuries suggest clearly that abuse is occurring but in others the signs will be less apparent. Full details are in the school's Child Protection and Safeguarding Policy.

Parents

In general, we believe at L'école bilingue that parents should be informed about any concerns regarding their children. It is important that we are honest and open in our dealings with them. However, concerns of this nature must be referred to the DSL who will advise the Headteacher on the appropriate response. In a very few cases, it may not be right to inform them of our concerns immediately as that action could prejudice any investigation, or place the child at further risk. In such cases, advice will be sought from the Local Safeguarding Partnership (LSP).

REMEMBER Your aim should be to establish as quickly and accurately as possible the details of the injury or abuse. Questioning should be brief and gentle using open rather than closed questions ("How did it happen?" rather than "Did [] hit you?"). Keep a note of what you heard and saw.

BETTER STILL with care and sensitivity, pass the pupil to the DSL immediately. Child protection is always our top priority.

14. Preventing radicalisation (the Prevent Duty)

It is a key role of the School to support children and to provide stability in the lives of children who may be at risk of harm. We recognise that our pupils can be vulnerable and exploited by others. Staff will be alert to the signs of vulnerability and/or susceptibilities to any extremist indoctrination. Staff acknowledge the need for a culture of vigilance to be present in the school to support safeguarding. This includes awareness and sensitivity to attitude changes of pupils which may indicate they are at risk of radicalisation. If you have any concerns, you must discuss them with the DSL.

15. So-called ‘Honour Based’ Violence, including forced marriage and female genital mutilation (FGM) All teachers have a statutory duty to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18.

CONCLUSION All staff are expected to demonstrate consistently high standards of personal and professional conduct. By adhering to this Staff Behaviour Policy, staff can be assured they are playing their part in safeguarding pupils and protecting themselves. It is our expectation that all staff confirm that they have read and understood this policy.

Linked Policies:

- Child Protection and Safeguarding Policy/ Safer Recruitment
- Anti-Bullying Policy
- It and Online Safety Policy
- Behaviour and Discipline Policy

Name: _____ Date: _____

Signature: _____