

**St John's C of E VC Infants' School
& Jumping Johns Nursery
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Staff Behaviour Policy

Version	Date created/amended	Completed / approved By	Remarks
V1.1	January 2017	Leadership Team	To be read in conjunction with St. John's Child Protection Policy

This policy should be taken and used as part of St John's Church of England VC Infants School and Jumping Johns Nursery's overall strategy and implemented within the context of our vision, instrument of government aims and values as a church of England School.

STAFF BEHAVIOUR POLICY

1. INTRODUCTION

This Behaviour Policy outlines the expected behaviour of staff when within or representing the school. All communication and interaction between members of staff, children, parents, carers, governors and visitors must reflect our Staff Behaviour Policy.

- All staff are expected to be conscientious and loyal to the aims and objectives of the school.
- In addition, all staff are required to develop and maintain the professional character of the school.

All staff employed at the school are to follow the Staff Behaviour Policy. Volunteers and Governors are also expected to follow the Staff Behaviour Policy. Staff should be aware that failure to comply with the following Staff Behaviour Policy could result in disciplinary action.

Throughout this document the term **staff** should be taken to include any adult in the school (and in particular teachers, teaching assistants, other support staff, governors and volunteers).

GENERAL

It is an expectation that all members of staff model courteous and respectful behaviour to the children through their appearance and all aspects of their conduct. This includes the way in which adults talk to the children as well as to each other.

A Staff behaviour Policy is designed to give clear guidance on standards of behaviour all staff are expected to observe, and the school should notify staff of this policy and the expectations therein.

Staff may be in a unique position of influence and must adhere to behaviour that models the highest possible standards. Each employee has an individual responsibility to maintain their reputation and the reputation of the school whether inside or outside working hours.

STAFF RIGHTS

To

- Work in an atmosphere of mutual respect
- Be treated fairly
- Be listened to and for views to be respected
- Be valued for the efforts and strengths of the work undertaken and to receive support for those areas that need developing
- Work in a clean, safe, secure, unthreatening stimulating and well organised work place
- Be kept appropriately informed through open channels of communication
- Have a workload that is conducive to work-life balance

STAFF RESPONSIBILITIES

To

- Put children at the centre of all that we do
- Separate personal and professional lives by creating clearly defined boundaries
- Challenge prejudice in the workplace and support colleagues of all social, cultural and ethnic backgrounds
- Listen to and respect the opinions of others
- Support the development of others
- Promote positive relationships with pupils and the local community
- Safeguard the emotional and physical well-being of pupils
- Arrive on time for the working day appropriately dressed
- Switch mobile phones off during teaching time, staff meetings and when on playground duty
- Raise concerns in a non-threatening manner before they become a more serious problem
- Take responsibility for the working environment leaving it as others would wish to find it
- Challenge unprofessional behaviour in an appropriate manner

THE SCHOOL LEADERSHIP TEAM WILL

- To the best of its ability provide high quality CPD for all staff
- Ensure appropriate performance management procedures are in effect
- Value staff achievements and support their further development
- Treat the workforce both fairly and consistently
- Ensure the environment is clean, and that resources are well maintained and accessible
- Listen to the ideas and concerns of all staff
- Raise management concerns with staff appropriately
- Be aware of the requirement to ensure the work-life balance of staff
- Endeavour to make the school an enjoyable place to work

WORKING SAFELY

The School Leadership team and *Governors*, in conjunction with the LA, will do everything it can to meet any statutory obligation and ensure that the school is a safe and healthy working environment.

In return members of staff are expected to:

- Follow the school's and LA's Health and Safety Policies.
- Take reasonable and practical steps to ensure the health and safety of themselves, pupils and staff, and ensure that safety equipment is not misused or damaged.
- Wear clothes which do not put health and safety at risk.
- Report promptly any accidents or near misses in the appropriate way.
- Tell the Headteacher if they are taking any medication which would harm their ability to do their work.
- Cooperate in all activities including training organised to promote safety.
- Fire : Staff must familiarise themselves and make children aware of the fire procedures and fire drill routines.

2 SETTING AN EXAMPLE

- ❖ All staff who work at St. John's School must set examples of behaviour and conduct which can be copied by pupils. Staff must therefore not use inappropriate or offensive language at any time.
- ❖ All staff must, therefore demonstrate the highest standards of conduct in order to encourage our pupils to do the same.
- ❖ All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- ❖ This Policy helps all staff to understand what behaviour is and is not acceptable

3. SAFEGUARDING PUPILS

3.1 Staff, Governors and Volunteers have a duty to safeguard pupils from:

- ❖ Physical abuse
- ❖ Sexual abuse
- ❖ Emotional abuse
- ❖ Neglect

3.2 The duty to safeguard pupils includes the duty to report concerns about a pupil to the Designated Safeguarding Lead (DSL) - Mrs Turner or in her absence to the Deputy Designated Safeguarding Lead (DDSL) - Mrs Maisey.

3.3 The school's DSL will follow policy and procedures linked to safeguarding.

3.4 Copies of the school's Child Protection Policy and Whistleblowing Procedure are displayed on the CP noticeboard in the Staffroom and personal copies are given to all staff members at induction meetings. Staff are expected to be familiar with these documents.

3.5 Staff must not demean or undermine pupils, their parents or carers, or colleagues.

3.6 Staff must take the up most care of pupils under their supervision with the aim of ensuring their safety and welfare.

3.7 Staff must not use their personal mobile phone as a camera in school.

Any photographs/video must be taken using school equipment e.g. iPads. Staff must only save images on school computers/devices.

4. PUPIL DEVELOPMENT

4.1 Staff must comply with school policies and procedures that support the well-being and development of pupils.

4.2 Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils.

4.3 Staff must follow reasonable instructions that support the development of pupils.

5. HONESTY and INTEGRITY

- 5.1 Staff must maintain the highest standards of honesty and integrity in their work. This includes the handling and claiming of money.
- 5.2 Staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or if request, agree or accept, or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should refer to the Whistleblowing procedure.
- 5.3 Staff have a duty to report any concerns they have about any adult in the school and the school has a duty to investigate and take appropriate action.
- But staff should also be aware that making a false accusation could lead to disciplinary action, clearly the school and governors would wish to differentiate between an honest mistake and a wilful mis-conduct in this matter; making an honest mistake will not lead to disciplinary action.
- 5.4 Care must be taken to return any items of school property that are used during the school day e.g. iPads to where they are securely kept, and not to leave them insecurely in classrooms at the end of the day.
- 5.5 Staff should not use the photocopier or any school resources for their own private use without authorisation.
- 5.6 Copyright: Staff must observe copyright laws on computer software, audio-visual and printed material.

6. CONDUCT OUTSIDE WORK

- 6.1 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. Any such behaviour could lead to dismissal.
- 6.2 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.
- 6.3 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 with pupils and parents.
- 6.4 Staff must not engage in inappropriate use of social network sites which may bring themselves, the school or wider community into disrepute.
- 6.5 Staff must only use their school email account for work purposes.
- 6.6 Staff should not put themselves in difficult situations by forming friendships with children outside of school e.g. offering to 'babysit' for parents.
- 6.7 All staff are expected to sign and adhere to the ICT Acceptable Use Policy. Staff must not post any comments, photographs, images or conversations on social networking websites which may bring themselves or the school into disrepute. Security settings should be maintained at the highest level in order to prevent members of the public seeing any personal information. Internet users must not display, access, use, store,

distribute, print, reveal or otherwise process any kind of image, document or other material which is sexually explicit or offensive in any other way, on any school system.

USE OF MOBILE PHONES

Members of staff should not use their mobile phones for private or school use during the school day (apart from lunchtimes). Mobile Phones may be used at lunchtimes in areas to which children do not normally have access e.g. staff room or meeting room.

Telephone calls or messages for school business should be carried out via the school telephone system unless in an emergency or with prior permission from the Headteacher.

7. CONFIDENTIALITY

- 7.1 Where staff have access to confidential information about colleagues, pupils or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the individual.
- 7.2 Staff should maintain the appropriate levels of confidentiality with respect to pupil and staff records and other sensitive matters. They should take care not to discuss issues of particularly sensitive matters with the school community which could cause distress to school staff, pupils or parents.
- 7.3 Staff have an obligation to share with the DSL or DDSL any information which gives rise to concern about the safety or welfare of a pupil. Staff must never promise a pupil that they will not act on information that they are told by a pupil.

8. WORKING WITH THE MEDIA

Staff should not speak, write or give interviews, which include phone calls, to the press about the school without prior agreement with the Headteacher or Chair of Governors. The LA has a press office that deals with the media and their advice should be sought before statements are made. The Press office will deal with all media inquiries on behalf of the school.

9. STAFF DRESS CODE

The governing body (GB) takes the view that all staff at school should be dressed appropriately for their particular role. Any outfit worn should be smart and one that is based on safety, comfort and practicality.

STANDARD OF DRESS

In general the dress of all teaching and support staff must be tidy and smart. Staff engaged in caretaking, cleaning and lunchtime supervision will wear dress appropriate for their work.

- Male staff are normally expected to wear a smart jacket and trousers.
- Female staff are normally expected to wear a smart top (blouse or shirt), trousers, skirt or dress. Tops should not be revealing and the neck line should be appropriate. Skirts should be of a suitable length and style for school (not denim).
- Trousers for male and female staff, are expected to be standard length (not shorts)
- Footwear should be smart and safe. Shoes and not trainers should be worn for classroom activities. For safety reasons all footwear should be closed - flip-flops and fully open -toed sandals are not acceptable. Any person choosing to wear open toed shoes does so at their own risk.
- PE kit is preferred for PE lessons as we are role models for our children. The expectation is that teachers will change at lunchtime either into PE kit or back into professional dress.
- For safety reasons, staff should not wear excessive amounts of jewellery.
- As part of safeguarding procedures, all staff are required to wear their identity badges on the school premises.

10. OTHER AREAS

- If for any reason a member of staff is delayed in the morning, it is their responsibility to ensure that the appropriate person in school is informed at the earliest opportunity.
- If a member of staff is going to be absent due to illness, they must send a text message to the Deputy Head who is responsible for covering staff absence, in good time e.g. 7.00am. They should also telephone the Headteacher during the day to report their absence.
- If School Staff are offered favours, substantial gifts (worth over £100.00) or gifts which could be thought to be compromising, they must inform the headteacher before accepting the gift.

Appendix 1 – aide memoire for all staff

When we speak to others we will:

- Use a positive statement rather than a negative one so that children can learn what we expect of them in any situation.
- Use a calm tone of voice at all times, to explain something or to instruct the children, so that they can follow our words without feeling threatened or uncomfortable.
- Avoid using sarcastic words or phrases as these demean children and prevent them from developing high self-esteem.
- Speak respectfully to others at all times, even if we disagree with them.

As professionals we will:

- Avoid workplace gossip and negativity as it breeds resentment and becomes a roadblock to effective communication and collaboration. We all have a duty to take active steps to divert conversations away from this if we come across it.
- Maintain confidentiality about anything that we see or hear in the workplace or in school, so that colleagues, parents, children and outside agencies can trust us, and as a way of showing respect to our fellow professionals.
- Work as part of a team, contributing as well as learning from others and helping to build up a strong workforce.
- Work with the policies and practices set out by the school, so that what we do is consistent with what has been agreed between all members of the staff and governors.
- Treat everyone with respect.
- Dress appropriately to show that we are here to work.
- Behave in a positive way despite any personal problems that we may have, especially in front of the children.

Declaration of receipt

I confirm that I have read the Staff Behaviour Policy and understand that any unlawful or unsafe behaviour could lead to appropriate legal or disciplinary action being taken.

Name (please print):.....

Signature :.....

Date:.....

Please return this slip to your Headteacher as soon as possible.

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Further reference documents

Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings, produced by The National Network of Investigation and Referral Support Co-ordinators, February 2005

School Whistle - blowing Policy

This policy provides the framework by which staff can voice their concerns in good faith about practice within the school, without fear of repercussion and in accordance with the Public Interest Disclosure Act 1998.