

## Staff Behaviour Policy (Code of Conduct) 2019

<b>Committee Responsible:</b>	Safeguarding Committee
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## 1.0 Introduction

- 1.1 This policy sets out clear guidance on the standards of behaviour expected from all staff at Lycée Français Charles de Gaulle. The principles underlying the guidance aim to encourage staff to achieve the highest possible standards of conduct and minimise the risk of inappropriate conduct occurring.
- 1.2 School staff are in a unique position of trust and influence as role models for children/pupils. Therefore, staff must adhere to behaviour that sets a good example to all children/pupils within the school.
- 1.3 Staff also have an individual responsibility to maintain the reputation of the school, both inside and outside working hours and work setting.
- 1.4 All staff have the responsibility to uphold and promote the wellbeing and safeguarding of all children, in line with the Lycée Safeguarding Policy.
- 1.5 This policy applies to all staff and volunteers in the school regardless of their position, role or responsibility. References to 'staff' throughout the policy relate to all of the following groups:
  - 1.5.1 All members of staff including senior leadership team, teaching and support staff
  - 1.5.2 Volunteers
  - 1.5.3 Casual workers
  - 1.5.4 Temporary and supply staff, either from agencies or engaged directly, special educational need assistant
  - 1.5.5 Student placements, including those undertaking initial teacher training and apprentices.
- 1.6 Lycée requires that all staff have read and agree to comply with this policy.
- 1.7 Breach or failure to observe this policy could result in action being taken under the school disciplinary procedures including, but not limited to, dismissal.

## 2.0 Professional Behaviour and Conduct

- 2.1 Staff are expected to demonstrate the highest possible standards of personal and professional conduct and behaviour and consistently act with honesty and integrity towards all members of the school community.
- 2.2 Staff must act in accordance with their duty of care to children and ensure that the safety and welfare of children are accorded the highest priority in line with the Lycée Safeguarding Policy.
- 2.3 All staff must have read at least **Part 1 of Keeping Children Safe in Education DfE 2018**, statutory guidance for schools and colleges, and signed that they have done so.

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

- 2.4 Staff should show fairness in their treatment of children and treat all children in a positive and equitable fashion.
- 2.5 Staff must have regard for the ethos and values of the school and must not do or say anything which may bring the school into disrepute. Care should be taken by staff to avoid any conflict of interest between activities undertaken outside school and responsibilities within school. It is forbidden for the staff to give children private lessons for a fee within the school without authorization from the school's senior leadership team. Staff should act in accordance with the school's policies and procedures at all times.

### **3.0 Dress and Appearance**

- 3.1 Lycée recognises that dress and appearance are matters of personal choice and self-expression. However, all staff must dress in a manner that projects a professional image.
- 3.2 Staff should dress in a manner that is free from religious, political, or contentious slogans.
- 3.3 Staff should dress safely and appropriately for the tasks they undertake.

### **4.0 Smoking, alcohol and other substances**

- 4.1 Lycée is a non smoking site. Staff must not smoke on school premises or outside school gates. Any member of staff wishing to smoke must leave the school grounds.
- 4.2 Staff must not smoke whilst working with or supervising children offsite.
- 4.3 Staff must not consume or be under the influence of illicit drugs or other forbidden substances on or near school premises.
- 4.4 Staff must refrain from the consumption of alcohol in the presence of children under their responsibility, both within the school premises and outside the school setting.

### **5.0 Relationships with Children/Pupils**

- 5.1 Staff must maintain professional boundaries with children/pupils appropriate to their position and must always consider whether their actions are warranted, proportionate, safe and applied equitably. Staff should act in an open and transparent way that would not lead any reasonable person to question their actions or intent. Staff should think carefully about their conduct so that misinterpretations are minimised. Professional behaviour is expected in all instances of the school life: on the school premises as well as during school outings and school trips.
- 5.2 Staff must not establish or seek to establish social contact with children for the purpose of securing a friendship or to pursue or strengthen a relationship. If a young person seeks to establish social contact you should exercise your professional judgement in making a response and be aware that such social contact could be misconstrued.

- 5.3 Staff must not develop personal or sexual relationships with children/pupils and should not engage in any sexual activity with a pupil/student, as outlined in “*Working together to safeguard children*”.

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

- 5.4 Staff should be mindful of *section 16 of The Sexual Offences Act 2003*<sup>1</sup>.
- 5.5 Staff must not make sexual remarks to a pupil/student, discuss their own sexual relationships with, or in the presence of, children/pupils or discuss a pupil’s sexual relationships in an inappropriate setting or context.
- 5.6 Appropriate channel of communication are dealt with in detail in chapter “E-safety”, particularly article 13.6 and 13.7.

## 6.0 Infatuations

- 6.1 It is not unusual for children or, sometimes, their parents to develop infatuations towards members of staff. All such situations must be responded to sensitively to maintain the dignity of those concerned.
- 6.2 Staff should also be aware that such circumstances carry a high risk of words or actions being misinterpreted and for allegations to be made against staff. Any indications of an infatuation towards yourself or another member of staff must be reported to your line manager.

## 7.0 Gifts/Hospitality

- 7.1 Staff need to take care that they do not accept any gift/offer of hospitality that might be construed as a bribe by others, or lead the giver to expect preferential treatment. However, there may be occasions where children/pupils or parents wish to give a small token of appreciation to staff, for example at special festivities or at the end of the year.
- 7.2 It is unacceptable to receive gifts on a regular basis or to suggest to children/pupils that gifts are appropriate or desired. Money must not be accepted as a gift. If you are unsure whether to accept a gift you should consult your line manager.
- 7.3 Staff must not accept significant gifts or hospitality from children, parents, carers, actual or potential contractors or outside suppliers. All such gifts/offers of hospitality should be reported to your line manager and recorded.
- 7.4 Personal gifts must not be given by staff to children/pupils.

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<sup>1</sup> *Section 16 of The Sexual Offences Act 2003* provides that it is an offence for a person aged 18 or over (e.g. teacher, youth worker) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. A situation where a person is in a position of trust could arise where the child is in full-time education and the person looks after children under 18 in the same establishment as the child, even if s/he does not teach the child.

## 8.0 Physical Contact with Children

- 8.1 There are occasions when it is entirely appropriate and proper for staff to have physical contact with children, but it is crucial that they only do so in ways appropriate to their professional role. A 'no touch' approach is impractical for most staff and may in some circumstances be inappropriate. When physical contact is made with children it should be in response to their needs at that time, of limited duration and appropriate to their age, stage of development, gender, cultural and personal background.
- 8.2 It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one child in one set of circumstances may be inappropriate in another, or with a different child. Staff should therefore, use their professional judgement at all times.
- 8.3 Staff should be aware that even well intentioned physical contact may be misconstrued by the child, an observer or by anyone to whom this action is described. Staff should never touch a child in a way which may be considered indecent. Always be prepared to explain actions and accept that all physical contact be open to scrutiny. Staff must not engage in rough play, tickling or fun fights with children/pupils.
- 8.4 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.
- 8.5 Staff supervising PE and games or providing musical tuition should demonstrate the use of a particular piece of equipment/instrument on another member of staff if possible. However, they may be required to initiate physical contact with children/pupils to support a child to perform a task safely, to demonstrate the use of a particular piece of equipment/instrument or to assist them with an exercise. Contact under these circumstances should be done with the pupil/student's agreement, for the minimum time necessary and in an open environment. Staff should remain sensitive to any discomfort expressed verbally or non-verbally by the pupil/student.
- 8.6 Physical contact must never be secretive, for the gratification of the adult or represent a misuse of authority.
- 8.7 If a member of staff believes that an action could be misinterpreted, the incident and circumstances should be reported to your line manager, recorded and, if appropriate, a copy placed on the child's file.

## 9.0 Child in distress

- 9.1 There may be occasions when a pupil/student is in distress and in need of comfort as a reassurance. This may include age appropriate physical contact. Staff should remain self-aware at all times in order that their contact is not threatening, intrusive or subject to misinterpretation.
- 9.2 Such incidents should always be recorded and shared with your line manager. If you have a particular concern about the need to provide this type of care and reassurance you should seek further advice from your line manager.

## 10.0 Showers and changing

- 10.1 Children/pupils are entitled to respect and privacy whilst they are changing or showering after PE/games or swimming. However, there needs to be an appropriate level of supervision in order to safeguard young people, meet health and safety requirements and to ensure that bullying does not take place. The supervision should be appropriate to the needs and age of the children/pupils and sensitive to the potential for embarrassment.
- 10.2 Staff should be vigilant about their own behaviour and announce their intention of entering a changing room. Staff must not change or shower in the same place as children.

## 11.0 One to one situations

- 11.1 Staff working individually with children/pupils should be aware of the potential vulnerability of children/pupils and staff in such situations. Staff should manage these situations with regard to the safety of the pupil/student and to themselves.
- 11.2 Individual work with children should not be undertaken in isolated areas or rooms where there is no external viewing panel. Where it is necessary to close doors for reasons of confidentiality another colleague should be made aware of this and asked to remain vigilant.

## 12.0 Transporting children

- 12.1 In certain circumstances it may be appropriate for staff to transport children/pupils offsite, for example sports fixtures, swimming lessons or other out of school activities. The Deputy Financial Director provides oversight of all transport arrangements and responds to any difficulties that may arise.
- 12.2 The Deputy Financial Director ensures that the transport arrangements and the vehicles meet all legal requirements, 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.
- 12.3 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 children/pupils while under the influence of alcohol or drugs.
- 12.4 Prior to transporting children offsite, consent must be obtained from pupil/pupils' parent/guardian and staff should be aware that the safety and welfare of the children/pupils is their responsibility until this is safely passed back to their parent/carer.

## 13.0 E-Safety

- 13.1 Staff should follow Lycée's IT Charter for Children & Staff.
- 13.2 The school will fulfil its obligation to put in place strengthened measures to educate children to protect themselves from harm online - including cyber bullying, pornography and the risk of radicalisation, under guidelines ***New measures to keep children safe online at school and at home DfE 2015***. It is the responsibility of all staff to be aware of these risks and to monitor student on-line activity as much as is possible.

<https://www.gov.uk/government/news/new-measures-to-keep-children-safe-online-at-school-and-at-home>

- 13.3 IT support staff will, at regular intervals, check that appropriate filters and monitoring systems are in place so that no child can access harmful content via the school's IT systems and concerns can be spotted quickly.
- 13.4 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 highest security settings on any personal profiles they have.
- 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. Staff should exercise care when using dating websites where staff could encounter pupils.
- 13.6 Contact with children/pupils should be through Lycée's professional school email accounts. Personal phone numbers, personal email addresses or communication routes via all social media platforms should not be used, with the exception of the platform Pronote in the secondary school, which is the official means of communication of the school amongst staff, pupils and families. Staff should not share their home address with children/pupils. If contacted via an inappropriate route the member of staff must inform the Headteacher immediately.
- 13.7 Staff should not make contact with children' family members, accept or initiate friend requests or follow children' family member's account on any social media platform.
- 13.8 However, Lycée acknowledges that staff may wish to make contact with some parents, who are friends, over social media. Staff must exercise caution and professional judgement in these circumstances and should not have any contact with children' family members via social media if that contact is likely to constitute a conflict of interest or call into question their objectivity.
- 13.9 Mobile phones and personally-owned devices may not be used in the classrooms or during working time at school, except if needed for professional or pedagogical reasons. They normally should be on silent mode at all times. The Bluetooth functionality of a mobile phone should be switched off at all times and may not be used to send images or files to other mobile phones.
- 13.10 Mobile phones and personally-owned mobile devices brought in to school are the responsibility of the device owner. Lycée accepts no responsibility for the loss, theft or damage of personally-owned mobile phones or mobile devices.

## 14.0 Photography, video and images of children

- 14.1 Many school activities involve recording images as part of the curriculum, extra school activities, publicity or to celebrate an achievement. 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.
- 14.2 Lycée has a Consent Slip posted on its website which requests the parents' consent for images and recordings of their child to be taken and used in line with our « Fair Processing Notice». It must be filled in, signed and returned to the Form Teacher or relevant Vie Scolaire at the start of every school year and must ultimately reach [communication@lyceefrancais.org.uk](mailto:communication@lyceefrancais.org.uk), which will establish a Central Register of all pupils whose parents have refused their consent. **Staff must check that the children they are taking images and recordings of are not listed in this Central Register.**
- 14.3 Photographs/stills or video footage of children/pupils should only be taken for purposes authorised by the school and should be stored securely and only on school equipment. The storage of such data by Lycée's staff is subject to authorization by the persons appearing on these media or by their legal guardians if they are minors.
- 14.4 Staff should ensure that a member of the Senior Leadership Team is aware of the proposed use of photographic/video equipment and that this is recorded in lesson plans. All photographs/stills and video footage should be available for scrutiny and staff should be able to justify all images/video footage made.
- 14.5 Staff should remain aware of the potential for images of children/pupils to be misused to create indecent images of children and/or for grooming purposes. Therefore, careful consideration should be given to how activities which are being filmed or photographed are organised and undertaken. Particular care should be given when filming or photographing young or vulnerable children/pupils who may be unable to question how or why the activities are taking place. Staff should also be mindful that children/pupils who have been abused through the use of video or photography may feel threatened by its use in a teaching environment.

## 15.0 Confidentiality

- 15.1 Members of staff may have access to confidential information about children/pupils, their parents/carers or their siblings. Staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil/student on a need to know basis.
- 15.2 Information about individual student's results and attendance may be shared with parents 'and pupils' delegates at the CDC (Conseil De Classe) in accordance with the French education system. Information is provided to delegates in such a way to keep the disclosure of personal information to a minimum whilst enabling them to discharge their functions pursuant to French law. Any discussion about sensitive personal data takes place between members of staff as appropriate and outside of the CDC.
- 15.3 Staff should never use confidential or personal information about a pupil/student or her/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/student.



- 15.4 All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil/student is bullied by another pupil/student, this needs to be reported and dealt with in accordance with the school's Anti Bullying Policy. It must not be discussed outside the school, including with the pupil/student's parent or carer, nor with colleagues in the school except if it is absolutely necessary.
- 15.5 Staff have a statutory obligation to share with the Lycée's Designated Safeguarding Lead, Simon McNaught (Head of the British Section) or a member of the Safeguarding team any information which gives rise to concern about the welfare or safety of a pupil/student or that might suggest a pupil/student is in need or at risk of significant harm. Staff should pass on information without delay in accordance with the school's safeguarding policy and procedures and this should be recorded. Staff must never promise a pupil/student that they will not act on or pass on any information that they are told by the pupil/student.
- 15.6 Staff should refer to the Department of Education's document *Information sharing: advice for practitioners providing safeguarding services* for further guidance on information sharing. If you are in any doubt about whether to share you should seek guidance from a member of the senior leadership team.
- <https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice#history>
- 15.7 Any media or legal enquiries should be passed to the senior leadership team and only approved staff should communicate to the media about the school.

## 16.0 Whistleblowing

- 16.1 Whistleblowing is the mechanism by which staff can voice their concerns, without fear of repercussion.
- 16.2 All school staff have a duty to report any behaviour by a colleague which raises concern where the welfare of children/pupils may be at risk.

## Appendix 1

### Confirmation of compliance

I hereby confirm that I have read, understood and that I agree to comply with the Lycée Français Charles de Gaulle' staff behaviour policy.

Name .....

Position/Post Held.....

Signed .....

Date .....

**Once completed, signed and dated, please return this form to HR.**