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Staff Behaviour Policy (Including governors and volunteers)

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, committee members and volunteers to share this commitment.

Last reviewed: September 2023

Next review due: September 2024

Model Staff Behaviour Policy (Code of Conduct) 2017

Chairperson:	Meeta Lovage
Principal:	Didi Manika
Nominated Lead Member of Staff:	Christine Marie
Status & Review Cycle:	Statutory Annual

1.0

Introduction

1.1

This policy sets out clear guidance on the standards of behaviour expected from all staff at Sunrise Primary and Nursery School. 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 pupils/students.

Therefore, staff must adhere to behaviour that sets a good example to all pupils/students within the school.

1.3

Staff also have an individual responsibility to maintain their reputation and the reputation of the school, both inside and outside working hours and work setting.

1.4

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:

1.4.1

All members of staff including teaching and support staff

1.4.2

Volunteers, including committee members

1.4.3

Casual workers

1.4.4

Temporary and supply staff

1.4.5

Student placements, including those undertaking initial teacher training and apprentices.

1.5

Sunrise Primary and Nursery School requires that all staff have read and agree to comply with this policy.

1.6

Breach or failure to observe this policy will result in action being taken under the school disciplinary procedures including, but not limited to, dismissal.

1.7

This code of conduct is not an exhaustive list of acceptable and unacceptable standards of behaviour. In situations where guidance does not exist in this policy staff are expected to exercise their professional judgement and act in the best interests of the pupils and the school.

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.

Sunrise Primary and Nursery School expects staff to treat each other, pupils, parents and the wider community with dignity and respect at all times.

2.2

Staff must act in accordance with their duty of care to pupils and ensure that the safety and welfare of pupils are accorded the highest priority.

2.3

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.

2.4

Staff must have regard for the ethos and values of the school and must not do or say anything which may bring the school or governing body into disrepute. Care should be taken by staff to avoid any conflict of interest between activities undertaken outside school and responsibilities within school. Staff should act in accordance with the school's policies and procedures at all times.

3.0

Dress and Appearance

3.1

Limpsfield School recognises that dress and appearance are matters of personal choice and self-expression. However, all staff must dress in a manner that is appropriate to a professional role and that promotes a professional image.

3.2

Staff should dress in a manner that is not offensive, revealing or sexually provocative and in a manner that is absent from political or contentious slogans.

3.3

Staff should dress safely and appropriately for the tasks they undertake.

3.4

Large tattoos and body art should be covered while staff are in school. Discreet earrings are acceptable but all other body piercings should be removed while on school premises.

4.0

Smoking, alcohol and other substances

4.1

Sunrise Primary and Nursery School 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 pupils offsite.

4.3

Staff must not consume or be under the influence of alcohol, illicit drugs or other illegal substances on or near school premises when pupils are present.

4.4

Staff must refrain from the consumption of alcohol and other substances at school events where pupils are present (i.e. Leaving parties, school trips) both within the school premises and outside the school setting.

5.0

Relationships with Pupils/Students

5.1

Staff must maintain professional boundaries with 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.

5.2

Staff must not establish or seek to establish social contact with pupils for the purpose of securing a friendship or to pursue or strengthen a relationship. If a young person or their parents seek 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 relationships with pupils or their parents/guardians that are known to them solely through their professional life.

5.4

Working Together to Safeguard Children¹ 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)'.

5.5

Staff should be mindful of section 16 of The Sexual Offences Act 2003².

5.6

Staff must not make sexual remarks to a pupil, discuss their own sexual relationships with, or in the presence of, pupils or discuss a pupil's relations sexual relationships in an inappropriate setting or context.

5.7

Contact with pupils should be through Sunrise Primary and Nursery School's authorised mechanisms i.e. school email addresses, and home/school books. Personal phone numbers, email addresses or communication routes via all social media platforms should not be used and staff should not share their home address with pupils or their parents. The exception to this would be if a member of staff has a child at the school and is contacting the parent re play dates etc. If contacted via an inappropriate route the member of staff must inform the Headteacher immediately.

5.8

Sunrise Primary and Nursery school staff must not accept friend invitations or become friends with any pupil or parents/guardians of Sunrise Primary and Nursery School on any social media platform unless they know them personally and not through their professional life. Staff should also refrain from following the Twitter or other similar social media accounts of pupils or their parents. Staff must read the school's e-safety policy carefully and follow all advice and guidance contained within it.

6.0

Infatuations

6.1

It is not unusual for pupils 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 the Headteacher.

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 pupils or parents wish to give a small token of appreciation to staff, for example at religious festivities or at the end of the year.

7.2

It is unacceptable to receive gifts on a regular basis or to suggest to 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 the Head Teacher

7.3

Staff must not accept significant gifts or hospitality from pupils, parents, carers, actual or potential contractors or outside suppliers. All such gifts/offers of hospitality should be reported to the Headteacher and recorded.

7.4

Personal gifts must not be given by staff to pupils and any reward to pupils should be in accordance with Sunrise Primary and Nursery School's behaviour policy, recorded and not based on favouritism.

8.0

Physical Contact with Pupils

8.1

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. A 'no touch' approach is impractical for most staff and may in some circumstances be inappropriate.

When physical

contact is made with pupils it should be in response to their needs at that time, of limited duration and appropriate to their age, stage of development, gender, ethnicity and background.

8.2

Where feasible, staff should seek the child's permission before initiating contact. Staff should listen, observe and take note of the child's reaction or feelings and, so far as is possible, use a level of contact which is acceptable to the child for the minimum time necessary.

8.3

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.

8.4

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 pupils.

8.5

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.

8.6

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 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'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.

8.7

Physical contact must never be secretive, for the gratification of the adult or represent a misuse of authority.

8.8

If a member of staff believes that an action could be misinterpreted, the incident and circumstances should be reported to the Head Teacher, recorded and, if appropriate, a copy placed on the child's file.

8.9

Staff should refer to Sunrise Primary and Nursery School's Physical Intervention/Positive Touch/Intimate Care Policies

¹https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf

²Section 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.