



St Mary's School  
CAMBRIDGE

# Staff Behaviour Policy

*This policy is the responsibility of the Head, Head of Juniors and the Deputy Head (Pastoral and Boarding).*

*Last review: September 2021*

*Next review: September 2022*

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## Introduction

At St Mary's School, Cambridge (the School) we seek to follow the Mary Ward principles and our School should therefore be characterised by mutual trust, respect, and concern if we are to teach pupils to learn, to serve, to forgive and to care. Relationships between staff and pupils at School are friendly and mutually respectful. This *Staff Behaviour Policy* (Policy) has been formulated in order to maintain this balance and take into account *Keeping Children Safe in Education 2021*, the School's *Safeguarding and Child Protection Policy*, the *Whistleblowing Policy*, *IT Acceptable Use Policy*, *Data Protection Policy* and Guidance for safer working practice for those working with children and young people in education settings May 2019 and COVID-19 Addendum April 2020.

## Purpose and application of this policy

### Purpose

Relationships with fellow staff, employees, governors, contractors, visitors, volunteers, pupils and their parents, guardians or carers should be reasonable and mutually respectful at all times. This Policy has been produced to place the welfare of children at the centre of the School and its culture and to ensure that all those who work in School and may have contact with children are clear on the rules of conduct and the expectations of the School. Children place trust in those connected to the School creating obligations which we must all meet to ensure the successful outcomes achieved by the pupils in our care. This Policy provides clear guidance regarding professional standards, behaviour and actions and should help adults to establish safe practices and reduce the risk of false accusations or improper conduct.

### Application

The Policy applies to all staff working at the School and 'staff' (for the purposes of this Policy) is defined as any person working at the School, whether under a contract of employment or contract for services, whether paid or unpaid, whatever their position, role, or responsibilities. Staff includes (but is not limited to) teachers, contractors (including peripatetic teachers), teaching assistants and support, coaches, part-time staff, graduate/language assistants, sports/gap year assistants, all support staff, supply staff, temporary

(agency) staff and casual workers, exam invigilators, work experience students, Governors, and other volunteers.

## Consequences of breaching this policy

You are required to adhere to this Policy to maintain appropriate standards of behaviour and professional reputation. A breach of this Policy may be treated as misconduct and will render the member of staff liable to disciplinary action including in serious cases, dismissal. Separate consideration will also be made to making a referral to the Disclosure and Barring Service or Teaching Regulation Agency where an allegation is substantiated, and the person is dismissed or the School ceases to use their services, or the person resigns or otherwise ceases to provide their services.

The School has a legal obligation to report promptly to the Disclosure and Barring Service any person (whether employed, contracted, a volunteer or a student) who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. Further, or in the alternative, if an investigation leads to the dismissal or resignation prior to dismissal of a member of teaching staff specifically, the School must consider making a referral to the Teaching Regulation Agency and a prohibition order may be appropriate (because that teacher has displayed unacceptable professional conduct, conduct that may bring the profession into disrepute or a conviction at any time for a relevant offence). An interim referral may be considered if appropriate.

Please see the [Safeguarding and Child Protection Policy](#) for further information on dealing with safeguarding concerns or allegations of abuse.

## Reporting low level concerns or allegations (i.e. that do not meet the harms test above) about teachers and other staff (including the Head), supply staff, agency staff, contractors, governors and volunteers

A low-level concern is any concern that an adult working in or on behalf of the School may have acted in a way that:

- is inconsistent with this policy, including inappropriate conduct outside of work; and
- does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the Designated Officer.

A 'low-level' concern does not mean that it is insignificant. A concern may be a low - level concern, no matter how small, even if it does no more than give a sense of unease or a 'nagging doubt'. 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 (for example, grooming type behaviours). The School takes all concerns about safeguarding seriously and recognises that addressing even low - level concerns is important to create and embed a culture of openness, trust, and transparency in which the School's values and expected behaviour of its staff are consistently lived, monitored, and reinforced by all staff.

Staff must share all concerns with the Head without delay so that it can be recorded and dealt with appropriately, sensitively, and proportionately and in a timely manner. If the low - level concern relates to the Head, it should be shared with the Chair of Governors. Staff are encouraged to self-refer in the event that they have found themselves in a situation which may be misinterpreted, might appear compromising to

others, and or on reflection they believe they have behaved in a way that may be considered to fall below the expected professional standard. All concerns will be handled sensitively and will be dealt with appropriately and proportionately. The School will address unprofessional behaviour at an early stage and will support the individual to correct it.

Please see the [Safeguarding and Child Protection Policy](#) for further information on low-level concerns.

## Rules of conduct

It is the duty of all staff to observe the rules and obligations of this Policy and it should be read in accordance with the School's Disciplinary Procedure. Staff should observe all other School policies and procedures (including those listed below) and should maintain high standards of ethics and behaviour. Staff should understand, and always act within, the statutory frameworks which set out their professional teaching and other duties and responsibilities.

Staff are required to work as part of a unified staff body and develop supportive relationships with colleagues and should ensure that they uphold the School's reputation and standing within the local community and building trust and confidence in it.

All staff should:

- Take all reasonable steps to ensure safety and wellbeing of the pupils under their supervision .
- Use professional expertise and judgment for the best interests of pupils in their care .
- Demonstrate self-awareness and take responsibility for their own actions and for providing help and support to pupils.
- Raise concerns about the practices of staff or other professionals where these may have a negative impact on pupils' learning or progress or may put pupils at risk or is a low-level concern (as above).
- Read, understand, and comply with the terms and conditions of their contract, this Policy and the *Safeguarding and Child Protection Policy*.
- Understand and uphold their duty to safeguard the welfare of children and young people .
- Know the identity and role of the Designated Safeguarding Lead (DSL) in the Junior and Senior School, Deputy Designated Safeguarding Leads in the Junior and Senior School and the Nominated Safeguarding Governor and understand that the School has a legal duty to have regard to the need to prevent people from being drawn into terrorism.
- Be aware that they are in a position of trust; that the relationship is not a relationship between equals and that this position must never be used to intimidate, bully, humiliate, coerce, or threaten pupils. All staff need to have regard to the fact that it is an offence for a person aged 18 or over, 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, in the case of those over 16, the relationship is consensual.
- Demonstrate honesty and integrity.
- Maintain reasonable standards of behaviour whether inside or outside of normal school hours and whether on or off the School site.

Have due regard for the following safeguarding related policies:

- *Safeguarding and Child Protection Policy*
- *IT Acceptable Use Policy (staff)*
- *Pupil Internet and IT Acceptable Use Policy*

- *On-line safety Policy*
- *Behaviour Management Policy*
- *Discipline, Exclusions and Required Removal Policy*
- *Anti-bullying Policy*
- *Smoking, Alcohol and the Misuse of Drugs and Substances Policy*
- *Taking, Storing and Using Images of children Policy*
- *Recruitment, Selection and Disclosure Policy*
- *Whistleblowing Policy*
- *Visitors Policy*
- *Missing Child and Uncollected Child Policy*
- *Physical Restraint Policy*
- *Data Protection Policy*
- *Equality Policy*
- *Equal Opportunities Policy (staff)*
- *Anti-bullying and Anti-harassment Policy(staff)*
- *Bring Your Own Device to Work Policy*
- *Social Media Policy*

## Guidance on relationships and communication with pupils

Staff need to ensure that their behaviour does not inadvertently lay them open to allegations of abuse. They need to treat all pupils with respect and try, as far as possible, not to be alone with a child or young person. Where this is not possible, for example, in an instrumental music lesson, or sports coaching lesson, it is good practice to ensure that others are within earshot. Where possible, a gap or barrier should always be maintained between teacher and child. Any physical contact should be the minimum required for care, instruction, or restraint. If a peripatetic teacher is working in a pupil's home, they should ensure a parent, or another adult is present for the duration of the lesson.

Staff must not:

- Have any type of sexual relationship with a pupil or pupils.
- Have sexually suggestive or provocative conversations with a pupil; make sexual remarks about a pupil.
- Discuss their own sexual relationships with or in the presence of a pupil.

Sexual relationships or sexual contact with any pupil/s or encouraging a relationship to develop in a way that might lead to a sexual relationship, or any relationship considered to be inappropriate with any pupil at the School is a breach of trust that will usually lead to disciplinary action and may also lead to criminal prosecution. Staff are reminded that it is a criminal offence for a person aged 18 or over 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. Whilst not a criminal offence, it is a breach of this Policy and considered to be gross misconduct to have a sexual relationship with any pupil of this School, even if over the age of 18.

Forming inappropriate relationships with children or young people who are pupils at another school will be a criminal offence if they are under 16 but may also be a criminal offence if under 18 and is likely to be regarded as gross misconduct. Such behaviour may bring the School into disrepute and gives rise to concerns that the staff involved cannot be trusted to maintain professional boundaries with pupils at the School. Whilst not necessarily a criminal offence, the School considers it inappropriate for staff to form inappropriate relationships with a pupil of any school, irrespective of their age.

Staff must seek guidance from the Designated Safeguarding Lead (DSL) if they are in any doubt as to appropriate contact/ conduct and should report any actions which could be misinterpreted, any misunderstandings, accidents or threats involving a pupil/group of pupils or another child to the DSL. All concerns, discussions and the reasons for any decisions should be recorded in writing and must be promptly reported to the DSL in accordance with the *Safeguarding and Child Protection Policy*.

#### Communication with pupils including the use of social media

Staff should avoid unnecessary contact with current pupils outside School and limit contact to School matters/educational context. Any communication with pupils should always be professional, courteous, and not over-familiar. Staff should not give their address, personal mobile phone numbers or email addresses to pupils, nor should they communicate with them by text message, web-cameras, social networking sites, blogs, or personal email. If they need to speak to a pupil by telephone, they should use one of the School's telephones and email using the School system. The group leader on all trips and visits involving an overnight stay should take a school mobile phone with him/her and may ask the pupils for their mobile numbers before allowing them out in small, unsupervised groups. The School mobile should be used for any contact with pupils that may be necessary, such as on a school trip or to assist with sports fixtures. The group leader will delete any record of pupils' mobile phone numbers at the end of the trip or visit and should ensure that pupils delete any staff numbers that they may have acquired during the trip. Staff should be aware that it is not appropriate to use social media to communicate with pupils.

Staff must have regard to the School's *Online Safety Policy*, *IT Acceptable Use Policy*, *Pupil Internet and IT Acceptable Use Policy* and *Data Protection Policy*. Staff should ensure that their own personal social networking sites are private, and pupils should not be contacts or contacted through social media. Staff must not post material which may bring or brings the School into disrepute, or which causes concern about their suitability to work or volunteer in the School. Social networking sites of pupils should not be accessed.

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#### Grooming

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 or young person and manipulate that relationship so that sexual abuse can take place. Staff should be aware that conferring special attention without good reason or favouring a pupil has the potential to be construed as being part of a 'grooming' process, which is a criminal offence.

#### Infatuations and crushes

These can occur and may involve pupils and staff of both sexes in heterosexual and homosexual infatuations and crushes. It is in the interests of all concerned to ensure that such feelings are not encouraged or treated lightly. The advice of a senior colleague must be sought in order that appropriate steps can be taken to minimise the risk to the member of staff and to minimise the distress to the pupil. If a member of staff is concerned that he/she is developing a friendship that has the capacity to become an unacceptable relationship, then he/she must ensure that this does not develop.

## Language and personal boundaries

Staff should consider their language and the fact that their conversations may be overheard by pupils. It is important to always use appropriate language and the following should be avoided:

- Words or expressions with any unnecessary over familiarity, sexual content, or innuendo.
- Threatening or aggressive words.
- Unprofessional personal comments about others.

Teaching staff should avoid overstepping personal and professional boundaries. Parts of the curriculum may raise sexually explicit or difficult subject matter and careful planning is required and additional guidance should be obtained when new to this area of work. Staff sometimes need to have conversations about sensitive issues. Staff must use their professional judgement to ensure they do not cross professional boundaries.

Sarcasm and / or derogatory, personal, or insensitive words should not be used when punishing or disciplining pupils. Racist, sexist, or homophobic comments must not be made.

Any sanctions should be in accordance with the *Behaviour Management Policy* and *Discipline, Exclusions and Required Removal Policy*.

Swearing, blasphemous language, innuendo or offensive remarks must not be made to or used in front of pupils.

## Physical contact with pupils

There are occasions when it is entirely appropriate and proper for staff to have physical contact with pupils (such as demonstrating exercises or techniques in sport or music tuition, during drama or PE, first aid or where pupils with special educational needs or disabilities need more physical contact to assist their everyday learning), but it is crucial that they only do so in ways appropriate to their professional role. Staff should, therefore, use their professional judgement at all times. Staff should not have unnecessary physical contact with pupils and should be alert to the fact that minor forms of friendly physical contact can be misconstrued by pupils or onlookers.

Where exercises or procedures need to be demonstrated, extreme caution should be used if the demonstration involves contact with pupils and, wherever possible, contact should be avoided. It is acknowledged that some staff, for example, those who teach PE, rowing, 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.

Contact under these circumstances should be for the minimum time necessary to complete the activity and take place in an open environment. Staff should explain the intended action to the pupil and remain sensitive to any discomfort expressed verbally or non-verbally by the child.

A member of staff can never take the place of a parent in providing physical comfort and should be cautious of any demonstration of affection. In instances of pupil distress, support staff and volunteers should wherever possible seek the assistance of a member of the teaching staff or one of the School nurses rather than become involved themselves. If a member of support staff or volunteer has helped a pupil in distress the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead should be informed. Details can be found on the safeguarding posters up in the School or the *Safeguarding and Child Protection Policy*. A copy of the Logging Concern sheet is on **MyConcern** and paper copies are in the staff rooms at the Junior and Senior school.

First aid and/or intimate care (removing wet clothes or toileting in lower years) should only be administered by trained staff who are known to the child and who have been checked against the DBS barred list and completed their induction. Staff should adhere to the School's policy on administering first aid / medication and the reporting requirements, should explain to the pupil what is happening and ensure that another adult is present or aware of the action being taken.

Pupils are entitled to privacy when changing or showering, although there must be an appropriate level of supervision to ensure safety. Staff should announce themselves when entering changing rooms and avoid remaining unless required.

Physical contact should never be secretive, or 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 recorded as soon as possible, the DSL informed and, if appropriate, a copy placed on the pupil's file.

### Meetings with pupils

Teaching staff who have a one-to-one meeting with a pupil should:

- Arrange the meeting during normal school hours and use a room where there are others around and that has windows or a corridor so occupants can be seen.
- Leave the door open where possible and avoid using an engaged sign or equivalent.
- Avoid close proximity or physical contact or any conduct that could be taken as a sexual advance.
- Report to a senior colleague if the pupil is/has become distressed or angry and if there is any reason that causes concern of a safeguarding nature then report this to the Designated Safeguarding Lead.

Wherever possible, support staff and volunteers should not remain alone in a room with a pupil. If this is necessary, the door to the room should have a glass panel or should be left open and if this is not possible another adult should be close by.

### Mary Ward House (Boarding house)

Staff should be aware that access to accommodation in Mary Ward House should be in accordance with the *Boarding Staff Handbook* and procedures. Staff should visit in pairs, sign in at the front desk, show their identification lanyard and should notify the Head of Boarding of their visit in advance (where possible).

### Physical restraint

See the School *Physical Restraint Policy*.

Any physical restraint is only permissible when a child is in imminent danger of inflicting an injury on herself or on another or causing significant damage to property, and then only as a last resort when all efforts to diffuse the situation have failed. Another member of staff should, if possible, be present to act as a witness. Any force used must be appropriate for the age and understanding of the pupil. All incidents of the use of physical restraint should be recorded in writing and reported immediately to the Designated Safeguarding Lead/Head who will decide what to do next. Where this relates to the school's pre-school/EYFS setting, parents will be informed of any physical restraint used on their child the same day or as soon as reasonably practicable.

### Electronic communication with pupils

Please see the *On-line Safety Policy*, the *IT Acceptable Use Policy* and the *Data Protection Policy* for staff obligations in relation to electronic communications with pupils. Staff should always maintain appropriate professional boundaries, avoid behaviour which could be misinterpreted by others and report any such

incident to a senior manager or Designated Safeguarding Lead. Staff engaging with pupils and/or parents online always have a responsibility to model safe practice. Staff should be aware of the guidelines for on-line lessons.

### Recent pupil leavers

Some pupils may wish to continue the close working relationship they have with staff, but it is important to remember that the School's duty of care now rests with parents/carers or guardians. Although former pupils may wish to remain in contact and may request help with university applications or advice and references, these meetings and/or correspondence should be conducted at School within normal School hours and in a professional manner. It is also helpful if Marketing, Careers and the Development and Alumnae Relations Officer can be kept informed of changes and career developments of former pupils where we have their permission to do so.

### Transporting pupils and outside School events

There is a *School Off-Site (Educational) Visits Policy* which gives detailed guidelines for School trips.

It is inadvisable for staff to give a lift in a car to a pupil alone. 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. If there are circumstances that make unaccompanied transportation of pupils unavoidable, the journey should be made known to a senior member of staff. Nurses have authority to take pupils to hospital or to seek other medical assistance. Where taking part in after school activities staff should, wherever possible and practicable, be accompanied by another adult. It is acknowledged that on short duration journeys PE staff transport pupils to sports fixtures in the School minibus without an additional staff member present.

Staff must not make arrangements to meet pupils outside school other than on authorised school trips. Staff are advised not to attend private pupil parties and should be aware of their professional standing and responsibilities when attending parties arranged by parents/carers/guardians at which pupils are also present.

Members of staff who are parents of pupils, friends with parents of pupils or who attend outside events/clubs which may be attended by pupils, will have contact with pupils outside school and should be mindful of this Policy. Staff should also alert reception, who keep a social contact register of such outside school contact.

### Reporting incidents, confidentiality, and data protection

Staff should never give absolute guarantees of confidentiality to pupils or adults wishing to tell them about something serious. They should guarantee only that they will pass on information to the minimum number of people who must be told in order to ensure that the proper action is taken to sort out the problem and that they will not tell anyone who does not have a clear need to know. They will also take whatever steps they can to protect the informing pupil or adult from any retaliation or unnecessary stress that might be feared after a disclosure has been made.

The *Data Protection Policy* must be followed at all times. Information which is obtained as a result of being part of the School community (as an employee or volunteer) should not be shared with anyone without appropriate consent. Staff are required to respect the privacy of pupils, colleagues, parents, guardians, carers and must not pass on information without authority and appropriate consent.

Staff must report any concerns they may have following any incident where s/he feels that his/her actions may have been misinterpreted.

### Action if a pupil is missing

Please refer also to the *Missing Child and Uncollected Child Policy*.

During the working day:

- Alert the DSL or member of SLT
- check with the pupil's friends
- check with the nurses/the nurses' room
- check with reception who will check the signing out/in book
- Ensure that the DSL or SLT member is kept up to date so she/he can decide on the necessary course of action

If a pupil is missing at bedtime or in the early hours:

- Alert the Head of Boarding
- first check with the pupil's friends
- do a thorough search of the boarding area and sick bay
- call the pupil's mobile telephone
- check exeat/holiday forms
- consult the senior member of boarding staff on duty (see duty rota) and the Head or Deputy Head (Pastoral and Boarding) who will decide on the necessary course of action

A record is kept by the School of any instances in which a pupil is missing from school without satisfactory permission and documentation, including the action taken and the pupil's explanation.

### Children missing from education

We follow the Cambridgeshire Children Missing from Education procedures. Please see the link below. Staff should alert the Designated Safeguarding Lead.

<https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-learning/education-your-rights-and-responsibilities/children-missing-from-education>

The School shall inform the local authority of any pupil who is going to be added to or deleted from the School's admission register at non-standard transition points in accordance with the requirements of the Education (Pupil Registration) (England) Regulations 2006 (as amended). This will assist the local authority to:

- Fulfil its duty to identify children of compulsory school age who are missing from education; and follow up with any child who might be in danger of not receiving an education and who might be at risk of abuse, neglect or radicalisation.

The School shall inform the local authority of any pupil who:

- fails to attend School regularly; or
- has been absent without the School's permission for a continuous period of 10 school days or more, at such intervals as are agreed between the School and the local authority (or in default of such agreement, at intervals determined by the Secretary of State).

School attendance registers are carefully monitored to identify any trends. Action should be taken in accordance with this Policy if any absence of a pupil from the School gives rise to a concern about her welfare.

### Equal treatment

We are committed to equal treatment for all pupils, parents, guardians, carers, and colleagues. We keep a record of discriminatory incidents.

All staff should demonstrate respect for equality, diversity and inclusion and take steps to promote this by complying with the *Anti-Bullying policy*, the *Equality Policy (pupils)*, the *Equal Opportunities Policy (staff)*, the *Anti-bullying and Anti-harassment Policy (staff)* and this policy.

### Peer-on-peer abuse (including but not limited to bullying)

Please see pages 20-24 of the [Safeguarding and Child Protection Policy](#) for further information.

Peer-on-peer abuse is abuse by one or more children against another child. It can be stand alone or as part of wider abuse and can happen both inside and outside of school, and online. Abuse that occurs online or outside of school should not be downplayed and should be treated equally seriously. It can manifest itself in many ways and can include abuse within intimate partner relationships, bullying (including cyber-bullying, prejudice-based and discriminatory bullying), abuse within intimate partner relationships between peers, initiation / hazing type violence and rituals, physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm, upskirting (now a criminal offence and typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm), consensual and non-consensual sharing of nudes and or semi nudes, sexual assault, gender based issues, sexual behaviours including child on child sexual violence and sexual harassment, causing someone to engage in sexual activity without consent, such as forcing someone to strip comma touch themselves sexually comma or to engage in sexual activity with a third party.

Such behaviour is never accepted and should be considered as both a safeguarding issue and potentially a disciplinary matter. The school will adopt a zero-tolerance approach to abuse.

Staff will address inappropriate behaviour (even if it appears to be relatively innocuous) to help prevent problematic, abusive and/ or violent behaviour in the future. Abusive comments and interactions should never be passed off or dismissed as "banter" or "part of growing up". Nor will harmful sexual behaviours be dismissed as the same or "just having a laugh". Staff will challenge inappropriate behaviours (which are potentially criminal in nature), such as grabbing bottoms, breasts, and genitalia, pulling down trousers, flicking bras and lifting up skirts. Dismissing or tolerating such behaviours can lead to an unsafe environment for children and risks normalising them.

Bullying, harassment and victimisation and discrimination will not be tolerated, and we expect members of the School community to treat each other with dignity and respect. Any kind of bullying including cyber bullying, prejudice-based and discriminatory bullying is unacceptable, and the School keeps a record of any incidents. Staff should see our School policy on Anti-bullying for further details. We aim to create a friendly, caring, and perceptive environment in which every individual is valued. We endeavour to contribute positively towards the growing autonomy, self-esteem, and safety of each pupil. Staff undertake regular consultation activities with our pupils e.g. through participation in anti-bullying week and speaking to children about their experiences at lunchtime and playtimes. Staff should address issues of discrimination and bullying whenever they arise and should help to create a fair and inclusive School environment.

## Complaints

Copies of the School's [Complaints Policy and Procedure](#) can be sent to any parent on request and is available on the School website.

## Whistleblowing

The School wishes to foster a culture of openness and safety and the School's *Whistle Blowing Policy* reflects this. Should any member of staff have any concerns about the behaviour of another member of staff towards a pupil, he or she should report it at once to the Head (or to the Chair of Governors where the concern relates to the Head or a governor). Any concern will be thoroughly investigated under the School's *Whistle Blowing policy*. Such reporting will be without prejudice to the member of staff's position in the School. Where there are allegations of criminal activity, the Designated Officer (LADO) will always be informed, and advice taken, before the School undertakes any investigation of its own. 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. Under the Public Interest Disclosure Act 1998 the member of staff may be entitled to raise a concern directly with an external body where the circumstances justify it.

## Daily conduct requirements for staff

### Attendance and timekeeping

Should a staff member need to be absent or expect to be late for any reason, he/she should ask their line manager in advance when possible.

If absent, staff must inform their line manager and human resources [hr@stmaryscambridge.co.uk](mailto:hr@stmaryscambridge.co.uk) of the absence no later than one hour before they are due to start work on the first day of absence with details of the reason and expected duration of absence.

Senior School Teaching staff must also contact [staffcover@stmaryscambridge.co.uk](mailto:staffcover@stmaryscambridge.co.uk) and Junior School staff must contact Sarah Cliff [scliff@stmaryscambridge.co.uk](mailto:scliff@stmaryscambridge.co.uk), to inform of their absence and expected duration of absence, in order for a cover teacher to be arranged for the lessons.

### Smoking

It is illegal to smoke in all public enclosed or substantially enclosed areas and workplaces. It is also a fire risk. Smoking (in any form, including the use of e-cigarettes) is not allowed anywhere on site. Staff who choose to smoke off site must ensure that they are a sufficient distance from the School so that they are not visible by pupils or visitors.

### Alcohol and illegal drugs

Consumption of alcohol or illegal drugs is not permitted on site save where, in the case of alcohol, at a school function or otherwise agreed when modest amounts of alcohol may be consumed. Staff who reside on site may consume modest quantities of alcohol in private accommodation when they are not on duty. Alcohol must not be consumed by staff on School trips. Staff and volunteers have a professional duty to set a responsible example to pupils. Most pupils and staff have mobile recording devices and staff must not put themselves in a position which may compromise their professional status.

### Security

In the interests of security, staff lanyards must be on display and visible whilst in School and staff must produce theirs on request. Staff must not remove any School documents (save for those required for lesson preparation or marking of work) from the site nor take any photographs without due permission. The School

reserves the right to search the outer clothing, bags, lockers, and vehicles etc. of staff members whilst on site. The staff member may have a colleague in attendance on such (rare) occasions.

### School property

Staff may be provided with School equipment, including and laptop and/or mobile phone and must complete the relevant forms which can be obtained from IT.

Staff should not allow unauthorised access to the School's equipment and should keep computer passwords safe. Staff must not use the School's equipment to access or store inappropriate material, such as pornography. If staff discover material on the School's equipment that is inappropriate and/or indecent, such as pornography, it must be isolated to ensure that it cannot be viewed by pupils and the person should contact the Designated Safeguarding Lead in accordance with the School's *Safeguarding and Child Protection Policy* immediately.

If a gift is received from a pupil or parent then staff should declare the gift where there is a possibility it could be misconstrued, or in any event where the gift is of a value of more than £50 in accordance with the *Anti-Corruption and Bribery Policy*.

Staff should decline gifts which could be perceived as a bribe or that could create an expectation of preferential treatment. It is acceptable for parents, guardians or carers or children to make small gifts to show appreciation, but staff must not receive gifts on a regular basis or receive anything of significant value. Any concerns should be raised with the Head.

If gifts are given to pupils these should only be provided as part of the normal reward system procedures and should be given openly and transparently.

### Personal appearance

In normal circumstances the School receives visits from parents, potential parents, and others, and naturally wishes to convey an impression of efficiency and organisation. Therefore, whilst not wishing to impose unreasonable obligations on staff they are, nonetheless, required to look smart in appearance. Staff should ensure they are dressed safely and appropriately for the tasks they undertake. This also applies to online or virtual teaching.

### Mobility and flexibility

Due to the demands and nature of the School, staff should be prepared to transfer upon request within departments either temporarily or permanently, to undertake work of a different nature, providing it is reasonable and safe to do so and the staff member is adequately trained.

### Use of mobile phones and cameras and appropriate material

Staff should read the *Taking, Storing and Using Images of Children Policy*.

Due to data protection requirements, photographs of pupils by staff should only be taken with their parents' permission (provided in writing via consent form) and (in the senior school) where the child consents via a written consent form. *The School Secretary holds a list of pupils for whom consent has been withheld.* Photographs will only be taken by a designated staff member/s on School equipment. Where photographs are taken by staff to give evidence of children's progress, photos can only be taken on School cameras. They must then be downloaded onto School computers, where they will be monitored. Photos cannot be used or transferred outside the School unless for an authorised purpose (such as the marketing of an event) and with prior authorisation.

If a member of staff is in any doubt about taking images or is uncomfortable about someone else taking images, they must speak to a senior member of staff.

If individuals ask whether they can take photographs (e.g of their own children at a School event), they should be reminded that these should be for their personal use and that uploading images/publication of others' images may be unlawful.

Where a play, concert or other event is subject to copyright and performing rights restrictions, staff and visitors will not be permitted to take images, photographs, or video footage.

Neither staff nor children may use their own mobile phones to take photographs within our EYFS setting; including Preschool and Reception year in our School. Please see our *Taking, Storing and Using Images of Children Policy*.

#### Childcare disqualification

The Childcare Act 2006 and the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 (Regulations) state that it is an offence for the School to employ anyone to provide childcare in connection with our early years provision or later years provision who is disqualified, or for a disqualified person to be directly involved in the management of these. A staff member in such a role is under an on-going duty to immediately notify the School if their circumstances change so that they meet any of the criteria for disqualification at any point during their employment with the School. Any failure to disclose relevant information will be treated as a serious disciplinary issue. Staff are referred to the *Recruitment, Selection and Disclosure Policy* and procedure.

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