



## **STAFF BEHAVIOUR POLICY**

### **Introduction**

#### **Physical Contact with Pupils**

There are occasions when physical contact with a pupil may be proper or necessary, other than those covered by Section 550A of the 1996 Act. Some physical contact may be necessary to demonstrate exercises or techniques during PE lessons, music lessons, sports coaching or DT, or if a member of staff has to give first aid. Young children and children with special educational needs may need staff to provide physical prompts or help. Touching may also be appropriate where a pupil is in distress and needs comforting. Teachers will use their own professional judgement when they feel a pupil needs this kind of support.

There may be some children for whom touching is particularly unwelcome. This may be for example because of their cultural background, or because they have been abused. It is important that all staff receive information on these children. Physical contact with pupils becomes increasingly open to question as pupils reach and go through adolescence, and staff should be aware that even innocent and well-intentioned physical contact can sometimes be misconstrued.

#### **School Trips**

Staff taking pupils on school trips should ensure that they are in mixed groups and that staff members of both sexes are present. If trips are residential, staff should ensure that they do not enter pupils' bedrooms/bathrooms on their own, unless the situation necessitates this.

#### **Procedures for speaking to a child on his/her own**

If a member of staff has occasion to speak to a pupil alone, they should take steps to ensure that they do not put themselves in a position whereby they could be accused of improper behaviour, and have no witnesses to support them. Procedures which could be followed include:

- Leaving the door of the room open
- Locating yourself near a window, so that you can be seen by passing staff
- Tape recording the interview

#### **Taking pupils in your car, other than on designated school trips or away sports fixtures**

Staff should not take pupils home, or elsewhere, in their own cars. In an emergency, no member of staff should consider this without having first spoken to the Headmaster or a member of the SMT. If agreed, the pupil should sit in the back of the car and his/her parents/guardians should be informed that the journey is about to commence. On arrival at the destination, the responsibility for the pupil will be formally transferred to the parent/guardian.

**As a member of staff, it is your responsibility to ensure that you are covered either by your own or by the school's insurance. You must seek the advice of the Bursar before undertaking any such trip.**

## **Games, PE and Swimming staff**

All staff who have a responsibility to supervise changing rooms and children changing should be mindful to respect the privacy of all the pupils they are supervising. Best practice would be to ensure you are never left in a changing area with just one pupil. Retain children so that you leave the changing area as a group.

## **Teaching and Learning styles**

Teaching and learning styles which provide opportunities for pupils to involve themselves in discussions in an atmosphere of trust, acceptance and tolerance are encouraged. We must be ready to adapt our teaching styles to different pupils' needs.

Staff, non-teaching staff, visitors, volunteers and contractors should not engage in any electronic communication with a pupil, including any forms of social media.

## **Environment**

All members of staff should strive to create an environment where all pupils in the school feel valued. Pupils should be encouraged to articulate their feelings and wishes, and they should be listened to.

As adults, we should try to ensure that we:

- Rarely show anger
- Do not shout
- Do not give whole class punishments
- Are more often positive than negative
- Admit our mistakes and apologise for them
- Value what children have to offer
- Listen to all sides in any dispute
- Show genuine pleasure when appropriate
- Start afresh after any incident
- Use the manners we would expect from the children, when dealing with children and adults
- Expect good behaviour and be surprised by bad behaviour
- Be consistent in all aspects of discipline

Staff should at all times be aware of the detail in the Safeguarding and Whistleblowing Policies.

**Reviewed by:** Headmaster  
**Date:** December 2017  
**Next Review Date:** December 2018