

ALLEYN COURT PREPARATORY SCHOOL



7 STAFF CODE of CONDUCT (INCORPORATING ALL STAFF)

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VERSION 10 – September 2023

REVIEWED BY: Chair of Trustees
DATE FOR NEXT REVIEW: August 2024

Code of Conduct

Our Core Purpose is to educate children up to the age of eleven years old so they emerge as **curious, courageous and compassionate global citizens**...and our behaviours as staff should encourage this to happen through our example (never miss an opportunity to teach).

Our expectations are that all staff will;

Be Curious

- Decide to enjoy the journey...it is in your power to do so
- Be in charge of your training and career development.
- Ask questions of yourself and your practice.
- Look to solve problems first – then tell someone the good news.
- Seek to improve one's practice constantly.
- Ask others for guidance and opinion.
- Learn your limits and be mindful of the consequences of overreaching them
- Seek help and share information that could impact on your health, or the effectiveness of the school

Be Courageous

- Know your safeguarding duties and who to go to if you have any concerns.
- Look for opportunities to do '**the stuff people don't see**'.
- Protect confidentiality of information in all its forms.
- Be mindful to comply with policies, procedures and guidelines in respect of the use of school property, facilities, finance and ICT;
- Give opinion freely, in a manner that you would like reciprocated.
- Be honest to yourself, about yourself and in all other situations of professional credibility.
- Find the best version of yourself and be that person as often as possible.

Be Compassionate

- Remember that none of us has as much control as we would like.
- Remember that no one learns the first time – be patient, but expectant.
- Respect enthusiasm in others and nurture it.
- Remain polite and good-humoured at all times, particularly when someone is not reciprocating in the same manner – we don't teach by mimicking bad behaviours.
- Respect the rich history and heritage of the school, as well as the direction of travel.
- Look after colleagues and yourself.
- Respect the school environment and help keep it clean and tidy
- Be well-prepared for the day.
- Be active – eat well
- Know where policies are kept.

This policy has been developed as a result of statutory guidance provided by the Department for Education on Keeping Children Safe in Education (KCSIE) published in September 2023.

The guidance stipulates that schools are required to have a staff code of conduct or behaviour policy which should be referred to in the Safeguarding policy.

All staff with teaching responsibilities at Alleyn Court Preparatory School must adhere to the behaviours detailed in the Teacher's Standards laid out by the DfE <https://www.gov.uk/government/publications/teachers-standards>

However, **all staff working at the school have a role that involves teaching children** and as such many of these principles apply to us all. The specifics relating to planning and delivery of lessons in a classroom might not be applicable to all staff, but the essential behaviours contained in The Standards, do, particularly those in the Preamble and in Part Two: Personal and Professional Conduct.

The following is an adaptation of both these. **These behavioural expectations apply to us all, at all times.**

PREAMBLE

Staff make the education of our pupils their first concern and are accountable for achieving the highest possible standards in work and conduct. Staff act with honesty and integrity; have strong subject/skill knowledge, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of our pupils and the school.

PERSONAL AND PROFESSIONAL CONDUCT

A member of staff at Alleyn Court Preparatory School is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for all staff at the school.

Staff will;

- *uphold trust in the school, maintaining high standards of ethics and behaviour, within and outside school, by:*
 - *treating pupils and adults with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries and respect having due regard for the need to safeguard pupils' well-being, in accordance with statutory provision (including the adherence of confidentiality and Data Handling regulations)*
 - *Consistently demonstrating tolerance of and respect for the rights of others and particularly for those 9 Protected Characteristics*
 - *not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs*
 - *ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.*
- *have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards in their own attendance and punctuality.*
- *have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.*

This Code of Conduct should be read in conjunction with the Staff Handbook and Policy Documents relating to each area: It applies to all staff, volunteers and contractors, paid and unpaid, working in the school including governors/Trustees. All School Policies referred to in this document are available on the intranet and on the School website www.alleyn-court.co.uk . Hard copies are also available from the office upon request.

The Principles of the Code

1. The welfare of the child is paramount (Children Act 1989)
2. Staff should understand their responsibilities to safeguard and promote the welfare of children
3. Staff are responsible for their own actions and behaviour and should avoid any conduct which could lead any reasonable person to question their motivation and intentions
4. Staff should work and be seen to work in an open and transparent way
5. Staff should behave professionally, treat all pupils with respect and ensure that their behaviour does not inadvertently lay them open to allegations of abuse
6. The same professional standards should always be applied regardless of culture, disability, gender, language, racial origin, religious belief or sexual identity

7. Staff should continually monitor and review their practice to ensure they follow the guidance contained in this code

Propriety and Behaviour

1. Staff are expected to adopt high standards of personal conduct in order to maintain the confidence and respect of all those with whom and for whom they work
2. Staff have an individual responsibility at all times to ensure appropriate use of school property and resources
3. Staff should understand the need to act as good role models for pupils. This includes their work in school and on school trips. They also have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of pupils.
4. Staff should understand and be aware that safe practice also involves using judgement and integrity about behaviours outside the work setting. Behaviour in their personal lives may impact on their work with pupils and the reputation of the school
5. Staff conduct and performance must not be adversely impacted by alcohol or drugs when undertaking their duties (including on school trips). Illegal drugs are prohibited on site. Consumption of alcohol is not permitted on site except at school functions or when otherwise agreed by the Head that modest amounts of alcohol may be consumed. Smoking is not permitted on site.
6. Staff should be aware that any unlawful discriminatory behaviour or other conduct which brings the school or profession into disrepute will result in disciplinary action.

Attendance and Punctuality

1. Staff should make every effort to attend when required to do so. If a member of staff is going to be unavoidably late/delayed or is ill, they must report the absence as soon as possible to the Bursar, Head of Pre-Prep, or Head of Prep as appropriate.
2. In the case of planned absence, authorisation must be sought from the Head.

Dress and Appearance

1. Dress should be smart, appropriate and not likely to be viewed as offensive, revealing or sexually provocative. It should not distract, cause embarrassment or give rise to misunderstanding.
2. Games staff should wear appropriate sports clothing and uniforms provided by the school. When representing the school in other situations (Parent Evenings/Carol Service etc) they should be in smart clothing.
3. Site Team/Catering Staff should wear appropriate uniforms, footwear and any PPE provided by the school. When representing the school in other situations (Carol Service etc) they should be in smart clothing.

Health and Safety and First Aid

1. All Staff have a duty to ensure that a safe working environment exists. Fire and evacuation procedures must be adhered to and Staff are required to familiarise themselves with the

procedures and their responsibilities as set out in the **Health and Safety Policy** and the **First Aid Policy**.

Transporting pupils

1. Staff should not transport pupils in their own vehicle other than on approved School business with permission of the Head or in the case of emergency.
2. Wherever possible and practicable, transport should be in a vehicle other than a private vehicle, with at least one adult additional to the driver acting as an escort.

Accident and Incident Reporting

1. An accident report form should be completed for all accidents on site.
2. In the case of a serious accident or incident the school is aware of the need to report it following
'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations' (RIDDOR)

External Activity

1. Any outside work or activity which may conflict with the interests of the school or which makes use of school resources or property must always be agreed in advance with the Head and the Bursar. The use of school resources and property for personal purposes is not permitted unless agreed by the Head.

Use of Personal Mobile Phones

The school recognises that personal mobile phones/phone watches have the potential to be used inappropriately.

See the E-Safety Guidance

The term 'phone' used here denotes mobiles phones, iPods, iPads, MP4 players, cameras, I-watches, fitbits and any similar portable electronic devices. This policy also contains guidance specific to EYFS. Use of Technology, Electronic Communications and Storage of Images

Staff personal mobile phone/ device guidance

Staff use of their personal mobile phones/ smart watches/ device during their working school day should be:

- a. Outside of their contracted hours with the pupils
- b. Discreet and appropriate e.g. Not in the presence of pupils.

Personal mobile phones/ smart watches should be switched to silent and left in a safe place during lesson times, unless they are being used to take pictures of events happening in the lesson. School will not take responsibility for items that are lost or stolen. EYFS must keep their mobile phones and smart watches out of the classroom in the designated cupboard.

Staff should not contact pupils or parents from their personal mobile phone, or give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a pupil/ parent, a school telephone should be used, exceptions may only be for trips, sporting fixtures, off site activities or delayed pick-up after the school office has closed. In this case staff should ensure they use the 'no caller ID' option on their phones

Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate.

With regard to personal camera mobile phones/ smart watches/ devices, a member of staff should only use their phone/ device to photograph a pupil(s) to take pictures for the school 'twitter' accounts, displays around school or in children's books, the school website or other social media platforms etc. Once photos have been used in this fashion they **must** be deleted from the phone.

This guidance should be seen as safeguarding for members of staff and the school.

For any extenuating circumstances, permission to use personal mobile phones must be sought from the Headmaster, Head of Pre-Prep or Head of Prep.

In the event that misuse of a personal mobile phone/smart watch/ device is suspected, any member of the school's SLT may check an individual's mobile phone/ smart watch/ device for any inappropriate images.

As an independent school, we will respond to any requests from the DBS for information we already hold that will not necessitate finding information from any additional sources.

Mobile devices brought into school are entirely at the staff member, parents or visitors' own risk. The school accepts no responsibility for the loss, theft or damage of such devices.

Staff are expected to use Information Technology in the course of any lesson only as an aid to teaching. Staff should not be sending or receiving work or personal emails or accessing the internet other than for the purpose of teaching. On the rare occasions when teacher input may not be needed by children (e.g. during a test) a teacher's paramount duty is to supervise the children. Use of email or the internet for work purposes may be undertaken only if the supervision of the children remains secure. Staff should not at any time use personal devices, e.g. mobile phones or tablets, to access the internet during lesson times.

Staff should have a thorough knowledge of the school's Good Behaviour and Anti Bullying Policy

Staff must log off when they leave a computer.

Staff must never allow visitors to use their log on details.

Staff should keep social networking profiles private and refrain from joining unofficial groups that are directly linked to Alleyn Court.

Staff should refrain from making comments about Alleyn Court or discussing Alleyn court on their personal social media networks.

Pupils and ex pupils under the age of 18 should not be 'friends' or 'contacts'. Staff should have no online contact with ex pupils under the age of 18, except in the case of the child being their own.

Staff with their own website should keep private details off the website and guard against giving out information which could bring the school into disrepute

Email exchanges with pupils should be for professional purposes only, using the school email system alone, with the use of appropriate formal language and salutations. Staff should be aware that any email can be forwarded (or if deleted can be retrieved), so should think before sending.

When using e-mail, Staff need to be aware of the less formal style that can characterise this form of communication and ensure that e-mails do not convey an inappropriate tone.

Staff should never photograph pupils using their own cameras unless using a memory card provided by the school. Best practice is to use the school I-pads/ I-pods for all such work, or book the school camera in advance, or arrange for photographs to be taken by a specific photographer detailed to use the school card. All photographs taken of the children should be uploaded on school computers only.

It is not appropriate for Staff to take images of pupils for their personal use. However, working with pupils may involve the taking or recording of images. Any such work should take place with due regard to the law and the need to safeguard the privacy, dignity, safety and well-being of pupils.

When taking photographs, Staff need to remain sensitive to pupils who appear uncomfortable and should recognise the potential for such activities to raise concerns or lead to misunderstandings. Be aware of the pupils who must not be in any photographs or only in photos for a specific purpose.

Images should be stored securely on school hardware and be used only by Staff authorised to do so. When images are used, the pupils in them should not be named.

Whistleblowing

- Teachers must uphold these standards at all times and ensure that colleagues adhere to them too. All employees must share a commitment to whistleblowing and reporting any conduct that they consider inappropriate within the school environment, which threatens the safeguarding of children or would leave them subject to possible harm.
- The school has a Whistleblowing Policy. Where a member of staff has good reason for concern regarding the conduct or competence of a colleague, they should follow the procedures in the policy. This is particularly important where the welfare of children may be at risk
- All staff have a duty to report themselves if there is any reason why they may not be able to carry out their duties effectively or if there is anything that may affect their ability to work safely with children.
- Staff need to be aware of their responsibilities under PREVENT. Any worries about pupils should be viewed as safeguarding issues and reported to the Designated Safeguarding Lead following the procedures set out in the Safeguarding and Child Protection Policy. Any low-level concerns about colleagues should be reported under Whistleblowing/Safeguarding policy.
- **See it – Say it – Sort it!**

Professional Judgement

On very rare occasions, there may be a time when staff must make a judgement in the best interests of the pupils in their charge which contravenes this guidance or for which no guidance exists. Such judgements should always be recorded and shared with the Head and the Deputy Heads. The parent or carer must also be informed where necessary. In doing so, individuals will be seen to be acting reasonably. Staff should always consider whether their actions are warranted, proportionate and safe, and applied equitably.

Confidentiality

1. Staff may have access to confidential or personal information about pupils or colleagues in the process of undertaking their everyday responsibilities. They should never use this information for their own or others' advantage (including that of partners, friends, relatives or other schools/services). Confidential information about a pupil should never be used casually in conversation or shared with any person other than on a need-to-know basis and never be used to intimidate, humiliate or embarrass the pupil.
2. Information about pupils, parents or colleagues must never be disclosed to telephone enquirers. Staff should ask the enquirer to put the request in writing so that it can be dealt with appropriately.
3. There are some circumstances in which a member of staff may be expected to share information about a pupil, for example when abuse is alleged or suspected. In such cases, individuals have a duty to pass on information without delay, but only to those with designated child protection responsibilities. If in doubt about whether to share information or keep it confidential, staff should seek guidance from the Head, the Deputy Head or the Bursar.

Good Practice

Staff must be prepared to provide support and comfort to children during times when there may be stress at school, and/or worry about problems at home. We need to attend to a child's welfare and needs without becoming unduly concerned that we may be doing the wrong thing. Nevertheless, the boundaries of what is acceptable without being over-intimate need to be clear and the following guidance is offered to staff:

Communication and Contact with Pupils

1. All communication and contact between pupils and adults should take place within clear and explicit professional boundaries.
2. Staff should also be circumspect in their communications and contact with pupils so as to avoid any possible misinterpretation of their motives or any behaviour which could be construed as grooming.
3. Staff should share concerns with the appropriate member of staff, usually the form tutor and Deputy Heads. The Safeguarding and Child Protection Policy and procedures should be followed in all case relating to safeguarding issues including Female Genital Mutilation (FGM) and Prevent.

Language

1. Staff should not swear, blaspheme or use offensive language in front of pupils
2. Staff should not use language which is discriminatory and demeaning in relation to gender, religion, ethnicity, sexual orientation, disability or age

3. Staff should not make sexual innuendos or any comments of a sexual nature (other than in the context of RSE in the PSHE curriculum), nor make any comments trivialising alcohol or drug abuse
4. The use of sarcastic, demeaning or insensitive comments towards young people can also be regarded as a form of abuse which is potentially very damaging and must be avoided
5. It is recognised that, in order to discharge particular pastoral responsibilities, staff may from time to time need to engage in conversation with children which covers sensitive matters. Staff must use their professional judgement to ensure that they are not drawn into areas inappropriate to their duties or their relationship with the pupils concerned. In circumstances where such conversations occur, staff must let the Head and/or Deputy Heads know immediately. (Guidelines on speaking to Pupils – Child Protection and Safeguarding Policy)

One-to-One Situations

1. One-to-one situations have the potential to make pupils more vulnerable to harm by those who seek to exploit their position of trust.
2. Staff may also be more vulnerable to unjust or unfounded allegations being made against them.
3. When one-to-one situations occur, reasonable and sensible precautions must be taken to ensure the safety and security of pupils and Staff alike.
4. Teachers of individual lessons, ie; music and individual needs (including SEND) should endeavour to ensure that their teaching takes place where visual contact with others can be maintained.

Avoiding Misinterpretation

Staff should

- always model appropriate boundaries regarding personal space
- avoid special relationships or rumours of having ‘favourites’
- avoid spending unequal amounts of time with a given child or group of children
- be wary of forming ‘special’ relationships with particular children’s families that might compromise them professionally.
- be aware of how their actions may be interpreted by others looking in from outside
- be observant of the behaviour of colleagues and, if they feel that their actions could be seen by others as inappropriate, tell them or the Designated Safeguarding Lead, or if concerned for the welfare/safety of the child, follow the Whistleblowing procedures immediately.

Interviewing children and dealing with an unhappy child

1. Follow the procedures set down in the Child Protection and Safeguarding Policy.
2. If it is necessary to be alone with a child, this should, ideally, be in a place in full view of others.
3. If a child is injured or upset, appropriate comforting is a natural reaction. In full view of others, this is fine, but staff should be aware that in a one to one situation, such comforting may be open to misinterpretation.
4. Be aware that an upset child might readily misconstrue a situation and, if possible, always ensure that the child is accompanied by a friend.

5. When investigating allegations (e.g. unkind behaviour (bullying)), it is wise to invite another pupil to attend, so that the child feels supported. This will also act as protection from misinterpretation.
6. In responding to individual children's distress, staff will need to consider carefully whether they should offer advice, empathy or counselling if a discussion enters a sensitive area or, alternatively, refer them to a colleague or agency better placed to offer appropriate advice.
7. The details of the interview/ conversation with any pupils must be recorded as soon as possible noting the date, time and factual points, no personal opinions. There must also be a reference made on SchoolBase using the Day Book, noting where more detail can be found and, if necessary, a 'pink form' filled out and given to the DSL.

Behaviour Management

1. All pupils have a right to be treated with respect and dignity even in those circumstances where they display difficult and challenging behaviour
2. Staff should not use any form of degrading treatment to punish a pupil. The use of sarcasm, demeaning or insensitive comments is not acceptable in any situation. Any sanctions or rewards used should be part of recognised systems and procedures as set out in the Good Behaviour Policy.
3. Any incidents of bullying, (including child on child bullying, racism or sexual harassment etc) should be dealt with swiftly and recorded in accordance with the Good Behaviour Policy and Anti Bullying Policy.

Physical Contact with Pupils

Given the age of the pupils, physical contact between pupils and staff may be appropriate. Staff must exercise common sense when with the children in their care and should make sure any physical contact is appropriate to the situation. Staff should never have any physical contact with a child which could be misinterpreted. Some incidences where physical contact may be necessary/unavoidable are:

1. Contact in PE. This should, however, be seen as appropriate by others.
2. Physical contact may be necessary in Drama and in some forms of skills coaching – e.g. in instrumental music lessons. Any such contact should likewise be seen as appropriate.
3. First Aid – staff who administer First Aid should, where possible, ensure that another adult is present if there is any doubt over the possibility of any physical contact being misconstrued.
4. Teachers of individual instrumental music lessons should teach only in the designated space where all teaching rooms are clearly visible from the outside and should avoid unnecessary physical contact.
5. Comforting a child who is upset or unwell.
6. Helping a child who has soiled their clothing.

Changing

1. PE, Games or other changing supervision needs to be visible and protective but also non-intrusive and discreet. Staff should announce their intent to enter, before entering the changing rooms.
2. Where possible, more than one member of staff should be in charge of changing, to avoid the potential for compromising circumstances and to remove as far as possible any opportunity for abuse.

3. When it is not possible for more than one member of staff to be in attendance, staff need to be particularly alert to the potential hazards of being the sole member of staff in charge of changing. At such times, a member of staff should ensure that a group of children is present and should avoid being alone in the changing room with an individual child.
4. Any concerns with regard to the supervision of changing should be addressed to the Director of Sport and/or to the DSL.
5. Any other events – e.g. theatrical productions – that require changing arrangements should follow the above guidance
7. Staff must avoid changing in the presence of children.

Physical Intervention

1. If a child needs to be restrained, the school's Good Behaviour Policy should be followed. For situations where such restraint would be expected and routine, specific training would be necessary.
2. All staff with responsibility for children's safety and welfare must deal professionally with all incidents involving aggressive behaviour and only use physical intervention as a last resort, always ensuring minimal risk of injury to pupils and staff. **Corporal punishment and the threat of corporal punishment are prohibited. Staff must never shout angrily at, humiliate or use sarcasm with pupils.**

Intimate Care

There may be occasions when a member of staff needs to undertake personal care tasks with children but particularly to those who are in the Early Years and Foundation Stage. The normal range of development for this group of children indicates that they may not be fully toilet trained. In addition to this there are other vulnerable groups of children and young people that may require support with personal care on either a short, longer term or permanent basis due to SEN and disability, medical needs or a temporary impairment. Examples of these may be children who have limbs in plaster or are temporarily wheelchair bound.

Social Contact with pupils

1. Staff should not establish or seek to establish social contact with pupils for the purpose of securing a friendship or to pursue or strengthen a relationship
2. If a pupil or parent seeks to establish social contact, or if this occurs coincidentally, the member of Staff should exercise his or her professional judgement in making a response
3. Some social contacts will be easily recognised and openly acknowledged, for example when the parent and Staff are part of the same social circle. Nevertheless, Staff should be aware that some social contacts which are not common knowledge can be misconstrued as being part of a grooming process
4. It is recognised that Staff can support a parent who may be in particular difficulty; however, care needs to be exercised in situations where the parent comes to depend on the member of staff for support outside their professional role. These situations should be discussed with the Head and the Deputy Heads and, where necessary, referrals made to the appropriate support agency.

Contact with pupils out of School

1. Staff should never arrange meetings with individual pupils off the school premises without the prior approval of the Head
2. Staff should never take children on overnight trips alone.
3. Staff should not arrange private tuition of any of the school's pupils, in school or beyond, during term time or holiday time, without the prior approval of the Head. **Once approval has been granted by the Head, further approval must be sought from the Designated Safeguarding Lead to ensure the proper procedures for safeguarding are in place.**
4. Staff should not arrange tuition on the school's premises of any pupil from beyond the school without the prior approval of the Head.
5. Staff should not give pupils their home address, home telephone number, mobile phone number, or non-School e-mail address.
6. Staff should not make arrangements to meet pupils, individually or in groups, outside School other than on School trips authorised by the Head and Deputy Heads.
7. 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 at which pupils are also present.

Gifts, Rewards and Favours

1. Staff should be aware that consistently conferring special attention and favour upon a child might be construed as being part of a 'grooming' process and as such will give rise to concerns about their behaviour.
2. Staff should not give presents to an individual pupil outside of the school rewards system. This could be a form of grooming.
3. Staff should take care to ensure they do not accept any gift from a third party that might be construed as a bribe or lead the giver to expect preferential treatment.
4. It is unacceptable to receive gifts on a regular basis or of any significant value.
5. Gifts given or received in situations which may be misconstrued must be declared to the Bursar.
6. Staff should exercise care when selecting pupils for school teams, productions, trips and/or specific work tasks in order to avoid perceptions of favouritism or injustice.
7. Similar care should be exercised when pupils are excluded from an activity. No child should be excluded from an activity without prior consultation with the Head or Deputy Heads.

Relationships

1. Staff should understand that they are in a position of trust in relation to pupils, giving them influence and power by virtue of the knowledge they have and/or the authority invested in their positions.
2. Staff should ensure that their relationships with pupils clearly take place within the boundaries of a respectful professional relationship and avoid behaviour which might be misinterpreted by others
3. A relationship between an adult and a pupil is not a relationship between equals and there is a potential for exploitation and harm of vulnerable young people
4. Staff have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.

Infatuations

1. Occasionally, even quite young pupils may develop an infatuation for a member of staff. In such situations the advice of the Head/Deputy Heads **must** be sought.
2. Staff should deal with these situations sensitively and appropriately to maintain the dignity and safety of all concerned. They should remain aware, however, that such infatuations carry a high risk of words or actions being misinterpreted and should therefore make every effort to ensure that their own behaviour is beyond reproach.
3. Other members of staff have a part to play in alerting a colleague to the possibility of an infatuation in order that appropriate steps can be taken to minimise hurt and distress and the risk to the member of staff concerned.
4. Staff have a responsibility to 'whistleblow' on themselves or a colleague immediately in such circumstances.

Sexual Contact (with a pupil, or ex-pupil under the age of 18)

1. Staff should not have any form of communication with a pupil, which could be interpreted as sexually suggestive or provocative i.e. verbal comments, letters, texts, emails or physical contact
2. Staff should not make sexual remarks to, or about a pupil, discuss their own sexual relationships with or in the presence of pupils or have sexual relationships with pupils. It is an offence for a member of staff to engage in sexual activity with or in the presence of a pupil or to cause or incite that pupil to engage in or watch sexual activity
3. Any sexual activity between a member of staff and a pupil may be regarded as a criminal offence and will always be a matter for disciplinary action.

Grooming

A child abuser may spend a great deal of time and energy 'grooming' a child and thereby creating an opportunity for abuse. Such grooming will involve gaining the child's confidence and trust and may also involve gaining the trust of the child's family and/or of other adults associated with the child.

Within the context of a school, it is essential to be aware of possible warning signs of grooming and to raise any concerns in this regard with the Designated Safeguarding Lead or the Head. Such warning signs may include spending excessive amounts of time with a particular child or group of children, arranging to meet with children outside of school, albeit in the company of their parents or e.g. by arranging holiday tuition (often with the parents' full support), breaching guidelines with regard to being alone with children or using inappropriately sexual language with children. All of these behaviours are dealt with in the guidance above and staff should feel comfortable that, by following the guidance, they will avoid arousing unjustified suspicions.

In recent times, internet grooming has become an increasing concern. The school's E-Safety and ICT Policies provide safeguards against such activity within school, but staff should take seriously and report to the Designated Safeguarding Lead (DSL) or the Head any concern that a child may at home be engaged in unsuitable internet activity. Staff who identify a pupil who is at risk of being drawn into terrorism must challenge extremist ideas and pass their concerns on immediately to the Designated Safeguarding Lead.

Staff who contravene any of the above guidelines or, in retrospect, feel that an action could be seen as inappropriate, should discuss the matter immediately with the Deputy Head and the Head so that

notes can be made and securely kept should reference need to be made to them in the future.

The Designated Safeguarding Lead (DSL) and Prevent Strategy Lead is Mrs Lewington.

The Behaviour Leads are; Pre-Prep, Mrs Lewington and Prep School, Mr Chandler.

This is a whole school policy including EYFS

V2 – updated November 2014

V4 – updated October 2016

V6 – updated August 2019

V8 – updated January 2021

V10 updated September 2023

V3 - updated December 2015

V5 – updated March 2017

V7 – updated December 2019

V9 updated August 2022