



JEDDAH PREP AND GRAMMAR SCHOOL

Staff Behaviour Policy

INTRODUCTION

This policy sets out clear guidance on the standards of behaviour expected from all staff at Jeddah Prep and Grammar 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.

Staff are in a unique position of trust and influence as role models for pupils. Therefore, staff must adhere to behaviour that sets the highest personal and professional example to all adults and pupils within the School and our wider community.

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

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:

- all members of staff including teaching and support staff;
- volunteers, including members of the Governing Body;
- casual workers;
- temporary and supply staff, either from agencies or engaged directly; and
- student placements, including those undertaking initial teacher training and apprentices.

JPGS requires that all staff have read and agree to comply with this policy. Breach or failure to observe this policy may result in action being taken under the School disciplinary procedures including, but not limited to, dismissal.

This Staff Behaviour Policy 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.

This policy should be read in conjunction with the following related policies and procedures:

- Child Protection and Safeguarding Policy;
- Social Media Policy;
- Health and Safety Policy;
- Whistleblowing Policy.

Staff should ensure that they have read and are familiar with these policies and procedures.

DAILY CONDUCT REQUIREMENTS FOR STAFF

These daily conduct requirements should be read in conjunction with the School's Safeguarding Policy which can be found on the School's website. Staff are also required to read and understand **Part One** of the Department for Education's statutory guidance on safeguarding children and safer recruitment in education, Keeping Children Safe in Education. All senior members of staff and those staff working directly with children will also be required to read **Annex A** of Keeping Children Safe in Education in addition to Part One.

Please see:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/912593/Keeping_children_safe_in_education_part_1_Sep_2020.pdf

Staff should confirm their understanding of the guidance by signing a declaration that this had been read and understood.

Attendance and Timekeeping

Should a member of staff need to be absent or expect to be late for any reason, he/she should inform their Head of Department and/or Head of School in advance when possible. If this is not possible, staff should contact their Head of Department, the SIMS Coordinator and Head of School at the earliest opportunity and no later than 7.00am.

Smoking

To promote a healthy and pleasant working environment and because of the fire risk, smoking (in any form, including the use of e-cigarettes) is not allowed anywhere on site. Staff must not smoke on school premises or outside school gates. Any member of staff wishing to smoke must leave the School grounds.

Staff must not smoke whilst working with or supervising pupils offsite.

Alcohol and Illegal Drugs

Consumption of alcohol or illegal drugs is not permitted on site. Staff are reminded that these items are illegal in KSA. There will be serious consequences for any member of staff breaking the law.

Security

Staff must not remove any School documents from the site or take any photographs without due permission. The School reserves the right to search the outer clothing, bags, lockers and vehicles etc. of employees whilst on site. Staff may have a colleague in attendance on such occasions.

Health and Safety

All staff have a duty to ensure that a safe working environment exists. Fire and evacuation procedures must be adhered to at all times and Staff are required to familiarise themselves with the procedures and their responsibilities set out in the Health and Safety Policy and the First Aid Policy.

Personal Appearance

We regularly receive visits from parents, potential parents and others, and naturally wish to convey an impression of professionalism and organisation. Therefore whilst not wishing to impose unreasonable obligations on an individual, staff are, nonetheless, required to look smart in appearance at all times.

Please also see 'Dress Code' in the JPGS Staff Handbook.

Mobility and Flexibility

Due to the demands and nature of the School, employees 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 individual is adequately trained.

Gifts, rewards and favours

Staff should take care to ensure that they do not appear to accept a gift that may be construed as a bribe or lead the giver to expect preferential treatment. Staff are required to familiarise themselves with the content of the School's Receipt of Gifts Policy.

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.

Similar care should be exercised when excluding a child from an activity without prior consultation with the Headmaster or a member of SLT.

Staff should not give presents/rewards to an individual outside of the School reward system.

Communication

Good communication between all members of the School community is vital. All communication between staff, pupils and parents should take place within clear, explicit and professional boundaries.

Communication with parents

Tutors and Class Teachers are expected to be the first point of contact between parents and the School, although enquiries will also come through the School Office. Staff can contact parents by telephone, email or letter. Staff should not contact pupils, parents or conduct any school business using personal email addresses.

Where a member of staff receives an email from a parent, a reply should normally be made within one working day. If a full reply cannot be made within that time, the member of staff should send a brief acknowledgment email and let parents know when a fuller reply can be expected.

Staff sending emails to parents/carers are advised to send a copy (cc or bcc) to the Headmaster, the Head of School, the pastoral/line manager or the Class Teacher/Form Tutor.

Staff must inform the Head, Deputy Head and their Line Manager if they receive an offensive email.

Communication with Pupils

Staff should carefully consider the manner in which they communicate with pupils so as to avoid any possible misinterpretation of their motives or behaviours.

Staff should not give their personal mobile phone numbers or email addresses to pupils, nor should they communicate with them by social media, text message 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. 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.

Pupils should be encouraged to discuss with their parents or guardians issues that are troubling them. It may be appropriate to suggest that a pupil sees the School Counsellor or a member of the pastoral team.

Relationships with pupils

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 role. Staff should ensure that their relationship with pupils clearly takes place within the boundaries of a respectful, professional relationship and avoid behaviour which may be misinterpreted by others.

Infatuations

On occasion, pupils may develop an infatuation for a member of staff. If a member of staff suspects or becomes aware of an infatuation, the advice of the Headmaster or Head of School must be sought immediately.

Other members of staff must alert a colleague to the possibility of an infatuation in order that appropriate steps can be taken.

Staff should deal with these situations sensibly and appropriately to maintain the dignity and safety of all concerned.

One to one situations

Staff working individually with pupils should be aware of the potential vulnerability of pupils and staff in such situations. Staff should manage these situations and take reasonable and sensible precautions to ensure the safety and security of the pupil and staff alike.

Individual work with pupils should not be undertaken in isolated areas or rooms where there is no external viewing panel. Where it is necessary to close doors for reasons of confidentiality a colleague should be made aware of this and asked to remain vigilant.

Where possible, a gap or barrier should be maintained between teacher and child at all times. Any physical contact should be the minimum required for care, instruction or restraint.

Physical contact with pupils

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. Physical contact may be appropriate in the following circumstances:

- when a pupil needs to get comfort or reassurance e.g. following an accident or personal crisis;
- when a pupil needs encouragement to attempt a new challenge e.g. to climb on to a piece of apparatus; or
- when there is a need to take urgent action to avoid an incident or injury.

Staff should, therefore, use their professional judgement at all times. Physical contact must be appropriate for the age, understanding and sex of the child and must never threaten or be sexually inappropriate. Staff must also be sensitive to an individual's cultural background and any special educational needs.

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.

Staff are referred to the School's Behaviour Policy and Safeguarding Policy for guidance on the use of reasonable force in relation to pupils.

Transporting Pupils

In certain circumstances it may be appropriate for staff to transport pupils offsite on approved school business. The Headmaster must oversee the plan and provide oversight of all transport arrangements. Staff should not transport pupils without prior authorisation or in the case of an emergency.

Staff should ensure that the driver is not distracted while the vehicle is in motion for any reason other than an emergency and should also ensure all passengers are wearing correctly fastened seatbelts.

Prior to transporting pupils offsite, consent must be obtained from a pupil's parent/guardian and staff should be aware that the safety and welfare of the pupils is their responsibility until they are safely passed back to their parent/carer.

Staff should never be alone in a vehicle with a pupil, except in cases of an emergency.

Contact with pupils out of school

Staff should not:

- arrange meetings with pupils off the School premises without the prior approval of the Headmaster;
- arrange private tuition of any of the School's pupils in school or outside of school whether in term-time or outside of term-time without the prior written approval of the Headmaster; and
- give pupils their home address or any of their personal contact details.

Acceptable use of technologies

Staff should ensure that they are familiar with and comply with the School's Use of Telephone, Email Systems and Internet Policy and the Social Media Policy at all times. In particular, staff must:

- not engage in inappropriate use of social network sites which may bring themselves, the School or the School community into disrepute;
- adopt the highest security settings on any personal profiles they have;
- remain mindful of their digital footprint and exercise caution in all their use of social media or any other web based presence they have. This includes written content, videos or photographs and views expressed either directly or by 'liking' certain pages or posts or following certain individuals or groups;
- exercise care when using dating websites where staff could encounter students; and
- not make contact with pupils, their guardians or family members, accept or initiate friend requests or follow pupils' or their guardians' accounts on any social media platform.

Equal treatment

We are committed to equal treatment for all staff and pupils regardless of their race or colour, nationality or national or ethnic origins, religion or belief, sex, pregnancy or maternity, marital or civil partnership status, gender reassignment, age, and disability (together known as "Protected Characteristics").

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 will be required to undertake regular consultation activities with pupils e.g. through safety questionnaires, participation in anti-bullying week and speaking to children about their experiences at lunchtime and play-times.

Bullying, harassment, victimisation and/or discrimination will not be tolerated. We treat all our pupils and their parents fairly and with consideration which we expect them to reciprocate towards each other, the staff and the School. Staff should ensure that they are familiar with the School's staff Equal Opportunities Policy and the Anti-Bullying and Harassment Policy and the School's pupil policies on Equal Opportunities and Anti-Bullying.

Photographs

Many school activities involve recording images as part of the curriculum, extra school activities, publicity or to celebrate an achievement. In accordance with the Data Protection Act 1998 and the GDPR 2018, the image of a pupil is personal data.

Photographs must only be taken of children with the permission of a parent or an individual with parental responsibility. Such consent must have been provided in writing via the School's consent form. It is also important to take into account the wishes of the pupil, remembering that some pupils do not wish to have their photograph taken or be filmed.

Where photographs are taken by staff to evidence a child's progress, such photos should only be taken on school cameras. They must then be downloaded onto a school computer. Photos cannot be used or passed on outside the School. Neither staff nor children should use their own mobile phones to take photographs.

Concerns or Complaints

The School aims to create an atmosphere in which a diverse range of people can work together openly in the spirit of mutual respect and trust towards a common purpose. Nevertheless, we recognise that it is possible for misunderstandings and disagreements to arise or for mistakes to occur.

Staff Complaints

Complaints should be dealt with immediately and openly and staff should try to resolve issues informally in the first instance. If this approach is impractical or unsuccessful, staff may wish to raise their concerns more formally in accordance with the School's Grievance Procedure or Whistleblowing Procedure, depending upon the nature of the concern.

Parental Complaints

Staff must ensure that parental complaints are dealt with in accordance with the School's Complaints Policy.

Safeguarding

For procedures for dealing with allegations or concerns about a child or disclosures/allegations of abuse, staff should refer to the School's Safeguarding Policy.

2. CHILDCARE (DISQUALIFICATION) REGULATIONS 2006 – updated August 2018

The Childcare (Disqualification) Regulations 2006 ("the Regulations") provide that a person who is disqualified under the Regulations may not provide relevant childcare or be directly involved in the management of such provision. Further, the Regulations provide that we are prohibited from employing a disqualified person in connection with relevant childcare provision and it is an offence to knowingly employ such an individual.

Disqualification means disqualification from providing childcare. The list of criteria for disqualification is long (the full version can be seen in the DfE guidance which can be accessed via the following link:

<https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006> but the highlights are as follows:

- inclusion on the Disclosure and Barring Service (DBS) Children's Barred List;
- being found to have committed certain violent and sexual criminal offences against children and adults which are referred to in regulation 4 and Schedules 2 and 3 of the Regulations;
- certain orders made in relation to the care of children which are referred to in regulation 4 and listed at Schedule 1 of the Regulations;
- refusal or cancellation of registration relating to childcare, or children's homes, or being prohibited from private fostering, as specified in Schedule 1 of the Regulations; and
- living in the same household where another person who is disqualified lives or is employed (disqualification 'by association') as specified in regulation 9 of the Regulations;
- being found to have committed an offence overseas which would constitute an offence regarding disqualification under the Regulations if it had been committed in any country.

The disqualification requirements apply to the following staff:

- Early years provision - any member of staff who provides any care for a child up to and including reception age. This includes breakfast clubs, lunchtime supervision and after school care provided by the School both during and outside of school hours for this early years age range.
- Later years' provision, for children under 8 – save that the Regulations do not apply to education or supervised activity for children above reception age during school hours or in after school or co-curricular educational clubs. However, the Regulations do apply to before school settings, such as breakfast clubs and after school provision that would constitute childcare.
- The Regulations also apply to staff who are responsible for managing either the early or later years' provision in that setting. We are required to use our judgement to determine who is covered.

In order to demonstrate compliance with the Regulations it is important that we make staff aware of the legislation, including the fact that the categories of worker affected may be disqualified by association if they live in the same household as a disqualified person or in a household where a disqualified person is employed.

We are also required to take steps to gather sufficient and accurate information about whether any member of staff in a relevant childcare setting is disqualified by association.

With this in mind all staff must inform the Headmaster immediately of any circumstance that may impact on his/her suitability to work with children in accordance with the Regulations. Individuals are required to complete an annual self-declaration form to ensure that the information we hold in this regard is up to date.

Any failure to disclose such information may be treated as a disciplinary matter in accordance with the School's Disciplinary Procedure. If a member of staff is unsure as to whether they are covered by the Regulations or whether a disclosure is required, they must seek guidance from the Headmaster.

3. DISCLOSURE OF CIRCUMSTANCES IMPACTING ON YOUR SUITABILITY TO WORK WITH CHILDREN

Staff are required to notify the School immediately if there are any circumstances which may impact upon their suitability to work with children. An individual must immediately disclose to the Headmaster:

- any circumstances in which he/she is cautioned for, convicted of or charged with a criminal offence;
- any circumstances impacting on his/her suitability to work with children; and
- any medical conditions or medication that may impact on his/her suitability to work with children and/or the safety of pupils and/or staff generally.

A failure to make such a disclosure may be considered a disciplinary matter and could lead to dismissal. If a member of staff is unsure whether a particular circumstance impacts on his/her suitability to work with children they must seek guidance from the Headmaster.

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