

## STAFF BEHAVIOUR POLICY

August 2025

### Introduction

This policy applies to all staff and volunteers in the School regardless of their position, role or responsibility. It sets out clear guidance on the standards of behaviour expected from all staff (as defined below) at the School.

References to “**staff**” throughout this policy relate to all of the following groups:

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

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 and must adhere to behaviour that sets a good example to all pupils within the School.

Staff also have an individual responsibility to maintain their reputation and the reputation of the School, both inside and outside working hours and whether they are inside or outside the work setting. This policy therefore applies equally when staff are conducting lessons online or when it is necessary for them to work from home.

The School 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:

- [Safeguarding / Child Protection Policy](#);
- [Low-level Concerns Policy](#);
- [Equal opportunities Policy for pupils](#);
- [Anti-Bullying Policy](#);
- [Online Safety Policy](#);
- [Health and Safety Policy](#);
- Anti-Corruption and Bribery Policy;
- Whistleblowing Policy
- Communications and Information Manual;
- HR Manual
- Use of ICT, mobile phones and other electronic devices;
- Staff Code of Conduct for use of the Computer Network and the Internet;
- iPad User Agreement and Acceptable Use Policy;
- Pupil Data Protection Policy; and
- Data Protection Policy.

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

Staff who work directly with children are required to read and understand Part One and Annex A of the latest statutory guidance 'Keeping Children Safe in Education'. Those members of staff who do not work directly with children will be required to read Part One of Keeping Children Safe in Education.

### **Attendance and Timekeeping**

Should you need to be absent or expect to be late for any reason, you should ask your Head of Department in advance when possible. If this is not possible, please contact your Head of Department at the earliest opportunity.

#### *On the day cover*

Staff requiring cover on the day of the request being made must inform the relevant person indicated in the table below by phone call 7.30am on the day.

You should also complete the MS Form available through RM Unify.

<b>Senior School</b>	Lisa Leonard, Cover Manager	(Refer to internal list of telephone numbers)
<b>Junior School</b>	Tiffany White, Head of Junior School	(Refer to internal list of telephone numbers)

### *Request for cover in advance*

When submitting requests in advance via the absence request form (available through RM Unify):

- Discuss with line manager in first instance.
- Once agreed submit an absence request form, selecting the appropriate SLT member.
- SLT member will receive the absence to approve.
- If approved, the absence will be added to Cover Manager for planning purposes.

Please give at least two weeks' notice, if less then please also email [hr@newcastleschool.co.uk](mailto:hr@newcastleschool.co.uk) to ensure your request has been received and processed ahead of your leave date.

### **Eating and Drinking**

Staff are expected to model appropriate behaviour for pupils regarding eating and drinking during the school day. Drinks may be consumed in the presence of pupils and parents, provided that when hot they are in lidded cups and not during assemblies. To maintain a professional standard, food should not be eaten during assemblies or when interacting with pupils or parents.

All staff should make themselves familiar with the 'Managing Nut and Other Allergies' policy and comply with this policy at all times.

### **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 / vapes) is not allowed anywhere on site or within any of the School's vehicles. You must not smoke on school premises or outside school gates. Any member of staff wishing to smoke must leave the school grounds.

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

### **Alcohol and Illegal Drugs**

Consumption of alcohol is not permitted on site, save where at a school function or as otherwise agreed when modest amounts of alcohol may be consumed. Consumption of illegal drugs is never permitted.

Your conduct and performance must not be adversely impacted by alcohol or drugs when undertaking your duties.

## **Security**

In the interests of security, employees must carry their identity card whilst in School and wear their staff lanyard at all times. You 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 at Work 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, staff are, nonetheless, required to look smart in appearance at all times.

When working from home or remotely (including the delivery of online lessons, or virtual meetings using a virtual meeting platform such as Zoom and/or Teams) staff must ensure they are dressed appropriately in clothing that is smart and of a similar style to what they would wear on a normal school day.

We expect all staff to model the dress code expected of pupils, therefore, exaggerated styles of hair and appearance are not allowed.

## **Language**

All staff must be mindful of language used whilst at work both in the presence of pupils and in other areas of the School such as offices and staff rooms. Language and tone of conversations and written communications should be professional in nature.

Expletives, swearing and curse words are not appropriate and must never be used in the presence of pupils or within School grounds, including in areas where pupils are not permitted such as offices and staff rooms. This also extends to working with or supervising pupils off site at any time and includes any language that is derogatory, offensive or could be construed as such.

## **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 and/or to undertake work of a different nature, providing it is reasonable and safe

to do so and the individual is adequately trained. This may include working from home, if appropriate, and in the sole discretion of the School.

### **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 Anti-Corruption and Bribery 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.

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

### **Secondary Employment**

Staff must devote their whole time, skill and attention during working hours to their work for the School. They must not engage in any other work outside working hours, paid or unpaid, without the prior written permission of the Executive Head. They shall not at any time engage in any activities which are of such a nature as are likely to prevent them from performing their duties under this contract, or are likely to impair performance of such duties.

### **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.

All communications should take into account confidentiality to ensure information is not shared beyond its originally intended audience.

### **Communication with Parents**

Form tutors 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 e-mail and let the parent know when a fuller reply can be expected.

Staff sending emails to parents/carers are advised to send a blind copy (bcc) to the appropriate person (e.g. form tutor, line manager, deputy head, Head of Senior

School, or Head of Junior School) or to use the iSAMS communications functionality.

CPOMS is the default system for recording information about pupils' safeguarding welfare and all staff have a responsibility to ensure that relevant communications are recorded centrally in CPOMS.

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

Staff must not contact parents, guardians or family members of pupils, accept or initiate friend requests or follow pupils' parents, guardians or family members accounts on any social media platform.

Staff may not, without the Executive Head's prior written consent, receive any remuneration or reward for privately organised work with any pupil or parent of the School at any time.

### **Communication with Pupils**

Staff should carefully consider the manner in which they communicate with pupils at all times 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, WhatsApp messages 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. Any communication on video call platforms, such as Microsoft Teams or Zoom must be for professional reasons only and should accord with the rules of this policy at all times.

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 any 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.

Staff must not contact pupils, accept or initiate friend requests or follow pupils' accounts on any social media platform.

## **Confidentiality**

Staff members 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.

## **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.

Staff are encouraged to self-refer under the School's Low-Level Concerns Policy 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.

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 power, even if the child is over 16 and the relationship is consensual.

## **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 Executive Head or Head of Senior School or Head of Junior 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 secluded areas or behind a closed door. Where it is necessary to close doors for reasons of confidentiality staff should be visible. Wherever possible one to one work should only be undertaken with the knowledge of a senior member of staff to minimise risk to those involved.

Where it is necessary to conduct a one to one session online (for example, using a platform such as Zoom or Teams) staff must ensure that a senior member of staff is aware of the session and, wherever possible, arrange for a parent to be in the same room, or alternatively, ask a colleague or a member of SLT to join the session.

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 an Early Years pupil needs to get comfort or reassurance e.g. following an accident or personal crisis; or
- administer first aid; or
- when there is a need to take urgent action to avoid an incident or injury.

Staff should use their professional judgement at all times. Physical contact must be appropriate for the age and understanding 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 Management Policy for guidance on the use of reasonable force in relation to pupils.

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

Where any instances of physical contact occur, the staff member should self-report this. The incident and circumstances should be recorded via CPOMS as soon as possible.

## Action if a pupil is missing

NB Please refer also to the School's [Missing child policy and procedures](#) when a child is missing or not collected on time.

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.

## Prevent Duty

All staff should understand that the School has a legal duty under section 26 of the Counter-Terrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism'. This is known as the Prevent duty.

Schools are required, in recognition that pupils may be susceptible to being drawn into terrorism or other forms of extremism, to carry out appropriate risk assessments which assess how pupils or staff may be at risk of being radicalised into terrorism, including online.

Consequently, staff should:

- understand the factors that lead people to support terrorist ideologies or engage in terrorist related activity
- be able to recognise susceptibility to terrorism and be aware of what action to take in response
  - be aware of what action to take in response, including our internal Prevent referral arrangements

We protect children from being drawn into terrorism by having robust safeguarding policies in place to ensure that those at risk of radicalisation are identified and appropriate support is provided. Our procedure for dealing with concerns that a pupil may be susceptible to being drawn into extremist ideology and radicalisation is set out in our Child Protection and Safeguarding Policy.

There is no single way of identifying whether a child is likely to be susceptible to an extremist ideology, there are possible indicators that should be taken into consideration alongside other factors and contexts. As with other safeguarding risks, you should be alert to changes in children's behaviour, which could indicate that they may be in need of help or protection. You should use your judgement in identifying children who might be susceptible and act proportionately, which may include making a Prevent referral.

More guidance for schools from the DfE on this can be found at:

- [Prevent duty guidance](#)
- [The Prevent duty: safeguarding learners vulnerable to radicalisation](#)

This guidance should be read in conjunction with other relevant guidance including:

- Working Together to Safeguard Children
- The latest version of Keeping Children Safe in Education, and;
- Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers.’ (July 2018)

## **Protect Duty**

You should understand the requirements under the Protect Duty. We will provide the appropriate risk assessments and training required by Martyn’s Law. You must consider the Law when planning any event involving more than 100 members of the public (including parents). Further information is available from the Bursar. There are enhanced requirements for any event with an attendance over 800.

## **Transporting Pupils**

In certain circumstances it may be appropriate for staff to transport pupils offsite on approved school business. Staff should not transport pupils without prior authorisation of the School Leadership Team or in the case of genuine 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.

Students should not use their own vehicles for School events or during the School day.

## **Contact with Pupils Out of School**

Staff should not:

- arrange meetings with pupils off the School premises (whether in person or online) without the prior approval of the SLT;
- 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; and
- give pupils their home address or any of their personal contact details.

## **Conduct Out of School**

You are expected to be loyal to our stated aims and objectives and may not engage in any outside activity which, in the reasonable view of the Head, might interfere

with the efficient discharge of their duties or is in conflict with our School's interests.

You should at all times, both in and out of School, uphold our ethos and conduct yourself in a manner consistent with your position.

You must notify us of any outside conduct, activity or circumstances that are likely to either bring the School into disrepute or put into question a staff members suitability for their role at the School.

### **School Events**

You are expected to behave appropriately at School events, including School organised social occasions. A School event, which may or may not take place outside of working hours or on School premises, is sufficiently connected to the School such that the standards of behaviour expected will be in line with the requirements in this policy.

### **Acceptable Use of Technologies**

Staff should ensure that they are familiar with and comply with the School's Use of, Email, Internet and Communication Systems 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 contact pupils, their guardians or family members, accept or initiate friend requests or follow pupils' or their guardians' accounts on any social media platform.

Use of mobile phones by staff should be limited to staff areas unless needed for School business such as authentication. It is key that students see staff as role models in this regard.

### **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, sexual orientation, 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 playtimes.

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 (including Child on Child Abuse).

### **Bullying**

Bullying, harassment and victimisation and discrimination will not be tolerated. We treat all our pupils, staff, and their parents fairly and with consideration and we expect them to reciprocate towards each other, the staff and the school. Any kind of bullying including cyber-bullying is unacceptable and the School keeps a record of any incidents. Please see the School Anti-bullying policy for further details.

### **Photographs**

Many school activities involve recording images as part of the curriculum, extra school activities, publicity or to celebrate an achievement. In accordance with data protection legislation, 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 consider 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 devices wherever possible. If you are using a personal device, images must then be downloaded onto a School computer and deleted from the camera/device at the earliest convenience. Photos cannot be used or passed on outside the School.

### **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 Policy, 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 concerns or allegations about a child or disclosures / allegations of abuse, staff should refer to the School's Safeguarding and Child Protection Policy.

### Low-level concerns

As part of our whole school approach to safeguarding, we promote an open and transparent culture in which all concerns about adults working in or on behalf of the School are dealt with promptly and appropriately. This includes any concern - no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' - that an adult working in or on behalf of the School may have acted in a way that:

- is inconsistent with this Staff Behaviour Policy, including inappropriate conduct outside of work; and
- does not meet the harm threshold set out in Part 4 of the statutory guidance, Keeping Children Safe in Education (KCSIE), or is otherwise not serious enough to consider a referral to the LADO.

Such allegations or concerns are referred to as "low-level concerns" within KCSIE. The term "low-level" does not mean that it is insignificant. 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.

In order to create and embed a culture of openness, trust and transparency in which the School's values and expected behaviour set out in this Staff Behaviour Policy are lived, monitored and reinforced constantly by all staff, it is vital that any such low-level concerns are shared in accordance with the School's Low-Level Concerns Policy which can be in the Policies area of the Staff Resources SharePoint.

Any questions regarding low-level concerns and/or the procedure for reporting them should be raised with the Executive Head or DSL.

## **Whistleblowing**

The School wishes to foster a culture of openness and safety and the School's Whistleblowing 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 Executive Head (or to the chairman of governors where the concern relates to the Executive Head or a governor). Any concern will be thoroughly investigated under the School's whistle-blowing procedures. Such reporting will be without prejudice to the member of staff's position in the school. Where there are allegations of criminal activity, the local authority or designated officer (or DO) 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.