



Code of Conduct (Staff) Policy

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Bristol Steiner School Code of Conduct (Staff) Policy

Contents

Section	Contents	Page numbers
1.1	Rationale	5
1.2	Aims	5
1.3	Implementation	5
1.4	Other Policies and Guidance	5
1.5	Monitoring and Review	6
1.6	Principles	6
2	Procedures	8
2.1	Access to Information	8
2.2	Behaviour Management	8
2.3	Communication including IT and Social Media	8
2.4	Community Venues	9
2.5	Conduct	10
2.6	Confidentiality and Disclosure of Data	10
2.7	Copyright	10
2.8	Declaration of Interests	10
2.9	Disqualification by Association	10
2.10	Dress and appearance	10
2.11	Equalities	11
2.12	First Aid	11
2.13	Gifts and Rewards	11
2.14	Health and Safety Procedures	11
2.15	Infatuations	11
2.16	Intimate and Personal Care	12
2.17	Media	12
2.18	Mobile Phones	12
2.19	Monitoring	13
2.20	Outings	13
2.21	One to One situations	14

2.22	Other Employment	14
2.23	Partnership Working	14
2.24	Photography	14
2.25	Physical Contact	14
2.26	Positive Handling	15
2.27	Private Accommodation	15
2.28	Safeguarding and Child Protection	15
2.29	Sexual Activity	15
2.30	Signing In and Out	15
2.31	Social Contact Outside the Workplace	16
2.32	Special Educational Needs	16
2.33	Support and Advice	16
2.34	Transportation	16
2.35	Use of Premises and Equipment	17
2.36	Whistleblowing	17
3	Appendices	20
App 1	Acceptable Use ICT Agreement	22

Bristol Steiner School Code of Conduct (Staff) Policy

1.1 Rationale

Bristol Steiner School (BSS) is committed to offering children and families a safe, secure and respectful environment where everyone is supported to achieve their best potential. To ensure this, the School needs an effective Code of Conduct for staff, volunteers and other service users to ensure that everyone using the School has a clear knowledge of their legal and professional responsibilities. This in turn will promote good relationships, reduce misunderstandings and allegations, and ultimately create a place where children are safeguarded and can grow and enjoy their learning experiences.

Our Code of Conduct policy for staff is an essential part of our Safeguarding practice. BSS is committed to safeguarding and promoting the welfare of young people and vulnerable adults. We believe the welfare of the child is paramount and that no child should suffer harm of any form, either at home or at school. Everyone who works at or visits our School has the responsibility to make sure all our children are safe.

For the purposes of this policy, 'staff' also includes agency staff, volunteers, and students working in our Schools, and 'parents' includes carers and legal guardians – unless this is clarified further within the text.

1.2 Aims

This Code of Conduct aims to provide practical guidance about which behaviours constitute safe practice and which should be avoided within BSS. We recognise that the vast majority of adults who work with children act professionally and aim to provide a safe and supportive environment for children in their care. But sometimes misunderstandings and tensions can occur and this Code of Conduct is intended to reduce to the likelihood of these occurring. This policy aims to help staff and volunteers monitor their own practice and reduce the allegations being made against them. We aim also to give a clear message to staff that unacceptable behaviour will not be tolerated and that, where appropriate, legal or disciplinary action is likely to follow. Accordingly this document may be referred to in disciplinary proceedings.

1.3 Implementation

This policy is the responsibility of everyone who works at, volunteers for or visits BSS. The Headteacher will ensure that arrangements will be made to bring this policy to the notice of all staff (including new, temporary, and part-time employees), agency and other contract staff, volunteers, visitors and students during Induction and throughout their time at the School so that they fulfill their duties to co-operate with this policy. This policy and procedure will apply in all these contexts, including school activities taking place offsite. BSS delivers services at various venues, and this policy will apply in all these contexts. BSS expects services delivered by partner organisations to have safeguarding procedures in place.

1.4 Other Policies and Guidance

Many of the ideas and principles in this policy are taken from the non-statutory document: 'Guidance for safer working practice for those working with children and young people in education Schools' (2015), which is endorsed and recommended by the Safer Recruitment Consortium.

This policy also works in accordance with Keeping Children Safe in Education (2016), Early Years Foundation Stage (EYFS) and other School policies:

1. *Admissions*
2. *Anti-bullying*
3. *Arrivals and Departures*
4. *Behaviour*
5. *Complaints*
6. *Curriculum*
7. *Equalities*
8. *eSafety*
9. *Finance*
10. *Health and Safety*
11. *Lettings*
12. *Parent Handbook*
13. *Parent Prospectus*
14. *Recruitment and selection*
15. *Safeguarding and Child Protection*
16. *Staffing*
17. *SEN, disability, SEND, and Inclusion*
18. *Visitors*
19. *Whistleblowing*

1.5 Monitoring and Review

BSS recognises its responsibility for monitoring this Code of Conduct. The Headteacher will review this policy to confirm that content and approach is still appropriate. The review will take place whenever there are significant changes and not later than 12 months from the previous review date. This policy will be re-edited and re-issued within three months of the review date, where this is deemed necessary. BSS will seek to continually improve all its the related safeguarding policies, procedures and guidelines, including this Code of Conduct.

1.6 Principles

This Code of Conduct is underpinned by the following principles, beliefs and values:

(i) **The welfare of the child is paramount.** Staff should understand their responsibilities to safeguarding and promote the welfare of children; all our behaviour should ultimately be aimed at making a positive difference to the lives of children. Children have a right to be safe and to be treated with respect and dignity and we have a duty of care towards them.

(ii) **Staff are responsible for their own actions and behaviours.** They should avoid any conduct which would lead any reasonable person to question their motivation and intentions. They should work, and be seen to work, in an open and transparent way. All staff have a responsibility to keep children safe and to protect them from abuse and safeguarding concerns. Staff must avoid behaviour that might be misinterpreted by others in order to protect both young people and themselves.

(iii) **Malicious allegations are rare.** Staff should acknowledge that deliberately invented/malicious allegations are extremely rare and that all concerns should be reported and recorded. They should

discuss and/or take advice promptly from the Headteacher or the DSL if they have acted in any way which may give rise to concern.

(iii) We value everyone equally. It is part of the School's ethos to respect and value each person as an individual and acknowledge the gifts and challenges that every human being offers. Accordingly, it is the intention of the School that all pupils are valued and respected as equals.

(iv) We work in a professional context. We all believe that when adults accept a role working in a School, they should understand and acknowledge the responsibilities and trust involved in this role. The public, service users and other professionals will all have expectations about their behaviour. Staff should be aware that breaches of the law and other professional guidelines could result in disciplinary action being taken against them, criminal action and/or other proceedings including barring or prohibition from working with children.

(v) We work in partnership with parents. We respect their views and seek always to be open and honest with them.

(vi) We all have a duty to create a safe working environment. Under Health and Safety legislation, BSS has a duty to take steps to provide a safe working environment for staff. Legislation also imposes a duty on employees to take care of themselves and anyone else who may be affected by their actions or failings. These employer and employee duties should not conflict.

(vii) We use professional judgements based on the best interests of the child. BSS understands that any Code of Conduct cannot cover all situations that may arise and that sometimes staff may feel that they must make decisions which directly contravene this guidance in the best interests of the children in their charge. Individuals are therefore expected to make professional judgements when necessary which are warranted, proportionate, safe and applied equitably. Staff should always record and report these matters with the DSL.

(viii) We acknowledge the position of trust we have with the children in our care. As a result of their knowledge, position and the authority invested in their role, all adults working with children are in a position of trust. The adult always has a position of power over the child and it is therefore vital for them to understand this power; the relationship cannot be one between equals and there is therefore great potential for exploitation and harm. Staff should always maintain neutrality and appropriate professional boundaries, avoid behaviour which could be misinterpreted by others and report and record any concerns.

(ix) Specific activities may require a full Risk Assessment. The Senior Management Team (SMT) is responsible for producing Risk Assessments. If staff have a concern about a particular area of work they should contact the SMT and if necessary, a member of the SMT will complete a Risk Assessment, which will be retained securely by the Headteacher, and regularly reviewed.

2. Procedures

The following Code of Conduct procedures are listed in alphabetical order.

2.1 Access to information

Everyone has the right to request access to data that is held about them and such requests should be made to the Headteacher who will address the request.

2.2 Behaviour Management

BSS aims to provide a safe environment in which effective teaching and learning for all teachers and pupils may take place, inspired by values of equal rights, compassion, mutual respect and understanding. All children learn and grow in their understanding of socially appropriate and desirable behaviour. Good behaviour amongst pupil enables them to develop appropriate social skills, self-discipline and an awareness of the consequences of their actions. This Behaviour Policy will be a working document which will change and grow as our expertise and knowledge does.

The behaviour of children in activities where their parents are present should be the responsibility of their parents.

Staff must familiarize themselves with the School's Behaviour Policy. BSS will provide all staff with Behaviour Management training on a regular basis to help them develop best practice in regard to dealing with challenging behaviour.

2.3 Communication including IT and Social Media

All communications within the School with children and families should be transparent and open to scrutiny. Staff should not request or respond to any personal information from children and parents other than which may be necessary in their professional role. They should avoid in particular any communication with children or parents which could be interpreted as 'grooming behaviour'.

Staff should aim to not give their personal contact details to parents for example, e-mail address, home or mobile telephone numbers, or details of web based identities. Contact with parents using IT should be mediated through or include parents and the School, unless there are particular circumstances that necessitate direct contact (e.g. use of mobile phones during outings). Any necessary communication with parents using technology should be planned carefully and requires a full Risk Assessment.

All staff email communication should be appropriate and written in a professional manner. Staff should not put details of their work on any form of social networking site and not engage in any on-line activity or communication with children and families. They should be aware of possible wider implications when entering any personal details on any gaming or social networking sites (e.g. YouTube, Facebook, Twitter etc). Children and Parents will be advised that the use of social network spaces is inappropriate for children under the age of 13.

If parents attempt to contact or correspond with the staff member directly or indirectly for personal reasons using social media or any other technology, the staff should not respond and must report the matter to a DSL. The parent should be firmly and politely informed that this is not acceptable.

Policies and procedures: Code of Conduct (Staff) Policy

Staff should not use the School computers for personal use. All School files that contain personal data will be stored appropriately and securely, e.g.: password protected or locked away. Staff should not forward any work, files, information etc stored on our computer/laptop to their home PC, unless, this has been agreed by management as necessary. Caution should be taken if personal e-mail addresses are used on the School/laptop. Illegal or inappropriate materials must not be uploaded, downloaded or accessed.

Staff must familiarise themselves with the School's eSafety Policy and sign the Acceptable Use ICT Agreement (see Appendices).

2.4 Community Venues

Sometimes School staff are required to work with children in community venues offsite. These activities may be offered by BSS, or in partnership with other organisations.

BSS must ensure that all other partner organisations and venues have effective safeguarding, health and safety and equalities policies in place. The School should ensure that these policies are requested from agencies and that they are acceptable and compatible with our ethos before any work with pupils in other Schools takes place.

Staff must ensure that they are working with pupils in an appropriate place and if necessary request a Risk Assessment by the SMT if they have any concerns about the suitability of the venue for group and/or for one to one work.

BSS aims to use accessible venues that can be used by people with physical impairments. It is acknowledged that some spaces within those venues may not be fully accessible, but workshops planned within each venue should be. All venues should be booked through the SMT to ensure they fit acceptable criteria.

Staff working in community venues must be professional in their approach to behaviour management and where possible agree guidelines with the group. If any specific problems with behaviour arise when working in partnership with other organisation, staff should discuss the issue and if necessary examine appropriate staffing levels. If necessary, the staff member can request that a Risk Assessment be carried out by the SMT on the issue.

BSS is working towards having a qualified First-Aider on site for each project carried out in community venues. The Risk Assessment for each external venue should indicate the quickest route to Accident and Emergency Services and staff should be made aware of this information.

Staff should not invite friends and relations to participate in activities taking place with pupils in non-formal Schools as this is regarded as inappropriate.

2.5 Conduct

All staff have a responsibility to maintain public confidence in their ability to safeguard pupils. They should adopt high standards of personal conduct in order to maintain confidence and respect of the general public and those with whom they work. Staff should be aware that their behaviour, either in or out of the workplace, could compromise their position within the work School in relation to the protection of pupils, loss of trust and confidence, or bringing the School into disrepute.

2.6 Confidentiality and Disclosure of Data

Staff receiving information about pupils and their families in the course of their work should share that information only within appropriate professional contexts. They may have access to confidential information about pupils and their families which must be kept confidential at all times and only shared when legally permissible to do so and in the interests of the child. Records should only be shared with those who have a legitimate professional need to see them.

Staff should never use confidential or personal information about a child for their own, or others' advantage. Information must never be used to intimidate, humiliate, or embarrass the child or family. Confidential information should never be used casually in conversation or shared with any person other than on a need-to-know basis. In circumstances where the child's identity does not need to be disclosed the information should be used anonymously.

Staff do have a responsibility to pass information about safeguarding concerns but only to the DSL. If a member of staff is in any doubt about whether to share information or keep it confidential they should seek guidance from a DSL.

2.7 Copyright

Copyright legislation should be displayed next to the photocopier machines and staff are required to adhere to the guidance provided about use of education resources.

2.8 Declaration of Interests

Any interest in a group or organisation whose aims would be considered to be in conflict with the ethos of the School must be declared to the Headteacher. Any personal relationship which may cause a conflict of interest should be declared. This should be completed on a yearly basis.

2.9 Disqualification by Association

Disqualification by Association (DBA) applies to staff who are employed directly to provide childcare directly (and excludes office staff, caretakers, cleaners and Trustees). All relevant staff MUST provide, to the best of their knowledge, information about someone who lives or is employed in their household who is barred from working with children, even if they would not be disqualified themselves. A list of relevant offences can be found in the DfE booklet 'Disqualification under the Childcare Act 2006', Statutory guidance for local authorities, maintained schools, academies and free schools, February 2015. If staff think that DBA may apply to them, they must talk to the DSL. If in doubt the DSL should contact BCC HR for clarification, advice and guidance. A list of staff who have been made aware of this requirement will be kept in our Single Central Record. Staff must understand that it is their responsibility to inform the DSL of their status regarding DBA. The School should aim to annually ask staff to confirm there are no changes in their circumstances regarding DBA.

2.10 Dress and appearance

BSS believes that dress and appearance are matters of personal choice and self-expression and some individuals will wish to exercise their own cultural customs. However staff should select a manner of dress and appearance appropriate to their professional role and which may be necessarily different to that adopted in their personal life. Staff should ensure they are dressed decently, safely and appropriately for the tasks they undertake. Those who dress or appear in a manner which could be viewed as offensive or inappropriate will render themselves vulnerable to criticism or allegation. Staff should never comment on the dress and appearance of young people.

2.11 Equalities

All staff are required to follow the BSS Equalities Policy. As an inclusive school, BSS aims for all pupils to have the opportunity to access the unique Steiner education on offer. We do not accept any form of intolerance, and strive to make our School an environment in which all within our community are treated with dignity and respect. Individuals are valued and supported in reaching their full potential and stereotypes and intolerant views are challenged. In particular, the School rejects racism in all its forms, including any statements in Steiner's works that appear to be racist, or to support racism. The School is mindful that Steiner frequently described racist views as being anachronistic and antithetical to basic human values and dignity. We recognize our responsibility to challenge discrimination and to make reasonable adjustments to ensure that our School is welcoming and accessible to everyone, including those from Equalities Communities. BSS welcomes the opportunity to meet the requirements of the Equality Act and to take positive action to actively promote equality. We understand that certain factors affect the well-being of children and can impact on their learning and attainment.

2.12 First Aid

The First Aiders for the School are regularly circulated and the Business Manager makes everyone aware of the First Aiders on an annual basis. In addition, members of staff have undertaken one day paediatric first aid courses. Parents should be informed when First Aid has been administered. Any member of staff may be asked to become a qualified First Aider. Staff must familiarize themselves with the Health and Safety Procedures of the School.

2.13 Gifts and Rewards

Staff need to be aware of the safeguarding implications of gift giving. Gifts can be a sign of infatuations, favouritism and grooming. There are occasions when pupils or parents wish to pass small tokens of appreciation to staff e.g. at Christmas or as a thank-you, and this is usually acceptable. It is, however, unacceptable for staff to receive gifts on a regular basis or of any significant value. If in doubt, the staff member should consult their supervisor or the SMT.

Staff should never give gifts or rewards to pupils or their families. This could be interpreted as a gesture either to bribe or groom. Any reward given to a child should be in accordance with agreed practice, consistent with School's Behaviour Policy, recorded and not based on preferential treatment. Staff should exercise care when selecting pupils for specific activities, jobs or privileges in order to avoid perceptions of injustice. Methods of selection and exclusion for activities should always be subject to clear, fair, agreed criteria and there should be a clear audit trail indicating how decisions were made.

2.14 Health and Safety

Staff must familiarize themselves with the Health and Safety Procedures of BSS, ensuring that they have good knowledge of safer practice in all aspects of the School's activities. In particular, they should be aware of the procedures for Outings, First Aid, Sick Pupils and Medication, pupils's care Plans including those with epilepsy, Fire, Lockdown, Lone Working and working at height.

2.15 Infatuations

All staff need to recognise that it is not uncommon for service users to be strongly attracted to a member of staff and/or develop a 'crush' or infatuation. They should make every effort to ensure that their own behaviour cannot be brought into question, does not appear to cultivate this and be

aware that such infatuations may carry a risk of their words or actions being misinterpreted. Any member of staff who believes that a someone has become or may be becoming infatuated with either themselves or a colleague, should immediately report this to the DSL. In this way appropriate early intervention can be taken which can avoid hurt, embarrassment or distress for those concerned.

2.16 Intimate and Personal Care

BSS seeks to ensure that all of our activities are accessible to all. We aim to promote the health, safety, independence and welfare of pupils and respect their dignity and privacy. Pupils in need of intimate and personal care should be encouraged to act as independently as possible and to undertake as much of their own personal care as is possible and practicable. Staff should be made aware of the child's needs on registration documents and actively sought to contribute to a specific child's care plan where there are intimate and personal care needs.

2.17 Media

All communication with the media regarding the school or its operation must be directed through the Headteacher or their nominee.

2.18 Mobile Phones

Many new mobile phones have access to the Internet and picture and video messaging. Whilst these are the more advanced features, they present opportunities for unrestricted access to the Internet and sharing of images. Mobile phones may be used as long as their use is appropriate. The use of a mobile phone by staff and other professionals must not detract from the quality of the supervision and care of children. Appropriate use is defined as follows:

a. NOT permitted

- Staff will not have their private mobile phone on their person during work hours.
- Mobile phones and other photographic devices will be kept in a secure area away from where the children are accommodated.
- Staff may use their mobile phones during their designated breaks and in an area away from the children.
- The School's contact number will be given as an emergency number in case practitioners need to be contacted.
- Staff are not to use any mobile phone cameras to photograph the children.
- Staff need to ensure that visitor's phones are not used in the School to photograph children.
- Parents will be asked to switch off their mobile phones or not to use phones while on the premises. If they need to use their mobile phone they will be asked to do so away from the children.

b. Permitted use

- Use of mobile phones will be for business and emergency purposes and practitioners are not to be distracted from the care of children.
- Staff must never exchange mobile phone numbers with parents in their School (unless there is a specific purpose as stated below).
- Staff are not to use any mobile phone cameras to photograph the children, unless, there is a designated School mobile phone for this purpose.

Policies and procedures: Code of Conduct (Staff) Policy

- Staff will be held responsible for the content and security of their own phones, e.g. access to web pages. If this is deemed to be a safeguarding issue this will be dealt with in line with the Schools Safeguarding and Child Protection and Staffing policies.
- Images taken of the School or its children should be downloaded onto the School's computer/laptop only. Images must not be downloaded onto any personal computer.
- Offsite on outings, mobile phones may be very useful. Where parent information is stored on a personal mobile for an outing this needs to be deleted after the outing is over. It is recommended for the senior member of staff to record this occurrence. Alternatively paper information may be taken on outings.
- Some professionals (e.g. childminders) who visit the School on a regular basis can use mobile phones and other devices in groups, as long as any phone calls are kept as brief as possible so as not to detract from the quality of supervision of the children.
- All professionals should be reminded that that phone cameras, and photographs in general, can be used inappropriately, and the DSL or other staff will supervise and may veto, if necessary, the use of any mobile phone or camera within the vicinity of children on the School's premises. All professionals should seek permission from parents to take photographs of their children's learning journey, and make it clear to them how they take and share those photographs with parents, whether by mobile phone or by camera.

It is against School policy for pupils to use mobiles in School. In terms of eSafety, most modern mobiles (Smartphones, iPods etc.) have internet connectivity which would give unregulated private internet access only to certain pupils. If a mobile is heard or any pupils are seen using a mobile (or similar) anywhere on the school site it will be confiscated for the remainder of the day and possibly longer depending on the nature of the incident. For the same reason, **unless a pupil has obtained special permission to bring in their laptop for school work**, any laptops found being used at School will also be confiscated. Pupils posting images, comments, sound recordings, videos or any other material pertaining to any staff member, trustee, pupil, parent or anyone with a connection to the school on websites, YouTube, Facebook or any other social networking sites will be dealt with under the Behavior Policy.

2.19 Monitoring

BSS has the right to monitor emails, phone-calls, internet activity or document production; principally in order to avoid offensive or nuisance material and to protect systems from viruses. Use of School email for personal correspondence must be kept to a minimum and abuse of equipment or excessive and inappropriate usage could result in disciplinary action being taken against an employee. Inappropriate usage includes circulation of offensive or pornographic information, jokes, junk mail or large attachments. It is strongly advised that passwords and access to computer systems are kept confidential and strictly monitored by account holders.

2.20 Outings

All outings organised by BSS, or requiring participation by staff require a Risk Assessment carried out by the SMT. For annual or infrequent activities, a review of an existing assessment may be all that is needed. For new higher-risk activities or trips, a specific assessment of the significant risks should be carried out. All staff participating in an outing or offsite visit must familiarize themselves with the Risk Assessment of the visit and the Health and Safety Procedures of the School.

2.21 One to One Situations

If possible staff should try to work with pupils with colleagues, in rooms with windows, or leave the door open so the activity can be casually observed. If this is not possible, staff should ask another adult to look in on the activity part way through. Staff should avoid closing doors.

2.22 Other employment

Employees are permitted to take up secondary employment outside the School, as long as the activity does not constitute a conflict of interest, adversely affect their primary employment at the school to exceed the legal maximum working week of 48 hours as defined by the Working time Regulations.

2.23 Partnership Working

BSS must always ensure that our delivery partners and service providers who receive funding from us have effective safeguarding policies in place and display good practice in regard to safeguarding. Any concerns that staff have of poor safeguarding practice in partner organisations should be reported to the DSL at the time they are noted. Partner organisations must inform the School of the occurrence of any breaches or suspected breaches of their safeguarding policy. Valid, enhanced DBS checks, including a check against the Barred list must be carried out by partner organisations in relation to anyone who is employed or volunteers by them. Partner organisations should inform the School and the DBS about any person carrying out the activities where permission has been removed for people to carry out work with pupils because, in their opinion, such person has harmed or poses a risk of harm to the pupils.

2.24 Photography

Staff should never take photographs or videos of pupils in any activity on their own mobile phones or photographic devices. If photographs or videos are required (e.g. recording performances for a child's learning record), this must be carried out on our equipment and with the written agreement with parents. Parents may withdraw permission at any time. While using digital images, staff should be aware of the risk associated with taking, using, sharing, publishing and distribution of images.

All staff should familiarize themselves fully with the School's eSafety Policy.

2.25 Physical Contact

There are occasions when it is entirely appropriate and proper for staff to have physical contact with pupils; it is crucial however that they only do so in ways appropriate to their professional role and in relation to the child's individual needs. Motivation is key and the reason for contact must be absolutely clear. Contact should be relevant to their age and understanding and adults should remain sensitive to any discomfort expressed verbally or non-verbally by the child. Staff should therefore use their professional judgement at all times.

Physical contact should never be secretive, or for the gratification of the adult, or represent a misuse of authority. If a member of staff believes that an action by them or a colleague could be misinterpreted, or if an action is observed which is possibly abusive the incident and circumstances should be immediately reported to a DSL. Extra caution may be required where it is known that a child has suffered previous abuse or neglect. Staff need to be aware that the child may associate physical contact with such experiences. They also should recognise that these pupils may seek out inappropriate physical contact. In such circumstances staff should deter the child sensitively and help them to understand the importance of personal boundaries.

Pupils with disabilities may require more physical contact to assist their everyday learning. The arrangements should be understood and agreed by all concerned, justified in terms of the child's needs, consistently applied and open to scrutiny.

2.26 Positive Handling

At times staff may be involved in some form of physical intervention with pupils but this should never be used as a substitute for good behavioural management. All teachers need to develop strategies and techniques for dealing with difficult pupils and situations which they should use to diffuse and calm a situation. In non-urgent situations, staff should always try and deal with a situation through other strategies before physically intervening. Staff need to first recognise triggers that may lead to conflict and avoid them. They must be able to defuse/distract from conflict using non-physical calming methods wherever possible. The possible consequences of intervening physically, including the risk of increasing the disruption or actually provoking an attack, need to be carefully evaluated. Medical and/or behavioural intervention plans will be carried out for children who are known to have medical or behavioural needs which may place them in danger to themselves or others. These plans will be made known to the child's parents and documented appropriately by the pupil's teacher.

Staff must familiarize themselves with the School's Behaviour Policies in this regard.

2.27 Private accommodation

Staff should not invite any child or family into their living accommodation unless the reason to do so has been firmly established and agreed with the SMT. It is not appropriate for staff to be expected or requested to use their private living space for any activity, play or learning. This includes seeing parents for e.g. discussion of reports, or support session. The SMT should ensure that appropriate accommodation for such activities is found elsewhere in a School.

2.28 Safeguarding and Child Protection

Staff should fully familiarise themselves with the School's Safeguarding and Child Protection Policy, and any concerns about the child's welfare should be reported to the DSL.

2.29 Sexual Activity

Sexual activity involves physical contact including penetrative and non-penetrative acts and also includes non-contact activities, such as causing pupils to engage in or watch sexual activity or the production of pornographic material. Any sexual activity by a member of staff with or towards a child is unacceptable. It is an offence for a member of staff in a position of trust to engage in sexual activity with a child under 18 years of age, even if it appears the child is consenting and is over the age of 16.

2.30 Signing in and out

All staff entering and leaving the School must make sure that someone knows where they are and how to get hold of them at any time. Those entering the School must sign in/out in reception office. This ensures that the admin team can check who is where and it is also used as a register if there is a fire alarm. Each member of staff must mark themselves in each morning when they arrive and out when they leave for the evening. When staff leave the School for a visit or lunch, they must mark

themselves out and state their expected time of return. Staff should contact the Admin team if they will be later than expected or their plans have changed.

2.31 Social contact outside the workplace

Staff should never deliberately seek out any social contact with a family outside of the workplace. They should actively discourage parents who seek to establish social contact. Staff should be aware that professionals who sexually harm pupils often seek to establish relationships and contact outside of the workplace with both the child and their parents, in order to 'groom' the family and/or create opportunities for sexual abuse. Other informal social contact can lead to child sexual exploitation, radicalization and/or staff exerting inappropriate influence on pupils and possibly bringing the School into disrepute (e.g. attending a political protest, circulating propaganda).

Staff may have genuine friendships and social contact with parents of pupils, independent of any professional relationships. Contact of this nature must necessitate that the member of staff should exercise their professional judgement.

Some staff may, as part of their professional role, be required to support a parent. If that parent comes to depend upon the staff member or seeks support outside of their professional role this should be discussed with the DSL and where necessary referrals made to the appropriate support agency.

2.32 Special Educational Needs (SEN)

BSS is committed to providing pupils with SEN and/or who have disabilities with high quality support. We aim to include them, to value them and to support them, and to make any reasonable adjustments accordingly. We are committed to working closely with their parents and with other specialist support services to provide the best possible care. We will work to recognise any special needs a child may have and develop strong partnerships with professionals at other agencies to help make a thorough assessment of specific needs, and adapt services and/or provide additional services to provide a cohesive and integrated support package to meet those needs. The School aims to promote and value diversity and difference, and challenge inappropriate attitudes and practices. Pupils will be encouraged to value and respect others with SEN and disabilities.

2.33 Support and Advice

All employees have the right to work in a safe environment, which includes freedom from physical and psychological harm such as verbal abuse or stress. BSS must employ robust procedures for dealing with intimidating behaviour, whether delivered by staff, parents or pupils. All employees should receive effective supervision from their supervisor or manager. In addition, employees may request counselling services and should refer their request to the Headteacher.

2.34 Transportation

Staff should never offer to transport pupils outside of their normal working duties, other than in an emergency or where not doing so would mean the child may be at risk. In these circumstances the matter should be recorded and reported to the DSL and the child's parent.

In certain situations staff may be required or offer to transport pupils as part of their work. In such cases, the SMT has a duty to carry out a Risk Assessment to manage any known risks. A designated member of staff should be appointed to plan and provide oversight of all transport arrangements and respond to any concerns that may arise. Wherever possible and practicable it is advisable that

transport is undertaken other than in private vehicles and with at least one adult additional to the driver acting as an escort. It is a legal requirement that all passengers wear seatbelts and the driver should ensure that they do so. They should also be aware of and adhere to current legislation regarding the use of car seats for younger pupils. Staff should ensure that their behaviour is safe and that the transport arrangements and the vehicle meet all legal requirements. They should ensure that the vehicle is roadworthy and appropriately insured and that the maximum carrying capacity is not exceeded.

2.35 Use of premises and equipment

BSS equipment and premises are available only for School-related activities and should not be used for fulfillment of another job or post or for excessive or regular personal use, unless authorized in writing and in advance by the SMT.

2.36 Whistle blowing

If staff have a concern about the behaviour of the DSL, the Trustees or the SMT, they need to follow the procedures set out in the Whistleblowing Policy.

3. Appendices

Appendix 1. Bristol Steiner School Acceptable Use ICT Agreement

Bristol Steiner School Acceptable Use ICT Agreement

ICT and the related technologies such as e-mail, the Internet, iPads and mobile phones are an expected part of our daily working life in the School. This policy is designed to ensure that everyone is aware of their responsibilities when using any form of ICT. All users of IT within the School are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the School's E-Safety Co-ordinator, who is the Headteacher.

- I will only use the School's e-mail/Internet/Intranet and any related technologies for professional purposes or for uses deemed 'reasonable' by the Headteacher or the Trustees
- I will comply with the ICT system security and not disclose any passwords provided to me by the School or other related authorities
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role
- I will only use the approved, secure e-mail system(s) for any School business
- I will ensure that personal data (such as data held on SIMS) is kept secure and is used appropriately, whether in the School, taken off the School's premises or accessed remotely
- I will not browse, download or upload material that could be considered offensive or illegal
- I will not send to pupils or colleagues material that could be considered offensive or illegal
- Images of children will only be taken and used for professional purposes and will not be distributed outside the School's network without consent of the parent
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to the Headteacher.
- I will respect copyright and intellectual property rights.
- I will support and promote the School's e-Safety Policy and help children to be safe and responsible in their use of ICT and related technologies.

I agree to follow this code of conduct and to support the safe use of ICT throughout the School.

Staff Signature..... Date.....

Print Name.....