

# STAFF BEHAVIOUR POLICY

## INCLUDING EYFS AND BOARDING

<b>Governors' Committee normally reviewing:</b>	Governance Committee Board
<b>Date formally approved by the Governors:</b>	Autumn Term 2025 (interim changes Spring 2025) (interim changes Spring 2026)
<b>Date policy became effective:</b>	Autumn Term 2017 (previously separate policies for Prep and Senior) Autumn 2017 - Summer 2025: Safeguarding (Child Protection and Staff Behaviour) Policy

<b>Period of Review:</b>	Annually
<b>Next Review Date:</b>	Autumn Term 2026

<b>Person responsible for implementation and monitoring:</b>	Designated Safeguarding Lead
<b>Other relevant policies:</b> <ul style="list-style-type: none"> <li>● Safeguarding and Child Protection Policy</li> <li>● Behaviour and Discipline Policy</li> <li>● Anti-bullying Policy</li> <li>● Safer Recruitment Policy</li> <li>● Addendums to this Policy (as a result of operating differently)</li> <li>● PSHE Policy</li> <li>● RSE Policy</li> <li>● Promoting the Welfare of Pupils Policy</li> <li>● Preventing Radicalisation Policy</li> <li>● Medical Policy</li> <li>● Online Safety and ICT Acceptable Use Policy</li> <li>● Equality Policy (Pupils)</li> </ul>	<ul style="list-style-type: none"> <li>● Administration of Medicines Policy</li> <li>● Social Media Policy</li> <li>● Crisis Management Policy</li> <li>● Search Policy</li> <li>● Permanent Exclusions (Expulsion) Policy</li> <li>● Restrictive, Interventions including use of Reasonable Force Policy</li> <li>● Drug (Substance) and Drug Education Policy (Prep)</li> <li>● Alcohol Policy (Senior)</li> <li>● Drugs and Drugs Testing Policy (Senior)</li> </ul> <b>External policies</b> <ul style="list-style-type: none"> <li>● Boarding Schools' Association</li> </ul>

**The following Policy covers both schools and encompasses the Aims and Ethos of the Preparatory School and the Senior School**

**[Aims and Ethos](#)**

**SAFEGUARDING STATEMENT**

***Felsted is committed to maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'.***

**EQUAL OPPORTUNITIES STATEMENT**

***The aims of the School and the principles of excellent pastoral care will be applied to all children irrespective of their race, sex, disability, religion or belief, sexual orientation, gender reassignment or pregnancy or maternity; equally these characteristics will be recognised and respected, and the School will aim to provide a positive culture of tolerance, equality and mutual respect.***

# STAFF BEHAVIOUR

Staff must follow the School's Whistleblowing Policy and report any concern about the behaviour of another staff member (including the Head, DSL, coaches, volunteers, casual staff, supply staff, agency staff, governors and contractors or other person connected with the School) , to allow the School's safeguarding arrangements to be implemented and for the School to act accordingly.

This policy applies to all staff (including the Head, DSL, coaches, volunteers, casual staff, supply staff, agency staff, governors and contractors or other person connected with the School) regardless of their position, role or responsibility. All staff are required to read and comply with this policy. Breach of failure to observe this policy will be considered under the School's Safeguarding and Child Protection Policy and may result in action being taken under the School's disciplinary procedures.

Staff should always be mindful of their location, and the company present, even when not on duty and off-site, they should uphold the values of the School. Any member of staff seen to be behaving in such a way that would bring the School into disrepute, including via social media can expect to be dealt with through the School's disciplinary procedures.

This 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.

## 1. STAFF BEHAVIOUR AND CODE OF CONDUCT

In general, staff should encourage pupils to discuss with their parents or guardians' issues that are troubling them. It may be appropriate to suggest that a pupil visits the Wellbeing Centre or member of the medical staff.

Staff need to ensure that their behaviour does not inadvertently lay them open to allegations of abuse. Staff must maintain professional boundaries and act in a way that would not lead any reasonable person to question their actions or intent. They need to treat all pupils with respect and try, as far as possible, not to be alone with a child or young person. One-to-one conversations should always take place in purpose-specific rooms (eg music practice rooms, counselling rooms) if possible and follow a timetable that is known to others (eg HoD music, Deputy Head, Head of Wellbeing). If this is not the case, the door should be left open. Where possible, a gap or barrier should be maintained between teacher and child at all times. Where this is not possible, for example, in an instrumental music lesson, or sports coaching lesson, it is good practice to ensure that others are within earshot. Any physical contact should be the minimum required for care, instruction or restraint and appropriate to the child's age, stage of development and SEND they may have.

### 1.1 *Position of Trust*

As a result of their knowledge, position and/or the authority invested in their role, all adults working with children and young people in education settings are in positions of trust in relation to the young people in their care. A relationship between a member of staff and a pupil cannot be a relationship between equals. There is potential for exploitation and harm of vulnerable young people and all members of staff have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.

Wherever possible, staff should avoid behaviour which might be misinterpreted by others, and report and record any incident with this potential.

Staff (including the Head, DSL, coaches, volunteers, casual staff, supply staff, agency staff, governors and contractors or other person connected with the School) 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 trust in respect of that child, even if the

relationship is consensual. Even if the student is over 18 years of age, any such relationship would contravene this staff code of conduct.

On occasion, pupils may develop an infatuation for a member of Staff. If staff suspect or become aware of an infatuation, the advice of the Head or Deputy Head 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.

### **1.2 Respect**

All parties are expected to treat one another with respect. The School believes that respect is earned through kind and appropriate treatment of one another, and not purely through age or status. All staff are expected to seek to behave in a positive manner towards every pupil, and to put the promotion of every child's wellbeing as a priority in all matters. There are rules and boundaries, and these need to be enforced in order to maintain good discipline and a strong community, but even when something goes wrong, every child should feel that they are respected, and that they are an important part of that community.

### **1.3 Communication with Pupils and Acceptable Use of Technologies, including the use of mobile phones and cameras to take images (please see the School's Online Safety and ICT Acceptable Use Policy)**

All email communication between staff and pupils of the School on school business must be made from an official school Google (email or Google Chat) account (any deviation from this in an emergency must at once be reported to the line manager). Staff should not give out their personal contact details (such as mobile phone numbers and email addresses). Staff should not use personal email accounts or personal mobile phones to make contact with pupils of the School, nor should any such contact be accepted.

Where images are taken by staff to give evidence of children's progress, the images can only be used for this purpose. Images taken for the purpose of promotion and/or publicity of the School may only be published where parental (Prep) or pupil (Senior) permission is provided via the consent form. Images can only be shared with parents via an approved School account (for example Tapestry, the Newsletter or the Google Photo Gallery).

Staff cannot use or post or pass on images of pupils via or to any third party without an approved sharing arrangement or lawful basis in place.

#### Pre-Prep (including EYFS)

Staff, volunteers and visitors are not permitted to use a personal mobile, cameras or other personal electronic devices with imaging and / or sharing capabilities to make telephone calls (outside of the staff only area), take photographs or videos at any time when Pre-Prep pupils are present.

This includes the following areas:

- Pre-Prep areas in Stewart House
- Swimming pool
- Changing room
- School grounds
- Forest School area
- Whilst on School trips

A telephone is available at the Stewart House office for emergency calls and school devices are available to use while on the school site or for trips off site.

Staff must keep personal devices out of reach and out of sight. Staff and volunteers' personal phones must be stored with personal belongings in the staff storage area. If staff see an adult with a personal portable electronic device whilst children are present this must be reported to Mrs J Atkins (Head of Pre-Prep) [jaa@felsted.org](mailto:jaa@felsted.org)

Within the Pre-Prep (EYFS), neither staff, children nor parents may use their personal mobile phones to take photographs, unless parents are permitted to do so by the Head of Pre-Prep at a school event.

#### Prep and Senior School (Year 4 and above)

The School allows staff to bring in personal mobile phones and devices for their own use. Use of personal devices must not interfere with staff duties. Personal mobile telephones and cameras should be kept out of reach and out of sight and not be used when members of staff are teaching or involved in an activity with the pupils. Their use should be limited to break times or such other times when staff are not carrying out teaching, supervisory or similar duties.

While we recognise that there are times when staff will need to use a mobile phone around the site, this should be in order to carry out their role and staff should, whenever possible, model the behaviour that they expect to see from pupils with regards to mobile phone use.

The School does not allow a member of staff to contact a pupil or parent/carer using their personal device.

The use of school provided mobile phones by staff to contact children can only be for the delivery of professional duties. The group leader on all trips and visits involving an overnight stay should take a School mobile phone with them 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. Where pupil mobile numbers are taken for the purpose of school trips and away days, the member of staff in charge of the excursion will ensure any record of pupils' mobile phone numbers are securely deleted at the end of the trip or visit and will ensure that pupils also delete any school device numbers that they may have acquired during the trip.

The School Boarding House phones hold the numbers of the boarders and their families.

Staff must not take images of pupils on their personal device for any reason. There are no exceptions to this. Staff should use a school device to take any images of pupils. School provided digital cameras or devices are available and must only be used for a particular purpose, such as to display a pupil's work, where it is necessary to record pupil progress or as part of the Schools Taking, Storing and Using Images Policy or Social Media Policy. Images must be downloaded to a school google account as soon as reasonably possible (as soon as the member of staff can access their school google account) and must then be permanently deleted from the school device.

Staff are strictly prohibited from bringing or accessing any inappropriate or offensive material, such as indecent images and/or pornography, on the school site or at any other time they are on duty (such as school trips). Staff must not use school property or the school network to access any such material. If staff discover any material that is potentially illegal or inappropriate, they must immediately contact the DSL in accordance with this policy.

Staff should be aware that it is not appropriate to use social media to communicate with pupils. Staff should not request or accept any current student of the School of any age or any ex-student of the School under the age of 18 as a friend, follower, subscriber or similar on any personal social media account unless they are the parent of the pupil or a close family member or family friend. Please see the Online Safety and ICT Acceptable Policy and the Social Media Policy for staff obligations in relation to electronic communication with pupils.

#### **1.4 Home Visits**

If a member of staff needs to visit a pupil in their own home the Home Visits Policy must be followed, including informing the DSL and the HM/HoP. The only exceptions to the Home Visit Policy would be if there were a private arrangement whereby a member of staff has connections with a pupil, either because they are friends of their parents or if the pupil is a friend of the member of staff's own child.

### **1.5 Physical contact with pupils**

There are occasions when it is 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 and the age, maturity and any SEND or vulnerabilities the pupil may have.

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. 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.

A member of staff can never take the place of a parent in providing physical comfort and should be cautious of any demonstration of affection.

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 could be misinterpreted, the incident and circumstances should be recorded as soon as possible, the DSL informed and, if appropriate, a copy placed on the pupil's file.

### **1.6 Restrictive interventions, including reasonable force, non-physical restraint and seclusion**

Staff are required to follow the School's Restrictive Interventions, including use of Reasonable Force [Policy](#), in line with Department for Education guidance and applicable legislation. All incidents of the use of restrictive interventions, including reasonable force, non-physical restraint and seclusion, must be recorded in writing and reported immediately to the Head and to parents as per the policy.

Suspension will not be an automatic response when a member of staff has been accused of using excessive force. The School will follow the process set out in Section 10 of the Safeguarding and Child Protection Policy, where an allegation of using excessive force is made against a teacher.

There may be times when a pupil or a pupil's belongings need to be searched and there are reasonable grounds to conduct a search. In such circumstances the guidelines set out in the School's [Search Policy](#) must be followed, including a search only carried out by a trained member of staff authorised by the Head.

### **1.7 Activities requiring physical contact**

Where exercises or procedures need to be demonstrated, extreme caution should be used if the demonstration involves contact with pupils and, wherever possible, contact should be avoided. It is acknowledged that some staff, for example, those who teach PE and games, or who offer music tuition, will, on occasions, have to initiate physical contact with pupils in order to support a pupil so they can perform a task safely, to demonstrate the use of a particular piece of equipment/instrument or assist them with an exercise. This should be done with the pupil's agreement.

Contact under these circumstances should be for the minimum time necessary to complete the activity and take place in an open environment. Staff should remain sensitive to any discomfort expressed verbally or non-verbally by the child.

### **1.8 Boarders access to staff accommodation**

Boarders must not have access to staff residential accommodation, other than in exceptional

circumstances. Where this occurs, a one-to-one situation should be avoided. If a one-to-one situation with a boarder is unavoidable, another adult must be present. There must be no inappropriate favouritism or inappropriate one-to-one contact between staff and boarders.

Identification and demarcation of shared spaces, buffer zones and private staff residential accommodation is in place, along with a school-wide risk assessment and guidelines for access and acceptable use of these areas by boarders in exceptional circumstances. The only staff who can be authorised are the Head, Deputy Head and HMs, who must first obtain permission from the Senior Deputy Head / Prep Deputy Head (or Head) to hold an event in exceptional circumstances, for example a rewards dinner following publication of internal reports. The event must be added to the 'NMS 20.10 Log' in advance of an event.

The guidelines above do not apply to private family arrangements, for example a friend of the child of a staff member visiting the family home.

### **1.9 Transporting pupils**

Staff should avoid taking one pupil on their own in a car. Wherever possible and practicable it is advisable that transport is undertaken other than in private vehicles. If there are exceptional circumstances that make unaccompanied transportation of pupils in a private vehicle unavoidable the Deputy Head or the DSL should be notified and the parents' permission given.

It is recommended that for School trips and outings there is with at least one member of staff additional to the driver, acting as an escort.

Staff must adhere to the requirements set out in the Alcohol and Illegal Drugs section below.

### **1.10 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.

## **2. STAFF DAILY CONDUCT REQUIREMENTS**

### **2.1 Attendance and Timekeeping**

Should a staff member need to be absent or expect to be late for any reason, he/she should ask their line manager / Head of Department in advance when possible. Teaching staff should enter their absence via the relevant procedure for Pre-Prep, the Prep School or the Senior School. All staff must follow the staff sickness absence from work procedure, available via the internal homepage.

### **2.2 Smoking**

To promote a healthy and pleasant working environment and because of the fire risk, smoking is only allowed in designated areas on site.

### **2.3 Alcohol and Illegal Drugs**

Consumption of alcohol or illegal drugs is not permitted on site save where, in the case of alcohol, at a school function or otherwise agreed when modest amounts of alcohol may be consumed. When a member of staff has responsibility for supervising older pupils at a school event, they must not drink more than a very small amount of alcohol and certainly not more than the legal drink-driving limit.

Staff must not be under the influence of alcohol while driving a school vehicle or driving pupils in their own vehicle (see Transporting pupils' section above), even if within the legal drink/drive limit.

Staff who reside on site may consume modest quantities of alcohol in private accommodation when they are not on duty.

## **2.4 Security**

In the interests of security, employees must wear their identity (ID) card at all times while on the school site. ID cards must not be shared or passed to any other individual (including staff) for use by another, at any time. If an ID badge is lost it must be reported to [hands@felsted.org](mailto:hands@felsted.org) immediately.

Any staff with access to pupil, staff or other personal data must follow the School's Data Protection Staff Guidance, available via the School's internal policy area.

The School reserves the right to search the outer clothing, bags, lockers and vehicles etc. of staff members whilst on site. The staff member may have a colleague in attendance on such (rare) occasions.

## **2.5 Personal Appearance**

The School regularly receives visits from parents, potential parents and others, and naturally wishes to convey an impression of efficiency and organisation. Therefore, whilst not wishing to impose unreasonable obligations on staff they are, nonetheless, required to look smart in appearance as required for the role.

## **2.6 Mobility and Flexibility**

Due to the demands and nature of the School, staff 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 staff member is adequately trained.

## **3. 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

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. Our staff undertake regular consultation activities with our pupils e.g. through tutorials, house and school council meetings, questionnaires, as well as class and informal discussions.

## **4. BULLYING**

Bullying (including cyber bullying), harassment and victimisation and discrimination will not be tolerated. We treat all our pupils and their parents fairly and with consideration and we expect them to reciprocate towards each other, the staff and the School.