

ST JULIE'S CATHOLIC HIGH SCHOOL

CODE OF STAFF CONDUCT

**For the Attention of:
ALL MEMBERS OF TEACHING STAFF AND SUPPORT STAFF**

**UPDATED BY: MR WILLIS
ACTING DEPUTY HEADTEACHER KS4/KS5**

ON: FRIDAY 12 JANUARY 2018



CODE OF STAFF CONDUCT

The following code applies to all staff employed by the governing body of St. Julie's High School.

PREAMBLE

Every member of staff has a duty of care towards pupils. All members of staff are bound by the terms of their individual contract of employment. In addition it is important that every member of staff conducts themselves in a manner which is beyond reproach and can be defended in the face of criticism from any quarters whether from inside or outside of school. The Code of Conduct is largely common sense. Specific examples are given as guidance only. The Code cannot cover every set of circumstances which may arise. This Code of Staff Conduct should be read and understood alongside the document '**Guidance for safer working practice for those working with children and young people in education settings (October 2015)** and '**Keeping Children Safe in Education: Information for all school and college staff (September 2016)**'

Our school is committed to safeguarding children and promoting children's welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. It is our willingness to work in a safe manner and challenge inappropriate behaviour that underpins this commitment. Everyone is expected to adhere to this 'Code of Conduct' and the DfE's 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Educational Settings (October 2016)' which is available on the school's website. Everyone must also read part one of Keeping Children Safe in Education (2016). This code of conduct aims to support adults so they don't work in a manner which might lead to an allegation against them. Equally it aims to reduce the opportunity for any adult intent on grooming or harming a young person. It encourages you to work in an open and transparent way that should avoid someone questioning your motives, intentions or suitability to work with young people. It is a key principle of this code of conduct that **everyone** understands their responsibility to share **without delay** any concerns they may have about a child's welfare or an adult's behaviour towards a young person. In addition, **everyone** has a responsibility to escalate their concerns to the Local Authority Designated Officer (Liverpool Careline 0151 233 3700) if they feel that safeguarding concerns they have raised about a child or adult working at the school are not being addressed by the school.

Code of Conduct:

- If you have any concerns that a child is being harmed, abused or neglected you **must share your concerns immediately** both verbally and in writing with the school's Designated Safeguarding Lead or if they are absent, another member of the school's Leadership Team. Always listen carefully to the child and record what they tell you in the child's own words. Never promise to keep a secret.
- If you receive an allegation against an adult working in the school or observe behaviour that concerns you, you must discuss your concerns without delay with the Headteacher or Designated Safeguarding Lead. Concerns regarding the Headteacher should be directed to the Chair of Governors or Local Authority Designated Officer.
- Anyone (in emergencies or if they need to) can make a referral about their concerns for child to Liverpool Careline (tel: 0151 233 3700)

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You should:

- dress appropriately according to your role, ensuring that clothing is not likely to be viewed as offensive or revealing and that it is absent of any political or other contentious slogans or images.
- act as an appropriate role model, treating all members of the school community with respect and tolerance.
- ensure gifts given or received are recorded and discussed with your Line Manager.
- respect others' confidentiality unless sharing information is appropriate to ensuring their welfare.
- adhere to the school's policies, particularly those related to safeguarding – including child protection, behaviour, attendance, physical intervention, intimate care, anti-bullying, equal opportunities, health and safety and e-safety (acceptable user policy).
- report any behaviour or situations which you may feel give rise to a complaint or misunderstanding in respect of your own actions. Also share situations with your Line Manager if you feel your actions might have sat outside this code of conduct.
- share with your Line Manager or Headteacher any behaviour of another adult in the school where it gives you cause for concern or breaches this code of conduct or the school's safeguarding policies. Your intervention may allow for their practice to be supported and developed and/or prevent a child from being harmed.

Never:

- make, encourage or ignore others, making personal comments which scapegoat, demean or humiliate any member of the school community.
- use your position to intimidate, bully, humiliate, coerce or undermine any member of the school community. This includes shouting in anger and aggressively to punish them rather than raising your voice to be heard or avoid danger.
- develop 'personal' or sexual relationships with children and young people, including making sexual remarks or having inappropriate sexual banter. In addition, the Sexual Offences Act 2003 makes it clear that all members of staff are in a position of trust and would therefore be committing a criminal offence to have a sexual relationship with a young person in full time education/below the age of 18, even if that pupil is over the age of consent.
- engage in inappropriate conversations with students or share inappropriate personal information about yourself or others.
- discriminate favourably or unfavourably towards a child.
- give personal contact details to pupils or communicate outside of school using social networks, email, text, twitter etc or meet a young person out of school unless part of a planned school activity with the knowledge of your Line Manager.
- have conversations on social networking sites that make reference to children, parents or other colleagues at the school or be derogatory about the school. Never make any statements or post images on social networking sites that might cause someone to question your suitability to act as a role model to young people or bring your own or the school's reputation into disrepute. You should never communicate with parents through social network sites and you are strongly advised to declare any existing friendships/relationships to your Line Manager.

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- use personal equipment to photograph children (always use the school's equipment) and ensure any photographs are only stored on the designated secure place on the school's network and not on portable equipment.
- use your personal mobile phone in areas used by children unless in emergencies or under an agreed protocol set out by the headteacher
- undertake 'one to one' activities out of the sight of others unless it is a planned activity with the knowledge of your Line Manager and in keeping with your particular responsibilities.
- transport children unsafely, for example by driving whilst using your mobile phone, consuming alcohol, failing to ensure that seat belts are worn or driving without appropriate insurance. Any trips should be planned and with the knowledge of your Line Manager. Unforeseen events should be reported to your Line Manager. It is good practice to have another adult to act as an escort during the journey
- have physical contact with young people that might be misconstrued or considered indecent or harmful. Ensure you are always able to give an account of the reasons for physical contact or physical intervention. Where physical contact is required it is good practice for it to be within the sight of others. Any physical contact with a child that was needed to control or restrain a child should be the minimum required.

All school employees should have a clear understanding of their responsibilities under this code of conduct. It aims to help them avoid poor working practices that *may* lead to their behaviour being *investigated* and the *consideration* of disciplinary procedures.

STANDARDS

- a) Dress: - Members of staff should maintain an appropriate standard of professional dress.
- b) Punctuality: - Members of staff must be punctual for their duties.
- c) School Visits: Where visits to outside venues are arranged, at least two members of staff must be present at all times. At least one of these members of staff must be female. For Sixth Form trips involving male students, at least one member of staff must be male.
- d)
 - i) Members of staff should ensure that pupils address them in a formal manner at all times.
 - ii) When pupils and/or parents are present, members of staff should address colleagues in a professional manner.
- e) All people, whether pupils, parents or others, have a right to be treated with fairness and equity.
- f) It is a reasonable expectation that members of staff will be treated by colleagues and pupils with politeness and courtesy and that they will treat colleagues and pupils in a similar fashion.

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CONTACT WITH PUPILS

Staff must exercise professional judgment at all times in their dealings with pupils.

From time to time it may be advisable for all staff to reappraise their teaching styles, relationships with pupils and their manner and approach to individual pupils, to ensure that they are above reproach in the minds of colleagues, pupils or parents.

Pupils should always feel able to report abuse against them by staff or volunteers, or any incident where they believe that a member of staff has crossed the boundary of acceptable behaviour.

Staff should also be familiar with the school's policies about physical contact with pupils, the use of reasonable force to control or restrain pupils, and the procedures that should be followed if a pupil needs first aid or medical attention.

GUIDELINES FOR STAFF

Private meetings with pupils

- a) Staff and volunteers are strongly advised not to conduct private meetings with individual pupils. On the rare occasions when a confidential interview or a one to one meeting is necessary such interviews should be conducted in a room with visual access, or with the door open, or in a room or area which is likely to be frequented by other people, and another pupil or adult should be present or nearby. Staff should ensure that another adult knows that the interview is taking place, its location, the purpose of the meeting, the name of the pupil being interviewed and the approximate duration of the meeting.
- b) Meetings with pupils away from the school premises should only be arranged with the specific approval of the head teacher.
- c) Staff should not offer pupils 'lifts' in their vehicles – this could be construed as 'grooming' them and may lead to disciplinary measures being taken against the member of staff.

Physical Contact with pupils

- a) Physical contact may be misconstrued by a pupil, parent or observer. Touching pupils, including well-intentioned informal and formal gestures such as putting a hand on the shoulder or arm, can, if repeated regularly, lead to serious questions being raised. Staff must not make gratuitous physical contact with their pupils within the scope of their teaching or as a way of relating to pupils.
- b) Any form of physical punishment of pupils is unlawful as is any form of physical response to misbehaviour unless it is by way of restraint. It is particularly important that staff understand this both to protect their own position and the overall reputation of the school, as well as the welfare of all pupils.

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Where physical contact *may* be acceptable

- a) There may be occasions where a distressed pupil needs comfort and reassurance which may include physical comforting such as a caring parent would give. Staff should use their discretion in such cases to ensure that what is, and what is seen to be by others present, normal and natural does not become unnecessary and unjustified contact, particularly with the same pupil over a period of time. Where a member of staff has a particular concern about the need to provide this type of care and reassurance he/she should seek the advice of the head teacher.
- b) Some staff are likely to come into physical contact with pupils from time to time in the course of their duties; for example showing a pupil how to use a piece of apparatus or equipment and demonstrating a move or exercise. Staff should use their discretion in such cases to ensure that any physical contact is, and is seen by others present to be, normal and natural. Staff should avoid such contact with the same pupil over a period of time.
- c) There may be occasions where it is necessary for staff to restrain a pupil physically to prevent him/her from inflicting injury to others or self-injury, damaging property, or causing disruption. In such cases only the minimum force necessary may be used and any action taken must be to restrain the pupil. Where an employee has taken action to physically restrain a pupil he/she should make a written report of the incident in the form prescribed by the school's policy on restraint.

Caring for pupils with particular problems

- a) Staff who have to administer first aid should ensure wherever possible that other children or another adult are present if they are in any doubt as to whether necessary physical contact could be misconstrued.
- b) Staff should be familiar with latest safeguarding advice and guidance and be alert to emerging issues including Child Sexual exploitation and female genital mutilation. They should follow Child Protection procedures and report the issue if they suspect that any abuse is taking place

Relationships and attitudes

- a) All staff should clearly understand the need to maintain appropriate boundaries in their dealings with pupils. Intimate or sexual relationships between staff and pupils will be regarded as a grave breach of trust, and any sexual activity between a member of staff and a pupil under 18 years of age may be a criminal offence.
- b) All staff should ensure that their relationships with pupils are appropriate to the age and gender of the pupils, and take care that their language or conduct does not give rise to comment or speculation. Attitudes, demeanour and language all require care and thought, particularly when members of staff of either sex are dealing with adolescent pupils.

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c) From time to time staff may encounter pupils who display attention seeking behaviour, or profess to be attracted to them. Staff should aim to deal with those situations sensitively and appropriately, but must ensure that their behaviour cannot be misinterpreted. In these circumstances, the member of staff should also ensure that the head teacher or the designated child protection officer is aware of the situation. Incidents or concerns must be reported to Assistant Headteacher of the Key Stage who as designated Safeguarding Officers.

d) Receipt of Gifts, Hospitality and other favours

- The Governing Body maintains a register of gifts offered to staff or individual governors above a value of £20.00. Details are entered in the register which include whether the gift was declined or accepted.
- Individual governors and members of staff are required to notify the Bursar when gifts, hospitality or favours are offered as details will need to be entered in the register including those that are not accepted.
- The register is available for inspection by the LA and Internal Audit.
- Governors and members of staff involved in making buying decisions do not accept excessive, frequent or regular gifts, hospitality, entertainment or other services from existing or prospective suppliers. When considering whether to accept such offers, they consider whether they could affect their independence or cause concern.

Where conversation of a sensitive nature may be appropriate

a) All staff have a pastoral responsibility for pupils. Occasionally, in order to fulfil that role effectively, their conversations with pupils will cover particularly sensitive matters. Staff must, in these circumstances, refrain from probing for details which could be construed as unjustified intrusion.

b) Staff approached by pupils for advice must judge whether it is appropriate for them to offer counselling and advice or whether to refer the pupil to another member of staff with acknowledged pastoral responsibility for the particular pupil.

Inappropriate comments and discussions with pupils

a) As with physical contact, comments by staff to pupils, either individually or in groups, can be misconstrued. Staff must not make unnecessary comments to and/or about pupils which could be construed to have a sexual connotation. It is also unacceptable for staff to introduce or to encourage debate amongst pupils in class, or elsewhere, which could be construed as having a sexual connotation that is unnecessary given the context of the lesson, or the circumstances. At the same time it is recognised that a topic raised by a pupil is best addressed rather than ignored.

b) Staff should be extremely cautious about discussing their private and personal situations with any students. Personal details, such as, home or mobile telephone numbers or home addresses should not be divulged to students unless agreed by the Headteacher.

c) Personal e-mail addresses and any social network details such as Twitter, Instagram or Facebook user names should not be shared with pupils. Members of staff who wish to engage

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in communication with pupils via e-mail should inform line-managers and should always use their school e-mail addresses only to reflect that both parties should use the school system for communication.

Extra curricular activities

a) Staff should be particularly careful when supervising pupils in extra curricular activities, or a residential setting such as a ski trip, outdoor education camp or extended visit away from home. Typically a less formal approach than usual is appropriate in these settings, but that can be open to misinterpretation. Although a more informal approach is usual in such circumstances, the standard of behaviour expected of staff will be no different from the behaviour expected within school.

b) Staff should take care in receiving or giving gifts to pupils which could be misunderstood. Gifts to individual pupils from staff will be exceptional and should be notified to the Headteacher. Inappropriate gifts from pupils should be reported to the Headteacher.

Driving and use of the school Minibus

Please refer to the school Driving Policy and Mini Bus Policies.

Social Functions

It is recognised that attendance at social functions arranged by pupils is appreciated by pupils and enjoyed by both staff and pupils. However, staff should be aware that, depending on the circumstances, they may be regarded as having some level of responsibility/liability to the pupils concerned. Inappropriate behaviour by staff or pupils at functions arranged under the school name should be reported to the Head teacher.

Reporting incidents

Following any incident where a member of staff feels that his/her actions have been, or may be, misconstrued he/she should discuss the matter with the head teacher. Where it is agreed with the head teacher the member of staff or volunteer should provide a written report of the incident. A detailed written report should always be made if a member of staff has been obliged to restrain a pupil physically, or where a complaint has been made by a pupil, parent or other adult.

CONFIDENTIALITY

- a) The Governing Body has agreed the School's Child Protection Policy and adopted the Local Education Authority's Guidelines on child protection issues.
- b) Every individual member of staff has access to the policy and has access to the LA guidelines. It is stressed that staff should not make any promises to pupils which indicate that information of a confidential nature concerning a child protection issue will be kept a secret.

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- c) If staff are made aware of such information from whatever source, they should immediately inform the designated Safeguarding Officer of the Key Stage.
- d) Staff are reminded that confidential information about pupils and other staff should not be shared with others and should not be displayed on computer screens and/or display screens and left unattended. Staff should refer to the E-Safety policy of the school in relation to these matters.

CONCLUSION

This document attempts to set out the good practice which is already being carried out by members of staff in the school. It is recognised that occasions may arise which fall outside the scope of this document. In such circumstances, members of staff are advised to contact the Headteacher or the Lead Safeguarding Officer.

This document should be read in conjunction with the school policy documents contained on the Intranet.

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ALLEGATIONS OF ABUSE AGAINST STAFF

This document is designed to help ensure that any allegation of abuse against a member of staff or volunteer, pupil, parent or carer, is dealt with fairly, quickly, and consistently, in a way that provides effective protection for the person making the allegation and at the same time supports the person who is the subject of the allegation.

This document has been compiled with reference to the following documents:

- Child Protection Policy, St. Julie's Catholic High School (2017)
- Welfare of Students Policy (2017)
- Code of Staff Conduct, St. Julie's Catholic High School (2018)
- DfE "Dealing with allegations of abuse against teachers and other staff" 2016)
- DCSF "Working together to Safeguarding children: A guide to inter agency working to safeguard and promote the welfare of children" 2010 (Revised October 2015)
- DfE Teacher Standards (Revised June 2013)
- Joint NEOST/Teacher Union Guidance on Preventing Abuse of Trust for Teachers Education Staff and Volunteers
- Joint NEOST/Teacher Union Guidance on Education Staff and Child Protection: Staff Facing an Allegation of Abuse
- Definitions and Thresholds for Managing Allegations against education Staff, The National Network of Investigation and Referral Support Coordinators
- Liverpool Safeguarding Children Board: Allegations against adults who work with children (March 2013)
- DfE Revised guidance on safeguarding children and safer recruitment in education (2017)

Scope

This policy is divided into 2 sections and it covers:

A: ALLEGATIONS AGAINST STAFF OR VOLUNTEERS WHO WORK WITH CHILDREN

- Procedure for staff to follow in the case of an allegation against staff or volunteers working with children
- Policy for dealing with allegations against staff or volunteers who work with children

B: HARASSMENT OF A MEMBER OF STAFF BY A PUPIL, PARENT OR CARER

- Procedures for dealing with harassment of staff by pupils, parents or carers
- Examples of harassment of staff by pupils, parents or carers

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A: ALLEGATIONS AGAINST STAFF OR VOLUNTEERS WHO WORK WITH CHILDREN

Procedure for dealing with allegations against staff or volunteers who work with children

The following steps must be taken whenever it is alleged that a person who works with children has;

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or,
- behaved towards a child or children in a way that indicates s/he would pose a risk of harm if they work regularly or closely with children.

1. Any member of staff or volunteer who has reason to suspect that another member of staff or volunteer may have abused a child at the school, or elsewhere, must immediately inform the Headteacher Mr Tim Alderman or Safeguarding Lead.
2. The member of staff or volunteer should also make a written record of the allegation (on the St. Julie's Child Protection Referral Form). The member of staff should use the informant's words and include the time, date and place where the alleged incident took place, what was said and anyone else who was present. This record should be signed and dated and passed immediately to the Headteacher or Safeguarding Lead.
3. If the concerns are about the Headteacher, then the Chair of Governors should be contacted. The Chair of Governors for St. Julie's is Sister Margaret Walsh SND and she can be contacted in confidence via the Clerk to the Governors, Mrs Bernadette Cain on school extension 5200.

How concerns may come to notice

Concerns about the behaviour of a member of staff toward a pupil may be made in the form of a complaint or allegation. Any complaint with a child protection element will be responded to as a child protection allegation in the first instance.

Concerns may be raised in a number of ways e.g.:

- Direct disclosure by the child
- Indirect disclosure e.g. through written/art work or friends
- Complaint from a parent or carer to Headteacher / LA / Social Services / Police
- Reports by other colleagues or agencies
- Anonymously

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Context

The context of an alleged incident might include:

- normal duties
- environment (e.g. field trip, school excursion)
- conduct of the member of staff (e.g. previous concerns, present conduct, disciplinary action)
- conduct of the child (e.g. both characteristic and uncharacteristic behaviour, previous allegations made)
- staff, child and / or parent views of the incident

Where previous allegations have been made, serious caution must be applied. This may indicate an ongoing concern about that particular child or member of staff that needs to be addressed.

Policy for dealing with an allegation against a member of staff or volunteer

There may be up to 5 strands in the consideration of an allegation:

- a police investigation of a possible criminal offence;
- enquiries and assessment by Careline Children's Service about whether a child is in need of protection or in need of services;
- referral by the Local Authority to the Independent Safeguarding Authority (ISA) for consideration of including the person on the list of people barred from working with children
- referral to the National College for Teaching and Leadership, (NCTL) for consideration of possible sanctions against an individual
- consideration by an employer of disciplinary action in respect of the individual.

The Headteacher will not investigate the allegation itself, or take written or detailed statements, but will inform the Local Authority Designated Officer within 1 working day. The LADO will be responsible for providing advice and monitoring the case and, if it is deemed necessary, liaising with external agencies such as the police and ISA. The LADO for Liverpool is Ian Bowden, who can be contacted on 0151 225 8101.

If the Headteacher and LADO decide that the allegation is not demonstrably false or unfounded, and there is cause to suspect a child is suffering or is likely to suffer significant harm, a strategy meeting will be convened. The agencies involved will share all relevant information they have about the person who is the subject of the allegation, and about the alleged victim.

If an allegation is made about physical contact, the strategy meeting and any police evaluation will take into account the fact that teachers and other school staff are entitled to use reasonable force to control or restrain pupils in certain circumstances, including dealing with disruptive behaviour.

If it is decided that further enquiries are needed before a decision can be made about how to proceed, the LADO, Headteacher and Chair of Governors will discuss how, and by whom, the

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investigation will be undertaken. In straightforward cases the investigation will be undertaken by a senior member of the school staff. In more complex cases, an independent investigator may be required and this will be arranged through the Local Authority.

If it is decided (either by the LADO in consultation with the Headteacher or at a strategy meeting), that it is not necessary to refer to Police or Children's Services, the Headteacher and LADO will record this decision and the justification for the decision. They will also reach agreement about what information should be put in writing to the subject of the allegation.

The Headteacher and LADO together, or strategy meeting if one has been convened, will consider what action should follow in respect of the member of staff and those who made the initial allegation. Action against the member of staff will depend on the nature and circumstances of the allegation and the evidence available and may range from taking no further action to summary dismissal. See below for further information in respect of suspension.

In the case of a criminal investigation, the Police or Crown Prosecution Service will inform the school straight away when the investigation is complete and will make recommendations about whether any further action is appropriate. The LADO, Headteacher and Chair of Governors will make the decision about disciplinary action based on the outcome of the Police investigation or trial and the circumstances of the case, bearing in mind the different standard of proof required in disciplinary and criminal proceedings.

All concerns raised about staff will include consideration of their conduct, whether in relation to any necessary disciplinary action and / or with regard to reducing their vulnerability to further allegations. This may involve an action plan for other staff too.

Suspension

Suspension will not be the default option in response to an allegation. An individual will only be suspended if there is cause to suspect a child or other children at the school is or are at risk of significant harm, if the allegation warrants investigation by the Police, or if the employee remains in school the potential exists to interfere with the investigation.

Consideration will also be given to whether the result that would be achieved by suspension could be obtained via alternative arrangements. These might include redeployment so that the member of staff does not have direct contact with the child concerned, or providing an assistant to be present when the individual has direct contact with children. The decision to make such arrangements will depend upon the nature of the allegation, but may also be employed as a temporary measure to allow time for an informed decision regarding suspension to be made.

The Headteacher will take into account, when deciding whether suspension is appropriate, the potential permanent professional damage to teachers that can result from suspension where an allegation is later found to be unsubstantiated, unfounded or malicious. Consideration will be given to the recommendations of Police and LA Children's Services, if these agencies are involved, but the decision to suspend rests with the Headteacher and Governing Body.

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If the school is concerned about the welfare of other children in the community or the family of the member of staff, this will be reported to the LADO but these concerns alone are unlikely to justify suspension.

If suspension is deemed appropriate, written confirmation will be dispatched to the member of staff within 1 working day, giving the reasons for the suspension and informing them of their named contact within school. See below for further information on supporting those involved in an allegation.

Supporting those involved

The Headteacher will, as soon as possible following briefing from the LADO, inform the subject of the allegation and will provide them with as much information as possible at the time. However, where a strategy meeting is needed, or police or social services need to be involved, the Headteacher will not inform the subject of the allegation until those agencies have been consulted and have agreed what information can be disclosed.

The Headteacher will also arrange to provide appropriate support to the individual while the case is ongoing. If the person is a member of a union or professional association, s/he will be advised to contact that body at the outset.

If the person is suspended, the Headteacher will make arrangements to keep the individual informed about developments in the workplace. The member of staff will be given a named contact at the school and contact details for that person.

See below for further information on what will happen once a case is concluded.

The Headteacher will inform parents / carers of a child or children involved about the allegation as soon as possible if they do not already know of it. He will also keep parents / carers informed about the progress of the case and the outcome where there is not a criminal prosecution. This includes the outcome of any disciplinary process. The deliberations of a disciplinary hearing, and the information taken into account in reaching a decision, cannot normally be disclosed, but those concerned will be told the outcome.

In cases where a child may have suffered significant harm, or there may be a criminal prosecution, Careline Children's Services or the police as appropriate, should consider what support the child or children involved may need.

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Confidentiality

Every effort will be made to maintain confidentiality and guard against publicity while an allegation is being considered / investigated.

Timescales

It is in everyone's interest to resolve cases as quickly as possible, consistent with a fair and thorough investigation. Every effort will be made to manage cases to avoid any unnecessary delay.

Record keeping

The Headteacher / Safeguarding Lead will keep a clear and comprehensive summary of any allegations made, details of how the allegation was followed up and resolved, and details of any action taken and decisions reached. A copy will be given to the individual and a copy kept on the member of staff's confidential personnel file, except in the case of an allegation that is found to have been malicious. In such a case, all records pertaining to the allegation will be removed from the individual's personnel records.

In line with DfE guidance "Working Together to Safeguard Children" and "Safeguarding Children and Safer Recruitment in Education", information about allegations against staff will be retained on file, including for people who leave the organisation, at least until the person reaches normal retirement age or for 10 years if that will be longer.

The purpose of the record is to enable accurate information to be given in response to any future request for a reference. It will provide clarification in cases where a future Disclosure Barring Service (DBS) check reveals information from the police that an allegation was made but did not result in a prosecution or a conviction, and it will prevent unnecessary re-investigation if, as sometimes happens, allegations resurface after a period of time. Allegations that are not substantiated, are unfounded or malicious will not be referred to in employer references.

Action on conclusion of a case

If an allegation is substantiated and the member of staff dismissed, or the person resigns or otherwise ceases working at the school, the Headteacher will discuss with the LADO and the school's personnel adviser whether a referral to the Independent Safeguarding Authority or National College for Teaching and Leadership is required. Where the school believes that a member of staff has engaged in conduct that harmed, or is likely to harm, a child, a referral to ISA must be made. This referral will be made as soon as possible following the resignation or removal of the member of staff and no later than 1 month after them leaving employment at the school. If an individual (paid worker or unpaid volunteer) is removed from work such as looking after children (or would have, had the person not left first) because the person poses a risk of harm to children, the organisation must make a referral to the Disclosure and Barring Service. It is an offence to fail to make a referral without good reason.

If it is decided that the member of staff can return to work, the school will consider how to facilitate that and provide appropriate support to the member of staff. The Headteacher will consider such options as a phased return and the provision of a mentor within school. In the case of an allegation made by a child, where the child remains in the school, the Headteacher will also consider how to manage contact between the member of staff and this child.

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Learning lessons

At the conclusion of a case in which an allegation is substantiated, the LADO will review the circumstances of the case with the Headteacher or Chair of Governors to determine whether any improvements to the school's procedures could prevent a similar event in the future. This will include any issues arising from the decision to suspend a member of staff.

Action in respect of malicious or unfounded allegations

If an allegation is determined to be unfounded, the LADO or Headteacher will refer the matter to Careline Children's Service to determine whether the child concerned is in need of services, or may have been abused by someone else.

The Headteacher will consider whether any disciplinary action is appropriate against the pupil who made the allegation. Pupils who are found to have made malicious allegations are likely to have breached the school Behaviour for Learning Policy and sanctions applied by the Headteacher may include temporary or permanent exclusion. The Headteacher will also consider whether to refer the matter to the Police, who will be asked to consider whether any criminal action might be appropriate against the person responsible for the allegation, whether or not a pupil at the school.

Allegations that are found to have been malicious will be removed from personnel records. Any allegations that are not substantiated, are unfounded or malicious will not be referred to in employer references.

Oversight and monitoring

The Local Authority named senior officer has overall responsibility for oversight of the procedures for dealing with allegations; for resolving any inter-agency issues, and for liaison with the Local Safeguarding Children Board (LSCB) on the subject. In addition, the Local Authority Designated Officer will also be involved in the management and oversight of individual cases. The LADO will provide advice and guidance, in addition to liaising with the police and other agencies, and monitoring the progress of cases to ensure that they are dealt with as quickly as possible, consistent with a thorough and fair process.

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B: HARASSMENT OF A MEMBER OF STAFF BY A PUPIL, PARENT OR CARER

Procedure for dealing with allegations of harassment by a pupil, parent or carer

The following steps must be taken whenever a member of staff becomes aware of an issue involving harassment of staff by a pupil, parent or carer:

1. Any member of staff or volunteer who becomes aware of such an issue must immediately inform the Headteacher Mr Tim Alderman or Safeguarding Lead, Miss Mary Boyle.
2. The Headteacher / Safeguarding Lead will ensure that the pupil is removed from contact with the member of staff concerned in the first instance.
3. The Headteacher / Safeguarding Lead will notify parents/carers and ask them to attend school to discuss the matter.
4. The Headteacher / Safeguarding Lead will advise the member of staff to inform their relevant professional association.
5. The Headteacher / Safeguarding Lead will advise the member of staff to contact the Police if this is relevant.
6. The Headteacher / Safeguarding Team will ensure pupils and staff are offered support by the appropriate agencies (e.g. Social Services, school counsellor, Headteacher).
7. The Headteacher / Safeguarding Team will investigate the allegation of harassment and may recommend any of the following courses of action:
 - The pupil will be asked to remain at home pending a further investigation
 - The pupil may be asked to attend a meeting of the Disciplinary Committee of the Governors, who may advise a negotiated transfer or permanent exclusion.
 - In the event of harassment of staff by parents or carers on school property, the parents or carers will be advised that their presence on school property is no longer permissible and, depending on the severity of the harassment, police may be informed. Communications between parents and school will be via telephone and letter only. However, abusive telephone calls will not be tolerated
8. In the event of harassment by parents or carers, the Headteacher / Safeguarding Lead will advise the member of staff to contact the Police immediately and notify the Headteacher of this action verbally and in writing.

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Examples of harassment of staff by pupils, parents or carers

- Overly familiar conversation at inappropriate times
- Inappropriate touching, language, or behaviour towards a member of staff
- Note or letter writing to, or about, a member of staff
- Constant abusive language aimed at a member of staff
- Constant following of staff around corridors and stairwells
- Impeding staff progress along corridors and stairwells in order to elicit staff reaction whether physical or verbal
- Unsolicited and inappropriate gifts
- Visits by pupils to staff homes
- Telephone calls to staff at home by pupils
- Harassment outside school (e.g. pupil following a member of staff whilst at leisure)
- Damage to staff personal property either on or outside school premises.

The above examples are not exhaustive and only serve as a guide. While some of these behaviours constitute a criminal offence, many do not but they all constitute misconduct on the part of the pupil, parent or carer.

How concerns may come to notice

Concerns about the behaviour of a pupil towards a member of staff may be made in the form of a complaint or allegation. Any complaint with a child protection element will be responded to as a child protection allegation in the first instance.

Concerns may be raised in a number of ways e.g.:

- Direct disclosure by the member of staff
- Indirect disclosure e.g. through friends or colleagues or reports by other agencies
- Anonymously

Context

The context of an alleged incident might include:

- normal duties
- environment (e.g. field trip, school excursion)
- conduct of the member of staff (e.g. previous concerns, present conduct, disciplinary action)
- conduct of the child (e.g. both characteristic and uncharacteristic behaviour, previous allegations made)
- staff, child and / or parent views of the incident

Where previous allegations have been made, serious caution must be applied. This may indicate an ongoing concern about that particular child or member of staff that needs to be addressed.

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STRESS AT WORK

It is the policy of the school to protect the health, safety and welfare of our employees and recognize that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

This policy will apply to everyone in the school and managers are responsible for implementation and the school is responsible for providing the necessary resources.

Definition of stress

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress, which can be detrimental to health.

- a) The school will identify all workplace stressors and act to reduce stress or control the risks from stress.
- b) The school will consult with Trade Union Safety Representatives on all proposed action relating to the prevention of workplace stress through half termly meetings.
- c) The school will provide confidential counselling for staff affected by stress caused by either work or external factors.

Responsibilities: Managers/ Curriculum Leaders

- a) Conduct and implement recommendations of risks assessments within their area of responsibility.
- b) Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- c) Ensure staff are fully trained to discharge their duties.
- d) Ensure staff are provided with meaningful developmental opportunities.
- e) Monitor workloads to ensure that people are not overloaded.
- f) Monitor working hours and overtime to ensure that staff are not overworking.
- g) Monitor holidays to ensure that staff are taking their full entitlement.
- h) Attend training as requested in good management practice and health and safety.
- i) Ensure that bullying and harassment is not tolerated within their jurisdiction.
- j) Be vigilant and offer additional support to a member of staff who is experiencing stress inside work and outside of work e.g. bereavement or separation.
- k) Consult staff over staff calendar to ensure workload is well distributed throughout the year as far as is reasonably possible.

Occupational Health and Safety Staff

- a) Provide specialist advice and awareness training on stress.
- b) Support individuals who have been off sick with stress and advise them and their managers on a planned return to work.
- c) Refer to specialist agencies as required.
- d) Inform the employer of any changes and developments in the field of stress at work.

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Human Resources

- a) Give guidance to managers on the stress policy.
- b) Assist in monitoring the effectiveness of measures to address stress by collating sickness absence statistics.
- c) Advise managers and individuals on training requirements.
- d) Provide continuing support to managers and individuals in a changing environment and encourage referral to occupational counsellors where appropriate.

Employees

- a) Raise issues of concern with your line manager and accept advice given.
- b) Accept opportunities for counselling when recommended.
- c) Manage own workload in a timely manner so that workload does not build up over time.
- d) Be conscious of the need for a good work-life balance and act accordingly.
- e) Be aware of patterns of increased workload at certain times of year and plan accordingly.

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