

St Annes College Grammar School

Staff Behaviour Policy for the 2025-2026 Academic Year

1. Introduction

- i. This Policy is produced with reference to the documents Keeping Children Safe in Education (Sept. 2025) and 'Guidance for safer working practice for those working with children and young people in education settings' (February 2025) published by the Safer Recruitment Consortium.
- ii. This Policy is applicable & relevant to all staff, both teaching and support, part and full-time employed at the school as well as those who work in any voluntary, unpaid capacity.
- iii. All teachers at the school irrespective of whether they have a permanent or temporary contract or are employed on a full or part time basis have a statutory obligation to adhere to the national Teachers' Standards (2013 revision) and in relation to this policy, Part 2 of the Standards-Personal & Professional Conduct.
- iv. Part 2 of the Standards states that teachers are expected to demonstrate consistently high standards of personal and professional conduct. In this school these standards will apply to all staff, both teachers and support. This means that
 - a. Staff uphold public trust and maintain high standards of ethics and behaviour, within and outside school, by:
 - Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to their position.
 - Having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions.
 - Showing tolerance of and respect for the rights of others.
 - Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.
 - Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
 - b. Staff must have proper and professional regard for the ethos, policies and practices of the school and maintain high standards in their own attendance and punctuality.

St Annes College Grammar School

- c. Staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.
- v. Staff should be aware that failure to follow the policy could result in disciplinary action being taken against them including dismissal and referral to statutory authorities (including the LADO, the Police & the DBS), and if a teacher, referral to the Teacher Regulation Agency (TRA). The Disqualification under the Childcare Act 2006 (Regulations 2018) state that schools should make clear their expectation that staff should disclose any relationship or association (in the real world or online) that may impact on the school's ability to safeguard pupils. This applies to all staff, not just those in early or later years childcare. However, also in accordance with these regulations the School will not ask intrusive questions of staff regarding those they live with or have relationships / associations with.
- vi. In instances where staff may need to depart from any aspect of the policy, they must seek advice beforehand from the Principal before doing so.
- vii. If communication with the Principal is not possible or practical staff should only depart from the terms of the policy if not to do so would place pupils and/or staff in greater danger. Staff must report to the Principal at the earliest opportunity, all instances where they have departed from the policy without having received prior permission to do so from the Principal.
- viii. All staff will be given a copy of the policy at the start of the academic year with changes to the policy from the previous year highlighted. All new staff will be taken through the policy as part of the staff induction programme.

2. Principles

- i. Staff are responsible for their own actions & accountable for how they use their authority and position of trust.
- ii. Staff must treat all members of the school community (pupils, colleagues, parents and visitors) with consideration & respect.
- iii. Staff must demonstrate a clear understanding of and commitment to non-discriminatory practice.
- iv. All staff have a duty of care to keep pupils safe.
- v. Staff should ensure that they are seen to work in a transparent way.
- vi. Staff must report matters of concern at the earliest opportunity to the appropriate member of staff.

St Annes College Grammar School

3. Setting an example

All staff who work at the School must set positive examples of behaviour and conduct which can be copied by the pupils. All staff must demonstrate high standards of conduct in order to encourage the pupils to do the same. As a result, staff must:

- i. Ensure that their relationships with fellow staff and pupils are always conducted in a courteous and professional manner.
- ii. Not use abusive or inappropriate language (including homophobic, racist, gender stereotyping, sexualised jokes/banter, swearing in front of pupils or parents etc.)
- iii. Never make personal comments which will humiliate or scapegoat pupils or other members of staff.
- iv. Ensure that they do not censure or criticise the work of other staff in the hearing of pupils or parents. The criticism of the work of staff by other staff should always be undertaken constructively and in the appropriate setting.
- v. Observe the highest standards of dress, behaviour, attendance and punctuality. Staff should not do anything that prevents them from carrying out their role properly and efficiently whether at school or on a school related activity taking place away from the school site.
- vi. On non-uniform days staff must not wear clothing that is unduly revealing or tightly fitting or has wording that is offensive or discriminatory.

4. Safeguarding pupils

- i. All staff have a duty of care towards all pupils at all times when on the school site irrespective of whether or not they are directly supervising the pupils.
- ii. Staff who have reason to believe that a student may be the victim of emotional, physical or sexual abuse or neglect must report their concerns to the School's Designated Safeguarding Lead (DSL) at the earliest opportunity.
- iii. Staff must be aware of their responsibilities as stated in the School's Safeguarding, First Aid and Whistleblowing policies.
- iv. When taking pupils off site staff must follow the school's Educational Visits Policy in all relevant respects. The policy and supporting documents and guidance are available from the Principal and must be referred to prior to arranging an off-site visit.

5. Honesty and Integrity

St Annes College Grammar School

- i. Staff must maintain high standards of honesty and integrity in their work. This particularly includes the handling and claiming of money and the use of school facilities, property and resources.

6. Confidentiality

- i. Where staff have access to confidential information about pupils, parents, carers or other members of staff they must not disclose or reveal such information except to those colleagues who have a professional role in relation to the student/member of staff.
- ii. Staff have an obligation to share with the School's Designated Safeguarding Lead any information which gives rise to concern about the safety or welfare of a pupil. Staff must never promise a pupil that they will not act on information that they are told by the pupil. The Data Protection Act 2018 contains 'safeguarding of children and individuals at risk' as a processing condition that allows practitioners to share information without consent, if it is not possible to gain consent, it cannot be reasonably expected that a practitioner gains consent or if to gain consent would place a child at risk
- iii. Staff must be aware that the information held on the school's information system about pupils and other staff is strictly confidential and every effort must be made to ensure that it is not inappropriately disclosed and/or shared.
- iv. To ensure confidentiality, after using the school's computer network staff must either lock or log out from the computer being used.
- v. The storing and processing of personal information is governed by the UK General Data Protection Regulations (UK-GDPR) January 2021 and The Data Protection Act 2018. Staff must follow the school's Data Protection Policy which clearly defines their responsibilities under this legislation so that, when considering sharing confidential information, those principles apply.
- vi. Staff must not use the school's ICT network if they have not submitted a signed copy of the school's Acceptable User Agreement for IT.

7. Communicating with students

- i. Staff must never use their personal private e-mail address or personal private mobile telephone number to communicate with pupils. All electronic communication with pupils must be from the member of staff's school e-mail account or the school's virtual learning environment or by using a school provided mobile telephone.
- ii. Staff must not have pupils as "friends" on any social network which they may use and should take every possible precaution to ensure that their privacy settings are at the highest possible setting.

St Annes College Grammar School

- iii. Staff must exercise extreme caution and professional judgement in deciding whether to have former pupils as “friends” on any social network which they use.

8. Physical contact & restraint of students

- i. The use of unwarranted physical force against a pupil is likely to constitute a criminal offence. The use of physical intervention should be avoided if at all possible however, by law, teaching staff, and other staff who are authorised to have control or charge of pupils may use such force or physical contact as is reasonable and proportionate in the circumstances to prevent a pupil from doing or continuing to do any of the following:
 - a. Committing a criminal offence;
 - b. Injuring themselves or others;
 - c. Causing damage to property, including their own;
 - d. Engaging in any behaviour prejudicial to good order and behaviour at the School or among any of its pupils, whether that behaviour occurs in a classroom or elsewhere.
- ii. Where a member of staff has to make physical contact with a pupil the following guidelines must be followed
 - a. The intended action must be explained to the pupil;
 - b. The action must not be carried out if the pupil appears to be apprehensive or reluctant, or if staff have concerns about the pupil's possible reaction;
 - c. If taking place in a room the door should be open and a colleague or another pupil present;
 - d. Alternative approaches must be considered.
- iii. Any concerns about an instance of physical contact between a member of staff and pupil must be reported to the Principal at the earliest opportunity.

9. Conduct outside of work

- i. Staff must not engage in conduct outside of work which could seriously damage the reputation and standing of the School, or the member of staff's reputation, or the reputation of other members of the school community.
- ii. Staff should avoid unnecessary contact with pupils outside of school and must maintain a professional approach & distance if they find themselves in a social setting where students are present. Staff must:
 - a. Not give pupils details of their home address, home telephone number, mobile telephone number or personal e-mail address.

St Annes College Grammar School

- b. Not make arrangements to meet pupils, individually or in groups, unless permission to do so has been received from the Principal.
 - c. Not invite pupils, individually or in groups to their home.
 - d. Not transport pupils, individually or in groups, in their own vehicle unless permission to do so has been received from the Principal. And in accordance with the OEAP National Guidance 'Transport In Private cars' (updated March 2023)
- iii. Staff must notify the Principal at the earliest possible opportunity if charged with, or convicted of, any criminal offence, or if they accept a formal police caution. The school acknowledges that a caution is not a criminal conviction but staff must be aware that cautions have to be declared during Disclosure & Barring checks unless they meet the filtering rules of the Disclosure & Barring Service.

Criminal offences that involve violence, or inappropriate financial activity, or the use of illegal drugs, or sexual misconduct, are likely to be regarded as incompatible with that person working in a school environment. Such behaviours are likely to result in the member of staff's dismissal and for teachers a prohibition order.

The school acknowledges that a member of staff charged with an offence is innocent until proved guilty however special considerations will apply if the offence is relevant to safeguarding.

- iv. Staff must exercise extreme caution when using all forms of information technology and social media (Facebook, Instagram, Twitter/X etc.) and be aware of the risks to themselves and others. Staff should have privacy controls set at the highest possible setting and must not engage in the inappropriate use of social network sites in a manner which may bring themselves, the School or school community into disrepute. Staff must remember that:
 - a. Anything posted online is potentially public and permanent.
 - b. That the privacy settings of their "friends" may not be as secure as their own.
 - c. It is always necessary to use "strong" passwords that contain a mixture of upper- & lower-case letters, numbers & symbols.
- v. Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the School, nor be at a level which will affect the member of staff's work performance. Staff undertaking additional employment must not use school time or equipment for that purpose without the permission of the Principal.

St Annes College Grammar School

10. One to one situations

- i. Staff are more vulnerable to accusations when alone with a pupil and/or parents and should avoid such situations where possible.
- ii. Where undertaking one to one situations with pupils and/or parents staff must:
 - a. Leave the door to the room being used open or undertake the meeting where they can be seen (making use of the School's CCTV system).
 - b. Ensure that a colleague is aware that the meeting is taking place.
 - c. End the meeting if the pupil or parents become agitated, threatening etc.
 - d. Never arrange to meet a pupil and/or parents away from the school site unless permission has been given by the Principal.
 - e. Avoid travelling in a car with one pupil unless permission has been received from the Principal to do so.
- iii. Staff must never have one to one meetings on their own with known difficult students and/or parents or where the meeting is being held to address challenging or difficult matters.

11. Low level concerns

- i. As part of our whole-school approach to safeguarding, we promote an open and transparent culture in which all concerns about all adults working in or on behalf of the School (including supply teachers, volunteers and contractors) are dealt with promptly and appropriately.
- ii. All concerns about adults including allegations that do not meet the harms threshold (see KCSIE 2023 Part Four - Section one) are shared responsibly and with the right person, recorded and dealt with appropriately. We encourage an open and transparent culture; to enable us to identify concerning, problematic or inappropriate behaviour early; minimise the risk of abuse; and ensure that adults working in or on behalf of the School are clear about professional boundaries and act within these boundaries, and in accordance with the ethos and values of the School.
- iii. What is a low-level concern? As set out in KCSIE 2023, the term 'low-level' concern does not mean that it is insignificant, it means that the behaviour towards a child does not meet the threshold for harm. A low-level concern is any concern – no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' - that an adult working in or on behalf of the school or college may have acted in a way that:
 - is inconsistent with the Staff Behaviour Policy, including inappropriate conduct outside of work, and

St Annes College Grammar School

- does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.
Examples of such behaviour could include, but are not limited to:
 - being over friendly with children;
 - having favourites;
 - taking photographs of children on their mobile phone;
 - engaging with a child on a one-to-one basis in a secluded area or behind a closed door;
 - using inappropriate sexualised, intimidating or offensive language; or
 - humiliating pupils
- iv. Such behaviour can exist on a wide spectrum, from the inadvertent or thoughtless, or behaviour that may look to be inappropriate, but might not be in specific circumstances, through to that which is ultimately intended to enable abuse.
- v. It is crucial that any such concerns, including those which do not meet the allegation/harm threshold, are shared responsibly and with the right person, and recorded and dealt with appropriately. Ensuring they are dealt with effectively should also protect those working in or on behalf of the School from potential false allegations or misunderstandings.

Sharing low-level concerns:

- i. Low-level concerns about a member of staff should be recorded in writing and reported to the Principal (as the nominated person). Where a low-level concern is raised about the Principal, this should also be referred to the DSL.
- ii. We aim to create an environment where staff are encouraged and feel confident to self-refer, where, for example, they have found themselves in a situation which could be misinterpreted, might appear compromising to others, and/or on reflection they believe they have behaved in such a way that they consider falls below the expected professional standards.
- iii. Where a low-level concern relates to a person employed by a supply agency or a contractor to working in School, that concern should be shared with DSL, as the nominated person, and recorded and their employer notified about the concern, so that any potential patterns of inappropriate behaviour can be identified.

12. Summary Points

- i. All staff must avoid putting themselves at risk of allegations of abusive or unprofessional conduct. This means:
 - a. Avoiding any unnecessary physical contact with pupils.

St Annes College Grammar School

- b. The physical restraint of a pupil must only be undertaken as a last resort and ideally, by at least two appropriately trained members of staff.
 - c. Understanding that any kind of sexual contact with, or comment to, a pupil inside or outside of school, including those pupils in Years 12 & 13, is both inappropriate and illegal.
 - d. Not inviting pupils to your home.
 - e. Maintaining appropriate professional boundaries at all times with all pupils. Staff must never disclose personal details (home address, mobile phone numbers or personal e-mail addresses) to pupils.
 - f. Not meeting parents alone if there are any concerns about the attitude of the parents or if the meeting is of a challenging nature and the sharing of information which the parents may find upsetting or surprising.
- ii. Staff who have concerns about any aspect of the professional conduct of a colleague, including the Principal, must also refer to the School's Whistleblowing Policy.

This policy will be annually reviewed by the Principal.

A. V. Welsby

Date of Last Review: 1st September 2025

Date of Next Review: 1st September 2027

ANNEX 1 Whistleblowing Policy

WHISTLEBLOWING POLICY

Date Approved	1st September 2025
Scope	All employees
Policy Reviewed By	A. V. Welsby (Principal)

St Annes College Grammar School

Date of Next Review	September 2027
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1. Introduction

The Principal and Staff of the School seek to run all aspects of business and activity with full regard for high standards of conduct and integrity. In the event that members of staff, parents or the school community at large become aware of activities which give cause for concern, the following whistleblowing policy, or code of practice should be referred to. This will act as a framework to allow concerns to be raised confidentially and provides for a thorough and appropriate investigation of the matter to bring it to a satisfactory conclusion.

Throughout this policy, the term 'whistleblower' denotes the person raising the concern or making the complaint. It is not meant in a pejorative sense and is entirely consistent with the terminology used by Lord Nolan as recommended in the Second Report of the Committee on Standards in Public Life: Local Spending Bodies published in May 1996.

The Principal is committed to tackling fraud and other forms of malpractice and treat these issues seriously. They recognise that some situations may be extremely sensitive and have therefore developed a system which allows for the confidential raising of concerns within the school environment.

The Principal is committed to creating a climate of trust and openness so that a person who has a genuine concern or suspicion can raise the matter with full confidence that the matter will be appropriately considered and resolved.

The provisions of this policy apply to matters of suspected fraud and impropriety and not matters of more general grievance which would be dealt with under the grievance procedures.

2. When might the whistleblowing policy apply?

The type of activity or behaviour which should be dealt with under this policy include:

- manipulation of accounting records and finances;
- inappropriate use of school assets or funds;
- decision-making for personal gain;
- any criminal activity;
- abuse of position;
- fraud and deceit;
- serious breaches of procedures which may advantage a particular party (for example tampering with tender documentation, failure to register a personal interest);

St Annes College Grammar School

- behaviour likely to bring the organisation into disrepute or attract public opprobrium.

3. What action should the whistleblower take?

The whistleblower should raise the matter with the Principal in the first instance to allow the school staff in positions of responsibility and authority the opportunity to right the wrong and give an explanation for the behaviour or activity (unless the matter is a low-level safeguarding concern as set out in KCSIE 2023, in which case the matter should be initially raised with the DSL who will in turn refer it to the Principal).

The whistleblower may prefer to raise the matter in person, by telephone, by email or in written form marked private and confidential and addressed to the Principal. All matters will be treated in strict confidence and anonymity will be respected wherever possible.

Procedures for dealing with such matters have been developed and will be applied and every effort will be made to respect the confidentiality of the whistleblower. These procedures ensure that relevant external bodies are informed if necessary.

In addition, information and advice can be obtained from the charity 'Protect'. This charity offers free legal advice in certain circumstances to people concerned about serious malpractice at work. Their literature states that matters are handled in strict confidence and without obligation. Contact details for the charity are as follows:

Protect
The Green House
244-254 Cambridge Heath Road
London E2 9DA

Telephone Number: 0203 1172520

Email: whistle@protect-advice.org.uk

4. How will the matter be processed?

A preliminary investigation will be carried out.

This will seek to establish the facts of the matter and assess whether the concern is justified and can be resolved internally.

The initial assessment may identify the need to involve third parties to provide further information, advice or assistance, for example involvement of other members of school staff, legal or personnel advisors, the police, the Department for Education, the Charity Commissioners.

Records will be kept of work undertaken and actions taken throughout the investigation. The investigation will also consider how best to report the findings and what corrective action

St Annes College Grammar School

needs to be taken which may include some form of disciplinary action or third party referral such as the police.

The whistleblower will be informed of the results of the investigation and the action taken to address the matter. If the whistleblower is dissatisfied with the conduct of the investigation or resolution of the matter or has genuine concerns that the matter has not been handled appropriately, the concerns should be raised with the Principal in the first instance and if these concerns remain unresolved:

1. If the matter refers to the Child Protection or the Safeguarding of Children within the School, the whistleblower should contact the NSPCC's Whistleblowing Advice Line on 0800 0280285
2. For all other concerns the whistleblower should contact Protect on 0203 1172520

5. Respecting confidentiality

Wherever possible the School will seek to respect the confidentiality and anonymity of the whistleblower and will as far as possible, protect him/her from reprisals. They will not tolerate any attempt to victimise the whistleblower or attempts to prevent concerns being raised and will consider any necessary disciplinary or corrective action appropriate to the circumstances.

6. Raising unfounded malicious concerns

Individuals are encouraged to come forward in good faith with genuine concerns with the knowledge they will be taken seriously. Matters raised anonymously, however, fall outside this procedure. If individuals raise malicious unfounded concerns or attempt to make mischief, this will also be taken seriously and will constitute a disciplinary offence and require some form of penalty appropriate to the circumstances.

Conclusion

This whistleblowing policy is provided as a reference document to establish a framework within which issues can be raised confidentially. This document is a public commitment that concerns are taken seriously and will be actioned.

ANNEX 2 Staff dress code

1. Dress Code

It is essential that staff acknowledge and recognise that they are working in an environment in which they will have frequent contact with children and adolescents and in an institution which has very high expectations with regard to the appearance of its pupils. Consequently, the students, their parents and the public expect

St Annes College Grammar School

appropriate professional standards to prevail in the appearance of all staff while they are undertaking their professional duties. Given this, staff must take into consideration the following points with regard to their appearance and dress.

- i. Staff must adopt what could reasonably be described as a “professional appearance” within the context of their roles.
- ii. Staff appearance, dress and footwear should reflect the health and safety requirements of the area in which they work as well as the role which they have to perform.
- iii. Unless the nature of a task dictates otherwise, support staff must not wear jeans and/or t-shirts as their regular clothing.
- iv. Tattoos should be kept covered where possible.
- v. Apart from PE and Games staff, it is not acceptable for a member of staff to wear a tracksuit or other sports wear during the part of the day when they are not teaching Games or PE.
- vi. During the academic year the Principal may decide to change the expectations with regards to staff dress to reflect seasonal variations in the weather.

2. Implementation

Issues, when they do arise, will be addressed through a private conversation with an appropriate member of staff. If the matter cannot be resolved in this way it will be addressed formally, in writing by the Principal.

3. Review

The dress code will be reviewed annually in line with the Staff Behaviour Policy.