



STAFF BEHAVIOUR POLICY

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Staff behaviour policy

The T.L.E Independent School Staff Behaviour Policy sets out the standards of conduct and professional behaviour expected of all staff, volunteers, contractors, and anyone working on behalf of the school. It is designed to safeguard pupils, promote a positive and respectful working environment, and maintain public confidence in the professionalism and integrity of the school.

All staff have a responsibility to act as role models and to uphold the highest standards of honesty, respect, fairness, and accountability in their interactions with pupils, colleagues, parents, carers, and the wider community. Professional boundaries must be maintained at all times, and staff are expected to conduct themselves in a manner that protects both pupils and themselves from situations that could give rise to concern, misunderstanding, or allegations.

This policy should be read alongside the school's safeguarding, child protection, disciplinary, whistleblowing, health and safety, and acceptable use policies. Compliance with this policy is a condition of employment and forms an essential part of the school's commitment to creating a safe, supportive, and inclusive environment where all members of the school community can thrive.

Failure to adhere to the standards outlined in this policy may result in appropriate management action and, where necessary, disciplinary procedures. The school is committed to supporting staff in understanding and meeting these expectations through clear guidance, training, and professional development.

Communication with pupils including the use of social media

Staff should not give their personal mobile phone numbers or e-mail addresses to pupils, nor should they communicate with them by text message or personal email. If they need to speak to a pupil by telephone, they should use one of the school's telephones and e-mail using the school system. The group leader on all trips and visits involving an overnight stay should take a school mobile phone with him/her and may ask the pupils for their mobile numbers before allowing them out in small, unsupervised groups. The school mobile should be used for any contact with pupils that may be necessary. The group leader will delete any record of pupils' mobile phone numbers at the end of the trip or visit and should ensure that pupils delete any staff numbers that they may have acquired during the trip. Staff should be aware that it is not appropriate to use social media to communicate with pupils.

Physical contact with pupils

There are occasions when it is entirely appropriate and proper for staff to have physical contact with pupils, but it is crucial that they only do so in ways appropriate to their professional role. Staff should, therefore, always use their professional judgement.

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 Designated Safeguarding Lead (DSL) informed and, if appropriate, a copy placed on the pupil's file.

Staff are reminded that it is a criminal offence for a person aged 18 or over to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual.

Physical restraint

No staff should be physically restraining a child, only with the exception of the child being at risk of imminent danger of harm.

The learner should be given space and time to regulate.

ONLY the behaviour team should be restraining the learner at risk. All policies and procedures to be followed in the event physical restraint has been implemented.

Physical education and other 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, must initiate physical contact with pupils 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.

Transporting pupils

Use of private vehicles to transport students is subject to the necessary checks Mot, Tax, Insurance and driver's license check.

All vehicles used for transporting pupils must be appropriately insured, and mandatory insurance checks must be completed and reviewed regularly. Staff must

also ensure that relevant risk assessments are in place and followed at all times to safeguard the safety and wellbeing of pupils and staff during transport.

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 to ensure that the proper action is taken to sort out the problem and that they will not tell anyone who does not have a clear need to know. They will also take whatever steps they can to protect the informing pupil or adult from any retaliation or unnecessary stress that might be feared after a disclosure has been made.

Equality and diversity

We are committed to embedding equality and diversity throughout the school for all pupils regardless of sex, sexuality, race, disability, religion or belief. We keep a record of discriminatory incidents.

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.

Meetings with pupils

Teaching staff who have a one-to-one meeting with a pupil should:

- Arrange the meeting during normal school hours and use a room where there are others around and that has windows or a corridor so occupants can be seen
- Leave the door open where possible and avoid using an engaged sign or equivalent
- Avoid close proximity or physical contact or any conduct that could be taken as a sexual advance
- Report to a senior colleague if the pupil is/has become distressed or angry and if there is any reason that causes concern of a safeguarding nature then report this to the Designated Safeguarding Lead

Wherever possible, support staff should not remain alone in a room with a pupil. If this is necessary, the door to the room should have a glass panel or should be left open and if this is not possible another adult should be close by.

Reporting Incidents, Confidentiality and data protection

Staff 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 to ensure that the proper action is taken to sort out the issue and that they will not tell anyone who does not have a clear need to know. They will also take whatever steps they can to protect the informing pupil or adult from any retaliation or unnecessary stress that might be feared after a disclosure has been made.

The Data Protection Policy must be followed. Information which is obtained as a result of being part of the school community (as an employee or volunteer) should not be shared with anyone without appropriate consent. Staff are required to respect the privacy of pupils, colleagues, parents, guardians, carers and must not pass on information without authority and appropriate consent. Staff must report any concerns they may have followed any incident where s/he feels that his/her actions may have been misinterpreted.

Recent pupil leavers

Former pupils may wish to remain in contact and may request help with university applications or advice and references, these meetings and/or correspondence should be conducted at TLE Centre within normal School hours and in a professional manner. It is also helpful if Marketing, Careers and the Alumnae Officer can be kept informed of changes and career developments of former pupils where we have their permission to do so.

Bullying

Bullying, harassment and victimisation and discrimination will not be tolerated. We treat all our pupils, staff, and their parents fairly. Any kind of bullying including cyber-bullying is unacceptable and we keep a record of any incidents.

Action if a pupil is missing

During the working day:

- Alert the DSL or member of SLT
- Check with the pupil's friends
- Check with key worker- DSL who will check the signing out/in book
- Ensure that the DSL or SLT member is kept up to date so she/he can decide on the necessary course of action

A record is kept by the T.L.E independent school of any instances in which a pupil is missing from school without satisfactory permission and documentation, including the action taken and the pupil's explanation.

Whistleblowing

The T.L.E Independent school wishes to foster a culture of openness and safety. Should any members of staff have any concerns about the behaviour of another member of staff towards a pupil, he or she should report it at once to the Centre Manager, DSL. Any concern will be thoroughly investigated under the Provision's Whistle Blowing policy. Such reporting will be without prejudice to the member of staff's position in the centre. Where there are allegations of criminal activity, the Designated Officer (LADO) will always be informed, and advice taken, before the centre undertakes any investigation of its own. Wherever possible, and subject to the rights of the pupil, the member of staff will be informed of the outcome of the investigation. No one who reports a genuine concern in good faith needs to fear retribution. Under the Public Interest Disclosure Act 1998 the member of staff may be entitled to raise a concern directly with an external body where the circumstances justify it. (Further explanation in the T.L.E Independent School Whistleblowing policy)

DAILY CONDUCT REQUIREMENTS FOR STAFF

Attendance and timekeeping

Should a staff member need to be absent for any reason, he/she should ask the relevant member of the Senior leadership team and report on absence, in advance when possible. If this is not possible, he/she is asked to contact the line manager no later than one hour before he/she is due to start work on the first day of absence with details of the reason and expected duration of absence via a phone call.

Following initial contact Teaching Staff should email simone@tleindependentschool.co.uk with their cover work and plan, if necessary.

Smoking

To promote a healthy and pleasant working environment and because of the fire risk, smoking (in any form, including the use of e-cigarettes) is not allowed anywhere on site.

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. Alcohol must not be consumed by staff on School trips. Staff and volunteers have a professional duty to set a responsible example to pupils. Most pupils and staff have mobile recording devices and staff must not put themselves in a position which may compromise their professional status.

Security

Staff must not remove any documents from the site nor take any photographs without due permission. We reserve 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. Staff to make sure that no learner is left unattended, and all gates and doors must be secure on entrance and exit of the T.L.E. Independent School

Use of mobile phones and cameras

Photographs will only be taken of children with their parents' permission (provided in writing via consent form). Photographs will only be taken by a designated staff. Where photographs are taken by staff to give evidence of children's progress, photos can only be taken on T.L.E Independent school devices. They must then be downloaded onto T.L.E Independent school computers, where they will be monitored. Photographs cannot be used or passed on outside of the company. Mobile phones (or other devices) capable of capturing and recording images, such as tablets, are not permitted to be used in changing areas and toilets at any time for any purpose other than in an emergency. Neither staff nor children may use their own mobile phones to take photographs. T.L.E Independent school staff and learners are not permitted to use personal mobile phones during the opening hours of T.L.E Independent school with exceptions of emergency family matter in which Senior Leadership team will be notified in advance.

Mobility and Flexibility

Due to the demands and nature of the Centre, 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.

Personal Appearance

The Centre receives visits from parents, potential parents, and others, and therefore it essential 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. Staff should ensure they are dressed safely and appropriately for the tasks they undertake.

Staff dress code

T.L.E Independent School staff are not prohibited to wear:

- Tops which Bare tummy
- Low cut tops
- Strappy vests
- Excessively ripped jeans or trouser
- Mini skirts
- Clothing with explicit messages or logos.
- Clothing with messages relating to drug use or promoting illegal activities.
- Clothing with sexualised messages.
- Shoes with open toes
- Shoes with a raised heel over 2 inches

Uniform Provided upon induction

- One jumper, two t-shirts and a Gillet with the T.L.E Independent School logo
- Staff are required to wear all black footwear and black trousers