

VISITING STAFF BEHAVIOUR AND CODE OF CONDUCT

Visiting staff need to ensure that their behaviour does not inadvertently lay them open to allegations of misconduct. They need to treat all pupils with respect and try, as far as possible, not to be alone with a child or young person. Where this is not possible, for example, in an instrumental music lesson, or individual 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.

Communication with Pupils including the use of social media

Visiting staff should not give their personal mobile phone numbers or email addresses to pupils, nor should they communicate with them by text message, personal email or any social media. Visiting 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 contact with pupils

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

Physical Restraint

Any physical restraint is only permissible when a child is in imminent danger of inflicting an injury on himself/herself or on another, and then only as a last resort when all efforts to diffuse the situation have failed. Another member of staff should, if possible, be present to act as a witness. All incidents of the use of physical restraint should be recorded in writing and reported immediately to the DSL (Headmaster) who will decide what to do next. Where this relates to the school's nursery/EYFS setting, parents will be informed of any physical restraint used on their child the same day or as soon as reasonably practicable. Please refer also to the 'physical restraint' section of the school's Behaviour Management Policy.

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 visiting 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. Visiting staff should remain sensitive to any discomfort expressed verbally or non-verbally by the child.

Transporting pupils

Visiting staff must not transport pupils in their own car.

Access to boarding areas

Visiting staff are not allowed to access boarding accommodation (dormitories, boarders' bathroom and common room) at any time.

Intimate Care

For example: nappy changing, dressing/undressing of children in the event of illness or an accident if they are unable to help themselves. Children will be treated with respect and sensitivity at all times and will be made comfortable as quickly as possible. If a child needs assistance, the member of visiting staff will notify another member of staff immediately and request help. Please refer also to the school's Wellbeing Policy.

Confidentiality

Visiting 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. 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.

Action if a pupil is missing

Immediately inform the School Office.

Equal treatment

We are committed to equal treatment of all pupils regardless of sex, sexuality, race, caste, 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.

Bullying

Bullying, harassment and victimisation and discrimination will not be tolerated. We treat all our staff, visiting staff, pupils and their parents fairly and with consideration and we expect them to reciprocate. Any kind of bullying including cyber bullying is unacceptable and the school keeps a record of any incidents. Please refer also to the school's Anti-Bullying Policy.

Complaints

Copies of the school's complaints procedure can be sent to any parent on request. Any complaint arising from the implementation of this policy will be considered under the school's complaints procedure.

Whistleblowing

The School wishes to foster a culture of openness and safety and the school's Whistleblowing Procedure reflects this. Should any member of visiting staff have any concerns about the behaviour of another member of staff towards a pupil, they should report it at once to the Headmaster (DSL) or the Deputy DSL (or to the Chairman of Governors where the concern relates to the Headmaster or a governor).

Any concern will be thoroughly investigated under the school's whistle-blowing procedures. Such reporting will be without prejudice to the member of visiting staff's position in the school. Where there are allegations of criminal activity, the local authority designated officer (LADO) will always be informed, and advice taken, before the school undertakes any investigation of its own. Wherever possible, and subject to the rights of the pupil, the member of visiting 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 visiting staff may be entitled to raise a concern directly with an external body where the circumstances justify it.

Daily conduct requirements for visiting staff

Attendance and Timekeeping

All visiting staff must sign in and out at the School Office, or in the case of Music Staff with the Director of Music in the Performing Art Centre (PAC); and wear the appropriate lanyard. Should the visiting member of staff be late or unwell they should inform their appropriate School liaison at the first opportunity.

Peer to Peer

Visiting staff are expected to treat all members of staff courteously, with respect and due consideration to each other and those around them.

Eating and Drinking

Visiting staff must not eat or drink in the classroom during lessons or any other time when children are present, nor should they carry hot drinks around the school.

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. Employees' conduct and performance must not be adversely impacted by alcohol or drugs when undertaking their duties.

Security

Visiting staff must not remove any school documents or school property from the site nor take any photographs without due permission. The school reserves the right to search the outer clothing, bags, lockers and vehicles etc. of visiting staff members whilst on site. The visiting staff member may have a colleague in attendance on such (rare) occasions.

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 visiting staff they are, nonetheless, required to look smart and business-like in appearance.

Use of Mobile Phones and Cameras

Photographs of children, including those in EYFS, should only be taken with a school mobile phone, iPad or camera. Neither visiting staff nor children may use their own mobile phone, iPad or camera.