

## Staff Behaviour Policy

Authorised by:	The Board of Governors of CFBL
On:	WR 09.10.25
Frequency of review:	At least annual
Next review:	September 2026
Circulation:	Governors/all staff/volunteers, automatically Parents: Website + upon request
Location:	Website Staff: shared drive: Staff > HR > HR policies + Staff intranet

***This policy is written in conjunction with the Staff Handbook, the Child Protection & Safeguarding policy, the Low-Level Concern Policy and Procedures for Dealing with Allegations of Abuse Made Against Staff.***

In this document, "employees", or "staff" include all individuals who work or volunteer in the School, whether or not they are employed by the School.

This policy must be read, understood, and followed by all staff and volunteers. All staff will be asked to confirm that they have read and understood this policy, annually.

### INTRODUCTION

At CFBL we believe in creating a whole school culture that is safe and inclusive. This Staff Behaviour Policy is designed to give clear guidance on the standards of behaviour all School staff are expected to observe.

School staff are in a unique position of influence and must adhere to behaviour that models the highest possible standards for all the pupils within the School. As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of the School, whether inside or outside of working hours. This responsibility extends to any work or activities undertaken outside the School, which must not compromise safeguarding, professional conduct, or the interests of the School.

Our aims underpin the School's culture: to develop a happy, friendly, secure and well-disciplined atmosphere and to encourage a caring, respectful and trusting relationship between all children and adults.

This Staff Behaviour Policy sets out the key principles for the creation and maintenance of a safe school culture. All staff employed under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards 2012' and, in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct.

Staff failure to adhere to this policy may result in disciplinary action, including dismissal.

### Objectives of a safe school culture:

- To safeguard pupils and protect staff

- To make explicit expectations of performance and conduct
- To minimise opportunities for abuse
- For all staff to have confidence to report concerns with full confidentiality
- To respond promptly to concerns: issues will always be investigated and addressed
- To exercise appropriate sanctions
- To create and maintain an ethos of mutual respect, openness and fairness

## **PART 1 - OUR CODE OF CONDUCT**

### **1. All staff are expected to follow the School's policies including behaviour; anti bullying; equal opportunity, in all interactions in school.**

Pupils and staff are expected to work together to build a school whose relationships are characterised by mutual and appropriate respect. Praise and building on the positive should always come first. Where firmness/admonition is called for this should be exercised calmly. Staff should avoid shouting at pupils unless there is a health and safety risk. The School's policies and documents establish expectations and approved sanctions. All new staff should be issued access to School's policies, and any behaviour concerns should be dealt with in line with them.

Where a member of staff is having difficulties managing pupil behaviour, they should discuss this matter with the Headteacher or the Deputies to the Head at the earliest opportunity.

### **2. All staff should be aware of what physical contact with pupils is appropriate**

Adults should not initiate any physical contact unnecessarily, and there should be clear boundaries:

- Children should not be picked up (unless medically necessary or being restrained);
- Adults should avoid being in a room alone with a child where the door is closed.  
If you need to talk to a child, either leave a door open and position yourself within sight of the door, or ask another adult to be present.
- In the exceptional circumstance where a search needs to be conducted, strict rules apply as described in the Behaviour and Discipline Policy for pupils. You **MUST NOT** conduct or allow a search to be conducted in the absence of witnesses.

Staff are allowed to comfort a child who is hurt/distressed in a manner appropriate to the age of the child.

Further information on interactions with pupils is provided in Part 2 below.

Staff should only use physical restraint as a *last resort* and only when it is necessary to prevent a child from harming themselves, harming others, or causing serious damage to property. Any use of restraint must be proportionate, reasonable, and for the shortest possible time. Please refer to Part 2 - section 6. below. Any incident where restraint was used should be clearly recorded and reported in line with the School's safeguarding and behaviour policies, and parents/carers should be informed as appropriate.

Staff are encouraged to use de-escalation techniques wherever possible to avoid situations escalating to the point where restraint might be required.

### **3. All staff are expected to treat each other with respect**

Relationships between staff should be characterised by fairness, openness and respect, whether at the workplace, outside or online. This means valuing all contributions, acknowledging differences, and working together to build a climate of continuous improvement. Politeness and respect are essential ingredients: where differences occur, they should be dealt with calmly and fairly.

Staff must refrain from any discriminatory, bullying or harassing conduct or behaviour including where this has the purpose or effect of violating the dignity of other staff members or creates an intimidating, hostile,

degrading, humiliating or offensive working environment (for example, conduct or behaviour which constitutes sexual harassment).

#### **4. All staff should treat resources responsibly, and exercise due financial care**

All staff have a responsibility to look after the resources of the School. This includes: not wasting resources unnecessarily (including physical resources and those such as heat/electricity); following the principles of 'reduce, re-use, recycle' where appropriate; signing out for items taken from the School premises (School iPads and laptops). All money handled should be clearly labelled and sent to the School office by the end of the working day.

#### **5. Acceptable use of ICT Equipment**

This policy should be read in conjunction with the Use of IT Policy (Use of Telephone, Email System & Internet Policy and Social Media Policy), the Taking, Storing and Using Images of Pupils Policy, the Data Protection Policy and Privacy Notices, and the Child Protection & Safeguarding Policy.

Staff should not use their personal mobile phones in School during their working hours in front of students. Outside of these times, mobile phones should only be used in areas of the School where pupils are not present.

The School requests all staff to use School's devices (iPhones, iPads, cameras ...) to record pupils' images. Only when this is not feasible and except in the Early Years where this is never authorised, staff may use their personal device provided that they immediately send the images by email to the School's drive and delete all copies on all their personal devices (included cloud). Staff can only take images of pupils in suitable dress.

Staff must ensure that they review the list of pupils not having consented to their image being shared externally to the School and that the use made of the images respect individual wishes. Also see Part II, Section 9 below.

#### **6. All staff are expected to behave professionally and exercise confidentiality**

All staff are expected to behave thoughtfully and responsibly. Staff should be punctual and well-prepared, and should carry out tasks to the best of their ability, taking pride in their work. All absences should be genuine. Staff are expected to dress appropriately; all staff should set a good example in what they wear, avoiding clothing that is overly casual. Staff should exercise due confidentiality towards matters that are either discussed or overheard. Staff must exercise caution when using information technology and be aware of the risk to themselves and others. Staff must have no personal contact with former pupils until they reach the age of eighteen and they have not been a pupil at CFBL for a minimum of seven years.

Staff must not engage in inappropriate use of social network sites which may bring themselves, the School, the School community or their employer into disrepute. Please refer to Part 1- Section 7. below and CFBL's Social Media Policy (available in the Use of Telephone, Email System and Internet Policy) for more details.

#### **Gifts / Hospitality**

Staff must ensure not to accept any gift/offer of hospitality that might be construed as a bribe by others, or lead the giver to expect preferential treatment.

It is unacceptable to receive gifts on a regular basis or to suggest to pupils that gifts are appropriate or desired. Money must not be accepted as a gift. If you are unsure whether to accept a gift you should consult CFBL's Anti-Bribery Policy or your line manager. It is unacceptable to accept any gifts on a regular basis or of any significant value.

There may be occasions where pupils or parents wish to give a small token of appreciation to staff, for example at religious festivities or at the end of the year. Please refer to CFBL's Anti-Bribery Policy for details on the type and value of gifts you may retain, the processes to be followed (eg - reporting to the Head of Finance & Administration of gifts over a certain amount) and when you should refuse a gift.

Personal gifts must not be given by staff to pupils or their families and any reward to pupils should be based on positive discipline and never on favouritism.

### **One-to-One Situation**

Staff working individually with pupils should be aware of the potential vulnerability of pupils and staff in one-to-one situations. Staff should manage these situations with regard to the safety of the pupil and to themselves.

Individual work with pupils should not be undertaken in isolated areas or rooms where there is no external viewing panel. Where it is necessary to close doors for reasons of confidentiality, a colleague should be made aware of this and asked to remain vigilant.

One to one out of school must be in an appropriate public place (e.g. library) and in accordance with Part 2 - Section 8. below.

### **Smoking and using alcohol or illegal substances at School or during School activities/trips or in the immediate vicinity of the School**

Smoking or using alcohol or illegal substances is strictly forbidden at School and during any School organised activities including trips. Staff must always remember that they act as role models. They must therefore refrain from smoking, consuming alcohol, or using illegal substances in any circumstances where they could be seen by pupils — for example, during breaks in the vicinity of the School or when accompanying pupils on School trips and activities.

## **7. Conduct Outside of Work**

Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the School or the employee's own reputation or the reputation of other members of the School community. Any such conduct could lead to dismissal. In particular, criminal offences that involve violence, possession or use of illegal substances or sexual misconduct are likely to be regarded as unacceptable and could lead to dismissal.

Acts of a criminal nature or any safeguarding concerns may be referred by the School to the police, the Local Authority Designated Officer (LADO), and/or other appropriate regulatory authorities.

**Use of mobile phones, information technology & social media:** Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Please refer to CFBL's Use of Telephone, Email System and Internet Policy for more details. In particular, without limitations:

- Staff must not share their personal phone number or email address with pupils or former pupils unless the former pupil is aged at least eighteen and has not been a pupil at the School for over seven years.
- Accepting friends/followers: Staff must maintain professional boundaries at all times, including when accepting or inviting 'friend' connections on personal social media accounts. Staff must not passively or actively connect with, or follow, on social media current or former pupils who are under the age of 18 (unless a former pupil is aged at least eighteen and has not been a pupil at the School for over seven years) or who have a vulnerability - or any other person deemed inappropriate (or who might reasonably be expected to be deemed inappropriate) by the Designated Safeguarding Lead (DSL).
- In the event that a pupil or ex-pupil under the age of 18 'follows' a member of staff, the member of staff must block the pupil or former pupil and alert the DSL (or Deputy DSLs).
- Staff must not engage in inappropriate use of social networks which may bring themselves, the School, School community or employer into disrepute. When posting and communicating online or on social networks, staff are expected to have regards to and be mindful of the possible consequences of their posts and messages on the School's reputation.

Where families or pupils are known to staff members in a personal capacity, it is the responsibility of the staff member to ensure that a declaration is made to the DSL (or the Chair of Governors in the case of the DSL).

Staff must only use a School phone number, their School email account or School learning platform account when communicating by phone or electronically with pupils, parents and colleagues.

## **8. Working outside the School for another employer**

This section of the policy sets out the School's stance on its employees taking on, or considering taking on, employment outside the School.

The purpose of this section of the policy is to provide guidance to ensure that staff are able to continue to provide a high-level professional service with the School, whilst having the opportunity (if they wish) to take on other employment (subject to certain exceptions) in addition to their role at the School.

Generally, staff may undertake work outside the School, either paid or voluntary, provided that such activity remain ancillary to their work for CFBL and does not:

- compromise the safeguarding and the welfare of pupils;
- compromise their professional conduct or the reputation of the School;
- contravene the duty of fidelity that staff owe to the School;
- conflict with the interests of the School;
- contravene the Working Time Regulations;
- adversely affect the individual's performance at work; or
- cause any other concern for the School.

Examples of secondary roles which may be against the School's interests include (not an exhaustive list):

- Offering childcare/babysitting, tuition, educational, or training services to pupils of the School – including via an organisation or self-employment;
- Activities that may compromise safeguarding responsibilities or place the member of staff in circumstances that create a safeguarding risk;
- Business or financial interests that may improperly influence, or be perceived to influence, decisions of the School (e.g. procurement, contracting, supplier relationships);
- Roles or activities that may bring the School into disrepute, damage its reputation, or undermine the professional standards expected of staff;
- Employment or commitments that diminish the individual's capacity, availability, or impartiality in the performance of their duties at the School.

The School's data bases (including without limitations lists of pupils/parents/staff names, addresses and other personal data) must not be used for any purpose other than for the proper performance of staff duties for the School.

The use of the CFBL's brand or any data or equipment belonging to the School for the benefits of any secondary employment, business activity, directorship, or voluntary role is strictly forbidden.

In the same way, using the reputation, the brand, or the community of CFBL, directly or indirectly, to promote a secondary employment, business activity, directorship, or voluntary role is forbidden unless pre-agreed in writing by the Headteacher and on the condition that sufficient details have been shared with the School beforehand.

**Self-declaration:** To help manage this policy, all members of staff must declare in writing any secondary employment, business activity, directorship, or voluntary role that they have or would like to have, using the School's self-declaration form. It is important that all staff complete the form when asked to do so.

On receipt of the self-declaration form the line manager or the HR manager shall meet with the employee to discuss the secondary role and the potential impact on their current primary role with the School. In doing so, the focus will be on ensuring there is no conflict of interests, no risk to safeguarding, no concerns regarding performance or attendance, no concerns regarding the reputation of the School and the Working Time Regulations are complied with.

As part of this process, the School may request further information regarding any declared secondary employment or external activity, to investigate potential conflicts of interests, and to determine whether such activity is compatible with the staff member's role.

If it is decided that the secondary employment is against the School's interests then the School may impose conditions or restrictions on allowing the member of staff to continue with the secondary role or in some circumstances agreement to allow the employee to perform the secondary role may be refused.

Failure to comply with this section 8. may result in disciplinary action under the School's Disciplinary policy.

## **9. Work related events and after-work parties**

Behaviour at work-related events and after-work parties: in education, there is an expectation that employees will uphold the teaching profession, and the professionalism and behaviour expected of them. Employees may be disciplined for their misconduct at a social event organised by the School or its parents association, whether occurring outside of the School or at School but outside working time.

Bullying and harassment by staff at work and out of the workplace is covered by our Anti-harassment & anti-bullying policy.

## **10. Confidentiality and data protection**

Where staff have access to confidential information about pupils or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil/student.

All staff are likely at some point to witness actions which need to be treated as confidential (e.g where a pupil/student is bullied by another pupil/student/member of staff). These must be reported and dealt with in accordance with the appropriate School procedure. It must not be discussed outside the School, including with the pupil's parent or carer, nor with colleagues except with a senior member of staff with the appropriate role and authority to deal with the matter. Staff have an obligation to share with their line manager, the DSL/DDSLs or the Headteacher any information which gives rise to concern about the safety or welfare of a pupil. Please see Section 12. below and Part II below.

Staff must never promise a pupil that they will not share information that they are told by the pupil. See Part 2 - Section 10. below.

Staff should respect the privacy of pupils, parents and colleagues and should not pass information about, for example, addresses or telephone numbers to others, without checking first with the person concerned. Information about pupils, parents, or colleagues should never be disclosed in response to telephone enquiries.

The School's data bases (including without limitations lists of pupils/parents' names and addresses) must not be used for any purpose other than the performance of your duties for the School.

## **11. Staff should seek to establish a good and open relationship with parents**

Staff should aim to create a welcoming and open relationship with parents. All parental concerns should be treated seriously and dealt with promptly.

## **12. All staff need to be aware of the policy and procedures for Child Protection & Safeguarding**

It is essential that all staff have regular training in child protection and safeguarding issues and know the procedures for dealing with and reporting concerns. All staff have a duty to look out for signs of physical, emotional or sexual abuse or neglect of pupils in the light of a child's behaviour.

Staff must pass any concerns on to the Designated Safeguarding Lead (DSL) or their deputies (DDSLs). The current DSL is Ms Marjorie Lacassagne. Ms Elodie Malard (School Nurse), Mr Patrick Allegre and Mr Oliver Martin are deputy DSLs.

Avoid trying to involve yourself too closely with any issues: always pass concerns on.

### **13. All staff need to exploit the potential of the curriculum to develop a proactive approach to behaviour and child protection issues.**

Staff need to take a proactive approach towards both child protection & safeguarding and behaviour policies, through the creation of a positive classroom environment where all children are respected, and through PSHE and circle time in particular. This includes 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.

The expression of extremist views by staff will not be tolerated and should be reported to the Chair of governors or Headteacher and (D)DSLs, who will contact relevant authorities if necessary.

### **14. All staff need to be aware of how to record/report concerns about another member of staff**

Where staff have any concerns about another member of staff, poor or unsafe practice or potential failures in the School's safeguarding regime, these should be reported **immediately** to the Headteacher, the DSL or the Deputy DSLs. Where the concern is about the Headteacher, it should be reported directly to the Chair of Governors (via the Clerk, [clerk@cfbl.org.uk](mailto:clerk@cfbl.org.uk)).

Please refer to the School's Low Level Concern Policy, the Procedures for Dealing with Allegations of Abuse and the School's Whistleblowing Policy, which are available in the shared drive: Staff > HR > HR Policies.

All concerns will be investigated thoroughly and confidentially, and appropriate action will be taken where need be.

### **15. Children who are absent from education**

The School monitors all pupil absences from School and promptly addresses concerns about irregular attendance with the parent/carer. In some circumstances, the School has a legal duty to report absences to the Local Authority. Please refer to CFBL's Attendance and Absence Policy and Missing Child Policy and Procedures when a child is not collected on time.

### **16. All staff should take care of their physical and mental wellbeing**

All staff are encouraged to look after their physical and mental wellbeing. This includes maintaining a healthy work-life balance. We take issues of stress very seriously, and look to provide appropriate support and help in these cases.

**Access to counselling and support:** Staff needing support are encouraged to discuss issues and concerns with their line manager or the HR department or the School's psychologist, in confidence. The line manager or HR Manager may encourage them to discuss their issues and concerns with the Headteacher. Support can be provided both internally (e.g. through the provision of a mentor), or externally through the Occupational Health Service. Trade Unions also provide help, support and advice for their members.

### **17. Health & Safety**

Staff are responsible for ensuring that **they take reasonable care as regards themselves and other persons** who may be affected by their acts or omissions and **cooperate** with the School so far as is necessary to enable the School to perform or comply with its duties or requirements under the Health and Safety at Work Act 1974.

Please refer to section B-4 of CFBL's H&S policy.

## **18. Whistleblowing**

No one who reports a genuine concern in good faith needs to fear retribution.

A staff member who uses the School's Low-level concern policy, the School's Procedures for dealing with allegations of abuse made against staff or the Whistleblowing procedure is entitled to have their name protected from being disclosed to the alleged perpetrator, without their prior approval. However, it has to be recognised that their evidence may be required by the Police in any criminal proceedings or by the TRA in the event of gross misconduct.

## **PART 2 – SAFEGUARDING PUPILS; INTERACTIONS WITH PUPILS**

The safety and well-being of every pupil at CFBL is of paramount importance. Every child has the right to grow up and to live in a safe environment.

### **All staff have a duty to protect pupils from abuse and bullying and promote their well-being.**

Every member of staff should read this policy in conjunction with the School's Child Protection & Safeguarding Policy and other associated policies. Staff are invited annually to read and confirm that they understood this policy, the School's Child Protection & Safeguarding Policy and the School's H&S Policy.

### **1. Safer recruitment**

CFBL follows the UK government's guidelines for the safer employment of staff who work with children as outlined in CFBL's Safer Recruitment Policy. New staff and governors receive child protection training as part of their induction process. This training is refreshed at not more than two yearly intervals.

### **2. Designated Safeguarding Lead and deputies (DSL and DDSLs)**

Ms Marjorie Lacassagne, Deputy Head for primary, is CFBL's Designated Safeguarding Lead (DSL). Mrs Elodie Malard, School Nurse, Mr Patrick Allegre, Deputy Head for Secondary and Mr Oliver Martin, Primary School Assistant Head and Primary Teacher are Deputy DSLs. Their responsibilities are outlined in the School's Child Protection & Safeguarding Policy (available on the School's website and shared drive Staff > Policies).

Access to the School's records on child protection is restricted to the DSL (and DDSLs) and the Headteacher, who can decide to share the records to other members of staff on a need to know basis.

### **3. Promoting awareness**

Our curriculum and pastoral systems are designed to foster the spiritual, moral, social, and cultural development of all our pupils. All our teaching staff play a vital role in this process, helping to ensure that all of our pupils relate well to one another and feel safe and comfortable within the School. We expect all the teaching and nonteaching staff to lead by example, and to play a full part in promoting an awareness that is appropriate to their age amongst all our pupils on issues relating to health, safety, and well-being. All the staff, including all non-teaching staff, have an important role in insisting that our pupils always adhere to the standards of behaviour set out in our School Rules (Règlements intérieurs), Behaviour and Discipline Policy and in enforcing our Anti-bullying policy.

Time is allocated in PSHE and form time to discussions of what constitutes appropriate behaviour and on why bullying and lack of respect for others are never right. Assemblies, drama and RSE lessons are also used to promote tolerance and mutual respect and understanding. We communicate through the newsletter to parents and staff members to teach about the unacceptability of bullying and abusive behaviour and to promote the safe use of the internet and mobile phones, inside and outside of School.



#### 4. Staff/Pupil contact

Staff should avoid unnecessary contact with pupils outside School:

- they must not give pupils their home address, home phone number, mobile phone number or personal e-mail address.
- they must not plan to meet pupils outside School other than on School trips/activities or School events authorised by the Headteacher.
- they must avoid contacting pupils at home unless this is strictly necessary (for instance if a pupil is self isolating due to illness); they should keep a record of any such occasion.
- they must not give a pupil a lift in their own vehicle.
- they must not have pupils as "friends" on social networking sites and ensure that they themselves only use a secure privacy setting on such systems.
- they must take a School mobile phone on any residential trip and use only this mobile for any necessary contact with pupils in connection with the trip. Mobile numbers of pupils must be deleted from the School mobile at the end of the trip.

Members of staff who are friends with parents of pupils or who, for example, are voluntary workers in youth organisations attended by pupils, will of course have contact with those pupils outside School. However, they must still respect the above advice wherever possible and must keep the Headteacher/DSL informed of such relationships.

#### 5. Language

Staff should not swear, blaspheme, or use any sort of offensive language in front of pupils. Staff should not make sexual innuendos or any comments of a sexual nature (other than in the context of the curriculum), and should avoid displays of affection either personally or in writing (e.g. messages in birthday cards, text messages, emails, etc.) Staff should avoid words or actions which are overfamiliar.

Jokes related to physical traits, gender, ethnicity, religion, disability or any other topic that may humiliate or discriminate against pupils or staff, whether verbally or in writing, are strictly forbidden.

#### 6. Physical Contact

Reasonable force: By law, teaching staff, and other staff who are authorised by the Headteacher to have control or charge of pupils, may use such force or physical contact as is reasonable in the circumstances to prevent a pupil from doing, or continuing to do any of the following:

- committing a criminal offence
- injuring themselves or others
- causing damage to property, including their own
- engaging in any behaviour prejudicial to good order and discipline at the School or among any of its pupils, whether that behaviour occurs in a classroom or elsewhere.

This applies when a teacher, or other authorised person, is on School premises and when they are in control or in charge of the pupil elsewhere, for example, on a field trip or other authorised out-of-school activity. It only applies where no other form of control is available and where it is necessary to intervene.

Before intervening physically, a teacher should, wherever practicable, tell the pupil to stop and what will happen if they don't. The member of staff should continue attempting to communicate with the pupil throughout the incident and should make it clear that physical contact or restraint will stop as soon as it ceases to be necessary.

Staff should always avoid touching or holding a pupil in a way that might be considered indecent. Nor should they act in a way that might reasonably be expected to cause injury.

The member of staff involved should inform the Headteacher or Deputy Head immediately following an incident where force has been used and provide a written report as soon as possible afterwards, in line with

the School's safeguarding and behaviour policies. Parents/carers should be informed as appropriate. This is to help prevent any misunderstanding or misrepresentation of the incident, and it will be helpful in the event of a complaint.

**Note:** There is no legal definition of "reasonable force". It will always depend on the circumstances. Note that:

- physical force cannot be justified to prevent a pupil from committing a trivial misdemeanour
- any force used should always be the minimum needed to achieve the desired result
- whether it is reasonable to use force and the degree of force that could be reasonably employed might also depend on the age, understanding, and sex of the pupil.

Action taken in self-defence or in an emergency: The law allows anyone to defend themselves against an attack, provided they do not use more force than is necessary. Similarly, where a pupil is at risk of immediate injury or on the point of inflicting injury on someone else, any member of staff (whether authorised or not) would be entitled to intervene.

Contact in other situations: The law does not cover some other occasions when physical contact may be proper or necessary. Some physical contact may, for example, be necessary to demonstrate exercises or techniques during music or PE lessons or sports coaching, or if a member of staff has to give first aid. In such circumstances, the member of staff should first explain the intended action to the pupil. Do not proceed with the action if the pupil appears to be apprehensive or reluctant, or if you have other concerns about the pupil's likely reaction. If at all possible, ensure that the door is open and if you are in any doubt, ask a colleague or another pupil to be present during the demonstration.

Touching may also be appropriate where a pupil is in distress and needs comforting. Staff should use their own professional judgement when they feel a pupil needs this kind of support.

## **7. The classroom**

Staff should not incorporate in lessons material that is inappropriate or use highly personal information about themselves or others.

## **8. Relationships**

It is inappropriate for a member of staff to have a sexual or intimate relationship with a pupil of any age, and it may be a criminal offence under the Sexual Offences Act 2003, even if the pupil is aged 16 or 17. To have such a relationship even with a pupil over 18 also contravenes the Duty of Care (see Child Protection Policy) and will result in referral to the relevant authorities.

Wherever possible, staff should avoid being alone in a room with a pupil. Where, for reasons of timetabling, confidentiality or other circumstances, this is not practicable, staff should ensure that the door to the room has a glass panel or is left open.

## **9. Photographs**

Parents and pupils in 4e and over are asked at the start of the school year if they allow photographs where their child/they appear to be used for promotional material and outside the school community. Please refer to the Taking, storing and using images of children policy available on the shared drive Staff > Policies (and on the Staff intranet) and to the Consent for audio or visual recordings and photographs sent to parents and children over 13.

Staff should ensure they have an updated list of children for whom photographic consent has not been granted or has been withdrawn.

## **10. If a Pupil Reports Abuse**

Pupils who have a problem may speak to someone whom they trust. It is important that the member of staff set the boundaries clearly at the outset of such a conversation, making it clear that no one can offer absolute

confidentiality. A pupil who is insistent upon confidentiality should be referred to an external source, such as ChildLine (details are given on notice boards around the school). If the pupil is only prepared to speak if absolute confidentiality is guaranteed, the member of staff should terminate the conversation at that point. The adult should provide the relevant DSL with a written account of what has transpired as a matter of urgency.

If a pupil decides to speak to a member of staff about the fact that either they, or a pupil known to them, is being bullied, harassed and abused, the member of staff should:

- React professionally, and remember that they are not carrying out an investigation (which is a task for specialists),
- Take what the child says seriously, and calmly, without becoming emotionally involved,
- Make it clear why unconditional confidentiality cannot be offered,
- Explain that any adult member of staff is obliged to inform the DSL, if child protection or safeguarding issues are involved, in order that specialist help can be arranged.
- Encourage the pupil to speak directly to the DSL/a DDSL.
- Explain that only those who have a professional “need to know” will be told and, if appropriate, measures will be set up to protect the pupil from retaliation and further abuse.
- Reassure the child that they were right to tell, and that they are not to blame for having been bullied or abused.
- Allow the child to tell their own story, without asking detailed or leading questions.
- Record what has been said.
- Inform a DSL/DDSL as soon as possible - at least by the end of the morning/afternoon session of that day.
- Inform the Headteacher or a DSL/DDSL immediately in cases where abuse from a member of staff is alleged, or if the incident happened inside the School, or on a school trip. (If the Headteacher or a DSL is unavailable – or is involved - the Chair of Governors should be told immediately).

#### **Notes:**

Never give an undertaking of confidentiality to a pupil where child protection issues are involved (refer to the School’s Child Protection & Safeguarding Policy).

Staff should bear in mind that children may not find it easy to disclose abuse and may need time before they feel ready to do so. Any concern should be reported to the DSL/DDSLs even if the child did not make a disclosure.

Where there are evident signs of physical injury, that may (or may not) be the result of abuse or bullying, medical help should be summoned, or the pupil should be taken to the Medical Room. In serious cases, the Police should be informed from the outset.

#### **REMEMBER**

Your aim should be to establish as quickly and accurately as possible the details of the injury or abuse, in the manner described in the Child Protection & Safeguarding Policy. Questioning should be brief and gentle, using open rather than closed questions ("How did it happen?" rather than "Did [ ] hit you?").

Record on CPOMS what you heard and saw, using the words of the child.

Inform the DSL/DDSLs immediately or as soon as practicable.

#### **11. Where a Member of Staff has concerns about a Pupil**

If a teacher or other member of staff has concerns about any pupil or incident that touches upon child protection issues, they should report them as soon as possible to one of the DSLs.

The early identification of potential problems and the provision of early help rely upon staff maintaining a vigilant, open-minded, ‘it could happen here’ attitude.

## Definition of Abuse

Abuse can affect children of all ages, sexes, different races and cultures and all social classes. In some cases, behaviours or physical injuries suggest clearly that abuse is occurring but in others the signs will be less apparent. Full details are in the School's Child Protection & Safeguarding Policy and in Part 1 and Annex B of the guidance Keeping Children Safe in Education.

Technology is a significant component in many safeguarding and well-being issues. Children are at risk of abuse and other risks online as well as face-to-face.

## Parents

In general, we believe at CFBL that parents should be informed about any concerns regarding their children. It is important that we are honest and open in our dealings with them. However, safeguarding concerns must be referred to the DSL, who will advise the Headteacher on the appropriate response. In very few cases, it may not be right to immediately inform parents of our concerns, as this could prejudice any investigation or place the child at further risk. In such cases, advice will be sought from the Local Safeguarding Children Partnership (LSCP).

### **12. Action to Protect the Child**

Information about possible abuse may come to a member of staff in several ways - direct allegation from a child that has been abused, through a friend, relative or other child, through a child's behaviour or through observation of an injury to the child.

In the case of an allegation being made by the child concerned or by a third party, it is important to remember that:

- Defendants have been acquitted where leading questioning or inappropriate investigation has been proven.
- It is vital that subsequent enquiries should not be prejudiced by detailed questioning in School.

The DSL/DDSLs will consider how best to support and monitor the pupil concerned through any process of investigation, liaising closely with parents, carers, Local Safeguarding Children Partnership (LSCP), or other agencies involved to identify the support strategies that will be appropriate.

### **13. Preventing radicalisation (the Prevent Duty)**

It is a key role of the School to support children and provide stability in the lives of children who may be at risk of harm. We recognise that our pupils can be vulnerable and exploited by others. Staff will stay alert to the signs of vulnerability and/or susceptibilities to any extremist indoctrination.

Staff acknowledge the need for a culture of vigilance to be present in the School to support safeguarding. This includes awareness and sensitivity to attitude changes of pupils, which may indicate they are at risk of radicalisation. Guidance on Radicalisation and the Prevent duty is available [here](#).

If you have any concerns, you must discuss with the DSL/DDSLs.

### **14. So-called 'Honour Based' Violence, including forced marriage and female genital mutilation (FGM)**

All teachers have a **statutory duty** to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18 years old. The Multi-agency statutory guidance on FGM can be found [here](#) and the Multi-agency guidelines: Handling case of forced marriage is available [here](#).

## CONCLUSION

All staff are expected to demonstrate consistently high standards of personal and professional conduct. By adhering to this policy, staff can be assured they are playing their part in safeguarding pupils and protecting themselves.

### Main related policies

Anti-bribery and anti-corruption policy  
Anti-bullying policy (pupils)  
Anti-harassment and anti-bullying policy (staff)  
Attendance and absence policy  
Behaviour & discipline policy  
Child protection & safeguarding policy  
Data protection policy  
Disciplinary policy  
Equal opportunities (pupils)  
Equal opportunities (staff)  
H&S policy  
Low level concern policy  
Missing child policy and procedures when a child is not collected on time  
Privacy notices  
Procedures for dealing with allegations against staff  
Règlements intérieurs  
Taking, storing and using images of pupils policy  
Use of telephone, email system & Internet policy and social media policy  
Whistleblowing policy

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Last review by management and HR trustees: October 2025