

Wallace Fields Infant School & Nursery



STAFF BEHAVIOUR POLICY

A. REVIEW DATE:

SUMMER 2026

B. NEXT REVIEW DATE:

SUMMER 2027

Safeguarding Statement 2025 – “Safeguarding is Everyone’s Business”

Wallace Fields Infant School & Nursery has a duty to keep children safe. This includes how we protect children from experiencing harm and how we should respond when we suspect or confirm that a child is being harmed.

Children are at the centre of everything we do at Wallace Fields Infant School & Nursery. We are committed to providing our children with a sense of belonging and an environment that is welcoming, safe, valuable and respectful. Adults in our school know that keeping children safe is everybody’s responsibility and that all children, regardless of age, gender, culture, language, race, ability, sexual identity, religion or lack of religion have equal rights to protection and opportunities.

Key Personnel

Designated Safeguarding Lead (DSL) is: Katie Muir

Contact details: kmuir@sfet.org.uk

Deputy DSL(s) is/are: Roisin Hearn, Annabel Male

Contact details: rhearn@sfet.org.uk, amale@sfet.org.uk

The nominated Safeguarding Governor is:

Contact details: Roshie Watkins rwatkins@sfet.org.uk

The Headteacher is: Katie Muir

Contact details: kmuir@sfet.org.uk

The Chair of Governors is: Steven Marshall

Contact details: smarshall@sfet.org.uk

Designated Teacher for Children Looked After is: Annabel Male

Contact details: amale@sfet.org.uk

Special Educational Needs and Disabilities Coordinator (SENDCo) is: Kirstie Smith

Contact details: ksmith@sfet.org.uk

Designated Teacher for Young Carers is: Annabel Male

Contact details: amale@sfet.org.uk

Terminology

KCSIE defines Safeguarding as the process for protecting children from harm and abuse, whether that is within or outside the home, as well as online. This includes:

- Providing help and support to meet the needs of children as soon as problems emerge
- Protecting children from maltreatment, whether that is within or outside the home, including online
- Preventing the impairment of children's mental and physical health or development
- Making sure that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes

Child Protection is a part of safeguarding and promoting welfare. It refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

Child(ren) includes everyone under the age of 18.

Child looked after (CLA) is another term for 'Looked After Child'.

C-SPA refers to the Surrey Children's Single Point of Access.

DSL where appropriate also refers to Deputy Designated Safeguarding Lead (DDSL).

Early help is support for children of all ages that improves a family's resilience and outcomes or reduces the chance of a problem getting worse.

MAP refers to the Surrey Multi-Agency Partnership.

Parent refers to birth parents and other adults who are in a parenting role, for example stepparents, foster carers and adoptive parents.

School means all schools, whether maintained, non-maintained or independent schools, including academies and free schools, non-maintained special schools, maintained special schools and alternative provision, including pupil referral units.

Social Care refers to Children's Services in the area in which the child is resident, unless a child is a Child Looked After then this will be the Children's Services in their home authority.

Staff refers to all those working for or on behalf of the school, full or part time, temporary or permanent, in either a paid or voluntary capacity. This includes, but is not limited to, employed staff, contractors, volunteers, governors/trustees, supply staff and self-employed staff.

Statutory means what has been decided or is controlled by the law.

Statutory guidance tells us what schools and local authorities must do to follow the law.

Introduction

This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004; the Education Act 2002.

The policy also reflects, both statutory guidance 'Keeping Children Safe in Education' 2026 (KCSIE), Teachers' Standards 2012 and Surrey Safeguarding Procedures.

The Local Governing Body takes seriously its responsibility under section 175/157 of the Education Act 2002 to safeguard and promote the welfare of children.

This policy applies to all members of staff in the school as defined in the terminology.

Policy Principles & Values

This policy sets out the standards of behaviour expected from all staff that work for South Farnham Educational Trust.

South Farnham Educational Trust requires all staff to read and agree to comply with this policy. Breach or failure to observe this policy will result in action being taken under the school disciplinary procedures.

This policy is not exhaustive and all staff are expected to exercise their professional judgement to act in the best interests of the children and school at all times.

Policy Aims

To demonstrate the school's commitment with regard to upholding staff professional standards.

To support staff with their responsibilities to safeguard children and to act appropriately by following the expected code of conduct.

To encourage staff to minimise the risk of inappropriate conduct occurring and thereby enable staff to set a good example to children within the school.

Compliance

All staff must acknowledge on the HR portal to confirm they have read, understood and agree to comply with this policy.

Professional Behaviour and Conduct

All staff are expected to demonstrate consistently high standards of personal and professional conduct.

All staff must uphold public trust in their professional position and maintain high standards of ethics and behaviour, within and outside school, by:

- treating children with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to professional position.
- having regard for the need to safeguard the well-being of children, 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 children's vulnerability or might lead them to break the law.
- having proper and professional regard for the ethos, policies and practices of the school in which they work and teach, and maintain high standards in their own attendance and punctuality.
- having an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.
- avoiding any conflict of interest between activities undertaken outside school and responsibilities within school.

Staff are expected to act in accordance with the school's policies and procedures at all times.

Parents as employees

It is acknowledged that some staff also have children who attend the school. It is recognised that in these cases the staff fulfil a dual role of parent and employee.

Parents as employees should ensure that they uphold boundaries between the two roles and that their behaviour does not constitute a conflict of interest. For example, they must maintain the same level of confidentiality despite social expectations. Parent-staff should discuss any inter-role conflict with their line manager.

Dress and Appearance

Everyone who works within the school acts as a role model for the children. They will 'model' their attitudes and behaviours upon our example and of course it is important that the example we set is for the good. This is important in all aspects of our work with the children and will include the way we dress. All staff will want to dress in an appropriate and sensible manner which reflects the high regard we have for the children and the example we set. It is always difficult to itemise what is acceptable clothing and what is not (e.g. bare midriff, visible underclothing, jeans, lycra etc). However, the key is professional judgement. If staff are in doubt about an item they should consult with the Headteacher who will make the ultimate decision.

Staff should have particular regard to the health and safety risks involved with certain lessons i.e. physical education/food technology and the need to dress appropriately and safely when undertaking these activities, such as wearing appropriate footwear (not flip flops), removing jewellery etc. PE/Games clothing should be professional.

The school recognises the diversity of cultures and religions of its staff and will take a sensitive approach when this affects dress and uniform requirements. However, priority will be given to health and safety, security and other similar considerations of other staff, students and the school.

Staff must dress safely and appropriately for the tasks they undertake. PE / Games clothing should be professional. Staff can wear PE kit all day on PE days to promote the importance of PE.

Staff dress and appearance must not be offensive, revealing or sexually provocative.

Smoking, alcohol, e-cigarettes and other substances

School is a non-smoking site. Staff must not smoke or use e-cigarettes on the school premises or outside the school gates.

Staff must not smoke or use e-cigarettes whilst supervising children in a residential setting or offsite.

Staff must not consume or be under the influence of alcohol, drugs or unlawful substances on or near school premises.

Staff must refrain from the consumption of alcohol and other substances at school community activities both on and off school premises.

Appropriate Relationships

Staff must maintain appropriate professional boundaries in their interactions with children. Staff should act in an open and transparent way that would not lead any reasonable person to question their actions or intent.

Staff must not develop personal or sexual relationships with children and should not engage in any sexual activity with a child. Staff should be familiar with sections 15A and 16 of The Sexual Offences Act 2003, regarding communication with children and the abuse of a position of trust. Staff should also be familiar with the contents of Working Together to Safeguard Children 2023, Keeping Children Safe in Education 2024 and the definition of sexual abuse.

Staff must not make sexual remarks to a child or discuss their own sexual relationships with, or in the presence of, children or discuss a child's sexual relationships in an inappropriate context.

Contact with pupils should be through the school's authorised mechanisms. Staff must not establish or seek to establish social contact (including social media) with children or parents of pupils. Personal phone numbers, email

addresses or communication via all social media platforms must not be used and staff must not share their home address with pupils. If contacted via an inappropriate route staff must inform the Headteacher immediately. Staff must ensure they are familiar with and comply with the school's Online Safety and Acceptable Use Policy.

Staff are expected to interact with parents in a polite and respectful manner and recognise parents' entitlement to express any concerns they may have about their child's learning, safety or wellbeing. Staff should avoid discussing school matters with parents outside school if approached and should instead refer the parent to the normal school communication channels.

Sexual Conduct

Any sexual behaviour by a member of staff with or towards a pupil is unacceptable. It is an offence under section 16 of the Sexual Offences Act 2003 for a member of staff in a position of trust to engage in sexual activity with a pupil under 18 years of age, even if the relationship is consensual, and sexual activity with a child could be a matter for criminal and/or disciplinary procedures. A situation where a person is in a position of trust could arise where the child is in full-time education and the person looks after children under 18 in the same establishment, even if (s)he does not teach the child.

The school has zero-tolerance approach towards including sexual harassment. Sexual harassment can occur in many forms, and can take place either at work, outside work, in person, or online.

Examples include:

- physical conduct of a sexual nature, unwelcome physical contact or intimidation;
- persistent suggestions to meet up socially after a person has made clear that they do not welcome such suggestions;
- showing or sending offensive or pornographic material by any means (e.g. by text, video clip, email or by posting on the internet or social media);
- unwelcome sexual advances, propositions, suggestive remarks, or gender-related insults;
- offensive comments about appearance or dress, innuendo or lewd comments;
- leering, whistling or making sexually suggestive gestures; and
- gossip and speculation about someone's sexual orientation or transgender status, including spreading malicious rumours.

If an employee feels that they are being sexually harassed or witnesses sexual harassment in the course of their employment they should raise these concerns at the earliest stage. This may be done informally or formally. Reporting mechanisms are specified in the Anti-Bullying and Harassment (including Sexual Harassment) Policy.

Intimate/Personal care

Staff should comply with the school Intimate Care Policy, to ensure that the health, safety, independence and welfare of children is promoted and their dignity and privacy are respected. Arrangements for intimate and personal care must be open and transparent and accompanied by recording systems.

Children should be encouraged to act as independently as possible and to undertake as much of their own personal care as is possible and practicable. When assistance is required, this can be undertaken by one member of staff, however, they should try to ensure that another appropriate adult is in the vicinity who is aware of the task to be undertaken and that, wherever possible, they are visible and/or audible.

Any vulnerability, including those that may arise from a physical or learning difficulty should be considered when formulating the child's individual healthcare plan. The views of parents, carers and the child, regardless of their age and understanding, should be actively sought in formulating the plan and in the necessary regular reviews of these arrangements.

Children are entitled to respect and privacy at all times and especially when in a state of undress, including, for example, when changing, toileting and showering.

However, there needs to be an appropriate level of supervision in order to safeguard children, satisfy health and safety considerations and ensure that bullying or teasing does not occur. This supervision should be appropriate to the needs and age of the children concerned and sensitive to the potential for embarrassment.

Conduct outside work

Care should be taken by staff to avoid any conflict of interest between activities undertaken outside school and responsibilities within school. In no case should outside activities bring the school into disrepute.

Staff must disclose any misconduct or alleged misconduct made against them, including any incidents arising from alternative or additional employment outside of this school. Disclosure must be made to the Headteacher without delay, after which consideration will be given to the relevance or otherwise of the misconduct to their role in the school.

Where staff are in doubt as to whether there is a conflict of interest advice must be sought from the Headteacher.

First Aid/Medication

When administering first aid which is intimate or invasive staff should ensure that another adult is present or aware of the action being taken.

After discussion with parents, children who are competent should be encouraged to take responsibility for managing their own medicines and procedures.

If a member of staff is concerned or uncertain about the amount or type of medication being given to a child, provided by a parent/carers or prescribed, this should be discussed with the Headteacher.

Staff taking medication which may affect their ability to care for children should seek medical advice regarding their suitability to do so and providers should ensure that they only work directly with children if that advice confirms that the medication is unlikely to impair their ability to look after children.

Staff medication on the premises must be securely stored and out of reach of children at all times.

Health and Safety

Staff must adhere to the school's Health and Safety policy and should ensure that they take every action to keep themselves and others in the school environment safe.

Please refer to the School's Health and Safety policy for further information.

Physical contact with children

Staff must avoid unnecessary physical contact with children. Where physical contact is essential, e.g. for safety reasons, the student's permission must be gained for that contact wherever possible. If physical contact is made to remove a student from a dangerous situation or an object from a student to prevent either harm to themselves or others, then this should be recorded and reported to the DSL. In cases where accidental physical contact was made, it should be reported to the DSL or a deputy DSL. If a member of staff believes that an action could be misinterpreted, the incident and circumstances should be reported to the DSL or a deputy DSL.

Staff must never touch a child in a way which may be considered inappropriate.

Extra caution should be exercised where a child is known to have suffered previous abuse or neglect. Staff should respond sensitively by deterring the child through helping them to understand the importance of personal boundaries.

Staff supervising PE and games or providing musical tuition should demonstrate the use of a particular piece of equipment/instrument on another member of staff if possible. However, they may be required to initiate physical contact to support a child to perform a task safely or to assist them. Contact under these circumstances must be done with the pupil's agreement, for the minimum time necessary and in an open environment.

Staff must refer to the schools Physical Intervention and Intimate Care Policies.

One to one situations

Staff working individually with children should be aware of the potential vulnerability of the child and staff in such situations. Staff should manage these situations with regard to the safety of the child and to themselves.

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

Transporting pupils

In certain circumstances it may be appropriate for staff to transport pupil's offsite for out of school activities. A designated member of staff should be appointed to plan and provide oversight of all transport arrangements and to respond to any difficulties that may arise.

Staff should ensure that the transport arrangements and the vehicle meet all legal requirements. Staff should ensure that the driver has the appropriate license for the vehicle, that the vehicle is roadworthy, has a valid MOT certificate and is appropriately insured and that the maximum capacity is not exceeded.

Staff should ensure that the driver is not distracted while the vehicle is in motion for any reason other than an emergency and should also ensure all passengers are wearing correctly fitted, maintained and fastened seatbelts or if required appropriate child restraints/car seat. Staff should never transport pupils/students while under the influence of alcohol or drugs.

Prior to transporting children offsite consent must be obtained from the child's parent. All staff must be aware that the safety and welfare of the child is their responsibility until the child is safely passed back to their parent.

Educational visits

The duties in the Health and Safety at Work etc. Act 1974 and the supporting regulations apply to activities taking place on or off the school premises (including school visits) in the UK. The school has a Health and Safety policy, which includes policy and procedures for off-site visits, including residential visits and any school-led adventure activities.

The Management of Health and Safety at Work Regulations (1999) impose a duty on employers to produce suitable and sufficient risk assessments. This would include assessment of any risks to employees, children or others during an educational visit, and the measures that should be taken to minimise these risks.

Staff should take particular care when supervising children in the less formal atmosphere of an educational visit where a more relaxed discipline or informal dress and language code may be acceptable. However, staff remain in a position of trust and need to ensure that their behaviour cannot be interpreted as seeking to establish an inappropriate relationship or friendship.

Where out of school activities include overnight stays, careful consideration needs to be given to sleeping arrangements. Children, adults and parents should be informed of these prior to the start of the trip. In all circumstances, those organising trips and outings should pay careful attention to ensuring there is a safe staff/child ratio and suitable gender mix of staff.

Online Safety

Staff must comply with the Online Safety and Acceptable Use Policy and Social Media Policy at all times. The only acceptable method of contact is via the use of school email accounts or telephone equipment.

Staff must not engage in inappropriate use of social media which may bring themselves, the school or the school community into disrepute. Staff should adopt the highest security settings on any personal profiles they have.

Staff should exercise caution in use of social media or any other web-based presence they have. This includes written content, videos or photographs and views expressed either directly or by 'liking' certain pages or posts or following certain individuals or groups.

Staff must be vigilant when using dating websites/apps where staff could encounter pupils or ex pupils.

Staff must not make contact with pupils or ex pupils, or initiate/accept friend requests on any social media platform with pupils or ex pupils. Staff must not communicate with pupils/students or ex pupils via social media or text.

Staff should not make contact with a child's family member, accept or initiate friend requests or follow a child's family member's account on any social media platform.

School acknowledges that staff who are also parents may wish to make contact with other parents, who are friends, over social media. Staff must exercise caution and professional judgement in these circumstances and should not have any contact with pupils' family members via social media if that contact is likely to constitute a conflict of interest or call into question their professionalism.

Mobile phones and personally-owned devices such as tablets may not be used during lessons or formal school time. The Bluetooth functionality of a mobile phone or tablet should be switched off at all times. Mobile phones, personal recording devices, cameras and videoing equipment are not permitted in certain areas within the school site such as toilets.

The camera and filming functions of personal mobile devices must not be used in school, on school trips or on official school business.

Mobile phones and personally-owned mobile devices brought in to school are the responsibility of the device owner. School accepts no responsibility for the loss, theft or damage of personally-owned mobile phones or mobile devices.

Photography, video and digital images of children

In accordance with The Data Protection Act 1998 the image of a child is personal data. Therefore, it is a requirement under the Act for consent to be obtained from the parent of a pupil for any images made. It is also important to take into account the wishes of the pupil, remembering that some pupils do not wish to have their photograph taken or be filmed.

Staff should obtain age-appropriate consent and consent from a child's parent for the use of images for publicity purposes. Images must not be displayed on websites, in publications or in a public place without consent.

Staff should ensure that a member of the Senior Leadership Team is aware of the proposed use of photographic/video equipment and that this is recorded in lesson plans. All photographs/digital images and video footage should be available for scrutiny and staff should be able to justify all images/video footage made.

Staff must ensure that photographs/digital images or video footage of children should only be taken using school equipment for purposes authorised by the school and should be stored securely on school equipment.

Staff should also be clear about the purpose of the activity and what will happen to the photographs/images/video footage when the lesson or activity is concluded.

Staff should remain aware of the potential for images of children to be misused to create indecent images of children and/or for grooming purposes. Therefore, careful consideration should be given to how activities which are being filmed or photographed are organised and undertaken.

Staff should take particular care when filming or photographing young or vulnerable children who may be unable to question how or why the activities are taking place.

Staff should be mindful that pupils who have been abused through the use of video or photography may feel threatened by its use in a teaching environment.

Confidentiality and sharing information

Staff may have access to confidential information about children, their parents and siblings. Staff must only reveal such information to colleagues on a need to know basis.

Staff should never use confidential or personal information about a child or a child's family for their own, or others' advantage.

All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil is bullied by another pupil, this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the child's parent, nor with colleagues in the school except by a senior member of staff with the appropriate authority to deal with the matter.

Staff have a statutory obligation to immediately share with the school's Designated Safeguarding Lead or Deputy Designated Safeguarding Lead any information which gives rise to concern about the welfare or safety of a child. Staff should pass on information immediately in accordance with the school's safeguarding/child protection policies and procedures. Staff must never promise a child that they will not act on or pass on any information that they are told.

Staff should refer to the Department of Education's document *Information sharing: advice for practitioners providing safeguarding services* for further guidance on information sharing. If staff are in any doubt about whether to share they should seek guidance from a member of the senior leadership team.

Staff must ensure that they do not disclose confidential information to anyone who does not have the right to receive it. Where information is disclosed this should be in line with the principles of the [GDPR \(2018\)](#). Equally staff should not prevent another person from gaining access to information to which that person is entitled by law. If there is doubt about whether or not to share information, advice must be sought from an appropriate member of the Senior Leadership Team.

Any media or legal enquiries should be passed to the senior leadership team and only approved staff and Governors should communicate to the media about the school.

Sharing concerns and recording Incidents

All staff should be aware of their establishment's safeguarding procedures, including the procedures for dealing with allegations against staff and volunteers. In the event of an allegation being made, by any person, or incident being witnessed, the relevant information should be immediately recorded (see appendix one of Whistleblowing Policy for form) and reported to the Headteacher or if the allegation is against the Headteacher it should be reported to the Chair of Governors.

Declaration of interests

Staff should consider carefully whether they need to declare to the school any relationship with an individual where this might cause a conflict with the school's activities, for example, a relationship with a Governor, another staff member or a contractor who provides services to the school. Where such a declaration is necessary this should be made to the Headteacher.

Staff may undertake work outside school, either paid or voluntary, provided it does not conflict with the interests of the school nor be at a level which may contravene the Working Time Regulations or affect an individual's performance at work.

Gifts & Hospitality

Staff should not accept any gift/offer of hospitality that may be assessed as an inappropriate inducement by others.

It is unacceptable to receive gifts on a regular basis or to suggest to children that gifts are appropriate or desired. If you are unsure whether to accept a gift staff should consult their line manager. Gifts should not be given to individual children by staff.

Use of school resources and funds

The use of school resources, property and equipment is for school-related activities only, except where otherwise agreed.

All members of staff must use any public or school funds entrusted or handled by them in a responsible and lawful manner.

Whistleblowing

Whistleblowing is the mechanism by which staff can voice their concerns, without fear of repercussion.

All school staff have a duty to report any behaviour by a colleague which raises concern. Staff should refer to the school's Whistleblowing Policy for further guidance. This is particularly important where the welfare of pupils may be at risk. All employees are required to comply with any investigation undertaken as a result of such allegations being raised.

Low Level Concerns

Low level concerns are made to the DSL in a timely manner. If the DSL has any doubt as to whether the information which has been shared about the individual as a low-level concern in fact meets the harm threshold, they will consult with the Local Authority. The DSL will ask the staff member to complete a staff concern form (see appendix 2 of the child protection policy).

Concern or allegation that may meet harm threshold

Behaviour which indicates that an adult who works with children has:

- behaved in a way that has harmed a child, or may have harmed a child; and/or
- possibly committed a criminal offence against or related to a child; and/or
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children; and/or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

Low-level concern

Does not mean that it is insignificant. 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 with children may have acted in a way that:

- is inconsistent with an organisation's staff code of conduct, including inappropriate conduct outside of work; and
- does not meet the harm threshold, or is otherwise not serious enough to merit a referral to the LADO.

Appropriate conduct

Behaviour which is entirely consistent with the organisation's staff code of conduct, and the law.

Concerns that do not meet the harm threshold

The section is based on 'Section 2: Concerns that do not meet the harm threshold' in part 4 of Keeping Children Safe in Education.

This section applies to all concerns (including allegations) about members of staff, including supply teachers, volunteers and contractors, which do not meet the harm threshold set out in section 1 above. Concerns may arise through, for example:

- › Suspicion
- › Complaint
- › Safeguarding concern or allegation from another member of staff
- › Disclosure made by a child, parent or other adult within or outside the school
- › Pre-employment vetting checks

We recognise the importance of responding to and dealing with any concerns in a timely manner to safeguard the welfare of children.

Definition of low-level concerns

The term 'low-level' concern is any concern – no matter how small – that an adult working in or on behalf of the school may have acted in a way that:

- › Is inconsistent with the staff code of conduct, including inappropriate conduct outside of work, **and**
- › Does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the designated officer at the local authority

Examples of such behaviour could include, but are not limited to:

- › Being overly 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
- › Humiliating pupils
- › Managing situations inappropriately and in an emotive manner.

Sharing low-level concerns

We recognise the importance of creating a culture of openness, trust and transparency to encourage all staff to confidentially share low-level concerns so that they can be addressed appropriately.

We will create this culture by:

- › Ensuring staff are clear about what appropriate behaviour is, and are confident in distinguishing expected and appropriate behaviour from concerning, problematic or inappropriate behaviour, in themselves and others
- › Empowering staff to share any low-level concerns
- › Empowering staff to self-refer
- › Addressing unprofessional behaviour and supporting the individual to correct it at an early stage

- › Providing a responsive, sensitive and proportionate handling of such concerns when they are raised
- › Helping to identify any weakness in the school's safeguarding system

Responding to low-level concerns

If the concern is raised via a third party, the headteacher (**or delegated senior member of staff**) will collect evidence where necessary by speaking:

- › Directly to the person who raised the concern, unless it has been raised anonymously
- › To the individual involved and any witnesses

The headteacher / senior leader will use the information collected to categorise the type of behaviour and determine any further action, in line with the school's staff behaviour policy / code of conduct. The headteacher will be the ultimate decision-maker in respect of all low-level concerns, though they may collaborate with the DSL.

Record keeping

All low-level concerns will be recorded in writing. In addition to details of the concern raised, records will include the context in which the concern arose, any action taken and the rationale for decisions and action taken.

Records will be:

- › Kept confidential, held securely and comply with the Data Protection Act 2018 and the UK GDPR
- › Reviewed so that potential patterns of concerning, problematic or inappropriate behaviour can be identified. Where a pattern of such behaviour is identified, we will decide on a course of action, either through our disciplinary procedures or, where a pattern of behaviour moves from a concern to meeting the harm threshold as described in section 1 of this appendix, we will refer it to the designated officer at the local authority
- › Retained at least until the individual leaves employment at the school

Where a low-level concern relates to a supply teacher or contractor, we will notify the individual's employer, so any potential patterns of inappropriate behaviour can be identified.

References

We will not include low-level concerns in references unless:

- › The concern (or group of concerns) has met the threshold for referral to the designated officer at the local authority and is found to be substantiated; and/or
- › The concern (or group of concerns) relates to issues that would ordinarily be included in a reference, such as misconduct or poor performance

Equality, Bullying and Harassment

All employees and members of the local community have a right to be treated with fairness and equality. Employees must ensure that they comply at all times with the School's Equality Diversity & Inclusion Policy, Anti-Bullying & Harassment (including Sexual Harassment) Policy and other employment policies in relation to equality issues.

The bullying or harassment of other work colleagues, pupils or other members of the community is considered to be gross misconduct. Employees are expected to report any concerns or suspicions they may have about the treatment of others to their line manager or the Headteacher