7d. Staff Behaviour and Code of Conduct

Introduction

At The Lyceum, pupils should be encouraged to discuss with their parents or guardians' issues that are troubling them. It may be appropriate to suggest that a pupil sees the Deputy Head or one of the Assistant Heads to discuss how they are feeling. Staff need to ensure that their behaviour does not inadvertently lay them open to allegations of abuse. 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 sports coaching lesson, it is good practice to ensure that others are within earshot. Where possible, a gap or barrier should be always maintained between teacher and child. Any physical contact should be the minimum required for care, instruction, or restraint. Staff should avoid taking one pupil on his/her own in a car.

Communication with Pupils and Parents including the use of social media

Staff should not give their personal mobile phone numbers or email addresses to pupils or parents, nor should they communicate with them by text message or personal email. If they need to speak to a pupil or parent by telephone, they should use one of the school's telephones and email 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. The school mobile should be used for any contact with pupils/parents 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. 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 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 initiate any 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. Staff should not hand out gifts to pupils or reward children with food or treats, unless there is authorization from the headmaster.

Physical contact should never be secretive, or of 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 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 record this on the Physical Restraints Log and decide the course of action to take. Where this relates to the school's EYFS setting, parents will be informed of any physical restraint used on their child on the same day or as soon as reasonably practicable.

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 Sport, or who offer music tuition, will, on occasions, must 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. Staff should remain sensitive to any discomfort expressed verbally or non-verbally by the child.

Electronic communication with pupils

Please see the E-Safety Policy, the Staff ICT Code of Conduct Policy and the Staff Handbook for staff's obligations in relation to electronic communications with pupils. E-Safety training is available for all staff on Educare.

Tutoring of The Lyceum pupils

No member of staff at The Lyceum may tutor pupils from The Lyceum outside of school working hours.

Transporting pupils

It is inadvisable for a teacher to give a lift in a car to a pupil alone. Wherever possible and practicable it is advisable that transport is undertaken other than in private vehicles, with at least one adult additional to the driver acting as an escort. If there are exceptional circumstances that make unaccompanied transportation of pupils unavoidable, the journey should be made known to a member of SLT.

Safeguarding incident

If there is an issue of a safeguarding nature between a member of staff and a pupil, then the Safeguarding Policy will be followed.

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.

In staff meetings and other conversations which relate to pupils, other staff members or business relating to The Lyceum, all staff are expected to demonstrate a professional approach and respect the confidentiality of those concerned.

Action if a pupil is missing

Please refer to the school's 14c. Missing Child Policy and procedures when a child is not collected on time which also include the requirements for a pupil or EYFS missing child in its content.

During the working day:

- first check with the pupil's friends
- check the medical room and the library
- check with receptionist who will check the signing out platform and if necessary, inform the Deputy Head or headmaster who will then follow up this information.

A record is kept by the 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.

Equal treatment

We are committed to equal treatment for 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. Our staff undertake regular consultation activities with our pupils through safety questionnaires, participation in anti-bullying week and speaking to children about their experiences at lunchtime and playtimes.

Bullying

Bullying, harassment and victimisation and discrimination will not be tolerated. We treat all our pupils, staff, and their parents fairly and with consideration and we expect them to reciprocate towards each other, the staff, and the school. Any kind of bullying including cyber bullying is unacceptable and the school keeps a record of any incidents. Please see our school policy on anti-bullying for further details.

Complaints

Copies of the school's complaints policy can be sent to any parent on request, and it can be found on the school's website. 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 7b. Whistleblowing Policy reflects this.

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Should any member of staff have any concerns about the behaviour of another member of staff towards a pupil, they should report it at once to the headmaster or complete a low-level concerns form. If the concern relates to the headmaster, then the member of staff should contact the Dukes Managing Director and Safeguarding Governor. Any concern will be thoroughly investigated under the school's whistleblowing policy. Such reporting will be without prejudice to the member of staff's position in the school. Where there are allegations of criminal activity, the 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 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.

Daily conduct requirements for staff

Attendance and Timekeeping

Should a staff member need to be absent or expect to be late for medical/sickness reasons, he/she should ask the Assistant Head Pastoral in advance or if unwell, telephone them to speak to them in person. If a staff member requires more than a day for medical reasons or for any other absences – they are to speak to the headmaster.

The school day for staff starts at 8.15am. All staff are expected to be in school by this time, unless different hours have been agreed with the headmaster.

The school day for staff finishes at 4.45pm. All staff are expected to remain in school until this time, either taking a club or preparing work for the next day. If for any reason, a staff member needs to leave early, please seek permission from the headmaster.

Eating and Drinking

The school is a nut free zone and food containing nuts should not be brought into school at any time.

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

In the interests of security, employees must wear their lanyard while in school and produce it on request. Staff must not remove any school documents 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 staff members whilst on site. The staff member may have a colleague in attendance on such occasions.

Personal Appearance and Dress code

The Teaching profession is a formal and professional vocation that encompasses both teaching and support staff. The school regularly receives visits from parents, prospective parents, and other visitors, and wishes 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. In putting a suitable dress code policy in place, The Lyceum recognises the rights of employees to dress as they please, and in accordance with their principles and beliefs, but this is balanced with the need for the school to present a professional image to parents, visitors and pupils.

A staff dress code should reflect expected professional standards, as it is important that all staff of The Lyceum reflect the high expectations of the school in terms of teaching and learning and behaviour. This guidance sets out the expectations of the school in relation to dress code.

- When at work or representing The Lyceum, all staff should ensure that their appearance is neat and tidy.
- All staff should dress with a level of formality and smartness appropriate to their role.
- All staff are role models for pupils, and their appearance and dress should reflect this important position.
- Staff should avoid clothing that is too informal such as strappy tops or tops that are too low cut, front or back and leggings.
- Informal leisure clothing, which includes leggings, shorts and tracksuits should not be worn except for Sport/Pe staff who should dress appropriately for their work.
- Clothes should be non-offensive and contain no provocative logos or remarks.
- Ensure the clothing does not overexpose parts of the body.
- Flip flops, crocs or other casual beach style footwear should not be worn at work.
- Smart trainer style shoes may be worn.
- Suits and ties are not compulsory for men, but smart casual wear is expected, including a shirt with a collar and long trousers.
- Denim should not be worn.

- Any visible tattoos should not be offensive to others. Where the headmaster deems, they are of an offensive or adult nature, they should be covered appropriately.
- The Lyceum recognises the diversity of cultures and religions of its employees and will take a sensitive approach when this affects dress requirements.
- Hair (including facial hair) should always be neat and tidy and for health and safety reasons, should always be worn tied back when handling food or where there may be a health and safety risk.
- There may be times when the dress code may be less formal during themed days or during INSET days but on these occasions, employees must still be mindful of the principles contained within this dress code.
- It will be up to the headmaster to decide whether an employee's appearance and/or dress is appropriate or not.
- Failure to adhere to the school's standard of dress and appearance could constitute misconduct and may lead to disciplinary action.

Mobility and Flexibility

Due to the demands and nature of the school, 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.

Use of Mobile Phones and Cameras

Photographs will only be taken of children with their parents' permission (provided in writing via consent form). For promotional purposes, photographs may be taken on staff personal mobile devices on site and on school trips or to give evidence of children's progress, but they are to be deleted immediately afterwards. They can be downloaded onto school computers, where they can be stored. Photos cannot be used or passed on outside the school.

Staff are not permitted to use their mobile phones while supervising children and when on duty.

Neither staff nor children may use their own mobile phones to take photographs within our EYFS class setting.

Reviewed by MS: August 2026

Approved by Governing Board: September 2026

Next review: August 2027