



Members of staff

Behaviour Policy

This policy should be read in conjunction with the Safeguarding Policy, and in conjunction with the employee staff Handbook. Those working at Harrow Independent College should have particular regard for requirements in the Safeguarding Policy. Remember, as far as safeguarding is concerned, never assume that 'it won't happen here.' It is always better to share a concern than to keep quiet. Subject to the qualifications in the safeguarding policy and concerns should go to the Designated Safeguarding Lead (DSL).

Introduction

Among the special features of life at Harrow Independent College is a fairly relaxed and informal atmosphere. Teachers are expected to fulfill many roles in and out of the classroom and are likely to find themselves working with large and small groups of students. Members of staff with responsibilities for tutoring have further opportunities for involvement. Given the risk of false alarms, accusations or even deliberate hoaxes on the part of students, members of staff are advised to think carefully about the setting and nature of their varied relationships with their students so as not to lay themselves open to undue suspicion or accusation.

Government Guidance

It would be wrong to dictate hard and fast rules in the atmosphere of a college where the great importance of relaxed and informal pastoral interaction between teachers and students is basic to our educational philosophy. The most recent standards (2012, updated 2013) for Trainee and Newly Qualified Teachers include a section on Personal and Professional Conduct:

- A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes that set the required standard for conduct throughout a teacher's career.
- Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside college, by:
 - Treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position;
 - Having regard for the need to safeguard students' well-being, in accordance with statutory provisions;
 - Showing tolerance of and respect for the rights of others;
 - Not undermining fundamental British values, which are defined as comprising: 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 students' vulnerability or might lead them to break the law.
- Teachers must have proper and professional regard for the ethos, policies and practices of the college in which they teach, and maintain high standards in their own attendance and punctuality.

Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

All members of staff are advised to read and abide by the Teachers Standards guidance issued by DfE. This can be found at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/301107/TeachersStandards.pdf

Further, the Education (Independent Colleges Standards)(England) Regulations (ISSRs) (2014) places a responsibility on the College and its members of staff to:

- Actively promote the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs;
- Not discriminate against students on the basis of protected characteristics, which include: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, sexual orientation.

Images and video

Before taking any images or videos of any student, all members of staff should be aware of those students whose parents have refused to consent for their child to be photographed or videoed. This list of students is shared with all members of staff by the Admin Department.

At Harrow Independent College, members of staff can only take images and videos in the course of their professional duties. In doing so, they should always endeavour to use college equipment. If this is not practicable, then they may use their own personal devices. If images or videos are taken on a personal device, then all and any images must be transferred to college equipment as soon as possible. In practice this means that the images or video should be transferred to a college device on the day that the members of staff member returns from a trip, or, during term time, on the same day as the image or video was taken. When the image or video is transferred to a college device, it must immediately be deleted from the member of members of staff's personal device. No members of staff member should ever keep images or videos of students on their own devices.

Members of staff must never share images or videos of students, or publish images or videos of students, without first expressly seeking permission from the Admin Department. For this to be granted, written permission will be required from the parents of each student involved, and from the students him or herself whenever the student is over 12 years of age. Such permission will be retained in individual student files.

Social contact

A few of the following points, given the atmosphere in the world outside, are probably worth bearing in mind:

- Members of staff should not establish or seek to establish social contact with students for the purpose of securing a relationship that involves an inappropriate level of emotional dependence (on either side) or that would otherwise represent an abuse of the position of trust. If a student seeks to establish social contact, or if this occurs coincidentally, the members of staff should exercise her/his professional judgment in making a response and be aware that such social contact could be misconstrued.
- Social contact also includes social contact online: members of staff should be wary of befriending students on social networking sites if such contact could be misconstrued, or goes beyond an appropriate professional remit. This includes email communication. Please refer to the relevant sections in the Safeguarding Policy.
- In particular, members of staff must be aware of their legal and professional responsibilities, and their duty of care, especially if invited to join students at a pub, in a restaurant or at a party where alcohol is being consumed and/or where there is no other adult supervision, even where the students involved are all over 18.
- Members of staff are advised that there are risks in making available their personal details

such as home/mobile phone number, home or personal e-mail address to students. Internal email/direct messaging systems should be used in accordance with the College's policy.

Members of staff should always be aware that situations can be misconstrued if the boundaries of appropriate professional conduct become blurred. Avoid allowing situations to develop that might place students or members of staff at risk of harm, or of allegations of harm to students.

Emails

When using a Harrow Independent College email account, members of staff should ensure that their communications are professional, appropriate and duly considered. Members of staff must not engage in email communication that could lead to the name and reputation of the college being brought into disrepute.

Favouritism

Members of staff should not put themselves in a position where it might appear that they are showing favouritism to one or more students. In particular, be aware that giving presents to individual students might raise concerns about 'grooming'. As far as possible, be consistent and transparent in how you reward students or otherwise foster teacher-student relationships. In addition be aware of the potential for a student to form an unsolicited, emotionally-dependent, attachment to a teacher. In particular, if pastoral interactions with a student become inappropriate or difficult, then the DSL should be immediately informed and guidance sought. The circumstances should be recorded in writing and, if necessary, a note placed on the child's file.

Sexual relationships

Members of staff are reminded that it is an offence for a person aged 18 or over, such as a teacher, 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, in the case of those over 16, the relationship is consensual.

Physical contact

Inappropriate physical contact should be avoided. Contrary to popular belief, the Children Act says very little about what may or may not be done in this area, beyond the general requirement to look after children properly. There is such a thing as appropriate physical contact and 'non-abusive' actions include:

- applying restraint to prevent a student harming himself or another person;
- removing, with reasonable force, potentially dangerous items from a student's possession, or a student from a dangerous location;
- shepherding students, for example with a hand on back or shoulder;
- comforting, for example with a hand on shoulder, back or arm; and
- securing attention by tapping a student's shoulder.
- demonstrating the correct technique to a student in a music or PE lesson.

Partisan political views are not promoted

As part of our ethos we encourage pupils to respect the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs. We ensure the partisan political views are not promoted in the teaching of any subject in the college and where political issues are brought to the attention of pupils reasonably practicable steps have been taken to offer a balanced presentation of opposing views to pupils.

**Always ask permission before touching. It is always unacceptable to harm anybody.
Corporal punishment is not used or threatened at Harrow Independent College.**

Discipline

If you find yourself having to accuse a student of an error of omission or commission beyond the

trivial, you should make a brief written record of it and date it.

If you find yourself questioning a student about any serious matter, or one of any possible delicacy, it is advisable to do so with another adult witness present and, again, to make sure that a record is kept.

Members of staff are asked to bear in mind that a student's parents/carers should be kept properly informed of any actions taken, conversations held, or questioning undertaken with a student which might have any later repercussions.

It is the responsibility of each members of staff to be aware of the complaints procedure and the policy on sanctions. These, with other relevant documents are on the policies area of the college website.

British Values

At Harrow Independent College we believe in actively promoting the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs. As a college we do not discriminate against students on the basis of protected characteristics, which include: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, sexual orientation.

It is the role and duty of all members of staff to promote these values and to do all they can to prevent students being drawn into radicalisation and terrorism.

Medicine

Under no circumstances should teaching members of staff advise on the taking of medicines, increase or decrease of medication and the like. These concerns are strictly within the province of the College's medical members of staff.

Conveying students by car

Occasional Business Use Insurance, taken out by the college on behalf of employees, means that members of staff are covered by college insurance when conveying a passenger (members of staff or student) in his or her own private vehicle when it is used on college business. There is a presumption that the car being used is roadworthy, insured and has met all statutory motoring requirements.

Occasional Business Use insurance is for when you are using your car on an **occasional** basis such as taking a student to the hospital or collecting from the station etc.

If you were driving for the College using a college vehicle, then this is when you would need to register your licence with the College.

There might be an occasion when you need to convey a student by car on an ad hoc basis. The grounds for doing this must be clear to a reasonable, objective observer. If such an occasion does occur, then you should inform the Year Head immediately you finish your journey, preferably by email, and you must ensure that this does not become a regular occurrence.

Activities

It is important not to place students of the same or differing age groups in situations which might make bullying, intimidation or other student-to-student abuse more likely and, where such situations might arise, it is important that proper adult supervision be arranged. Senior students, assisting the supervision of junior ones, should also be aware of this precaution.

In addition, to the internal procedures required by the Principal, when members of staff plan trips outside the College, either in term or during the holidays, teaching members of staff should ensure that students are properly supervised and care taken for their safety and security during such trips. In cases where the trip involves obvious risks such as adventure training style activities, the ratio of supervising members of staff to students should be given careful consideration. Students should be given clear instructions as to timings, rendezvous and the conduct expected of them.

Members of staff should ensure that if they are in charge of any college activity or facilities where safety regulations and precautions are required, these are clearly published and the attention of students is drawn to them from time to time. Any accidents or other untoward incidents should always be recorded, signed and dated.

Safeguarding

All members of staff must ensure that their behaviour promotes the welfare of the students, and must ensure that they are fulfilling their duty of care with regard to Safeguarding as laid out in the Safeguarding Policy. Remember, If, at any point, there is a risk of immediate serious harm to a child, a referral should be made to Harrow MASH (Multi Agency Safeguarding Hub) immediately. **Anybody can** make a referral in an emergency. The referral form is available on <http://www.harrowlscb.co.uk/>. The MASH team can be contacted by phone anytime at 0208 901 2690 or through email at duty&assess@harrow.gov.uk / duty&assess@harrow.gov.uk.cjsm.net

Whistleblowing Policy

Members of staff are reminded that the college has a clear whistleblowing policy, as outlined below and in Safeguarding Policy. **Remember that this is for members of staff as well as for students, and is readily accessible via our website.**

Working closely with children is fundamental to teaching in colleges. Where such interaction with children exists, so also does the opportunity to abuse them. It is regrettably the case that, in rare instances, teachers and other members of staff have been found to be responsible for child abuse. Given their daily contact with students in a variety of situations, members of staff is also vulnerable to allegations of abuse, whether deliberately or innocently false, malicious or misplaced. However, members of staff should avoid making their own judgements of whether an allegation is false or otherwise.

Whilst every effort is made to ensure that the College's practices and policies do not put children at risk, there may exist matters that have been overlooked, or new situations which have developed, that need challenging on Safeguarding grounds. Any member of staff may make a referral to an external agency and no one should hesitate to take action to report concerns because of fear of possible repercussions. Any adult, student head or prefect who makes in good faith a report to the DSL, the police, the Social Services of any concern or allegation about college practices or the behaviour of colleagues which are likely to put students at risk of abuse or other significant harm, can expect immunity from retribution or disciplinary action.

At Harrow Independent College, members of staff and students can email to Niraj Shukla, Deputy DSL, and he will pass on all safeguarding issues to the DSL Mr. Kandiah Kandeepan.

Harrow Independent College has a Listening Service (designated Personal Tutors) where students can make a confidential arrangement to speak to a number of members of staff about any concerns or worries they have. If a safeguarding disclosure arises then the procedure for allegations should be followed.

All the concerns raised by the staff are forwarded to the Governing Body of the college. The Governing Body discusses them and if required includes the respective member(s) of staff in discussion to give a fair approach. Thereafter, the Governing Body gives the decision to the Principal of the college. On behalf of the college, the Principal will take the appropriate action without delay.

Remember that in matters of safeguarding you cannot guarantee confidentiality.



KANDIAH KANDEEPAN
PRINCIPAL OF HARROW INDEPENDENT COLLEGE
MSc, IMPERIAL COLLEGE, LONDON
PGCE, UNIVERSITY OF GREENWICH

Effective from Date: 15th Aug'17
Last Review Date: 22nd August 2019
Current Review: 02nd Sep 2020