



# **The British School**

## **Staff Code of Conduct**

**Approved June 2023  
For Renewal June 2024**



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## Staff Code of Conduct

### Introduction

This Code of Conduct applies to all staff who represent **The British School Kathmandu** and who interact with our children in any capacity. This includes direct/indirect and supervised/unsupervised contact. For the purposes of this policy, a child or student is defined as a person on roll at school or on roll from a visiting school, regardless of age. The same policy also applies to any former students until they have passed the age of 21.

### Purpose and Principles

This Code of Conduct is designed to give clear guidance and rules on the standards of behaviour that all school staff are expected to adhere to. School staff are in a unique position of influence and must adhere to behaviour that sets a good example to all children within the school. As a member of the school community, each employee has a responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.

### Code of Conduct

#### 1) Safeguarding

The British School Kathmandu is committed to the safety and protection of children. All staff must take reasonable care of children under their supervision with the aim of ensuring their safety and welfare. Specifically, all staff have a duty to safeguard children from:

- Physical harm
- Sexual abuse
- Emotional harm
- Neglect

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The duty to safeguard children includes the duty to report concerns about a child to the Designated Safeguarding Leads (DSL) for Child Protection who are Caro Drumm (Principal), Pauline Gradden (Vice Principal), Brian Orr (Pastoral AHT Secondary) and Chris Draper (Head of Secondary) and Sally Moulds (Head of Primary). All staff are expected to be familiar with The British School's Safeguarding Children Policy & Procedure.

All staff are expected to avoid inappropriate or potentially abusive behaviour towards children. The following rules must be followed:

- Staff are prohibited at all times from acting in a way intended to shame, humiliate, belittle or degrade children or otherwise perpetrate any form of emotional abuse. Any action taken by staff to address behaviour that falls short of what we would expect from our students, should adhere to our behaviour policies.
- Staff should respect children's rights and treat children with dignity and respect at all times.
- Staff are prohibited at all times from physically disciplining a child or any kind of corporal punishment.
- Staff must not engage in sexual activity or have any type of sexual relations with any child (students and non-students), irrespective of age.
- Staff should never behave in a sexually provocative manner towards children.
- Staff should never give drugs, alcohol or tobacco products to children.
- Staff should never give or expose children to inappropriate images or reading material, whether in physical or electronic form, outside of recommended curriculum content and material. Staff should always seek advice if the curriculum content they are required to teach could potentially cause offence or upset.
- Staff should not sleep in the same room as a child when on school trips.

We recognise that sometimes well intentioned actions can be misconstrued by the recipient and observers. To avoid this, staff should adhere to the following guidelines when working with children:

- Be aware of their own and other people's vulnerability, especially when working alone with students.
- Be responsible for maintaining physical and emotional boundaries in all interactions.
- Always avoid any sexual behaviours, covert or overt, with those for whom we have responsibility, including speech, gesture or physical contact.
- Jokes or comments of a sexual nature or those related to physical appearance should be avoided.
- If you believe a student has acted inappropriately towards you, this must be reported as a safeguarding concern. This includes inappropriate comments or indications that a child may have inappropriate feelings towards you.
- Staff must show discretion when making physical contact with children, considering if it is necessary or appropriate, as well as how it may be perceived or received. Physical contact with children can be misconstrued by the recipient and observers, and should be avoided, occurring only when appropriate (e.g. for necessary for teaching and learning or medical care) and normally never in private.

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- One-on-one meetings with children must be held in public areas or in a room where the interaction can be observed.
- Staff should not use toilets identified for children's use.
- Staff should not do anything of a personal nature for children, such as applying sunscreen, that children are able to do themselves.
- Staff should not offer transport in a private vehicle without express permission from parents or the Principal or Vice Principal, except in the case of emergency.
- Staff should not give gifts, including money, to children (unless in a school sanctioned capacity with permission from the Principal or Vice Principal).
- Staff should not share personal contact details (eg mobile number) with a child. Communication via telephone, email and online should only be done using official school devices and/or platforms.
- Staff should not communicate with students through personal social networking sites such as Instagram, Facebook and Twitter.
- Staff social media accounts should be private so that students are not able to view the account.
- Staff should not have planned contact with students outside of school unless it is in a school sanctioned capacity, approved by senior leadership, unless there is a prior personal relationship with the parents which has already been declared to the school using Appendix I
- If you are mixing with the child of a member of staff outside of school you must ensure their parent is aware or present.
- If your child is mixing with other children from the school and you are present, you should take reasonable steps to ensure their parents are aware you will be in contact with their child in a non-school related capacity and inform the school as above.
- Avoid using inappropriate or offensive language, including undermining sarcasm, at all times.
- Do not discriminate against or show preferential behaviour towards particular children to the exclusion of others.
- Early Years and KS1 staff should follow the intimate care policy as necessary.

## 2) Setting an example: Modelling professional behaviour

All staff who work in schools should model exemplary behaviour and conduct for children and encourage them to do the same. Staff must therefore:

- Ensure they are adhering to school policies and procedures and actively promoting these to students and parents;
- Act with professionalism in all interactions with students, colleagues and parents, refraining from any behaviour or language that is inflammatory or could demean and belittle.
- Use language and forms of address respectfully, avoiding colloquialisms and informal references that could be culturally offensive.
- Avoid using expletives in professional conversation, especially in anger and in ear shot of students.

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- Avoid using expletives in lessons unless it is directly relevant to the content.
- Avoid making comments about somebody's physical appearance in professional conversations, especially if you do not have a mutually acknowledged friendship with that member of staff.
- Ensure they are doing everything possible to create a collegiate atmosphere with colleagues.
- Actively promote the values of the school, including the positive promotion of equality and diversity.
- Avoid sending potentially contentious emails in haste- take time to consider the impact of your words on the recipient, and re-write or delete any email you think may not contribute positively to a situation, or would be reluctant to later discuss in person.
- When communicating with parents, any possibly contentious issue should be discussed with your line manager and any written communication proof-checked by your line manager.
- Be punctual to lessons, duties, meetings and co-curricular activities.
- Return feedback on work in a timely manner as per the relevant assessment policy.
- Dress appropriately and professionally; the staff dress code can be found in the SID drive.
- Refrain from the use of, or being under the influence of, alcohol and tobacco products and/or unauthorised drugs when working with children. Staff using prescribed medication that could impair judgement or professional functions should always inform SLT and the school nurse and any emergency medication should be stored with the nurse.
- Not discriminate against anyone with regard to ethnicity, religious belief, age, culture, gender, sexuality, caste or economic status. We should all show we value the diverse nature of the TBS community.
- Be fully aware of all on site emergency procedures in order to respond safely in the event of an emergency.

## 3) Honesty and integrity

It is expected that all staff maintain high standards of honesty and integrity in their work and conduct. This includes:

- The handling of money and finances.
- Use of school property and facilities (*including virtual, online or ICT facilities*).
- Staff must not solicit or accept personal advantage from any person or organisation in connection with school business. Personal advantage includes gifts, loans, fees, rewards, commissions, employment, contracts, services or favours.

## 4) Conduct outside work

Reputational risk to both school and the individual means that the Code of Conduct must apply outside working hours and to dependents associated with each member of staff. This means:

- Staff must not engage in any conduct which could damage the standing of the school, the employee's own reputation or that of any other member of the school community.



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- Staff should demonstrate awareness in social settings that other members of the school community could be watching or listening and therefore avoid any inappropriate conduct.
- Staff should demonstrate awareness that their social conduct and interactions with colleagues can impact their working relationships.
- Staff should avoid addressing any work related problems or conflicts in a social setting; this includes social settings within school.
- Staff should avoid posting school related comments on their own personal social media, unless they are resharing an official school post for promotional purposes.
- If you see a student engaging in activities that are unsafe or illegal outside of school, it is your duty to inform the relevant Head of Key Stage or DSL as soon as possible.
- Staff may not undertake paid work outside school unless agreed by the Principal. Any voluntary work outside of school should be discussed with the Principal before being committed to.
- Staff may not undertake work of any kind (paid or voluntary) outside of school that contravenes the staff contract, conflicts with the interest of the school or affects work performance at school.
- Staff should adhere to the law, both in Nepal and beyond.

## 5) Confidentiality

Staff have access to confidential information about children, families, colleagues and school policy. Expectations are:

- Staff must not reveal such information except to those colleagues who have a professional role in relation to that information.
- Any confidential information recorded electronically or in writing should be stored securely to avoid confidentiality being breached.
- The confidentiality of information received in the course of an employee's contract must be respected and never used for personal gain or the gain of others.
- Confidentiality of such information extends beyond the life of an employee's contract and breach of trust will be pursued as far as possible.

## 6) Duty to Report Concerns

All staff have a duty to raise concerns about behaviour which may be harmful to those in their care, their colleagues and/or The British School, without prejudice to their own position. Staff are expected to report any concerns about inappropriate conduct or use of data to their line manager and/or the designated safeguarding person. Further information can be found in the **TBS Whistleblowing Policy and Procedure**.

## 7) Disciplinary Action

Failure to meet the standards of behaviour and conduct outlined above will result in disciplinary action, which may include dismissal, in line with the **TBS Staff Disciplinary Procedure**.



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## Endorsements

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Principal

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Member of Staff

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Human Resource Manager





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## Appendix I

### Declaration of external connections with TBS students and families

Staff member name \_\_\_\_\_

Staff member's role \_\_\_\_\_

<b>Other Student's name</b>				
<b>DoB</b>				
<b>Connection (e.g. relative, friend of staff child)</b>				
<b>Potential contact at homes of staff/ student or outside?</b>				
<b>Potential sleepovers?</b>				

	Name and Signature	Dated
Reporter		
DSL		
Principal		