



# **TBS Staff Safeguarding Code of Conduct**

Name : \_\_\_\_\_

## **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 is defined as a person on roll at school or on roll from a visiting school regardless of age.

## **Purpose and principles**

This Code of Conduct is designed to give clear guidance and rules on the standards of behaviour 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) Setting an example: Model 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:

- 1.1 Avoid using inappropriate or offensive language, including undermining sarcasm, at all times.
- 1.2 Avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- 1.3 Be aware of their own and other people's vulnerability, especially when working alone with students.
- 1.4 Be responsible for maintaining physical and emotional boundaries in all interactions.
- 1.5 Always avoid any sexual behaviours, covert or overt, with those for whom we have responsibility, including speech, gesture or physical contact that seeks to exploit, abuse or harm.
- 1.6 Do not demean or intimidate children, parents or colleagues.
- 1.7 Do not discriminate against or show preferential behaviour towards particular children to the exclusion of others.
- 1.8 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 should always inform SLT and the school nurse.
- 1.9 Do not discriminate against anyone with regard to ethnicity, religious belief, age, culture, gender, sexuality, economic status etc. We should all show we value the diverse nature of the TBS community.

### **2) Safeguarding children**

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 abuse
- Sexual abuse
- Emotional abuse
- Neglect

**The duty to safeguard children includes the duty to report concerns about a child to a Designated Senior Person (DSP) for Child Protection. 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 and guidelines must be followed:

- 2.1 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.
- 2.2 Staff should respect children's rights and treat children with dignity and respect at all times.
- 2.3 Staff are prohibited at all times from physically disciplining a child.

2.4 Staff must not engage in sexual activity or have any type of sexual relations with any child at school irrespective of age.

2.5 Staff should never behave in a sexually provocative manner towards children.

2.6 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 and never in private.

2.7 One-on-one meetings with children must be held in public areas or in a room where the interaction can be observed.

2.8 Staff should not use toilets identified for children's use.

2.9 Staff should not do anything of a personal nature for children, such as applying sunscreen, that children are able to do themselves.

2.10 Staff should not sleep in the same room as a child when on school trips.

2.11 Staff should not offer transport in a private vehicle without express permission from parents or the Principal, except in the case of emergency.

2.12 Staff should never give drugs, alcohol or tobacco products to children.

2.13 Staff should never give or expose children to inappropriate images or reading material, whether in physical or electronic form.

2.14 Staff should not give gifts, including money, to children (*unless in a school sanctioned capacity with written permission from the Principal*).

2.15 Staff should not share personal contact details (eg mobile number) with a child. Do not communicate with children through personal social networking sites such as Facebook and Twitter. Communication via telephone, email and online should only be done using official school devices and/or platforms.

### **3) Honesty and integrity**

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

3.1 The handling of money and finances.

3.2 Use of school property and facilities (*including virtual, online or ICT facilities*).

3.3 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. This means:

4.1 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.

4.2 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.

4.3 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.

### **5) Confidentiality**

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

5.1 Staff must not reveal such information except to those colleagues who have a professional role in relation to that information.

5.2 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.

5.3 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**.

## **Endorsements**

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Principal

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Chair of Governors

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Member of Staff

**This policy will be reviewed in June 2018.**

**June 2017**