

## **SAFEGUARDING POLICY – APPENDIX 4**

### **Code of Conduct**

The 2012 Teaching Standards make clear that staff must uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

- treating pupils 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 pupils' well-being, 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 pupils' 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 teach
- maintaining high standards in their own attendance and punctuality
- having an understanding of, and always acting within, the statutory frameworks which set out their professional duties and responsibilities.

#### **Staff at SGS should**

- maintain an appropriate professional distance from pupils by discouraging strongly any familiarity and by conducting themselves in a manner which acknowledges his or her responsibility as a role model.
- maintain the highest standards of professional conduct, care, discretion and integrity at all times when discharging their duties whether in school, on outside activities, residential visits or school trips.
- be mindful of the need to treat pupils with respect and consideration for their age, maturity and cultural background.

#### **Staff at SGS should not**

- Spend excessive amounts of time alone with individual pupils in school, for example in one-to-one tuition or sports coaching
- Allow or engage in any form of touching of pupils apart from occasions when it is proper and necessary for staff to make physical contact with a pupil such as to demonstrate how to use a musical instrument, to demonstrate exercises or techniques during PE lessons or sports coaching, or to give first aid. Common sense should be exercised when dealing with injured or very young pupils in distress.

- Take part in team games with pupils
- Humiliate pupils, including sustained shouting or unacceptable use of sarcasm
- Make sexually suggestive or inappropriate comments to a pupil, even in jest
- Place themselves in a position where they are alone with a child where they cannot be observed. Use a room with a clear glass door panel, leave the door open and place yourself so that you are visible to passers-by. Do not meet pupils on their own if it is known in advance that the meeting may be difficult; arrange to meet with another colleague in attendance if necessary. Always keep notes from such meetings – use the colleague as a scribe if possible.
- Run revision or coursework sessions in school holidays where they are alone with pupils. Two members of staff should be present and a qualified first aider should be on site.
- Share a bedroom with a pupil on any residential trip or other occasion
- Take pupils alone on car journeys without the parents' knowledge and permission; colleagues should inform the school's emergency contact before setting off and report the pupil's safe arrival at the destination (see [p49](#) for further advice on using your own car).
- Take pupils to their home
- Ask pupils to help with activities taking place in their homes e.g. decorating or babysitting
- Meet pupils for social events taking place outside school (e.g. meals) unless an EV1 has been completed. Completion of an EV1 means that the event is a school trip and pupils must not consume alcohol.

Members of staff who are also parents of pupils in school should be very mindful of their professional obligations within the social and domestic context and should note the Policy for Staff with Pupils attending the School.

### **Reasonable Force**

There are occasions when it is proper and necessary for staff to make physical contact with a pupil. These may include:

- To demonstrate how to use a musical instrument;
- To demonstrate exercises or techniques during PE lessons or sports coaching;
- To give first aid;
- To control or restrain, using reasonable force to prevent pupils from hurting themselves or others, from damaging property, or from causing disorder.

Any decision on whether to physically intervene is based on the professional judgment of the teacher concerned. Such a decision should not only depend on the circumstances of the case but also on information and understanding of the needs of the pupil concerned.

## Dress Code

Staff are expected to dress in a practical, yet professional manner, and set a high standard of presentation, acting as good role models for the children.

It is important that staff wear clothing which:

- is smart and appropriate to their role;
- is not likely to be viewed as offensive, revealing or excessively tight;
- does not distract, cause embarrassment or give rise to misunderstanding;
- is free from any political or otherwise contentious slogans.

Academic staff who are involved in PE, Games and extra-curricular sport should change at an appropriate point in the school day, unless this is impractical.

## Mobile Phone Use

Staff may only use their phones within school in 'Staff Only' areas; they should not use them in e.g. lessons, corridors, the dining room.

## Messaging/Social media

All colleagues should take steps to protect themselves from allegations of abuse or bullying. Instant messaging and social networks mean that the distinction between school and home life can seem very blurred, and well-intentioned messages can be misinterpreted.

- *Email:* Many colleagues use email to communicate with pupils, especially when collecting coursework or preparing references. Staff should use their staff **sgs email account** – do not let pupils have access to your personal, home email. Ensure communications are only made when essential.

Staff should only email pupils using the pupil's sgs email account. If pupils email from their own, personal account then staff should, preferably, reply using the pupil's sgs email account or copy a colleague into any reply they might make.

- *Phones:* Use one of the school's mobile phones as a contact when taking trips. Do not let pupils have access to your home or mobile numbers. Do not send text messages to pupils from your own mobile phone.
- *Social networking:* Colleagues should not accept current or recent pupils as contacts on their personal social networking sites until those pupils have left the school for at least two academic school years. Colleagues should exercise utmost caution about accepting former pupils and current/former parents as contacts.

Use strong passwords. Security or privacy settings should be applied carefully so that you can control all access to your profile.

- *Other social media e.g. Twitter.* Remember that once published, information is almost impossible to control and can potentially be manipulated without your consent or knowledge. **Think before you post.**

## Photography

All parents are asked to give their consent to having their children's pictures taken for publicity purposes and this is recorded on iSAMS. A report is available in SGS School Lists detailing any pupil whose parents have declined consent and this should be consulted.

There are many legitimate reasons for colleagues to take pictures or shoot video:

- A record of school events – shows, concerts, tournaments, tours, trips, celebrations
- School publicity and display – for External Relations promotional material– website and departmental PR
- Archives
- Coursework – PE, DT and Food Tech (for exam board requirements, e.g. moderation)
- Pupils' own study purpose – coursework portfolio
- Year Book

Judgement must be exercised when taking pictures. They should show only photos of our pupils, in groups rather than portraiture. Efforts should be taken to ensure that it is not possible to identify individuals; particular care should be taken when writing captions.

Colleagues should recognise that the following are inappropriate actions and must not use photography of pupils or the school in situations such as the following:

- Personal use
- Show exposed bodies, e.g., some pictures of children in swimming pool/playing sport e.g., Netball.
- Nudity – changing rooms, dorms
- Isolated individual shots – “artistic photos”
- Where the subjects in the picture might feel that the photo was invading their personal space
- Where embarrassment might be caused
- Events outside school jurisdiction, e.g. Sports Dinners

If in doubt about whether a particular photo should be taken: don't.

### **Storage of images**

Photos and videos of School activities should be seen as School property. Colleagues must use School equipment for taking photographs or videos of School activities and images should only be downloaded to the Q Drive on the School server.

Insecure storage of images can put children and staff at risk: photographs/videos can be lifted from their original context and used in unauthorised publications.

Colleagues may use images from the Q Drive in departments for display purposes but must not copy or transfer images for personal use.

**Senior School only:** External Relations have school memory cards that can be temporarily used in personal mobile phones and digital cameras as an alternative to using school equipment. If you wish to use a personal mobile phone with an external relations memory card to take photographs in lessons, please notify your Head of Department as this will be an exception to the section in the Code of Conduct on use of mobile phones.

### **Staff Safety: What to do if pupils take photographs of staff in school**

- The use of mobile phone cameras and developing media means that pupils can potentially take surreptitious pictures of staff and post the images on social media.
- A member of staff may confiscate a device which has been used by pupils to take such images and should hand it to the office staff as soon as possible for safe keeping. If away on a trip it would be advisable to delete the image before returning the device to the pupil.

Incidents of this nature should be logged and one of the Deputy Heads should be notified as soon as practicable.

### **On pupil behaviour:**

- Do not allow pupils to go unchallenged if they use inappropriate language or derogatory comments.
- Where colleagues feel that a pupil is behaving in a manner which could compromise a teacher's professional integrity in any way, the Headmaster or a Deputy must be informed immediately.

### **Complaints & allegations**

- The Headmaster must be informed if a complaint is received from a parent, guardian or pupil about any colleague so that due investigation may be made.
- If you are concerned that pupils are making inappropriate communications to or about you, or you are worried that they may make an allegation against you, please inform the Head or Designated Safeguarding Head. Remember that it is always better to deal with such concerns openly.

### **Whole school policies**

All colleagues must familiarise themselves with the Whole School Policy documentation and submit written confirmation of having done so to the Headmaster.

Copies of the Whole School Policies and Protocols are available in the Staff Common Room, in departmental offices and on the network: [Staff/All Staff/Policies](#). They will also be supplied to any colleague on request. Any concerns over school policy statements should be raised as soon as possible with the Headmaster and/or the Bursar.