Bangkok Prep Policy Document

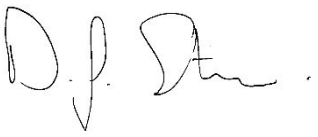
Safer Working Practice Code of Conduct



BANGKOK PREP
Bangkok International Preparatory & Secondary School
Est. 2003

BANGKOK PREP CHILD SAFEGUARDING

Safer Working Practice Code of Conduct

Policy Reference	**WSSA003**
Extent of Policy	**Whole School**
Produced/Last Reviewed	**October 2020**
Produced by	**Safeguarding Committee**
Reviewed by	**ALT**
Next Review Date	**October 2021**
Cycle	**Annually**
Approved by	**Duncan Stonehouse**
Signed	
Role	**Head of School**
UN Global Goals	

SAFER WORKING PRACTICE
CODE OF CONDUCT
2020-21

At Bangkok Prep, we are committed to the safety and protection of children under our care. This Code of Conduct applies to all employees of the school as well as volunteers or other staff who represent the school and interact with children in a direct or indirect capacity.

The Code of Conduct applies to the public and private conduct of those acting on behalf of Bangkok Prep.

Staff and volunteers should be aware of their own vulnerability, especially when working alone with children, and be particularly aware that they are responsible for maintaining physical, emotional, and sexual boundaries in their interactions. This Code of Conduct seeks to put in place appropriate boundaries between staff and students.

This Code of Conduct applies to:

- teaching staff
- support staff
- peripatetic staff (eg Visiting Music Teachers)
- outsourced staff (bus drivers, security, cleaning and catering staff)
- extra-curricular activity providers
- volunteers
- supply staff
- anyone who comes into contact with a student of Bangkok Prep on behalf of the school.

Additionally, there is a code of conduct for visitors.

A Thai translation of the Code of Conduct is available, should that be more convenient.

1. APPROPRIATE RELATIONSHIPS

At Bangkok Prep, we encourage strong relationships between students and staff based on appropriate professional boundaries. In accordance with appropriate professional conduct, staff must:

- not engage in sexual or romantic relationships with students;
- not have a sexual or romantic relationship with anyone under the age of 18;
- not engage in inappropriate sexual discussion except for that which is covered under the curriculum;

- avoid any contact with a student which could be considered sexually suggestive;
- not make sexual remarks about a student;
- not make sexual remarks about another person in the presence of a student;
- not use inappropriate nicknames;
- not overtly impose upon students their own political, cultural, religious or sexual preferences, and present opinions with sufficient balance and sensitivity.

2. CONDUCT AND CONTACT OUT OF SCHOOL

In accordance with appropriate professional conduct, staff must:

- not give out a personal phone number or email address to students;
- not contact students via social media, text message (on a personal phone), phone (on a personal phone);
- not arrange to meet students outside school in a social context;
- leave a bar or restaurant where an underage student is drinking alcohol and report the incident to the Head of Secondary at the earliest opportunity;
- declare any invitation to a private event at which a student will be present to the Head of Primary or Secondary. A parent or guardian must be present in order to attend;
- not give gifts to individual students.

3. DISCLOSING CONCERNS

All staff have a professional responsibility to report concerns. In accordance with appropriate professional conduct, staff must:

- report any Safeguarding concerns to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead immediately. A written statement must be completed on CPOMS by the end of the school day. For statements which constitute an immediate threat, the relevant DSL must be informed immediately;
- report any incidents of suspected student infatuation to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead, and Head of Primary or Head of Secondary at the earliest opportunity.

4. PHYSICAL CONTACT

It is recognised that there are instances where physical contact is appropriate and necessary. However, In accordance with appropriate professional conduct, staff must:

- avoid physical contact with students, except:
    - in instances which are child-initiated (in EYFS and Key Stage 1);
    - when consoling a student in an age-appropriate way (in the Secondary School, only a hand on the shoulder is permissible, and this should only when in full view of other members of staff). Staff members should report how they offered care to a distressed student to a line manager;
    - when necessary for medical care;
    - when necessary for restraint;
    - in activities which may require it (eg moving a hand in a music lesson or in a PE lesson). In these instances, the member of staff should seek consent from the student in advance;
    - in instances which are covered under the Intimate Care and Toileting Policy.
- not engage in inappropriate games that involve physical contact.

5. CONDUCT AROUND CAMPUS

In accordance with appropriate professional conduct, staff must:

- wear a lanyard with their relevant ID badge;
- not use student toilets on campus;
- avoid being alone with a student unless:
    - it is for a necessary medical need;
    - they are in clear view;
    - there is a window in the room and someone has been notified of the one-on-one meeting.

6. IMAGES OF STUDENTS

In accordance with appropriate professional conduct, staff must:

- not use personal phones or devices to store videos or images of children. It is advised that staff do not use their phones at all to take images of students. In instances where a photo has been taken, images must not be stored on a personal device for more than 24 hours.

7. SOCIAL MEDIA

In accordance with appropriate professional conduct, staff must:

- not become friends with students on social media (or contact students via social media) eg Facebook, Twitter, Instagram, Line or Skype;
- not befriend any students on social networking sites who have left Bangkok Prep but who would not have yet graduated had they remained until Year 13;
- ensure that their privacy settings are appropriate on Facebook, Instagram and other similar social networking sites. Professional networking sites (such as LinkedIn and Twitter [when used for professional purposes]) can be used so long as the content is purely professional and not personal.

Staff are allowed access their school email on their phone; however, privacy issues surrounding the use of the device is the responsibility of the member of staff themselves, and they must ensure that any information pertaining to students remains secure and private.

Furthermore, for their own protection, and to maintain professional boundaries, staff should not:

- befriend current parents on social networking sites;
- contact parents by their personal telephone number (via text or phone call);
- contact parents via other forms of messenger (eg Line);
- contact parents via social media;
- befriend any students on social networking sites who have graduated from Bangkok Prep in the last year.

When leaving the school, staff should not befriend any current students of the school on social networking sites.

When befriending former parents and students on social media, it is recommended that professional networking sites (such as LinkedIn) are a useful alternative to Facebook and other social networking sites.

8. GUIDANCE FOR STAFF WHO ARE ALSO PARENTS

Members of staff who are also parents can be placed in a difficult situation regarding Safeguarding - particularly in out-of-school circumstances. It is important that staff remember that their conduct must not contravene any of the given guidelines in the school's Child Protection and Safeguarding Policy or Safer Working Practice Code of Conduct. Staff members who are also parents should be particularly mindful of their conduct on social media.

9. GENERAL GUIDANCE Above all, staff must avoid any conduct which would lead any reasonable person to question their intentions.

I confirm that I have read the above guidelines in the Safer Working Practice Code of Conduct and I agree to act in accordance with these regulations.

Signed: .....

Name (PRINT): .....

Date: .....

I confirm that I have attended the annual Safeguarding Awareness Training and understood its content.

Signed: .....

Name (PRINT): .....

Date of training: .....