



Bangkok Patana School
The British International School in Thailand
Established 1957

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Bangkok Patana Student Safeguarding: Code of Conduct for Staff

Bangkok Patana School has a responsibility for the safety and protection of all students.
We are committed to ensuring excellent safeguarding procedures in all areas of our school.
We value the role that each member of staff plays in supporting student safety and well-being.

This Code of Conduct must be read and agreed to upon commencement of employment, and at the beginning of each subsequent contract, alongside the BPS Code of Ethics and Conduct.
Failure to comply with this Code of Conduct may result in disciplinary action.

If an employee is concerned about a specific circumstance, including another employee's behaviour that may violate the Safeguarding Code of Conduct for Staff, they should contact a Designated Safeguarding Lead or member of the Senior Leadership Team immediately.

BPS Code of Ethics and Conduct Section 3.3 (see contract)

- Close personal relationships between employees and students are strictly prohibited as such relationships may compromise ethical and professional standards or cause a conflict of interest.
- Personal relationships between employees and students, including any communications that could be construed as romantic in nature, should not occur under any circumstances.
- Any concerns by the employee with regard to any interaction with a student, whether in person and online, should be reported to a Safeguarding Lead or Safeguarding Point of Contact.

Expectations regarding Student Safeguarding

All staff have a shared duty to safeguard students from:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect
- Sexual exploitation

All staff must therefore:

- Take all reasonable steps to ensure student safety and well-being
- Abide by the **Student Safeguarding Policy** and **Student Safeguarding: Code of Conduct for Staff**
- Undergo annual training with regard to student safeguarding and reporting procedures
- Follow the guidance provided by the Designated Safeguarding Leads
- Report any safeguarding concerns to the Designated Safeguarding Leads
 - CABA and RIKT – Primary
 - GRRO and LOCO – Secondary
 - ALCU (Alice Curwood) – Coaches, External Providers, Academies
 - PIVA (Kru Pim) – Safeguarding Point of Contact for Thai staff

In addition to the Designated Safeguarding Leads, there are named staff in all areas of the school, both academic and business, who act as *Safeguarding Points of Contact*. Posters are displayed around the school with names, photos and contact details.

Section 1: When on-campus, all staff must:

- Swipe in and out of school with their Patana Card and keep ID visible.
- Maintain professional boundaries when interacting with students.
- Avoid unnecessary physical contact. Any necessary physical contact must be age or context appropriate. E.g. FS teacher comforting a distressed child; coaches physically supporting; music teachers adjusting posture or placement.
- Only use toilets and changing rooms identified for adult use.
- Refrain from entering student toilets or changing facilities unless there is a concern for student safety and well-being (e.g. checking whilst on duty).
- Refrain from helping students with their personal care unless there is an agreed intimate care plan in place (e.g. changing, toileting)

Access to rooms and shared spaces on campus

- There should be no children in any shared staff areas. This includes staff rooms, department offices, and other shared staff spaces. If a staff child accompanies their parent into school before supervision begins, they may stay with their parent in a classroom or single-occupancy office. The door must stay open and no meetings with colleagues can take place with the child present. At 7 a.m., the student must leave for a supervised area.
- 1:1 meetings/instruction should take place where the adult and student are clearly visible. Where privacy is required, put agreed safeguards in place.
 - Notify a colleague that the conversation is taking place.
 - Consider personal space and ensure that the exit is unimpeded.
 - Promptly record/report any concerns about the tone or outcome of the meeting.

*School Counsellors/School Nurses require privacy when meeting with students but need to be aware of their professional responsibilities regarding Student Safeguarding.

Section 2: Professional conduct

Avoid circumstances that put you at risk of an allegation of abusive or unprofessional conduct.

- Any form of physical discipline or coercion.
- Any physical interaction that could be construed as sexual.
- Engaging in a romantic or sexual relationship with a student.
- Meeting 1:1 in a room with the door locked and visible windows blocked.
- Making demeaning remarks which could be viewed as emotional abuse/bullying behaviour.
- Discriminatory behaviours; showing preference for, or exclusion of, individuals.
- Any behaviour in which a member of staff builds an emotional connection with a student beyond what would be considered appropriate: sending or responding to inappropriate communications that are personal in nature and not directly related to school activities; providing students with gifts or money unrelated to a school activity; sharing inappropriate images or reading materials.

- Sending or participating in any form of communication that harasses a student, family or colleague, including remarks that could be viewed as sexual harassment; innuendo, jokes, comments, stories; sending or sharing sexual or pornographic content.
- Being intoxicated or under the influence of any illegal substance whilst supervising students.

Section 3: Digital safeguarding, data protection and use of student images

- Staff must use good care and judgement:
 - when taking, posting and sharing student images.
 - regarding appropriateness of images/text in school publications.
 - regarding appropriateness of images/text in curricular materials.
 - when accessing own device for a personal reason whilst on campus.
- All media taken on personal devices must be erased or moved to school G drives daily. The recommended platform for photo storage is MS teams.
- Individuals are responsible for preventing duplication of student images on multiple devices.
- Microsoft Teams is the recommended platform for team communication and sharing images.
- All group communications must be kept professional.
- No images or links relating to student information may be shared via Facebook or FB owned platforms, Line, WhatsApp or other personal digital channels.
- Do not tag names to student images without first seeking parental permission.
- Academic staff may post blurred photos of students in their professional capacity once permission is granted by the Head of Marketing. E.g. An online professional forum.

Section 4: Out of school

Use good judgement regarding circumstances which may be viewed as unprofessional. E.g.

- Offering private transport to a student in your professional care, except in exceptional circumstances where there is no other alternative. If deemed essential, seek permission from both the parent and Principal/Senior Leader. Where this cannot be confirmed, the Principal should be subsequently informed at the earliest opportunity. This also applies to putting students younger than Y10 into taxis or other transport e.g. Grab.
- Neglecting to share potential safeguarding concerns relating to student behaviour out of school with a Designated Safeguarding Lead, Safeguarding Point of Contact or Senior Leader.
- Contacting/responding to students or school-aged alumni via social media in a personal capacity. *Care must be taken by staff regarding shared family use of social networking sites.
- Drinking alcohol in the company of students within a personal capacity.

Section 5: Off-campus Events and Overnight Visits

- Staff should not sleep in the same room as students. The only exception would be in a large dorm with 2+ members of staff and with the agreement of the Principal.
- If circumstances result in a teacher being alone with a student, use good judgement to avoid an allegation of unprofessional conduct. Seek permission from the Principal or other Senior leader.
- If a student needs monitoring/medical care during the night, but does not require hospital care, they should sleep in the nurse's room or with 2+ members of staff as above.
- Individual meetings with students should take place within school except when prior permission has been sought from the Principal, or as part of a school-organised event off campus.
- If unsure how to proceed, contact the Principal or Acting Principal immediately.
- Posting of images from events outside school run by an outside agency needs to be agreed in the Risk Assessment. They must follow Patana policy regarding Use of Student Images.

Section 6: Responding to a Disclosure or Concern

Listen – Acknowledge – Support – Report

- Assume serious and prioritise.
- Always report disclosures or concerns **as soon as possible** to a Designated Safeguarding Lead or Point of Contact, even when evidence seems inconclusive.
- Depending on age, context and level of concern, you may need to tell the student that the disclosure or concern will be shared with a Safeguarding Lead.
- Respect student and family confidentiality – do not discuss with friends or colleagues.
- Record the conversation as soon as possible afterwards, noting the day, date and time and bring to the Safeguarding Lead. Do not keep any copies.
- Student Safeguarding reporting forms can be found in team offices/staff rooms.

How to respond if a student makes a disclosure

- Take time to listen, and clarify key facts using **What? When? Where? Who?**
- Avoid leading or interrogative questioning e.g. **Why?** that might close down the disclosure.
- Aim to establish what happened from their viewpoint.
- Do not challenge if contradictions emerge.
- Do not offer your own opinion or advise on next steps.
- Subsequent follow up is the responsibility of the Designated Safeguarding Lead.

Related documents

- Student Safeguarding Policy
- Student Well-being Policy
- Patana Professional Standards
- Trips and Excursions Policy
- Acceptable Use Policy and Social Network Guidelines for Staff
- Employment Contract/Code of Ethics and Conduct
- Foundation Stage Intimate Care Policy
- Positive Handling Guidance (Primary) and Physical Contact Guidance (Secondary)

Declaration

By signing, I acknowledge that I understand and will abide by the Bangkok Patana Student Safeguarding Code of Conduct for Staff.

Please return the signed copy to the Human Resources Operations Manager.

Print Name:

Signature:

Date: