

Staff Safeguarding Code of Conduct

UWCSEA is committed to promoting the wellbeing of children, preventing abuse and creating a safe, positive environment for children wherein their rights are upheld and they are treated with dignity and respect.

All adults who work with children in school should act professionally and seek to provide a safe and supportive environment which secures the well-being and very best outcomes for children and young people in their care. At UWCSEA, keeping children safe is everyone's responsibility.

It is not possible to consider every possible circumstance and context relating to appropriate behaviour for staff here. This document instead seeks to highlight specific behaviours that are illegal, inappropriate or inadvisable. It should be read alongside role specific Codes of Conduct or Standard Operating Procedures.

1. 'Staff' includes all teaching / non-teaching / paid / unpaid adults who are working at UWCSEA or are involved in any College related activities off-campus.
2. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. This applies to both professional and personal conduct.
3. Staff need to be aware of our own and other persons' vulnerability, especially when working alone with students, and be particularly aware that we are responsible for maintaining physical, emotional, and sexual boundaries in such interactions. We must avoid any covert or overt sexual conversation and / or behaviour with those for whom we have responsibility. This includes speech or gestures as well as physical contact that exploits, abuses, or harasses.
4. Physical contact with students can be misconstrued both by the recipient and by those who observe it. Prudent discretion must be shown before touching a student, whether it be an appropriate expression of greeting, care, concern or celebration. Where contact *is* necessary for teaching and learning purposes, staff should seek permission from the student first. Do not prolong contact initiated by a child. In the event of imminent harm, proportionate physical intervention is acceptable but staff are prohibited at all times from physically disciplining a child.
5. When communicating with students, staff should use language which is supportive, encouraging and appropriate. Staff will avoid the use of suggestions or advice that is inappropriate, offensive or abusive. Staff should be familiar with and adhere to the [Communications Policy](#) guidelines relating to online behaviour.
6. Staff should refrain from the use of tobacco products or alcohol when responsible for students. Adults should never condone or participate in behaviour by children that is illegal, abusive or endangers their safety.

Safeguarding Code of Conduct

Approved by: Board of Governors

Owner: College Safeguarding Lead

Effective from: September 2017

Reviewed: September 2018, August 2019

7. Staff should not discriminate against, show differential treatment towards or favour particular children to the exclusion of others. Neither should they accept gifts from students of a value greater than SGD100 without permission from their Principal or Director.
8. All staff should know the name of their Designated Safety Lead (DSL), understand their responsibilities to protect children and be familiar with the UWCSEA procedures for reporting a concern of abuse or neglect.
9. Staff should be aware that breaches of the Code of Conduct, Singapore Law and or any other professional guidelines could result in criminal or disciplinary action being taken against them
10. There will be occasions and circumstances in which staff have to make decisions or take action in the best interests of the child or young person which may give rise to concern. Where the decision made refers to one's own actions, and there is an awareness that the action may be misinterpreted or misconstrued by another, documentation of the rationale for the decision or action taken is required. This will be known as a "neutral notification". If a concern involves the action of another staff member, staff should be familiar with the processes outlined in [the Whistle Blower Policy](#).
11. Staff should not share their personal contact details with students or store student personal contact details such as phone numbers on their personal devices. If a teacher is required to contact a student using their personal details from CIMS, every effort should be made to use a College phone. In the extraordinary event that this is not possible, the contact number should not be saved to the device. In most instances, teachers should endeavour to communicate with a student through the official College platforms such as their gapps account.

Associated Policies and Procedures:

[Professional Expectations of Teachers](#)

[Disciplinary Appeals Procedures](#)

Declaration:

I have read and agree to abide by the UWCSEA Safeguarding Code of Conduct and all relevant procedures for my specific role within the College. I understand It applies to both my private and professional life.

I understand that if I do not abide by any of the statements above I will be subject to disciplinary action as outlined in the which may result in dismissal and my actions being reported to the police.

Full name(print) : _____

Signed: _____

Date: _____

Witness: _____

Safeguarding Code of Conduct

Approved by: Board of Governors

Owner: College Safeguarding Lead

Effective from: September 2017

Reviewed: September 2018, August 2019