



## STAFF CODE OF CONDUCT

### CONTENTS/INDEX

- |                                                         |                                                                                |
|---------------------------------------------------------|--------------------------------------------------------------------------------|
| 1. <u>Connected documents</u>                           | 20. <u>First Aid and Administration of Medicine</u>                            |
| 2. <u>Scope</u>                                         | 21. <u>The Curriculum</u>                                                      |
| 3. <u>Safeguarding Duty</u>                             | 22. <u>Behaviour Management</u>                                                |
| 4. <u>Dealing with a Safeguarding Disclosure</u>        | 23. <u>Favouritism</u>                                                         |
| 5. <u>College Code of Conduct</u>                       | 24. <u>Care, control &amp; physical intervention</u>                           |
| 6. <u>Boarding</u>                                      | 25. <u>Physical Contact</u>                                                    |
| 7. <u>General behaviour</u>                             | 26. <u>Pupils in distress</u>                                                  |
| 8. <u>Criminal Records &amp; Disclosing Convictions</u> | 27. <u>One to one situations</u>                                               |
| 9. <u>Security (including ID cards)</u>                 | 28. <u>Use of the Internet, Mobile Devices and Social Media</u>                |
| 10. <u>Teachers' Standards</u>                          | 29. <u>Remote Learning</u>                                                     |
| 11. <u>Power and Positions of Trust</u>                 | 30. <u>Changing rooms</u>                                                      |
| 12. <u>Alcohol &amp; Drugs</u>                          | 31. <u>Transporting Pupils</u>                                                 |
| 13. <u>Social Contact with pupils</u>                   | 32. <u>Trips, sports matches and after-school clubs</u>                        |
| 14. <u>Sexual relations with young people</u>           | 33. <u>Projects involving other schools</u>                                    |
| 15. <u>Confidentiality</u>                              | 34. <u>Taking photographs of pupils</u>                                        |
| 16. <u>Early Help</u>                                   | 35. <u>Use of Mobile phones and cameras at DUCKS</u>                           |
| 17. <u>Child on Child Abuse</u>                         | 36. <u>Whistleblowing duty</u>                                                 |
| 18. <u>Anti-Radicalisation</u>                          | 37. <u>Reporting incidents that may give rise to allegations against staff</u> |
| 19. <u>FGM</u>                                          | 38. <u>Low Level Concerns</u>                                                  |

## **1. Connected Documents**

This document should be read in conjunction with the [College policies](#) mentioned within (including the College's Safeguarding, Behaviour, Reasonable Force, Whistleblowing and Anti-Bullying Policies).

The policies mentioned in this document and the College Code of Conduct can be viewed on the policies page of the College's website ([www.dulwich.org.uk/about/policies/policies](http://www.dulwich.org.uk/about/policies/policies)).

## **2. Scope of this Code**

This code applies to all staff working at Dulwich College (including operational staff) and sets out the College's expectations of staff regarding behaviour and conduct.

Breach of this Code may result in disciplinary action.

## **3. Safeguarding Duty**

All staff have a duty to keep our pupils safe and to protect them from physical and emotional harm. This duty is in part exercised through the development of respectful, caring and professional relationships between staff and pupils and behaviour by staff that demonstrates integrity, maturity and good judgement.

All staff have a duty to report any safeguarding concerns to the Deputy Master Pastoral and Co-curricular or one of the College's Deputy Designated Safeguarding Leads or direct to Southwark's Children Services (see Key Contract Details in the Safeguarding (Child Protection) Policy).

When a member of staff makes a referral direct to Children's Services, they should inform the Deputy Master Pastoral and Co-curricular as soon as possible thereafter.

## **4. Dealing with a Safeguarding Disclosure**

If a child discloses abuse:

- Do listen calmly and patiently
- Do take the matter seriously and reassure the child
- Do tell the pupil what will happen next
- Do not promise to keep the alleged abuse secret or confidential
- Do explain this information will have to be passed on
- Do not ask leading or closed questions
- Do not judge or condemn the alleged abuser
- Do not assume you know how the child feels
- Never think it can't happen here

## **5. Dulwich College Code of Conduct**

All members of our community (pupils and staff) are expected to comply with the College Code of Conduct.

## **6. Boarding**

Specific guidance (including induction and safeguarding training) is provided to all boarding staff. This includes appropriate ways of providing emotional support “in loco parentis”.

## **7. General behaviour**

All staff are expected to demonstrate consistently high standards of personal and professional conduct, to maintain high standards of ethics and behaviour, within and outside the College.

All staff should:

- Be mindful of the example they set to colleagues and pupils in their own behaviour;
- be mindful of the tone and direction of conversations they have with pupils or colleagues;
- be careful about the language they use in conversation with pupils; and
- not make inappropriate or disparaging comments about colleagues or pupils when in conversation with pupils (including personal comments about an individual's appearance, attributes, abilities etc).

Bear in mind that things said and done by staff in the presence of pupils may be repeated by pupils.

## **8. Criminal Records & Disclosing Convictions**

All staff are subject to checks in accordance with the College’s Safeguarding Checks Protocols before commencing work at the College. These can be found in the Policies & Guidance section of MyDulwich.

Members of staff must inform the College if they are charged with or convicted of a criminal offence whilst employed by the College (except in the case of staff whose role for the College does not involve driving College vehicles, a road traffic offence for which the only penalty is points and/or a fine). The information should be provided to the Master, the Chief Operating Officer or the Head of Human Resources.

## **9. Security (including ID cards)**

All staff need to be alert to the risks posed by strangers or others who may wish to harm a pupil in College or pupils travelling to and from College and must take all reasonable steps to lessen such risks.

The presence of intruders and suspicious strangers seen loitering near the College or approaching pupils, will be reported to the police and the local authority with a view to alerting other local schools through appropriate systems.

All staff are required to wear and display an ID card whilst on campus.

Vehicle passes must be displayed at all times whilst on campus.

## **10. Teachers' Standards**

Teaching staff are expected to comply with [Teachers' Standards](#) (published by the Department for Education).

## **11. Power and Positions of Trust**

As a result of their knowledge, position and/or the authority invested in their role, all adults working with children in schools are in positions of trust in relation to the pupils in their care.

A relationship between a member of staff and a pupil cannot be a relationship between equals. There is potential for exploitation and harm of pupils and staff have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.

Staff should exercise caution and avoid placing themselves in a position where their actions might be open to criticism or misinterpretation.

Staff must at all times observe proper professional boundaries with pupils.

## **12. Alcohol & Drugs**

Staff have a professional duty to set a responsible example to pupils and must not act in a way that reflects badly upon the College.

At College events (including Outings and Expeditions), staff should only drink alcohol in moderation. Staff should take particular care when drinking in the company of parents and/or pupils. A member of staff who is inebriated at a College event will be liable to disciplinary action.

If a member of staff attending a College event suspects that a pupil at the event is:

- drinking alcohol when he should not be drinking alcohol;
- drinking alcohol he is not permitted to drink; and/or
- drinking alcohol to excess,

he/she should promptly report the matter to the staff on duty.

Please also see the College's Alcohol and Tobacco Policy.

Staff who:

- consume illegal drugs/substances whilst at work; or
- are affected at work as a result of the use of illegal drugs/substances; or
- bring illegal drugs/substances onto College property,

will be liable to disciplinary action, which (where appropriate) may lead to dismissal for gross misconduct.

### **13. Social Contact with pupils**

Staff should not establish or seek to establish social contact with pupils for the purpose of securing a relationship that involves an inappropriate level of emotional dependence (on either side) or that would otherwise represent an abuse of the position of trust.

If a pupil seeks to establish social contact, or if this occurs coincidentally, the member of staff should exercise her/his professional judgement in making a response and be aware that such social contact could be misconstrued. Staff should alert the Senior Deputy to any social contact.

Staff should be particularly careful when invited to join pupils at a pub or in a restaurant or when attending an event with pupils where alcohol is being consumed and/or where there is no other adult supervision (even where the pupils involved are all over 18).

Staff should use their College email account or the College phone system to contact pupils and parents.

Staff should only disclose their personal telephone numbers and home email addresses to pupils or parents in exceptional circumstances or with the prior approval of the Master or the Senior Deputy. (The Senior Deputy has approved the use of personal mobile numbers as emergency contacts in the case of Scouts and CCF activities.)

### **14. Sexual Relations with, or Grooming of, Young People**

Any sexual behaviour by a member of staff with or towards a pupil or young person is both inappropriate and may be illegal.

Pupils and young people are protected by the same laws as adults in relation to non-consensual sexual behaviour. They are additionally protected by specific legal provisions regardless of whether the pupil or young person consents or not.

It is a criminal offence for a teacher (or anyone else in a position of trust) to have a sexual relationship with a child under 18. This is the case even if (in the case of a child over 16) the relationship is consensual.

The sexual activity referred to does not just involve physical contact including penetrative and non-penetrative acts. It may also include non-contact activities, such as causing pupils to engage in or watch sexual activity or the production of pornographic material.

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other pupils.

Staff should avoid any form of communication with a pupil which could be interpreted as sexually suggestive or provocative or give rise to concerns of grooming.

### **15. Confidentiality**

Teaching staff and some operational staff have access to personal details about pupils in order to undertake their everyday responsibilities. In some circumstances, staff may be given additional highly sensitive or private information. Such information should be treated in a discreet and confidential manner.

Confidential information about a pupil or young person should never be used casually in conversation or shared with any person other than on a need to know basis.

There are some circumstances in which a member of staff may be expected to share information about a pupil, for example when abuse is alleged or suspected. In such cases, individuals have a duty to pass information on without delay.

If a member of staff is in any doubt about whether to share information or keep it confidential he/she should seek guidance from the Designated Safeguarding Lead or a Deputy Designated Safeguarding Lead.

## **16. Early Help**

All college staff should be prepared to identify children who may benefit from early help and should, in particular, be alert to the potential need for early help for a child who is: (a) disabled and has specific additional needs; (b) has special educational needs; (c) is a young carer; (d) is showing signs of engaging in anti-social or criminal behaviour; (e) is in a family circumstance presenting challenges for the child (e.g. adult mental health problems, substance abuse and domestic violence); (f) has returned home to their family from care; and/or (f) is showing early signs of abuse and/or neglect.

Early help means providing support as soon as a problem emerges at any point in a child's life, from the foundation years through to the teenage years. In the first instance, staff should discuss early help requirements with the Designated Safeguarding Lead or a Deputy. Staff may be required to support other agencies and professionals in an early help assessment.

## **17. Child on Child Abuse**

Staff should recognise that children are capable of abusing their peers. Child on child abuse can take many forms including those above, abuse is abuse and should never be tolerated or passed off as "banter" or "part of growing up". Child on child abuse can be gender specific, for example in the case of boys, initiation practices.

Child on child abuse may be an indicator of safeguarding issues affecting the perpetrator, who should be supported (as well as the victim).

When child on child abuse is identified it should be reported to the Deputy Master Pastoral & Co-curricular or another Deputy Designated Safeguarding Lead.

## **18. Anti-Radicalisation**

All staff need to be aware of and able to recognise engagement, intent and capability factors which indicate that a person may be vulnerable to being drawn into terrorism.

- Possible indicators that an individual is engaged with an extremist group, cause or ideology include: spending increasing time in the company of other suspected extremists; changing their style of dress or personal appearance to accord with the group; loss of interest in other friends and activities; possession of material or symbols associated with an extremist cause; attempts to recruit

others to the group, cause or ideology; and communications with others that suggest identification with a group, cause or ideology.

- Possible indicators that an individual has an intention to use violence or other illegal means include: clearly identifying another group as threatening what they stand for and blaming that group for all social or political ills; using insulting or derogatory names or labels for another group; speaking about the imminence of harm from another group and the importance of action now; expressing attitudes that justify offending on behalf of the group, cause or ideology; condoning or supporting violence or harm towards others; and plotting or conspiring with others.
- Possible indicators that an individual is capable of contributing directly or indirectly to an act of terrorism include: having a history of violence; being criminally versatile and using criminal networks to support extremist goals; and having occupational or technical skills that can enable acts of terrorism.

These examples above are not exhaustive and vulnerability may manifest itself in other ways.

Concerns about a pupil thought to be at risk of radicalisation or of being drawn into terrorism must be referred to the Deputy Master Pastoral & Co-curricular or a Deputy Designated Safeguarding Lead in the first instance. Advice will be sought and a referral will be made where this is deemed necessary.

Effective engagement with parents / the family will also be considered as they are in a key position to spot signs of radicalisation. It is important to assist and advise families who raise concerns and be able to point them to the right support mechanisms.

The Department for Education has set up a helpline and a contact email for teachers who may have questions or concerns about extremism (0207 340 7264 and [counter.extremism@education.gsi.gov.uk](mailto:counter.extremism@education.gsi.gov.uk)). Please note that the helpline is not intended for use in emergency situations, such as a child being at immediate risk of harm or a security incident, in which case the normal emergency procedures should be followed.

## **19. Female Genital Mutilation (FGM)**

DUCKS staff undertake training about indicators for FGM as part of their safeguarding training. If a member of staff has a concern relating to FGM they must report it to the Designated Safeguarding Lead or a Deputy.

Where a teacher discovers that an act of FGM appears to have been carried out on a pupil, there is a statutory duty upon that individual personally to report it to the police. The duty to report to the police does not apply in relation to at risk or suspected cases. In those cases, staff should follow normal safeguarding procedures (i.e. speak to the Designated Safeguarding Lead or Children's Services).

## **20. First Aid and Administration of Medicine**

Information about pupils with acute allergies and/or medical needs is available on MyDulwich. An updated list of these pupils is circulated to all academic staff at the beginning of each academic year.

At DUCKS children with specific dietary, medical or medication needs are identified through the use of posters in the Kindergarten and information boards in the Infants' School staff room and kitchen.

In the event of an untrained member of staff finding themselves in an emergency situation requiring urgent medical attention, they should contact 999 immediately and ask for the appropriate emergency service.

The College has a number of trained first aiders (see list on MyDulwich). Teachers may volunteer to undertake this task but it is not a contractual requirement. Staff should receive appropriate training before administering first aid or medication. In particular, staff who might have to administer Emergency Medication (such as an epipen) should receive appropriate training before leading an off-site visit or trip involving one or more pupils who have to carry emergency medication.

DUCKS have a number of trained paediatric first aiders (see posters around DUCKS). Training on the administration of epipens is given by the Medical Centre staff at the start of each term and specific training (for example giving insulin to a diabetic child) is provided ahead of the child starting at DUCKS.

Under normal circumstances in College, all medication should be administered by staff in the Medical Centre or by the pupil himself. The exception to this is that pupils can carry and administer their own prescription medication, emergency medication or over-the-counter medication if they do so in a responsible manner, ensure that it is solely for their own personal use and follow the directions on the packet.

At DUCKS staff administer medication, or oversee the child taking it (if appropriate), only with written permission of the parents. (See DUCKS Medication Policy.)

For College trips, explicit parental consent should be obtained before giving any medication to a pupil, even over-the-counter medicines such as paracetamol, ibuprofen or antihistamine. Such consent can be received by any means: letter/telephone/email/text message.

Should prescription medication be required during a College trip, the member of staff responsible for the trip should obtain a copy of the Medication Form from the Medical Centre in advance of the trip.

Under the Misuse of Drugs Regulations, controlled drugs must be locked away appropriately and strictly monitored and recorded in a dedicated book as they are used. Should controlled drugs be required during a College trip, the staff member responsible for the trip should remain in possession of the medication and ensure that it is securely kept at all times and only administered as per the prescription.

When administering first aid, wherever possible, staff should ensure that another adult is present, or is aware of the action being taken. The Medical Centre and the pupil's parents should always be informed when first aid has been administered.

## **21. The Curriculum**

Some areas of the curriculum will include or raise subject matter which is of a sexual or of an otherwise sensitive nature. Care should be taken to ensure that resource materials cannot be misinterpreted and clearly relate to the learning outcomes identified when planning lessons. Those with less experience should seek guidance from a senior member of staff, such as their Head of Subject/Department.

The curriculum will sometimes include or lead to unplanned discussion about subject matter of a sexual or otherwise sensitive nature. Responding to pupils' questions will require careful judgement and staff may wish to seek guidance on this from a senior member of staff.



Staff should bear in mind that such discussions might affect particular pupils more than others. Where a discussion takes a course that makes a member of staff feel uncomfortable or appears to make a pupil feel uncomfortable, they should report it to their Head of Subject/Department as soon as possible. The circumstances should be recorded in writing as soon as possible and, if appropriate, a copy placed on the pupil's file.

Parents have the right to withdraw their pupils from all or part of any sex education provided (but not from the biological aspects of human growth and reproduction necessary under the science curriculum).

Further guidance can be found in the relevant Relationships and Sex Education Policies.

## **22. Behaviour Management**

All pupils have a right to be treated with respect and dignity. Corporal punishment is unlawful in all schools. Equally, staff should not use any form of degrading treatment to punish a pupil. Whilst the use of humour can help to defuse a situation, the use of demeaning or insensitive comments towards pupils is not acceptable in any situation.

Where a pupil's conduct or behaviour causes concern, the appropriate Behaviour Policy should be adhered to (Years 7-13, Junior School and DUCKS). If a member of staff is in any doubt as to the best course of action, he or she should seek further advice from the Designated Safeguarding Lead or a Deputy.

Whenever it is deemed necessary to search a pupil's person and / or property it is vital that the member of staff reads and adheres to the Searching and Confiscation of Pupil Property (Years 3 – 13) Policy.

No punishment, detention, restraint, sanctions or rewards are allowed outside of those detailed in the Behaviour Policies.

## **23. Favouritism**

Staff should not put themselves in a position where it might appear that they are showing favouritism to one or more pupils. As far as possible, staff should be consistent and transparent in how they reward pupils or otherwise foster teacher-pupil relationships.

Be aware that giving presents to individual pupils, socialising with pupils and/or sharing inappropriate emails/text messages is likely to raise concerns about 'grooming'. Also be aware that any member of staff who accepts a gift or offer of hospitality from a pupil or parent must log this with the College's Anti-Bribery Officer in line with the Receipt of Gifts and Hospitality By Staff Policy.

In addition, staff should be aware of the potential for a pupil to form an unsolicited, emotionally-dependent, attachment to a teacher. In particular, if pastoral interactions with a pupil become inappropriate or difficult, a member of staff should seek guidance from the Designated Safeguarding Lead or a Deputy.

The circumstances should be recorded in writing and, if necessary, a note placed on the pupil's file.

## **24. Care, Control and Physical Intervention**

The circumstances in which staff can intervene with a pupil are covered by the 1996 Education Act. Staff may legitimately intervene to prevent a pupil from committing a criminal offence, injuring themselves or others, causing damage to property, engaging in behaviour prejudicial to good order and to maintain good order and discipline. Staff should have regard to the health and safety of themselves and others.

Under no circumstances should physical force be used as a form of punishment. The use of unwarranted physical force is likely to constitute a criminal offence.

In all cases where physical intervention is deemed necessary, the incident and subsequent actions should be documented and reported to the Deputy Master Pastoral and Co-curricular or a Deputy Designated Safeguarding Lead.

## **25. Physical Contact**

There are occasions when it is entirely appropriate and proper for staff to have physical contact with pupils, but it is crucial that they only do so in ways appropriate to their professional role.

A 'no touch' approach is impractical for most staff and may in some circumstances be inappropriate. When physical contact is made with pupils this should be in response to their needs at the time, of limited duration and appropriate given their age, stage of development, gender, ethnicity and background.

It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one pupil in one set of circumstances may be inappropriate in another, or with a different pupil. Staff should therefore use their professional judgement at all times.

Physical contact should never be secretive, or for the gratification of the adult, or represent a misuse of authority.

If a member of staff believes that an action could be misinterpreted, the Designated Safeguarding Lead or a Deputy should be informed of the incident and the circumstances should be recorded in writing as soon as possible and, if appropriate, a copy placed on the pupil's file.

Physical contact which occurs regularly with an individual pupil or young person is likely to raise questions unless the justification for this is part of a formally agreed plan (for example in relation to pupils with SEN or physical disabilities). Any such contact should be the subject of an agreed and open College policy and subject to review.

Where feasible, staff should seek the pupil's permission before initiating contact. Staff should listen, observe and take note of the pupil's reaction or feelings and - so far as is possible - use a level of contact which is acceptable to the pupil for the minimum time necessary.

Extra caution may be required where it is known that a pupil has suffered previous abuse or neglect. In the pupil's view, physical contact might be associated with such experiences and lead to staff being vulnerable to allegations of abuse.

It is recognised that some pupils may seek out inappropriate physical contact. In such circumstances staff should deter the pupil sensitively by helping them to understand the importance of personal boundaries, and also inform the Designated Safeguarding Lead of the incident.

The general culture of 'limited touch' should be adapted, where appropriate, to the individual requirements of each pupil. Pupils with special needs may require more physical contact to assist their everyday learning. The arrangements should be understood and agreed by all concerned, justified in terms of the pupil's needs, consistently applied and open to scrutiny.

DUCKS staff will naturally have to touch the children in their care and this will be determined by their age and needs (e.g. babies and children who are still in nappies, applying sun cream or comforting a child when settling in or feeling ill).

Some staff, for example, those who teach PE and games, or those who offer music tuition, will on occasions have to initiate physical contact with pupils in order to support a pupil so that they can perform a task safely, to demonstrate the use of a particular piece of equipment/instrument or assist them with an exercise. This should be done with the pupil's agreement. Contact under these circumstances should be for the minimum time necessary to complete the activity and take place in an open environment. Staff should remain sensitive to any discomfort expressed verbally or non-verbally by the pupil.

(See also the Reasonable Force Policy on the College website)

## **26. Pupils in distress**

There may be occasions when a distressed pupil needs comfort and reassurance. This may include age appropriate physical contact. Staff should remain self-aware at all times in order that their contact is not threatening, intrusive or subject to misinterpretation.

If a member of staff believes such action could be misinterpreted, the Designated Safeguarding Lead or a Deputy should be informed of the incident and the circumstances should be recorded in writing as soon as possible and, if appropriate, a copy placed on the pupil's file.

Children at DUCKS may be distressed when they are settling in, are new to the setting or if they have hurt themselves. During these times it is appropriate for staff to provide children with comfort in the form of cuddles, hand holding or sitting on an adult's lap. It is important that staff ensure that they are self-aware and that all comfort is offered appropriately.

## **27. One to One Situations**

Staff working in one to one situations with pupils and young people (eg music staff giving individual music lessons) may be more vulnerable to allegations. Teachers and others should recognise this possibility and plan and conduct such meetings accordingly. Every attempt should be made to ensure the safety and security needs of both staff and pupils are met.

Staff working in one to one situations with pupils should ensure that there is visual access to the room and/or an open door, wherever possible.

Should a pupil become distressed or angry during a one-to-one encounter with a member of staff, this should be reported to a member of the Senior Management Team and a written report detailing the incident kept on the pupil's file.

Wherever possible, staff should avoid meetings with pupils in remote or secluded areas of College.

Staff who engage in private tutoring / coaching outside College must comply with the Guidelines to Providing Personal Tutoring & Coaching.

Some DUCKS staff babysit for DUCKS parents and (when doing so) they must comply with the Code of Conduct for Staff taking on such work for families connected with DUCKS.

## **28. Use of the Internet, Mobile Devices and Social Media**

We encourage staff to use the internet, mobile devices and social media in an informed, thoughtful, way that is fully consistent with the position of trust we occupy. All of the advice contained in other sections of this Code apply equally in the digital realm. In addition, there are other risks, specific to the use of PCs, mobile devices, software applications and the internet, that need to be understood.

All members of staff are required to have read and to follow the College's ICT Acceptable Use Policy, our Social Media Policy and our Online Safety Policy.

By way of reminder, the College's Social Media Policy states that staff should not interact directly with individual boys on social media. Accordingly, staff should not 'friend' pupils on Facebook or 'follow' them on Twitter.

In all things, staff should act with consideration and with an awareness of the trust invested in them for the safeguarding of pupils. A member of staff's judgement will be informed by their experience, prior training, character and the context of any given situation, but it must also be informed by their professional obligations. Where a member of staff has concerns about a pupil's behaviour online, or if they believe their actions may be misinterpreted, they should immediately inform and take guidance from the Deputy Master Pastoral & Co-curricular or a Deputy Designated Safeguarding Lead.

## **29. Remote Learning**

In a situation where teaching and learning is being carried out off-site all staff must only communicate with pupils via school email accounts or Microsoft Teams. Colleagues are given guidance regarding the use of Microsoft Teams and how to safeguard themselves and the pupils (see below).

Colleagues should avoid 1:1 tutorials via Teams both to safeguard pupils and to safeguard themselves. If a 1:1 tutorial cannot be avoided permission must be sought from the Senior Deputy or Deputy Master Pastoral and Co-curricular or the Deputy Master Academic ahead of the lesson.

Staff, pupils and parents will be reminded that the usual arrangements for safeguarding are not affected by school closure and that the College's policy on safeguarding applies despite pupils learning remotely.

### *Guidance re use of Teams:*

- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background.
- All Teams classes should be recorded, so that if any issues were to arise, the video can be reviewed.
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day
- Language must be professional and appropriate, including any family members in the background

### **30. Changing Rooms (including shower and toilet areas and backstage areas)**

Young people are entitled to respect and privacy when changing clothes, using the toilet or taking a shower. However, there needs to be an appropriate level of supervision in order to safeguard young people, satisfy health and safety considerations and ensure that bullying or teasing does not occur. This supervision should be appropriate to the needs and age of the young people concerned and sensitive to the potential for embarrassment.

When supervising pupils using the changing rooms, staff should place themselves outside the main changing area, ie in the corridor or locker area, and not inside the changing rooms, toilets or shower areas. Staff should enter the changing rooms, toilets or shower areas only in an emergency or when addressing genuine concerns about a pupil's safety or welfare.

During production week for all drama productions, colleagues may at times have to enter dressing rooms to speak to members of the cast. They should knock, wait for permission to enter and remain in the dressing room for as little time as is necessary. If, when they enter, a pupil is in a state of undress, they should leave immediately. The backstage corridor areas are places where pupils (and girls) often need to circulate half-way through dressing for a show; staff should apply their professional judgement in these areas and ensure that they are never alone with a single pupil in a situation which could be misconstrued or compromising.

Boarding staff when on duty and who have access to boarding accommodation will be issued with guidelines on how to conduct themselves by their respective housemasters.

Members of staff should not use the pupils' toilets during College hours, or when pupils are in the relevant building. When using external facilities for games and sports or other trips, the time spent in shared public changing rooms or toilets should be kept to a minimum.

DUCKS staff should be aware of the intimate care policy and treat children sensitively and respectfully at nappy change times, when changing children if they have had an accident when potty training and when children are changing for PE and swimming lessons or for plays with costumes.

It is acceptable, where necessary, to check briefly that pupils are not loitering in the changing areas or toilets (for example when pupils should be at assembly or in lessons).

If a member of staff believes their actions in any of these areas could be misinterpreted, the Designated Safeguarding Lead or a Deputy should be informed of the incident and the circumstances should be recorded in writing as soon as possible and, if appropriate, a copy placed on the pupil's file.

### **31. Transporting Pupils**

In certain situations, staff may drive vehicles carrying one or more pupils.

Staff should always avoid driving pupils (other than their own children) in their own cars. Please see the separate guidance re driving pupils\_which can be found on MyDulwich (Policies & Guidance/Vehicles and Driving).

Staff who have children at the College will of course have social contact with other parents. Where staff are interacting principally in a parent role, it is appropriate to share contact details and to take other children in personal vehicles. Colleagues should be wary of potential conflicts of interest, however.

### **32. Trips, sports matches and after-school clubs**

Staff should take particular care when supervising pupils in less formal settings e.g. school trips, sports matches and clubs. A more relaxed approach (including dress) may be acceptable in such circumstances but staff remain in a position of trust and need to ensure that their behaviour cannot be interpreted as seeking to establish an inappropriate relationship or friendship, and that they maintain high standards of professional conduct at all times.

Any physical contact should be restricted to occasions when it is absolutely necessary (for example: when breaking up a fight between two pupils; dressing a wound; taking a pupil's temperature; or intervening to prevent a pupil from putting himself in danger; or comforting a pupil in a state of distress) or when playing a contact sport, where the contact should be proportionate and as befits the activity and accounts for any physical mismatches between the staff member and the pupils.

Where out of College activities include overnight stays, careful consideration needs to be given to sleeping arrangements. Pupils, staff and parents should be informed of these prior to the start of the trip. Where practicable, staff should be accommodated in separate rooms to pupils, with access to separate washing and toilet facilities.

Behaviour of both staff and pupils whilst on trips, or attending sports matches and after-school clubs etc. is subject to the same expectations as when they are in College. All policies, including this Staff Code of Conduct and the relevant Behaviour Policies, must be enforced (by staff) and adhered to (by both staff and pupils). Inaccurate post-event reporting by staff (whether as part of a subsequent investigation or otherwise) may lead to disciplinary action.

See also the Policy on Searching & Confiscating Pupil Property (on the College website).

### **33. Projects involving other schools (including mixed groups)**

The College often collaborates with other local schools in academic and co-curricular areas (including music and drama). We also sometimes arrange outings and expeditions with other schools.

We have safeguarding responsibility for children from other schools when they are participating in projects run by the College. Staff should take extra care when making the arrangements for such projects, so as to ensure that the children will be suitably supervised by staff and that where there is a mixed group (girls and boys), the additional considerations that arise in relation to mixed groups are properly addressed.

In the case of outings and expeditions involving pupils from another school:

- There must be clear safeguarding arrangements agreed in advance with the other school.
- A member of College staff should avoid being alone with pupils from the other school at any stage.

#### **34. Taking photographs of pupils**

Many College activities involve recording images, which are undertaken as part of the curriculum, extra College activities, for publicity, or to celebrate achievement.

Using images of pupils for publicity purposes will require the consent of the parents of the individual concerned. Images should not be displayed on websites, in publications or in a public place without such consent. The definition of a public place includes areas where visitors to the College have access.

Parental agreement to the above is sought when the pupil starts at the College and parents have the right to alter their consent at any time. The Deputy Master Pastoral and Co-curricular can provide details to staff, when required.

When staff take digital images of pupils involved in College activities on their own cameras, phones or tablets, they must download the images to the College's Shared area as soon as possible and within 24 hours after taking them, except in the case of trip photos which should be downloaded within 24 hours after return from the trip. As soon as the images have been downloaded to the College's Shared area the images should be deleted from the device on which they were taken and the member of staff should not keep copies on his/her home computer or mobile phone etc. These rules apply for safeguarding reasons and to protect staff (as well as pupils). They do not apply to digital images taken by a member of staff of their own child.

#### **35. Use of Mobile phones and cameras at DUCKS (EYFS):**

DUCKS has a specific policy regarding the use of mobile phones and cameras.

The Policy states that staff are required to turn off their mobile phones during their working hours and visitors are asked to turn off their phones when in the buildings or play areas at DUCKS. All staff mobile phones should be stored either in staff lockers or classroom cupboards. Visitors (including Dulwich College boys) must secure their mobile phones in the lockers in each foyer.

Regarding cameras:

- Only designated cameras are to be used when staff are taking photos of DUCKS children.
- Photos must not be taken that might cause embarrassment or distress.
- Images have to be downloaded within a week and stored by DUCKS.

- No photographs may be taken by staff in the bathrooms or nappy changing areas without the consent of the Head or Deputy Head of the Kindergarten.

### **36. Whistleblowing duty**

Staff have a responsibility to report certain matters in accordance with the College's Whistleblowing Policy. This includes reporting where a pupil or colleague is being harassed, bullied or otherwise mistreated by a member of staff and where a member of staff has committed a "malpractice".

(Note: Malpractice includes: (a) any behaviour of a sexual nature towards a pupil (whether physical or verbal); (b) indecent or violent behaviour towards any person; (c) harassment or bullying of a pupil or member of staff; (d) serious neglect of duties (including unauthorised absence from work); (e) serious breach of the College's policies and procedures or acting contrary to this Staff Code of Conduct; (f) criminal activities, theft, fraud, financial irregularities or dishonesty; (g) bribery or any other corrupt behaviour; (h) creating or ignoring a serious risk to health, safety or the environment (negligence); and (h) any act which might give rise to a serious complaint against the College by any pupil, parent, employee, supplier, contractor or visitor.)

For further information please read the Whistleblowing Policy.

A failure to comply with the Whistleblowing Policy may result in disciplinary action.

### **37. Reporting incidents that may give rise to allegations or complaints against staff (including supply teacher, volunteer or contractor)**

Schools must follow the procedures for handling allegations made against staff etc. as set out in the College's Safeguarding (Child Protection) Policy. The aim is to deal with any allegation quickly and in a fair and consistent way which provides effective protection for the child and at the same time provides appropriate support for the person who is the subject of the allegation.

If any member of staff has any safeguarding concerns or an allegation is made about another member of staff posing a risk of harm to children, then:

- this should be referred to the Senior Deputy (or, in their absence, the Deputy Master Pastoral & Co-Curricular);
- where there are concerns/allegations about the Senior Deputy, these should be referred to the Master;
- where there are concerns/allegations about the Master, these should be referred the Chair of Governors (Dr Adrian Carr) or, in his absence, to the Safeguarding Governor (Dr Irene Bishop). Governors can be contacted via Ms Suzanne White, PA Governance & Finance) (telephone 020 8693 3601, email [whites1@dulwich.org.uk](mailto:whites1@dulwich.org.uk)).

A failure to comply with this paragraph of the Code of Conduct may result in disciplinary action.



### **38. Low Level Concerns**

The College seeks to encourage an open and transparent culture to identify inappropriate, problematic or concerning behaviour early and consequently minimise the risk of abuse. Staff should be clear about professional boundaries and must act within these boundaries, particularly those set out in the Staff Code of Conduct. If staff have a safeguarding concern or an allegation about another member of staff (including supply staff, volunteers, or contractors) that:

- is inconsistent with this Staff Code of Conduct, including inappropriate conduct outside of work; and
- does not meet the harm threshold (as defined in the first paragraph of Part 1 of Appendix 6 of the Safeguarding (Child Protection) Policy) or is otherwise not serious enough to consider a referral to the LADO,

then this should be shared with the Senior Deputy (or, in their absence, the Deputy Master Pastoral & Co-Curricular).

The term 'low-level' concern does not mean that it is insignificant. It is any concern — no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' — that an adult may have acted in a way that is inconsistent with this Staff Code of Conduct, including inappropriate conduct outside of work.

Examples of such behaviour could include, but are not limited to:

- being over friendly with children;
- having favourites;
- taking photographs of children on their mobile phone, contrary to College's policies;
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door; or
- humiliating pupils.

More detail is set out in the College's low-level concerns procedure set out in Section 2 of Appendix 6 of the Safeguarding (Child Protection) Policy.

A failure to comply with this paragraph of the Code of Conduct may result in disciplinary action.

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<b>Policy Owner:</b>	Senior Deputy and Clerk to the Governors
<b>Last Reviewed:</b>	September 2023
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