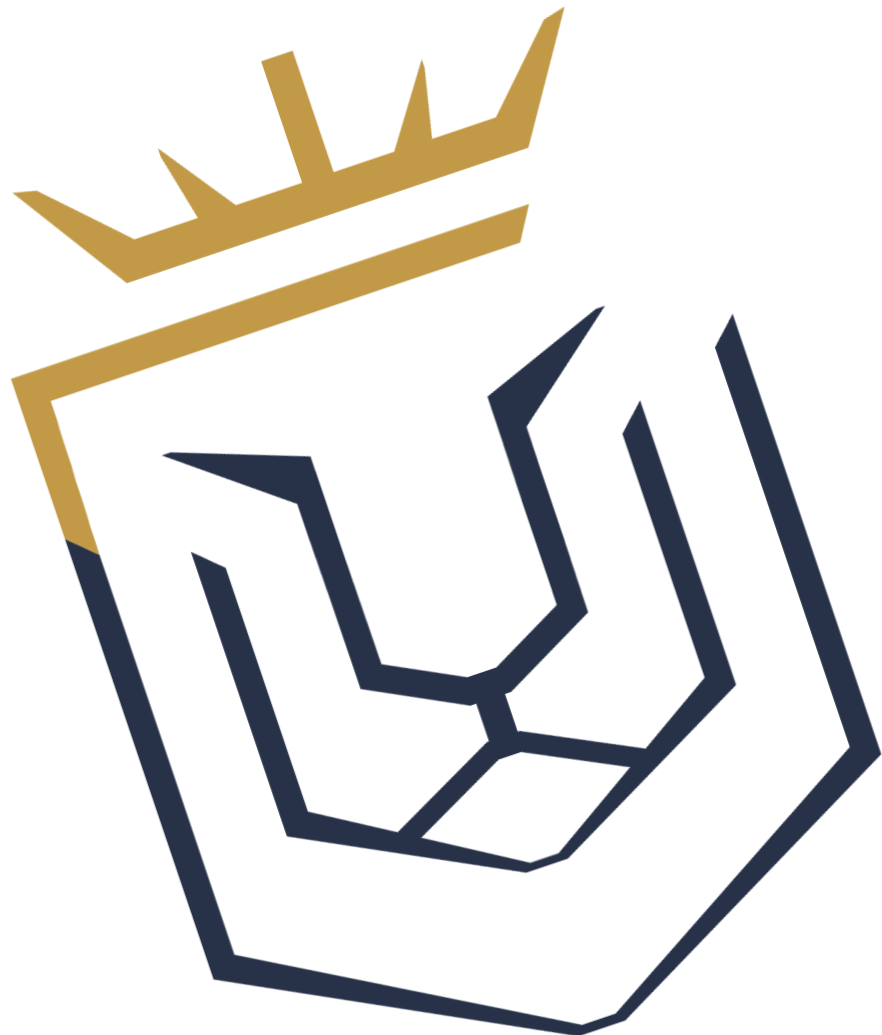




Code of Conduct Policy for Staff

Approved Policies for Adoption by Schools





This policy should be read in conjunction with the school's current Child Protection and Safeguarding Policy.

PURPOSE

Relationships between staff and students in Globeducate schools are friendly and mutually respectful. This code has been formulated in order to maintain this balance.

The purpose of the code is to:

1. confirm and reinforce the professional responsibilities of staff (both teaching and non-teaching)
2. clarify our position in relation to sensitive aspects of staff and student relationships.
3. set out the expectations of standards to be maintained within the school.

This Code of Conduct covers:

- One-to-one contact with students including private tutoring outside of school
- Conduct and behaviour including style of dress and use of language
- "Crushes"
- Cases in which restraint is necessary
- Action taken in self-defence or in an emergency
- Physical contact
- Home visits, after school clubs and school trips
- Communication with students and technology
- Mobile Phones, photographs and videos
- AI, Generative AI and Deepfake Technology
- Confidentiality and data protection
- Whistle blowing

INTRODUCTION

All individuals who work in an educational setting have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of students.

All staff must adopt high standards of personal conduct in order to maintain the confidence and respect of their colleagues, students, and the public in general.

1. Allegations of unprofessional or improper conduct, contact or words can arise at any time. All members of staff are reminded that professionalism and vigilance are required to ensure the safety of children in our care and to reduce the risk of an allegation of impropriety against a member of staff. This guidance applies to all adults working in a Globeducate school, not just teachers.
2. Members of staff need to take particular care when dealing with a student who
 - a. appears to be emotionally distressed or generally vulnerable, and/or is seeking expressions of affection from a member of staff
 - b. appears to hold a grudge against a member of staff
 - c. acts in an over-familiar or flirtatious way with adults





- d. may have reason to make up an allegation

Some of these behaviours may be indications that a child has been, or is currently being, abused and should therefore be reported to the Designated Safeguarding Lead (DSL) under the school's child protection procedures.

Staff members should be aware of the general guidance that will apply in all cases. In particular staff members:

- a. need to exercise professional judgment but always act within the spirit of these guidelines. If members of staff are involved in a situation for which no specific guidance exists, they should discuss the circumstances with a senior colleague. A written record should be kept that includes justifications for any action taken.
- b. must be familiar with procedures for handling allegations against staff.
- c. must be aware of the school's child protection procedures.
- d. Any concerns staff members may have about the appropriateness of another member of staff's conduct towards a student should be made a senior colleague or the Designated Safeguarding Lead.
- e. Any allegation of abuse or sexual impropriety by a member of staff or volunteer must be reported immediately to the Head of School, or in their absence the Designated Safeguarding Lead.
- f. If the concern is about the Head of School, staff must contact the school's managing director or the Chief Education Officer by emailing daniel.jones@globeducate.com
- g. Written records are essential. Any incident involving children that could give cause for concern, whether should be recorded with justifications for any action taken. In addition, incidents should be promptly reported to a senior member of staff. Recording procedures are available from the Head of School or Designated Safeguarding Lead.

ONE-TO-ONE CONTACT WITH STUDENTS

1. Members of staff teaching one student, or conducting a one-to-one meeting or teaching session with a student should take particular care in the following ways:
 - a. use a room that has sufficient windows so the occupants can be seen, keep the door open or inform a colleague that the lesson/meeting is taking place.
 - b. arrange the meeting during normal school hours when there are plenty of other people about.
 - c. do not continue the meeting for any longer than is necessary to achieve its purposes.
 - d. avoid sitting or standing in close proximity to the student, except as necessary to check work.
 - e. avoid idle discussion.
 - f. avoid all unnecessary physical contact and apologise straight away if there is accidental physical contact.
 - g. avoid any conduct that could be taken as a sexual advance.
 - h. report any incident that causes you concern to the Designated Safeguarding Lead for





Safeguarding and make a written record (dated and signed).

2. Pre-arranged meetings with students outside school should not be permitted unless approval is obtained from their parents and a senior member of staff, and staff should inform colleagues before the meeting.
 - a. Private tutoring outside of school for current students is not permitted, unless written approval has been given by the Head of School.
 - b. Staff who use students to babysit or provide other services for their own children should declare this arrangement to the Head of School.

3. In exceptional circumstances, home visits may be necessary. In these cases staff members should:

- a. discuss the purpose of any visit with senior colleagues
- b. not visit unannounced if it can be avoided
- c. leave the door open where they will be alone with students
- d. keep records detailing time of arrival and departure and work undertaken
- e. discuss with their manager anything that gives cause for concern and refer to other agencies if felt appropriate
- f. have a mobile phone and an emergency contact

In Early Years settings, staffing arrangements must meet the needs of all children, ensure their safety, and abide by statutory staff-student ratios. Children should be within sight of staff and always within hearing.

CONDUCT AND BEHAVIOUR

Safe practice by staff involves using judgement and integrity about their behaviour both at work and outside of it.

1. Smoking is not permitted in any part of the premises or at school entrances at any time, by any person regardless of their status or business with the school.
2. There may be times when a member of staff's behaviour or actions in their personal life comes under scrutiny from local communities, the media, or public authorities. Misuse of drugs, alcohol or acts of violence would be examples of such behaviour. All staff members must therefore report any such examples to the Head of School.
3. The school recognises and embraces the benefits and opportunities that social media offers. However, employees should also be aware of the associated risks, especially around issues of safeguarding, bullying and personal reputation. Employees should:
 - a. Be aware of their online reputation and recognise that their online activity may be seen by others including parents, students and colleagues;
 - b. Ensure that any use of social media is carried out in line with this policy and other





- relevant policies;
- c. Be responsible for their words and actions in an online environment.
 - d. Consider whether any comment, photograph or video posted on social media is something they want students, colleagues, or other employees of the school to read. If in doubt, do not post it.
 - e. Managers are responsible for addressing any concerns and/or questions employees may have on the use of social media.
 - f. Be aware that social media is a broad term for any kind of online platform which enables people to directly interact each other.
4. A member of staff arrested or questioned by the police is expected to inform the school at the earliest opportunity. Consideration will be given to all the relevant circumstances and implications.
5. Staff members should ensure that they use appropriate language at all times:
- a. avoid words or expressions that have any unnecessary sexual content or innuendo
 - b. avoid displays of affection either personally or in writing
 - c. avoid contact such as holding, pushing, pulling, or hitting
 - d. avoid aggressive or threatening language
 - e. avoid any words or actions that are over-familiar
 - f. do not swear, blaspheme, or use any sort of offensive language in front of students.
 - g. the use of sarcasm or derogatory words should be avoided when punishing or disciplining students
 - h. unprofessional criticism or personal comments about others should be avoided

STAFF DRESS CODE

Please refer to the school's internal guidelines regarding the professional expectations relating to professional dress and self-presentation

"CRUSHES"

1. "Crushes", fixations, or infatuations are part of normal adolescent development; however, they need sensitive handling to avoid allegations of exploitation.
2. Where a member of staff suspects that a student may have a "crush" on him or her, or on another colleague, this should be brought to the attention of a senior colleague.

CASES IN WHICH PHYSICAL FORCE OR RESTRAINT IS NECESSARY

1. All forms of corporal punishment are unlawful. However, there are times when teaching or other staff members may need to use such force or physical contact as is reasonable in the circumstances to prevent a student from doing, or continuing to do any of the following:





- a. committing a criminal offence
 - b. injuring themselves or others
 - c. causing damage to property, including their own
 - d. engaging in prejudicial behaviour to other members of the school community, either in school or during school-related activities
2. This should only apply where no other form of control is available and where it is necessary to intervene after a student ignores the teacher's instructions to stop. The staff member must not act in a way that might reasonably be expected to cause injury.
 3. The member of staff involved should inform the Designated Safeguarding Lead (DSL) or Head of School immediately following an incident in which physical force has been used and produce a written report as soon as possible afterwards. This is to help prevent any misunderstanding or misrepresentation of the incident, and will be helpful in the event of a complaint. Parents or carers must be informed on the same day, or as soon as is reasonably practicable.

ACTION TAKEN IN SELF-DEFENCE OR IN AN EMERGENCY

1. Action taken in self-defence against an attack may be justified, provided that no more force is used than is necessary. Similarly, where a student is at risk of immediate injury or on the point of inflicting injury on someone else, a member of staff may intervene. This is dependant on compliance with local laws.
2. Please note that:
 - a. physical force could not be justified to prevent a student from committing a trivial misdemeanour.
 - b. any force should always be the minimum needed to achieve the desired result.
 - c. whether it is reasonable to use force and the degree of force that could be reasonably employed might also depend on the age, understanding and sex of the student.

PHYSICAL CONTACT IN OTHER CIRCUMSTANCES

Physical contact between a member of staff and a student may be necessary and beneficial in order to demonstrate a required action, or a correct technique in, for example, singing and other music lessons or during PE, sports, and games.

Members of staff should observe the following guidelines (where applicable):

- a. explain the intended action to the student.
- b. not proceed with the action if the student appears to be apprehensive or reluctant, or if the member of staff has other concerns about the student's likely reaction.
- c. ensure that the door is open and, if in any doubt, ask a colleague or another student to be present during the demonstration

If members of staff are at all concerned about any instance of physical contact, they should speak





to a senior member of staff as soon as possible afterwards and produce a written report which is passed to a member of the Senior Leadership Team.

Touching may be appropriate where a student is in distress and needs comforting. Staff should use their own professional judgement when they feel a student needs this kind of support and should be aware of any special circumstances relating to the student. For example, a child who has been abused may find physical contact particularly difficult. Staff should always notify a senior colleague when comfort has been offered and should seek guidance if unsure whether it would be appropriate in a particular case.

Where staff are administering First Aid they should explain to the student what is happening and ensure that another adult is either present or is aware of the action being taken.

Children are entitled to privacy when changing or showering. However, there must be an appropriate level of supervision to ensure safety. Adults should:

- a. avoid physical contact or intrusive behaviour when children are undressed.
- b. announce themselves when entering changing rooms and avoid remaining unless required.
- c. not shower or change in the same place as children.

Sometimes intimate care is required, for example when assisting with toileting or removing wet clothes. Staff should:

- a. comply with the school's guidelines, for example a nappy changing policy in the Early Years.
- b. explain to the child what is happening as appropriate.

Where a child has previously been abused, staff should be informed on a 'need to know' basis and should be extra cautious when considering the necessity of physical contact.

CONTACT OUTSIDE SCHOOL & HOME VISITS

Staff should avoid unnecessary contact with students outside school:

- a. they should not give students their home address, home phone number, mobile phone number or personal e-mail address.
- b. they should not send personal communications to students (i.e., communications not pertaining to school 'work' and professional matters) unless agreed by a senior colleague.
- c. they should not decide to meet students, individually or in groups, outside school other than on school trips authorised by the Senior Leadership Team.
- d. they should avoid contacting students at home unless this is strictly necessary; they should keep a record of any such occasion.
- e. they should not give a student a lift in their own vehicle other than on school business and with permission from the Head of School.
- f. they should avoid inviting students, groups or individuals, to their home or hotel room unless there is a good reason, and it has been approved by the School Leadership Team. This prohibition also applies where staff have on-site accommodation.





- g. they should ensure that students do not see anything in their home that may cause embarrassment or that might become the subject of inappropriate gossip or rumour

Staff should be aware that when they meet children or parents socially, their contact could be misinterpreted. Any social contact that could give rise to concern should be reported to a senior colleague.

Members of staff who are friends with parents of students or who, for example, are voluntary workers in youth organisations attended by students, will, naturally have contact with those students outside school. However, they should still respect the above advice wherever possible and should keep the Head of School informed of such relationships.

Where staff members are arranging planned social contact with parents or students, such as part of a reward scheme or pastoral care programme, they should still seek the approval of senior colleagues.

The same guidelines should be applied to after school clubs, school trips, and especially trips that involve an overnight stay away from the school. They also apply to contact with children or young people who are students at another school.

CONSUMPTION OF FOOD AND DRINKS

Our schools have a number of students with food allergies and intolerances. Staff members should follow school policy regarding bringing food into school that may cause an allergic reaction, such as nuts.

Staff members and students should be allowed to drink water in classrooms, unless instructed otherwise by senior leaders. Staff members must exercise caution with hot drinks and take appropriate precautions to avoid spillage, according to school policy.

Where possible, all Globeducate staff, academic and non-teaching, are encouraged to avoid single-use plastic as part of their eating and drinking arrangements. Reusable drinking water bottles are preferred. Staff are also encouraged to be proactive and visible about responsible waste disposal of food and drink packaging. There may be a separate Eco-School Code available from the Eco-School Coordinator.

MOBILE PHONES, PHOTOGRAPHS AND VIDEOS

The safety of our students is paramount. All staff must be aware of the need to act responsibly when using their own mobile phone or camera / portable device. Casual or inappropriate use of mobile devices by staff may pose a risk if staff are distracted from caring for a student. It is the responsibility of staff who bring mobile devices to school to abide by these guidelines. Personal use of mobile phones is restricted to lunch/ break times and non-contact periods. Staff should make personal calls in an office or an area out of the sight and sound of students. Mobile phones should be turned off or kept on silent and kept out of sight.

Staff members should not use their personal mobile phone to contact a parent except in an





emergency. Staff should not give out their mobile phone number to a student or contact a student from their personal mobile unless there is a legitimate reason to do so and permission has been given by the Head of School.

The school will not accept liability for loss or damage to personal mobile devices. Inappropriate use of a mobile phone or device will result in disciplinary action.

Photographs and videos are used as part of the learning experience in school and, as such, staff members have a responsibility to ensure that they not only educate our students about the safe and appropriate use of digital images, including AI generated images but also model good practice themselves.

Staff should check the file of parental permissions for student photographs that permission has been received before taking photographs or video camera footage of any students in class, at any school events or on a trip. They should also check this file before displaying these photographs. Staff should not take images of children using personal mobile phones. Members of staff should only use personal equipment, e.g., cameras or video equipment, when permission has been granted by a member of the Senior Leadership Team and there has been an agreed timescale for transfer and deletion of the image.

1. Where permission has been obtained, the following should be considered:
 - a. the purpose of the activity should be clear as what should happen to the photos. Staff members must be able to justify images in their possession.
 - b. staff will ensure that students are at ease and comfortable with any images being taken.
 - c. all images should be available in order to determine acceptability.
 - d. images should not be made during one-to-one situations.
 - e. if an image is to be displayed in a place to which the public have access, it should not have the student's full name. Similarly, where a student is named (in a school prospectus, for example) the name should not be accompanied by a photograph.
 - f. all images of children should be stored securely and only accessed by those authorised to do so.
2. Staff must ensure children are not exposed to inappropriate or indecent images. Inappropriate material, such as pornography, must not be brought to work and staff members must not use school property to access such material. If members of staff discover material that is potentially illegal, they must isolate the equipment and contact the School's Designated Safeguarding Lead immediately.

AI, GENERATIVE AI AND DEEPPAKE TECHNOLOGY

In the rapidly evolving digital landscape, the emergence of AI, generative AI technologies, and deepfake content presents new challenges and responsibilities for our school community. These technologies, while offering innovative educational tools, also pose significant risks if misused. Therefore, it is essential for all staff and students to keep themselves informed about advances in the technology and potential new risk factors.

1. Use Ethically: Use AI tools ethically, focusing on enhancing learning while ensuring integrity and safety.





2. **Transparency and Consent:** Always be transparent about using AI with student data and secure necessary consents.
3. **Data Safety:** Vigilantly protect student data, adhering to privacy laws and school policies.
4. **Teach Digital Literacy:** Teach students to critically evaluate digital content, including spotting deepfakes.
5. **Professional Growth:** Stay updated on AI advancements and their ethical use in education through professional development.
6. **Follow Policies:** Keep up with and adhere to the latest digital use policies of the school.
7. **Report Issues:** Immediately report any misuse of AI technologies, following school protocols.
8. **Collaborate:** Work with colleagues and tech experts to share knowledge and strategies for using AI responsibly.
9. **Model Behaviour:** Demonstrate responsible digital behaviour as a standard for the community.
10. **Support Community:** Help students and colleagues navigate AI and digital tech, ensuring a safe and positive experience.

CONFIDENTIALITY AND DATA PROTECTION

1. Members of staff must respect the privacy of students, parents and colleagues and must not share personal information such as addresses or telephone numbers to others or generative AI, without checking first with the person concerned.
2. Students' and parents' names and contact details must not be used for any purpose without the consent of the Head of School. Information about students, parents or colleagues should never be disclosed to telephone enquirers or online enquirers. Staff should ask the enquirer to put the request in writing so that it can be dealt with appropriately.
3. Confidential information should only be disclosed on a need-to-know basis. Where it is not necessary to disclose a child's identity the information should be anonymised. If members of staff are not sure whether they should disclose information, they should seek advice from a senior colleague.
4. In certain cases, members of staff may be required to disclose information to the school's DSL; for example, where abuse is alleged or suspected. Staff members should never promise confidentiality to a student where child protection issues are involved (see separate Safeguarding & Child Protection Policy). The storing of personal information must not breach the School's Data Protection Policy (see separate Data Protection Policy).

ACCEPTING GIFTS

1. Where staff members receive a gift they should:
 - a) declare the gift to the Head of School where there is any possibility that it could be misconstrued, or it is of significant value.
 - b) decline gifts that could be seen as a bribe or those that could create an expectation of preferential treatment or raise a conflict of interests. Although it is accepted for parents or children to make small gifts to show appreciation, a teacher must not receive gifts on a regular basis.





WHISTLE BLOWING

Staff should report any activities or behaviour of colleagues that gives them cause for concern. Please refer to the Whistleblowing Policy if you become aware of a serious problem that you want to report.

Globeducate requires self-disclosure by members of staff of any wrongdoing or alleged wrongdoing, including any incidents arising from alternative employment or incidents outside work which may have a bearing on the member of staff's employment with the school. Please report to the Head of School.

If you have concerns that an adult in school is behaving inappropriately towards a student, then these concerns should be passed on immediately to the Head of School. If the concerns are about the Head of School, please pass them to the Chief Education Officer, Daniel Jones.

Low Level concerns about staff members must also be reported to the Principal or Head of School. A low-level concern is any concern – no matter how small, that an adult working in or on behalf of the school may have acted in a way that:

- is inconsistent with the staff code of conduct, including inappropriate conduct outside of work
- does not meet the 'harm threshold' or is otherwise not serious enough to consider a referral to an external agency

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
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door
- using inappropriate sexualised, intimidating or offensive language
- Humiliating children

The school will keep a securely stored written record of any 'low-level concerns', however they will not be referred to in references unless they have been formalised into more significant concerns resulting in disciplinary or misconduct procedures.

Globeducate encourages a culture of openness and accountability, will support employees and students who report a concern and will protect them from reprisals or victimisation.

LEGAL IMPLICATIONS

1. "Meeting a child following sexual grooming" applies where an adult arranges to meet a child aged under 16 in any part of the world, if he/she has met or communicated with that child on at least two earlier occasions and intends to commit a sexual





offence against that child. The law is clearly intended to apply where adults contact children through the internet. However, the prior meetings or communications need not have an explicitly sexual content.

2. Most sexual activity involving a person under the age of 16 (male or female) is an indecent assault which is both a criminal offence and a matter for which damages can be awarded. This is so, even when the younger person is alleged to have provoked or encouraged the activity.
3. Schools must refer to the authorities anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed a child protection offence and has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left.
4. In line with national laws, Globeducate expects all staff members to have due regard to the need to prevent people from being drawn into terrorism and challenge any extremist ideas from students, staff or visitors to the school. Any such concerns must be reported immediately to a member of the Safeguarding and Child Protection Team.

This document contains policies, for use by Globeducate schools.

