



**BRITISH SCHOOL  
OF GENEVA**

## **CODE OF CONDUCT FOR STAFF**

**Implementation Date** – September 2024

**Review Date** – July 2025

**Signed** : Simon Thompson, Principal

**Review by** : Senior Leadership Team

## Introduction

A code of conduct is designed to give clear guidance on the standards of behaviour that all school staff are expected to observe. The school should notify staff of this code.

This policy applies to all members of staff including: Board of Directors, teachers, support staff, volunteers, temporary and supply staff and students on teaching placements.

All actions concerning students must uphold the best interests of the student as a primary consideration. Staff should always remember that they hold a position of trust, and that their behaviour towards the students in their charge should be above reproach. This Code of Conduct is not intended to detract from the enriching experiences students gain from positive interaction with staff. It is intended to assist staff with respect to the complex issue of child abuse and protection, by drawing attention to areas of risk for staff, and by offering guidance on the highest possible standards of conduct and on minimising the risk of inappropriate conduct occurring.

## Code of conduct

### Setting an example

- a) All staff who work in schools set examples of behaviour and conduct which can be copied by students. Staff must avoid using inappropriate or offensive language at all times.
- b) All staff must, therefore, demonstrate high standards of conduct in order to encourage students to do the same.
- c) All staff must dress appropriately for their role. Teaching staff must dress decently, safely and appropriately for the tasks they undertake. For example, sports staff must wear appropriate sportswear and technicians clothing suitable for their work such as uniform/overall.

### Private Meetings with Students

- a) Staff should be aware of the dangers that may arise from private interviews with individual students. It is recognised that there will be occasions when confidential interviews take place. As far as possible, staff should conduct such interviews in a room with visual access, or with the door open. Staff should manage these situations with regard to the safety of the students and their own safety. All teacher/student conversations that relate to a concern in a students life, should be recorded on MyConcern.
- b) Where such conditions cannot apply, staff are advised to ensure that another adult knows that the interview is taking place. It may be necessary to use a sign indicating that the room is in use, but it is not advisable to use signs prohibiting entry to the room.
- c) Where possible, another student, or preferably another adult, should be present or nearby during the interview, and the school should take active measures to facilitate this.

## Relationships and Attitudes

Within the Safeguarding Policies of the school, staff should ensure that their relationships with students are appropriate to the age, maturity and sex of the students. They should take care that their conduct

does not give rise to adverse comments or speculation. Attitudes, demeanour and language all require care and thought, particularly when staff are dealing with adolescent boys and girls.

### **Social networking and communication**

The open nature of the internet and social networking means that every member of staff should take active steps to protect themselves and their school by taking simple precautions. The school reserves the right to monitor the use of information systems including internet access, to intercept email, to monitor phone calls. The school reserves the right to take measures to detect inappropriate or unauthorised use of information systems in the past or currently, including the storing of unauthorised or unlawful text, sound, imagery, or any other irregularity. This monitoring is carried out primarily to avoid offensive or nuisance material, to protect systems from viruses, but also to ensure the effective use of systems.

- Staff should not access social networking sites for personal use during classes.
- Anything that is posted online or sent by text or email is potentially public or permanent even if you subsequently delete posts and emails and if you use privacy settings.
- Never make social network friends with students.
- It is advisable that you do not make social network friends with past students or parents
- Never send emails or messages that you would not be happy for your employer or colleague to read.
- Do send emails and communications in a professional language.
- If in doubt, do not post the communication

### **Confidentiality**

Where staff have access to confidential information about students, their parents or guardians, staff must not reveal such information except to those colleagues who have a professional role in relation to the student(s).

All staff are likely, at some point, to witness actions which need to be kept confidential. For example, when a student is bullied by another student or a member of staff, this needs to be reported and dealt with in accordance with the defined school procedure. Such incidents must not be discussed outside the school, including with the student's parent(s) or guardian(s), or with colleagues from school.

However, staff have an obligation to share with the DSL, the Deputy Principal or the Principal any information which gives rise to concern about the safety or welfare of a student. Staff must never promise that they will not act on information that they are told by a student.

### **Conduct outside of work**

Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the community.

In particular, criminal offences that involve violence or possession or use of illegal drugs / substances or sexual misconduct are likely to be regarded as unacceptable.

The school does not seek to dictate how employees conduct themselves in their personal lives outside work. However, unlawful, anti-social or other conduct by employees which may jeopardise the school's reputation or position will be dealt with through disciplinary procedure. This includes being a member of an extremist group or promoting or being involved with terrorist activity. If concerns are held about an individual with regards involvement in terrorist activity, they will be referred directly to the police.

Staff may undertake voluntary work outside school, provided it does not conflict with the interests of the school or be to a level that may contravene the working time regulations or affect an individual's work performance.

## Safe touch policy

Physical Restraint should be limited to emergency situations and used only in the last resort. No member of staff at BSG may use any degree of physical contact which is deliberately intended to punish a student or which is primarily intended to cause pain or injury or humiliation. This ban is absolute. It applies regardless of the seriousness of the student's misbehaviour or the degree of provocation. Our Safe touch policy set out in a separate policy, in accordance with ISP guidelines. A separate Policy is available on Google Drive.

## Intimate care policy

The management of all students with intimate care needs will be carefully planned. Students who require intimate care will be treated with respect at all times; their welfare and dignity is of paramount importance and a high level of privacy, choice and control will be provided to them. A separate Policy is available on Google Drive.

## Safeguarding and Child Protection Policy

Safeguarding is EVERYTHING we do in school to keep children safe, healthy, happy and therefore learning. The British School of Geneva recognises its responsibilities for safeguarding children and that it is part of a wider safeguarding system. Our policy applies to all staff, the Board of Directors and volunteers working in the school. It also applies to all students at the school. Furthermore, BSG recognises that safeguarding is everyone's responsibility and that the interest of the child is paramount. A separate Policy is available on Google Drive.

## Whistleblowing Policy

International Schools Partnership and the Headteacher/Principal are committed to delivering a high quality education service to pupils and expect high standards from their staff and contractors. In order to maintain these high standards a culture of openness and accountability is vitally important. The aims of this policy are threefold:

- to encourage staff to raise concerns about malpractice within the School without fear of reprisal
- to reassure staff that concerns will be taken seriously
- to provide information about how to raise concerns and explain how the Head and ISP may respond.

A separate Policy is available on Google Drive.

## **E-Safety Policy**

This E-Safety policy affirms our commitment to E-Safety and acknowledges its part in the school's overall Safeguarding Policies and Procedures. It shows our commitment to meeting the requirements to safeguard and promote the welfare of students. All staff must adhere to this policy. A separate Policy is available on Google Drive.

## **Conclusion**

It would be impossible and inappropriate to lay down hard and fast rules to cover all the circumstances in which staff interrelate with students, or where opportunities for their conduct to be misconstrued might occur. In all circumstances, the professional judgement of members of staff will be exercised and for the vast majority of staff this Code of Conduct will serve only to confirm what has always been their practice, acting in the best interests of the students and the school. If staff have any doubts about points in this policy, or how they should act in particular circumstances, they should consult the DSL or seek advice from the Deputy Principal or the Principal.

Breach of or failure to observe this policy is likely to result in disciplinary action being taken under the school disciplinary procedures, including, but not limited to, dismissal. Staff are responsible for updating their understanding of this policy in line with existing school policy and procedures.