

Staff Code of Conduct (including safeguarding children) HR001

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To be reviewed by	Principal, Bursar and DSL

SAFEGUARDING

Our School is committed to safeguarding and promoting the welfare of children and young people. The School expects all teaching staff, support staff, volunteers and parents to share and uphold this commitment. If a child cannot feel safe, they cannot learn to their full potential.

SCHOOL AIMS

NLCS Hong Kong's Staff Code of Conduct is one way in which the School meets the following School Aims:

- To ensure that every member of the School feels valued, supported and encouraged.
- Maintains a team of teachers to whom each student is important and who can inspire subject passion and enthusiasm.
- Fosters a caring and respectful community characterised by excellent relationships between staff and students and between the students themselves, of whatever age, culture and background.

PURPOSE OF THE STAFF CODE OF CONDUCT

The purpose of this code is to safeguard students and reduce the risk of staff being falsely accused of improper and unprofessional conduct by:

- Confirming and reinforcing the professional responsibilities of all staff.
- Clarifying the legal position, citing UK and Hong Kong law, in relation to sensitive aspects of staff/student relationships and communication including social media.
- Clarifying the standard applied in assessing misconduct in relation to sensitive aspects of staff/student relationships.
- Helping staff establish safe practices and reduce the risk of false accusation or improper conduct.
- Setting out the expectations of standards to be maintained within the School.

- Reinforcing NLCS Hong Kong's expectations of staff in relation to safeguarding children and the professional and private conduct of those acting on behalf of NLCS Hong Kong.
- Ensuring that all staff understand that they must intervene, by reporting to the School's Designated Safeguarding Lead (DSL), where there is evidence of, or reasonable cause to suspect, that students are being abused in any way.

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1. INTRODUCTION

- 1.1 The Code of Conduct for Staff (the Code) has been produced to assist all staff at North London Collegiate School Hong Kong (the School) to establish the safest possible learning and working environments.
- 1.2 Allegations of unprofessional conduct or improper contact or words can arise at any time. Professionalism and vigilance are required to ensure the safety of pupils and to reduce the risk of an allegation of impropriety against a member of staff.
- 1.3 Relationships with fellow staff, employees, governors, contractors, visitors, students and their parents or guardians should be reasonable and mutually respectful at all times. This Code has been formulated in order to maintain this balance. It is the contractual duty of every member of staff to observe the rules and obligations in this code. You should also follow the guidance unless there is a good reason not to follow it in a particular case.
- 1.4 The Code must be read in conjunction with the School policies, procedures and guidelines referred to within. Failure to abide by School policies and procedures may be regarded as a serious disciplinary matter.

2. STATUTORY AND REGULATORY FRAMEWORK

- 2.1 The code has regard to the following:
EDB: Guidelines on Teachers' Professional Conduct
EDB: School Administration Guide
Keeping Children Safe in Education (September 2024)
Working Together to Safeguard Children (July 2018)

3. SCOPE AND RESPONSIBILITIES

- 3.1 The Code applies to all members of staff working at the School whether paid or unpaid. This includes teaching staff, support staff, peripatetic staff, temporary part-time workers, volunteers, Governors, supply staff and contractors.

- 3.2 All 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. The Code applies wherever staff are working with students even where this is away from the School, for example, on an educational visit.
- 3.3 All Staff are expected to read and familiarise themselves with the Code so that they are clear about professional conduct and boundaries, and should contact the Senior Team or HR department if they have any questions.

4. GUIDING PRINCIPLES

- 4.1 All staff should put the wellbeing, development and progress of all students first by:
- Taking all reasonable steps to ensure the safety and wellbeing of students under their supervision.
 - Using professional expertise and judgment for the best interests of students in their care.
 - Demonstrating self-awareness and taking responsibility for their own actions and for providing help and support to students.
 - Staff should work, and be seen to work, in an open and transparent way including self-reporting if their conduct or behaviour falls short of these guiding principles.
 - Staff should discuss and/or take advice promptly from their line manager if they have acted in a way which may give rise to concern.
 - Raising concerns to a member of Senior Team and/or the Designated Safeguarding Lead (DSL) about the practices of teachers or other professionals where these may have a negative impact on students' learning or progress, or may put students at risk.
 - Being familiar with the School's safeguarding procedures and reporting process and be able to identify the DSL.
 - Being aware that they are in a position of trust (i.e. the adult is in a position of power or influence over the student due to his or her work); that the relationship is not a relationship between equals and that this position must never be used to intimidate, bully, humiliate, coerce or threaten students.
 - Staff should be aware that breaches of the law and other professional guidelines could result in disciplinary action being taken against them, criminal action and/or other proceedings including removal of Hong Kong teacher registration, barring by the Disclosure & Barring Service (DBS) from working in regulated activity, or for acts of serious misconduct prohibition from teaching by the Teaching Regulation Agency (TRA).
- 4.2 All staff should demonstrate respect for diversity and take steps to promote equality by:
- Acting appropriately and in accordance with this Code of Conduct, towards all students, parents, guardians or carers and colleagues.
 - Staff should apply the same professional standards regardless of culture, disability, gender, language, racial origin, religious belief and sexual orientation.
 - Addressing issues of discrimination and bullying whenever they arise.
 - Helping to create a fair and inclusive School environment.

4.3 All staff should work as part of a unified staff body by:

- Developing productive and supportive relationships with colleagues.
- Exercising any management/leadership responsibilities in a respectful, inclusive and fair manner.
- Complying with all School policies and procedures.
- Participating in the School's development and improvement activities, and inspection requirements.
- Recognising the role of the School in the life of the local community.
- Upholding the School's reputation and standing within the local community and building trust and confidence in it.

4.4 General Conduct:

General conduct and behaviour: You should observe the School's policy on Smoking, Alcohol and Drugs contained in the Employment Manual. Staff should refrain from the use of tobacco products, alcohol and/or drugs when working with students. Staff should never give students any drugs, alcohol, tobacco products, images or reading material that is inappropriate.

5. ADDITIONAL PRINCIPLES FOR TEACHERS

5.1 Teachers should take responsibility for maintaining the quality of their teaching practice by:

- Meeting the professional standards for teaching applicable to their role and position within the School.
- Reflecting on their current practice and seeking out opportunities to develop knowledge, understanding and skills.
- Helping students to become confident and successful learners; and
- Establishing productive relationships with parents by:
 - Providing accessible and accurate information about their child's progress;
 - Involving them in important decisions about their child's education; and
 - Complying with this Code.

6. DUTY OF CARE

6.1 It is the contractual duty of every member of staff to observe the rules and obligations in this Code in order to keep students safe. Staff should also follow the guidance unless there is a good reason not to follow it in a particular case.

6.2 This duty is in part exercised through the development of respectful, caring and professional relationships between staff and students, and behaviour by staff that demonstrates professionalism, integrity and good judgement.

6.3 Employers have a duty of care towards their employees under the Health and Safety at Work etc. Act 1974 and Occupational Safety and Health Ordinance Cap. 509, which requires them to provide a safe working environment for staff and guidance about safe working practices. The Act also imposes a duty on employees to take care of themselves and anyone else who

may be affected by their actions or failings. In this respect, the duty of care towards both staff and children can be demonstrated through the use of this Code.

7. MAKING PROFESSIONAL JUDGEMENTS

- 7.1 This Code highlights the behaviour the School expects from its staff however, this Code cannot provide a complete checklist of what is, or is not, appropriate behaviour. Staff are expected to make judgements about their behaviour to secure the best interests and welfare of the students in their charge, and in doing so, will be seen to be acting reasonably.
- 7.2 Staff need to exercise professional judgment but always act within the spirit of this Code. If you are involved in a situation where no specific guidance exists, you should discuss the circumstances with the Designated Safeguarding Lead (DSL) or their deputy, and a written record should be kept that includes justification for any action taken.

8. POWER AND POSITIONS OF TRUST

- 8.1 As a result of their knowledge, position and/or the authority invested in their role, all those working with children and young people in education settings are in positions of trust in relation to the young people 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 vulnerable young people and staff have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.
- 8.2 Staff should always maintain appropriate professional boundaries, avoid behaviour which could be misinterpreted by others and report and record any such incident. This applies equally to when staff engage with students and parents online.

9. SEXUAL CONTACT WITH STUDENTS

- 9.1 Sexual relationships or sexual contact with any students or encouraging a relationship to develop in a way which might lead to a sexual relationship, or any relationship considered inappropriate with any student at the School is a grave breach of trust that will lead to disciplinary action and may also lead to criminal prosecution.
- 9.2 It is the criminal offence of an abuse of a position of trust to have any sexual relationship with any School student under the age of 18, and whilst not a criminal offence, it is a breach of this Code and considered to be gross misconduct to have a sexual relationship with any student of this School, even if over the age of 18.
- 9.3 The Sexual Offences Act 2003 (UK) also introduced the offence of "meeting a child following sexual grooming". This applies where an adult arranges to meet a child aged under 16 in any part of the world, if he has met or communicated with that child on at least two earlier occasions and intends to commit or abet 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. Such behaviour would constitute gross misconduct if applying to any student at the School or at any other school.
- 9.4 Forming relationships with children or young people who are pupils or students at another school will be a criminal offence if they are under 16 but may also be a criminal offence if under the age of 18. Such behaviour tends to bring the School into disrepute and gives rise

to concern that the Staff involved cannot be trusted to maintain professional boundaries with pupils and students at the School. The School considers it a serious matter for staff to form inappropriate relationships with a pupil of any school, irrespective of their age and such behaviour will be considered to be gross misconduct and lead to disciplinary action.

9.5 Staff must not:

- Have sexually suggestive or provocative communications with a student.
- Make sexual remarks to or about a student.
- Discuss their own sexual relationships in the presence of students.
- Have any type of sexual relationship with a student or students.

9.6 Social contact between staff and former students is not usually a matter for the School. However, were an intimate or sexual relationship to develop between a member of staff and a former pupil shortly after the student has left the school (for example, within 3 years of leaving the Sixth form), this would raise concerns about possible abuse of the staff member's professional position in grooming the young person whilst at the School. Any such concern would be referred by the School to the SWD and police and may lead to disciplinary action being taken against the member of staff after an appropriate hearing.

10. DEALING WITH INFATUATIONS AND CRUSHES

10.1 Crushes, fixations or infatuations are part of normal adolescent development. However, they need sensitive handling to avoid allegations of exploitation and to ensure that students are protected. Such crushes carry a high risk of words, actions and expressions being misinterpreted; therefore, the highest levels of professionalism are required.

10.2 If you suspect that a student has a "crush" on you or on another colleague, you should bring it to the attention of the DSL or their deputy at the earliest opportunity. Suggestions that a pupil may have developed a crush should be recorded. Staff should avoid being alone with students who have developed a crush on them and if the student sends personal communications to the member of staff, this should be reported to the DSL or their deputy and recorded.

11. SAFEGUARDING

11.1 NLCS Hong Kong is committed to safeguarding and promoting the welfare of children. The School expects all staff and volunteers to share and uphold this commitment. This Staff Code of Conduct applies to all employees and volunteers who represent the School and who interact with students. In addition, this Staff Code of Conduct also applies to the professional and private conduct of those acting on behalf of NLCS Hong Kong. We must, at all times, be aware of the responsibilities that accompany our work in both our professional and private lives.

11.2 All staff must familiarise themselves with the School's Safeguarding and Child Protection policy and procedures, and Parts 1, 5 and Annex B of Keeping Children Safe in Education.

11.3 All staff must know the role and identity of the DSL, deputy DSLs and the School's nominated safeguarding Governor. Staff must immediately raise any safeguarding concerns with the DSL or their deputy and involve Social Welfare Department as appropriate in accordance with the School's Safeguarding and Child Protection policy and procedures. Contact details

for the DSL, deputy DSLs, nominated safeguarding Governor and Hong Kong Social Welfare Department are found in the Safeguarding and Child Protection policy.

- 11.4 Staff should recognise their individual responsibility to raise any concerns regarding behaviour or conduct, including low level concerns, that falls short of the principles outlined in this Code. It is crucial that any such concerns, including those which do not meet the harm threshold are shared responsibly with the right person, and recorded and dealt with appropriately. Failure to report or respond to such concerns would constitute a failure in professional responsibilities to safeguard children and promote welfare. Detailed information about reporting procedures is available in the Safeguarding and Child Protection policy.
- 11.5 All staff are required to immediately report their own wrongdoing, or any wrongdoing or proposed wrongdoing of any other member of staff or any conduct which they may suspect to be inappropriate to the Principal.
- 11.6 The School strives to embed a culture of openness and transparency in which the School's values and expected behaviour, as set out in this Code, are constantly reinforced by all staff. The term 'low-level' concern does not mean that it is insignificant, it means that the behaviour towards a child does not meet the threshold as set out in KCSIE. A low-level concern 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 working in or on behalf of the School may have acted in a way that:
- Is inconsistent with this Code, including inappropriate conduct outside of work.
 - Does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the Social Welfare Department.
- 11.7 Information on low-level concerns, including how to report such concerns and the form to report such concerns, are found at Appendices 7 and 8 of the Safeguarding and Child Protection policy. The School will handle and respond to such concerns sensitively and proportionately when they are raised.

12. ANTI-BULLYING POLICY

- 12.1 Staff must be aware of peer-on-peer/child-on-child abuse, the risks and the procedures for handling allegations as set out in the School's Safeguarding and Child Protection policy and procedures and Anti-bullying Policy.

13. WELLBEING

- 13.1 Staff should read the Mental Health and Wellbeing policy for information on the School's approach to promoting positive mental health and wellbeing. This policy is designed to assist staff to spot and support students in need of help and to follow appropriate referral pathways and procedures.

14. WHISTLEBLOWING

- 14.1 Whistleblowing is the disclosure of information which relates to suspected wrongdoing or dangers at work. The School's whistleblowing procedures are set out in the Whistleblowing and Managing Allegations Against Staff policy. Staff will not suffer a detriment or be

disciplined for raising a genuine and legitimate concern, providing they do so in good faith and follow the whistleblowing procedures.

- 14.2 Allegations of unprofessional conduct, improper contact or words can arise at any time. Professionalism and vigilance are required so as to ensure the safety of children in our care, and to reduce the risk of an allegation of impropriety against a member of staff.
- 14.3 This guidance applies to all adults working in the School, and not just teachers. Forming inappropriate relationships with children or young people who are students at NLCS Hong Kong or students at another school may also be regarded as gross misconduct. Such behaviour tends to bring the School into disrepute and gives rise to concern that the staff involved cannot be trusted to maintain professional boundaries with students at the School.
- 14.4 If any staff member is concerned about another's conduct, this must be reported to the Principal.

15. EQUAL OPPORTUNITIES

- 15.1 Staff should address issues of discrimination and bullying whenever they arise to help create a fair and inclusive environment. Staff should demonstrate respect for diversity and take steps to promote equality by acting appropriately and in accordance with this Code, Equal Opportunities policy, Dignity at Work policy and Diversity, Equity and Inclusion policy.

16. DUTY OF DISCLOSURE

- 16.1 Staff are required immediately to notify the School if they are charged or convicted of any criminal offence, receive a police caution, reprimand or warning, or if there is a formal child protection investigation of you or any member of your household.
- 16.2 Staff working with children under 8 years are legally required to immediately notify the School if any circumstances arise which might lead to them becoming disqualified from working in early and later years under the Childcare Disqualification Regulations 2009. Failure to disclose relevant information will be treated as a serious disciplinary matter.
- 16.3 Staff should be aware that the behaviour of their partner, other family members or any member of their household may raise concerns if it affects the welfare of any member of the School community or a member of the public, or brings the School into disrepute. Staff should bring any such behaviour to the immediate attention of the School. Such concerns will be given careful consideration as to whether they constitute a potential risk to children at the School or its reputation.
- 16.4 Staff should refer to the Recruitment, Selection and Disclosure policy.

17. REGISTRATION AND ASSEMBLIES

- 17.1 All teaching staff must take attendance registers as set out in the Attendance and Punctuality policy.
- 17.2 All teaching staff are expected to attend assembly.

18. CURRICULUM

- 18.1 Teaching staff must be aware of the contents of the Curriculum policy, the Personal Social Health and Economic Education policy and the Relationships and Sex Education policy.
- 18.2 Many areas of the curriculum can include or raise subject matter which is sexually explicit or of a political or sensitive nature. Staff should take care to ensure that resource materials cannot be misinterpreted and clearly relate to the learning outcomes identified by the lesson plan. This can be supported by developing ground rules with students to ensure sensitive topics can be discussed in a safe learning environment. This plan should highlight particular areas of risk and sensitivity, and care should especially be taken in those areas of the curriculum where usual boundaries or rules are less rigorously applied e.g. drama.
- 18.3 The curriculum can sometimes include or lead to unplanned discussion about subject matter of a sexually explicit, political or otherwise sensitive nature. Responding to pupil's questions requires careful judgement and staff should identify occasions where there is potential for the discussion to stray into controversial territory and plan for this by seeking advice in advance from their Head of Department or the DSL.
- 18.4 Staff should comply with the School's Spiritual, Moral, Social, Cultural (SMSC) programme as set out in Appendix A of the Curriculum policy, which promotes fundamental British and Hong Kong values.
- 18.5 Parents have the right to withdraw their children from all or part of any sex education provided but not from the teaching of biological aspects of human growth and reproduction provided as part of the science curriculum (whether part of iGCSE Biology or included as part of the curriculum for younger students).

19. BEHAVIOUR MANAGEMENT

- 19.1 All students have a right to be treated with respect and dignity. Corporal punishment is unlawful in all schools. Staff should not use any form of degrading or humiliating treatment to punish students nor should staff use sarcasm, demeaning or insensitive comments towards students.
- 19.2 Staff should understand the importance of challenging inappropriate behaviours between peers, including peer-on-peer/child-on-child sexual violence and sexual harassment. Downplaying certain behaviours, for example, dismissing sexual harassment as "just banter", "just having a laugh", "part of growing up" etc. can lead to a culture of unacceptable behaviours, an unsafe environment for children and in worst case scenarios a culture that normalises abuse leading to children accepting it as normal and not coming forward to report it.
- 19.3 Where a student's behaviour causes concern, staff should adhere to the relevant programme or managing behaviour as set out in the Behaviour policy. If a member of staff is in any doubt as to the best course of action, they should seek further advice from their Head of Department, subject coordinator, Head of House, Head of Section or the DSL.

20. BEHAVIOUR GIVING PARTICULAR CAUSE FOR CONCERN

- 20.1 Staff should take particular care when dealing with a student who:

- Appears to be emotionally distressed, or generally vulnerable and/or who is seeking expressions of affection.
 - Appears to hold a grudge against you.
 - Acts in a sexually provocative way, or who is inclined to make exaggerated claims about themselves and others, or to fantasise, or one whose manner with adults is over-familiar.
 - May have reason to make up an allegation to cover the fact that they have not worked hard enough for public examinations.
- 20.2 Some of these behaviours may be indications that a student has been, or is currently being, abused and should therefore be reported to the DSL, or their deputy, under the School's child protection procedures.
- 20.3 Comprehensive records are essential. All concerns, discussions and decisions made and the reasons for those decisions should be recorded in writing. Any incident involving students that could give cause for concern, must always be reported promptly to the DSL or their deputy. If there is any doubt about recording requirements this should be discussed with the DSL or their deputy.

21. GOOD ORDER AND DISCIPLINE

- 21.1 Staff in charge or control of students must always maintain good order and discipline when students are present on School premises and whenever students are engaged in authorised School activities, whether on School premises or elsewhere.

22. SCHOOL PROPERTY

- 22.1 Staff must take care when using School property and must not use School property for any unauthorised use or for private gain.

23. USE OF PREMISES

- 23.1 Staff must not carry out any work or activity on School premises other than pursuant to your terms and conditions of employment without the prior permission of the Principal.

24. LANGUAGE

- 24.1 Staff should always use appropriate language and should:
- Avoid words or expressions that have any unnecessary sexual content or innuendo.
 - Avoid any form of aggressive or threatening words.
 - Avoid displays of affection either personally or in writing (e.g. messages in birthday cards, text messages, emails etc.).
 - Avoid any words or actions that are over-familiar.
 - Not swear, blaspheme or use any sort of offensive language in front of students.
 - Avoid the use of sarcasm or derogatory words when punishing or disciplining students and avoid making unprofessional personal comments about anyone. Any sanctions should be in accordance with the School's behaviour management programme.
 - The School does not threaten or use corporal punishment.

- Be aware that some parts of the curriculum can include or may raise subject matter which is sexually explicit or of a political or sensitive nature. Staff should have clear lesson plans and take care to avoid overstepping personal and professional boundaries.
- Ensure language used is in line with the Language policy.

25. DRESS CODE

25.1 All staff should dress appropriately and in a professional manner as set out in the School's Dress Code located in the Staff Handbook.

25.2 It is important that the School is seen to empathise with the host country.

25.3 The Dress Code also applies when working virtually.

25.4 Working Week Dress Code: The following are guidelines for staff during school hours:

- Staff should have the tops of their arms covered and necklines should not be low.
- Clothing should not be 'see-through'.
- Skirts and dresses should be an acceptable length.
- Trousers should be full length, tailored and smart in appearance.
- All jackets, shirts and ties must be smart in appearance.
- Male members of staff are expected to wear a tie, with top button fastened.
- Sandals, open-toed shoes and flip flops should never be worn during the School day.
- Trainers and other sports shoes should not be worn during the School day unless leading an appropriate physical activity.
- Fashion accessories should be kept to a minimum.
- No denim should be worn.
- No shorts should be worn apart from when taking part in an appropriate physical activity.
- No visible body piercings and tattoos.
- When taking any form of physical activity lesson, staff are expected to change into the appropriate kit. Swimwear should be covered up en-route to the pool.
- On formal occasions, such as Parents' Meetings, Parent Consultation evenings, Options Evening, Founder's Day etc., all staff should be dressed smartly.
- After the Summer half-term, or sooner, if the weather dictates it, summer dress will be announced. Students will wear their summer uniform and jackets may be removed.

25.5 Weekend and Evening Dress: Casual clothes are generally worn at these times, with the exception of formal school occasions and those events involving parents such as Parent Consultation evenings. Casual clothes worn on and around the campus should be appropriate for a professional setting where young people are present and should empathise with our host country.

Specifically in terms of casual wear:

- Shoulders should be covered.
- Necklines should not be low.
- Clothes should not be 'see through'.

26. ONE-TO-ONE SITUATIONS

26.1 If you are teaching one student or conducting a one-to-one meeting with a student, either onsite or virtually, you should take particular care for example:

- When working alone with a student is an integral part of your role, conduct and agree full risk assessments.
- Use a room that has sufficient windows onto a corridor so the occupants can be seen, or keep the door open, or inform a colleague that the lesson/meeting is taking place.
- Arrange the meeting during normal school hours when there are plenty of other people about.
- Do not continue the meeting for any longer than is necessary to achieve its purposes.
- Avoid sitting or standing unnecessarily close to a student, except as necessary to check work.
- Avoid using "Engaged" or equivalent signs on doors or windows.
- Avoid idle discussion.
- Avoid all unnecessary physical contact and apologise straight away if there is accidental physical contact.
- Ensure prior to any online learning, there are clear expectations of behaviour and conduct of all parties that have been agreed in advance.
- Avoid any conduct that could be taken as a sexual advance.
- Report any incident that causes you concern to the DSL or their deputy under the School's child protection procedures, and make a written record (signed and dated).
- Report any situation where a student becomes distressed or angry to the DSL.

27. MEETINGS OUTSIDE SCHOOL

27.1 Pre-arranged meetings with students outside School should not be permitted unless approval is obtained from their parents and the Vice Principal/Principal, or the Vice Principal (Head of Junior School). If you are holding such a meeting, you should inform colleagues before the meeting.

28. HOME VISITS

28.1 In some circumstances home visits are necessary. Staff should:

- Discuss and agree the purpose of any visit with the Vice Principal (Pastoral)/Vice Principal (Head of Junior School) and adhere to any work plan/contract.
- Follow the risk management strategy and ensure appropriate risk assessments are in place. Where there is insufficient information to complete a risk assessment, ensure that you are accompanied by a colleague.
- Avoid unannounced visits wherever possible.
- Ensure that children are seen in open and observable spaces; for example, living rooms.
- Keep records detailing times of arrival and departure, and work undertaken.
- Ensure that any behaviour or situation that gives rise to a concern is reported to your line manager and actioned.

- Discuss with the DSL or their deputy anything that gives cause for concern in accordance with the Safeguarding and Child Protection policy and refer to other agencies if felt appropriate.
- Have a mobile telephone and an emergency contact.
- Have a clear understanding of the actions that should be taken if it is believed that a child or parent is at immediate risk of harm, including when to contact emergency services and/or partner agencies.
- Never enter a home without the parent's consent or when the parent is absent, except in an emergency.
- Comply with data protection regulations in relation to any personal information carried or notes made about the child and/or family.

29. THE USE OF PERSONAL LIVING SPACE

- 29.1 Students should not be in or invited into the personal living space of any member of staff, unless agreed in advance with the parents and the Vice Principal (Pastoral) or the Vice Principal (Head of Junior School).
- 29.2 Personal living spaces should not be used as an additional resource for the School. It is not appropriate for staff to be expected or requested to use their personal living space for any activity, play or learning. This includes seeing students for discussion of reports, academic reviews, pastoral care etc.
- 29.3 Students should not be asked to assist with chores or tasks in a member of staff's personal living space.
- 29.4 It is accepted that children of staff (whether in School accommodation or not) may at times invite their friends to their homes. In these instances, staff should conduct themselves in a way that upholds professional standards, avoiding gossip about the School, its staff or other students and be mindful of what their children's friends might choose to reveal or comment on subsequently. If staff members have any concerns they should discuss with the Designated Safeguarding Lead or Principal.

30. DATA PROTECTION, CONFIDENTIALITY AND DISCLOSURE

- 30.1 All staff should be conversant with HR013 Data Protection policy.
- 30.2 Members of staff may have access to personal details about students and colleagues to undertake their everyday responsibilities. In some circumstances, staff may be given additional highly sensitive or private information. Such information must be treated in a discreet and confidential manner.
- 30.3 Confidential information should never be used casually in conversation or shared with any person other than on a need-to-know basis. In circumstances where the student's identity does not need to be disclosed, the information should be used anonymously. If staff are unsure whether they should disclose information, they should seek advice from their line manager.

- 30.4 Staff should maintain the privacy of students, parents and colleagues and should not disclose personal information, for example, addresses, telephone numbers etc. to anyone without obtaining prior approval with the person concerned.
- 30.5 There are some circumstances in which a member of staff may be expected to share information about a student, for example, when abuse is alleged or suspected. In such cases, individuals have a responsibility to pass information on without delay, but only to those with designated safeguarding responsibilities or to statutory services. If a child or their parent makes a disclosure regarding abuse or neglect, the member of staff must always take any such concerns seriously and follow the procedures as set out in the School's Safeguarding and Child Protection policy. Staff should not promise confidentiality but should give reassurance that the information will be treated sensitively.

31. THE USE OF FORCE OR PHYSICAL RESTRAINT

- 31.1 All staff must read, understand and adhere to the PC001 School's Behaviour policy.
- 31.2 All forms of corporal punishment are unlawful, and the School does not use or threaten corporal punishment.
- 31.3 The use of unwarranted physical force is likely to constitute a criminal offence. The use of physical intervention should be avoided if possible. There are circumstances when it is appropriate for staff to use force to safeguard children. This is enshrined in law and applies to any member of staff at the School. It can also apply to people whom the Principal has put in temporary charge of students, such as unpaid volunteers or parents accompanying students on a school organised visit. For detailed information regarding the use of reasonable force or physical restraint see the School's Behaviour policy.

32. PHYSICAL CONTACT IN OTHER CIRCUMSTANCES

- 32.1 Physical contact with a student may be necessary and beneficial to demonstrate a required action, or a correct technique in, for example, singing and other music lessons or during PE, sports and games. Any physical contact should be in response to the student's needs, of limited duration and appropriate to the student's age, stage of development, gender, ethnicity and background. Physical contact can be easily misinterpreted and should be limited. Staff should use professional judgement.
- 32.2 We must show prudent discretion before touching a student and be aware of how physical touch may be perceived or received, and whether it would be appropriate. Physical contact with students can be misconstrued both by the recipient and by those who observe it and should only occur when completely nonsexual and appropriate, and always avoided in private. In general, staff should not initiate physical contact with students.
- 32.3 If using physical contact staff should observe the following guidelines (where applicable):
- Explain the intended action to the student.
 - Do not proceed with the action if the student appears to be apprehensive or reluctant, or if you have other concerns about the student's likely reaction.
 - Ensure the physical contact continues for as short a time as possible.
 - Ensure that the door is open and if you are in any doubt, ask a colleague to be present during the demonstration.

- Consider alternatives if it appears likely that the student might misinterpret the contact.

32.4 If you are at all concerned about any instance of physical contact inform the Vice Principal (Pastoral)/Vice Principal (Head of the Junior School) without delay and make a written record on eTeach portal if necessary.

33. OFFERING COMFORT TO DISTRESSED STUDENTS

33.1 Physical contact may be appropriate where a student is in distress and needs comforting. One 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.

33.2 One 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 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.

33.3 In the Junior School touching may also be appropriate where a pupil is in distress and needs comforting. Junior School staff should use their own professional judgement when they feel a pupil needs this kind of support and should be aware of any special circumstances relating to the pupil.

33.4 Staff are forbidden from instigating any touching other than that which is entirely necessary and justified, and there should always be another member of staff present as a witness if touching of any kind takes place to ensure that students' wellbeing is protected.

34. STUDENTS' ENTITLEMENT TO PRIVACY

34.1 Students are entitled to privacy when changing clothes, using the toilet or showering. However, there still must be an appropriate level of supervision to safeguard students and ensure safety. Supervision should be appropriate to the needs and age of the students concerned and sensitive to the potential for embarrassment.

34.2 Staff should only use bathrooms or changing rooms designated for staff.

34.3 Staff should enter changing rooms, toilets or shower areas only in an emergency, when addressing a genuine concern about a student's welfare or safety or where there is reasonable suspicion of a serious breach of discipline. In such circumstances staff should:

- Avoid physical contact or visually intrusive behaviour when students are undressed.
- Announce yourself when entering changing rooms and avoid remaining unless required.
- Not shower or change in the same place as students.
- Not assist with any personal care task which a student can undertake themselves.

34.4 Wherever possible, the member of staff should seek support from a colleague so that they are not working alone.

35. INTIMATE PERSONAL CARE

- 35.1 All staff must be conversant with the Safeguarding and Child Protection policy and the Intimate Care Protocol (Appendix 6).
- 35.2 Sometimes intimate and/or personal care is required, for example, when assisting with toileting or removing wet clothes. Staff should:
- Comply with regularly reviewed, formally agreed care plans, as appropriate.
 - Comply with applicable professional codes of practice, as appropriate.
 - Advise other staff of the task being undertaken and consult where there is any change from the agreed procedure. A record should be kept of the justification for any variations and this information should be shared with parents.
 - Explain to the child what is happening.
- 35.3 All arrangements for intimate and/or personal care will be transparent and accompanied by recording systems. Any changes to an intimate care plan should be made in writing and without delay, even if the change in arrangements is temporary, e.g. due to staff shortages, changes to staff rotas etc.
- 35.4 Intimate and/or personal care should only be carried out by a member of staff that the pupil knows. Anyone undertaking intimate and/or personal care in an education setting is in regulated activity and must have been checked against the relevant DBS barred list, even if the activity only happens once.
- 35.5 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. Some children may seek inappropriate physical contact. Staff should sensitively deter the pupil and help them understand the importance of personal boundaries. Such incidents should be reported and discussed with the DSL or their deputy, and where appropriate, parents.
- 35.6 Students with Special Educational Needs and/or Disabilities (SEND) may need more physical contact to assist their everyday learning, which should be agreed and understood by all concerned, justified, openly applied and open to scrutiny. The DSL and Head of Inclusion will establish whether any reasonable adjustments are required for such students.

36. ADMINISTERING FIRST AID AND MEDICATION

- 36.1 All staff should familiarise themselves with the Medical and First Aid policy and ensure this policy is followed when administering first aid or medication.
- 36.2 The School Nurse is responsible for providing first aid assistance to students. In their absence, a number of staff have been trained in paediatric first aid. When administering first aid you should explain to the child what is happening and ensure that he or she is aware of the action being taken. The treatment must meet the School's Health and Safety at Work Rules and parents should be informed of any serious or significant incidents.

37. CODE OF CONDUCT FOR CONTACT OUTSIDE SCHOOL

- 37.1 Staff should avoid unnecessary contact with students outside School. For example:

- You must not give students your home address, home telephone number, mobile telephone number or personal e-mail address. Except in an emergency, communication should only be made using School channels.
- You must not send personal communications to students such as birthday or faith cards, text messages etc.
- You must not make arrangements to meet students, individually or in groups, outside School other than on School organised educational visits.
- Avoid contacting pupils at home unless this is necessary, for example, during periods of authorised remote learning, and keep a record of any such occasion.
- Report and record any situation which may place a child at risk, or which may compromise the School's or your professional standing.
- Never engage in secretive social contact with students or their parents.
- When socialising in public locations, it is important that professional standards are maintained, and no opportunity is given to students to compromise these.

37.2 Staff should be aware that where you meet students or parents socially such contact could be misinterpreted as inappropriate, an abuse of a position of trust or as grooming. Any social contact that could give rise to concern should be reported to the Vice Principal (Pastoral)/Vice Principal (Head of the Junior School).

37.3 Members of staff who are friends with parents of students or who, for example, are voluntary workers in youth organisations attended by students, will have contact with those students outside School. However, staff should still respect the above advice wherever possible and keep the Vice Principal (Pastoral)/Vice Principal (Head of Junior School) informed of such relationships.

38. TRANSPORTING STUDENTS

38.1 Staff must be conversant with the TV001 Trips and Visits policy.

38.2 Staff should not transport students in their own vehicle other than in exceptional circumstances and with prior written authorisation from the Vice Principal (Pastoral), Assistant Vice Principal (Co-Curriculum Coordinator) or Vice Principal (Head of Junior School). Such lifts must be recorded and justified.

38.3 Staff must ensure they are fit to drive and free from substances which are likely to impair judgement and/or ability to drive and must have the appropriate licence and insurance for the vehicle.

38.4 Staff should never offer to transport students outside of their usual working duties, other than in an emergency or where not doing so would mean the student may be at risk. In these circumstances the matter should be recorded and reported to both the line manager and the student's parents.

38.5 There may be exceptional situations during an educational visit when staff are required to transport students in their own vehicles, in which case staff must obtain prior written authorisation from the Assistant Vice Principal (Co-Curricular Coordinator) or the Vice

Principal (Head of Junior School) for Junior School visits. Staff must abide by the requirements as set out in the Trips and Visits policy when transporting students.

39. AFTER SCHOOL ACTIVITIES AND EDUCATIONAL TRIPS AND VISITS

39.1 When taking part in after school activities, beyond the end of the School day, you should:

- Take reasonable steps to advise the parents of the activity.
- Inform a senior colleague of the activity and the arrangements for the supervision of students.
- Avoid working alone with an individual student.
- For trips and expeditions, follow guidance in the TV001 Trips and Visits Policy and in the Staff Handbook.

40. ACCEPTABLE USE OF TECHNOLOGY

40.1 Staff must abide by the ICT005 Digital Safety for Staff Policy which sets out the roles, responsibilities and procedures for acceptable, safe and responsible use of all digital and electronic communication technologies. This includes the use of School based devices, the internet, email and instant messaging, other social networking technologies, and personal mobile devices, to safeguard the School community.

40.2 All communication should be limited to professional matters and, except in an emergency, should only be made using official School channels.

40.3 During the School day, staff should only use their personal mobile telephone or other electronic device for work related purposes, for example, when using eTeach or MIS, multi-factor authentication etc. It is understood that staff may need to check messages and/or personal emails in the case of an emergency or during break times however, personal use must not interfere with your work commitments (or those of others).

41. PERSONAL SOCIAL MEDIA

41.1 All staff must take responsibility for their actions online. Staff should ensure they understand the tools they are using, the implications of any privacy and sharing settings, and, on a site-by-site basis, the terms and parameters of any connections or networks made. Staff must be aware that students will be naturally curious about their personal life outside School and may try to find out more about staff. Staff are to ensure their personal social networking sites are set as private and students are not approved contacts.

41.2 There should be no communications between staff and students on personal social media. All electronic communication between staff and students should be conducted via School channels. If a student messages a member of staff privately, the communication should be re-directed to a School channel and any concerns reported to the DSL or their deputy.

41.3 When using social sites and apps in a personal capacity staff should be aware that when posting they have not only their reputation to consider but also that of the School. Staff may wish to say where they work and what they do. Many people who do this include a disclaimer along the lines of 'The views expressed here are my own and not my employer's'. Such a disclaimer does not dispense with the need to exercise good judgement and care in what staff say and do online.

- 41.4 Staff must not use social media to criticise students, parents, colleagues or others within the School community.
- 41.5 Staff must not publish anything which could identify students or parents on any personal social media account, webpage or similar platform. This includes photographs, videos, or other materials such as student work.
- 41.6 If staff have concerns about a student's behaviour online, including if they feel they are the victim of cyberbullying or inappropriate comments, photos or posts, or if they believe their own actions may be misinterpreted they should immediately notify the Vice Principal (Pastoral) or the Vice Principal (Head of Junior School). Should staff receive abusive messages, it is advisable not to delete them but to keep a record to assist with any investigation.

42. SOCIAL CONTACT

- 42.1 Staff must not give their personal contact details including personal e-mail addresses, home or mobile telephone numbers etc. to students. Staff must not have personal contact details for students on their personal phones.
- 42.2 Staff must maintain the highest professional standards at School social events and must not continue to socialise with students after the event has finished or at an alternative location.
- 42.3 Staff must abide by the following rules regarding contact with recent former students:
 - 42.3.1 After the first year, staff can accept former students' requests to connect on LinkedIn (but no other social media platforms), though they should not feel obliged to do so;
 - 42.3.2 Staff can exchange emails with former students about legitimate subjects such as School, university or career ideas, via School email only; correspondence should usually be initiated by the ONLHK rather than by the staff member, unless they have legitimate cause to contact the student for school business. Correspondence must always remain professional and proportionate to the aims. These are likely to be to conduct school business or for the ONLHK to update the staff member about their progress after NLCS. In the latter case, staff members should not enter into lengthy or frequent correspondence with the ONLHK and must keep their correspondence professional. The acid test would be whether a staff member would be happy to show their correspondence to a colleague.
 - 42.3.3 All correspondence between staff members and ONLHK must be conducted on school email addresses or platforms until the ONLHK turns 22 or graduates from university.
 - 42.3.4 It is permissible for staff to meet former students away from the School campus only if both parties are involved in an official event representing the School or the ONLHK community;
 - 42.3.5 The above rules remain in place until former students graduate or turn 22 if not attending university.

43. GUIDANCE FOR PARENTS WHO ARE STAFF MEMBERS

- 43.1 Staff should familiarise themselves with the Guidance for Parents who are Members of Staff when communicating with colleagues who are also parents at the School.

- 43.2 This guidance also covers matters pertinent to staff members who have children in the School.

44. COMMUNICATING OUTSIDE THE AGREED PROTOCOLS

- 44.1 Communications between a member of staff and a student outside agreed protocols may lead to disciplinary and/or criminal investigations. This also includes communications through internet-based websites.

45. INAPPROPRIATE MATERIAL

- 45.1 Staff must not bring material that could be pornographic, racist, abusive, extremist or offensive to work and must not use School property to access such material. Staff should not allow unauthorised access to School equipment and should keep their passwords confidential.
- 45.2 Staff should be aware that the School's filtering monitoring software is effective on school devices both inside and outside of school. School's expectation is that use of a staff member's school device should be predominantly for schoolwork rather than for personal use. When a device is being used for personal purposes, professional standards are demanded at all times. School reserves the right to discuss a member of staff's activity on a school device, both inside and outside of school, with them.
- 45.3 Staff should ensure that any films or materials shown to students are age appropriate.

46. PHOTOGRAPHY, VIDEO AND OTHER IMAGES

- 46.1 Staff should familiarise themselves with and adhere to the SFG002 Use of Pupils' Images and Names policy.
- 46.2 Information about how images and names of pupils are used by the School, and guidance to taking and using photographic images is found in the SFG002 Use of Student Images and Names policy.
- 46.3 Staff should only take images of students on School owned devices and should not use their personal equipment to take such images.
- 46.4 In certain circumstances, where a school device is unavailable, images may have to be taken on a personal device. These images must be downloaded onto a school device within 72 hours. All images must then be removed from the personal device.

47. USE OF TECHNOLOGY FOR ONLINE/VIRTUAL/REMOTE TEACHING

- 47.1 Staff should familiarise themselves with and adhere to the Remote Teaching Standard Operating Procedure including safeguarding before engaging virtually with students.

48. GIFTS, REWARDS, BENEFITS AND PRIVILEGES

- 48.1 Staff should refer to HR017 Anti-Bribery and Corruption the School's policy on giving and receiving of gifts and hospitality. Where you are thinking of giving a reward it should be of little value and should be distributed equally; the selection processes should be fair and, where possible, should be agreed by more than one member of staff.

- 48.2 The School maintains a Register of Gifts, which is a formal record of gifts and hospitality received by staff. Staff are required to declare and record gifts and hospitality received as set out in the HR017 Anti-Bribery and Corruption Policy.
- 48.3 Staff should not put themselves in a position where it might appear that they are showing favouritism to one or more students and should not give gifts to individual students as doing so could be interpreted as a gesture to either bribe or groom.
- 48.4 As far as possible, staff should be consistent and transparent in how they reward students or otherwise foster teacher-student relationships. In addition, staff should be aware of the potential for a student to form an unsolicited, emotionally dependent, attachment to a teacher. If pastoral interactions with a student become inappropriate or difficult, then the DSL or their deputy, should be immediately informed and guidance sought.
- 48.5 Decisions regarding entitlement to benefits or privileges such as admission to school trips, activities or classroom tasks must avoid perceptions of bias or favouritism. The selection process must be based on transparent criteria

49. STAFF BODY

- 49.1 Staff should familiarise themselves with and adhere to the HR016 Dignity at Work and policy.
- 49.2 All Staff should work as part of a unified staff body by:
- Demonstrating honesty and integrity.
 - Developing productive and supportive relationships with colleagues based on respect and the highest standards of professional conduct.
 - Exercising any management responsibilities in a respectful, inclusive and fair manner.
 - Complying with all School policies and procedures.
 - Participating in the School's development and improvement activities.
 - Maintaining reasonable standards of behaviour inside and outside of normal School hours whether on or off the School's site.
 - Recognising the role of the School in the life of the local community.
 - Upholding the School's reputation and standing within the local community and building trust and confidence in it.

50. WORKPLACE HARASSMENT

- 50.1 Staff should familiarise themselves with the Dignity at Work and Equal Opportunities policies.
- 50.2 Hong Kong law prohibits discrimination and harassment (and related victimisation) and vilification on certain grounds in employment. Harassment can take many forms, and it is important to be aware of the different types of harassment so that we can protect ourselves and those around us. The tort of harassment involves persistent conduct which would cause worry, emotional distress or annoyance to another person. Sexual harassment, disability harassment and racial harassment are unlawful.
- 50.3 Sexual harassment:

Includes any unwelcome sexual advance or request for sexual favours, or any unwelcome conduct of a sexual nature, in circumstances where a reasonable person would have anticipated that the other person would be offended, humiliated or intimidated. It also includes the creation of a sexually hostile or intimidating environment.

50.4 Disability harassment
Refers to unwelcome conduct on account of a person's disability or that of an associate (spouse, relative, carer).

50.5 Racial harassment
Refers to unwelcome conduct or conduct which creates a hostile environment on account of a person's race, or on account of that person's near relative.

51. CONSEQUENCES OF BREACHING THE CODE OF CONDUCT

51.1 It is in your interests to follow this Code to maintain standards of behaviour and your own professional reputation. A breach of this Code may be treated as misconduct and will render you liable to disciplinary action including in serious cases, dismissal.

51.2 If the School ceases to use the services of a member of staff or volunteer because they are unsuitable to work with children, a settlement agreement (formerly known as a compromise agreement) will not be used and a referral to the Disclosure and Barring Service and the EDB will be made promptly if the criteria for a referral are met. Any such incidents will be followed by a review of the safeguarding procedures within the School, with a report being presented to the Governors without delay.

51.3 If a member of staff or volunteer tenders their resignation or ceases to provide their services to the School at a time when child protection concerns exist in relation to that person, those concerns will still be investigated in full by the School and a referral to the Social Welfare Department, EDB and the Disclosure and Barring Service, will be made promptly if the criteria for a referral are met.

52. MONITORING AND REVIEW

52.1 The Principal and Senior Team will monitor and evaluate the effectiveness of this Policy, and associated procedures. This Policy will be reviewed every two years (or more frequently if changes to legislation, regulation or statutory guidance so require) by the HR Director and the Governors'.

53. DECLARATION

53.1 All staff have a responsibility to read, understand and adhere to all policies in the School policy drive.

53.2 Staff must sign and date the Safeguarding and Child Protection Code of Conduct Declaration form and return it to the HR department and agree to abide by the policies and acceptable standards of behaviour.

North London Collegiate School Hong Kong

Safeguarding and Child Protection Code of Conduct Declaration

1. NLCS Hong Kong is committed to safeguarding and promoting the welfare of children and young people. This Code of Conduct applies to all members of staff, external contractors, volunteers and visitors and those who interact with students in both a direct and/or unsupervised capacity.
2. This Code of Conduct applies to both the public and private conduct of those acting on behalf of NLCS Hong Kong. We must, at all times, be aware of the responsibilities that accompany our work in both professional and private life.
3. We should 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 behaviours with those for whom we have responsibility. This includes speech or gestures as well as physical contact that exploits, abuses, or harasses.
4. We must use our discretion before touching a student and be aware of how physical touch may be perceived or received, and whether it would be appropriate.
5. The physical disciplining of a child is strictly prohibited.
6. Physical contact with students can be misconstrued. Contact should only occur for an appropriate purpose and when completely non-sexual and never in private. Physical contact should not be initiated by an adult.
7. Have another adult present in one-on-one meetings with a student. If this is not practical, hold the meeting in a public area; in a room where the interaction can be observed; or in a room with the door left open or which has glass walls. Always notify another staff member in advance.
8. It is your duty to report when there is evidence of, or reasonable cause to suspect, that students are being abused in any way. Suspected abuse or neglect must be reported to the appropriate member of the safeguarding team staff member, following the Safeguarding Policy.
9. No employees or visitors may be under the influence of alcohol and/or drugs when supervising students. NLCS Hong Kong is a no smoking and no vaping site. Staff must not smoke/vape on the School site or at any time when working with students.
10. Adults must never give students any drugs, (e-)cigarettes, alcohol, images or reading material that is inappropriate.
11. Employees and volunteers should not accept gifts from students without permission from their manager and in accordance with the School's Anti Bribery and Corruption Policy.
12. Communication with students is governed by the NLCS Hong Kong Staff Digital Safety Policy; all staff should be familiar with its contents.
13. If a staff member recognises that a student may be infatuated with them, their line manager must be informed immediately.

In signing this declaration, I acknowledge that I have read, or been made aware of, NLCS Hong Kong's Safeguarding and Child Protection Policy, and agree that in the course of my association with NLCS Hong Kong, I must never:

- hit, physically assault, or physically or psychologically abuse any child.
- act in ways towards any child that may have a negative effect on their development, including their social and relational development.
- act in ways that set a negative example for any children present.

- engage in sexual activity or have sexual relations with any current student of NLCS Hong Kong (of any age) or any former NLCS student under 21 years of age, irrespective of the definition of the age of majority or the way in which consent is legally recognised in different countries – believing that a child is older than s/he, in fact is, cannot be considered an acceptable defence.
- have any relations with a child that could be considered exploitation, maltreatment or abuse.
- act in ways that may be abusive or put a child at risk of exploitation, maltreatment or abuse.
- use language (online /face-to- face), make suggestions or offer advice that is inappropriate, offensive or abusive.
- behave in a manner that is inappropriate or sexually provocative (online, face-to-face, or any other medium).
- establish or engage in “continuous” contacts with NLCS Hong Kong students using online personal communication (e-mail, chats, social networks etc.) – only school email, professional online tools and environments (e.g. Google classroom) the organisation knows about may be used.
- whilst on any School-related activity, sleep in the same confined space as a child, such as the same room, tent or bed.
- do things for children of a personal nature that they can do themselves.
- give money, goods or other benefits to a child without your senior manager being aware of this.
- offer transport in my car to a student without express parental/management permission or in the case of emergency.
- condone or participate in behaviour by children that is illegal, abusive or endangers their safety.
- act in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse.
- discriminate against, show differential treatment towards or favour particular children to the exclusion of others.

This list is not exhaustive or exclusive. The basic principle is that you must avoid behaviours that may be inappropriate or potentially abusive towards children.

It is also important that all staff and associates of NLCS Hong Kong, in any contact with children:

- are quick to identify situations that may place a child at risk and know how to deal with such situations.
- must report any concerns, suspicions or certainties about possible abuse or maltreatment of a child in accordance with the general procedures and this Code of Conduct.
- organise work and the workplace in such a way as to minimise any risks.
- always be as visible as possible to other adults when working with children.
- ensure that members of staff develop a sense of responsibility with regard to the way they operate so that any actions or forms of behaviour that are inappropriate or may lead to abuse of children do not go unnoticed or are tolerated.
- maintain the highest personal and professional discipline and integrity.
- respect children’s rights and treat children in a fair and honest way with dignity and respect.

DECLARATION

I promise to strictly follow the rules and guidelines in this 'North London Collegiate School Hong Kong Safeguarding and Child Protection Code of Conduct' as a condition of my providing services to the students and staff of NLCS Hong Kong.

Additionally:

- I will comply with the mandatory reporting regulations of NLCS Hong Kong to report suspected child abuse.
- I will cooperate fully in any investigation of abuse of students.
- I understand the School's Social Vision statement and agree to support it in all of my dealings related to School:

NLCS Hong Kong is a caring, courteous and considerate community in which everyone feels safe and valued, and able to thrive.

- I have read and understand the following documents/policies: Safeguarding and Child Protection Policy, the Staff Code of Conduct, Use of Student Images and Names policy, Digital Safety for Staff, Staff Technology Resource Agreement, Social Media policy, Responsible AI policy, Anti-Bullying Policy, the Fire Evacuation and Fire Drill Policy, the Whistleblowing and Managing Allegations Against Staff Policy, Anti Bribery and Corruption policy and the Dignity at Work policy.
- I declare I have not been subject to an allegation, investigation, warning, conviction or any other action in relation to working with children, sexual related crimes, unethical conduct, abusive conduct or any other misconduct, and should this change at any time during my employment, I will immediately inform the School.
- I confirm I have been issued, read and understood Part One and annex A of KCSIE (Keeping children safe in education) guidance issued by the UK department of Education.
- I have attended or seen a presentation from the Designated Safeguarding Lead on child protection and safeguarding in the School on date: _____

My signature confirms that I have read this 'NLCS Hong Kong Child Protection & Safeguarding - Code of Conduct' and that, as a person working with students, I agree to follow these standards. I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in disciplinary action up to and including removal from NLCS Hong Kong.

Name: _____

Job Title/Position: _____

Signature: _____

Date: _____

Once signed, this form should be returned to HR and a copy will be kept in employee personnel files