

STAFF BEHAVIOUR POLICY (STAFF CODE OF CONDUCT)

STATUS AND AVAILABILITY

This document, which applies to the whole College inclusive of boarding provision, is publicly available on the College website and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the College Office.

This policy applies equally to **day students and boarders**, including during **evenings, weekends, overnight supervision, residential routines, on-call duties and any time when students are in the lawful charge and control of the College**, whether on or off site.

SCOPE

All who work, volunteer or supply services to our College have an equal responsibility to understand and implement this policy and its procedures both within and outside of normal College hours, including activities away from the College.

This includes **boarding routines, residential supervision, night staff duties, weekend provision, trips, educational visits, and off-site boarding-related activities**.

All new employees and volunteers are required to state that they have read, understood and will abide by this policy and its procedural documents and confirm this by signing the Policies Register.

LEGAL STATUS

This policy complies with **The Education (Independent School Standards) (England) Regulations** currently in force, including the standards relating to the welfare, health and safety of students.

It has regard to **Keeping Children Safe in Education, Working Together to Safeguard Children**, the **Equality Act 2010**, the **Prevent Duty**, and where applicable, the **National Minimum Standards for Boarding Schools**, particularly in relation to staff conduct, supervision, safeguarding and pupil welfare in residential settings.

MONITORING AND REVIEW

These arrangements are subject to continuous monitoring, refinement, and audit by the **Principal**, who will undertake a full annual review, inclusive of its implementation and the efficiency with which the related duties have been implemented.

This review will be formally documented in writing. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay.

All staff will be informed of the updated or reviewed arrangements and the policy will be made available to them in writing or electronically.

Reviewed: January 2026
Next Review: February 2027

Signatures

David Game
CEO and Founder

John Dalton
Principal

AVAILABILITY (CONFIRMATION FOR STAFF)

All who work, volunteer or supply services to our College have an equal responsibility to understand and implement this policy and its procedures both within and outside normal College hours, including activities away from the College and boarding provision.

All new employees and volunteers are required to confirm that they have read, understood and will abide by this policy and its procedural documents by signing the Policies Register.

DEFINITIONS

For the purposes of this Code of Conduct:

- **'Fundamental British Values'** include democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.
- **'Parents'** includes carers, guardians and adults acting in loco parentis.
- **'Students'** includes children and young people of all ages, including post-16 students and boarders.
- **'College'** means David Game College, inclusive of boarding provision and all educational activities under the lawful charge and control of the College.
- **'Staff'** means all adults, paid or unpaid, working in or on behalf of the College, including volunteers, contractors and supply staff.
- **'SEND'** has the meaning defined by the Department for Education.
- **'Statutory Frameworks'** includes all legal requirements and statutory guidance, including safeguarding legislation and equality duties.

PURPOSE AND APPLICATION

Relationships with fellow staff, employees, contractors, visitors, volunteers, students and their parents, guardians or carers must be reasonable and mutually respectful at all times.

This Code has been produced to place the welfare of children at the centre of the College and its culture and to ensure that all those who work in the College, including boarding and residential staff, are clear on the rules of conduct and expectations.

Children place trust in those connected to the College, creating obligations which must be met at all times, including **during boarding hours, overnight supervision and out-of-hours care**.

This Staff Behaviour Policy has regard to the College's **Safeguarding Children and Child Protection Policy, Whistleblowing Policy, Behaviour Policy, and Boarding Policies**, which must be read alongside this Code.

The purpose of this Code is to:

- confirm and reinforce professional responsibilities;
- clarify legal expectations in staff–pupil relationships;
- set out behavioural standards clearly;
- reduce risk to students and staff.

David Game College is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

POSITION OF TRUST

All adults working with students must understand that their role places them in a **position of trust**, including boarding staff and those supervising students outside normal College hours.

Abuse of this position, including boundary violations, inappropriate relationships or misuse of authority, will be treated as a serious safeguarding matter and may result in disciplinary action and/or referral to external agencies.

YOUR DUTY

It is the contractual duty of every member of staff to:

- understand this Code;
- follow all College policies and procedures;
- seek clarification from the Principal where unsure;
- act at all times in the best interests of students.

PART 2 – GENERAL CONDUCT, SAFEGUARDING DUTIES AND BEHAVIOUR MANAGEMENT

(Applies to day provision, boarding, residential and out-of-hours supervision)

GENERAL CONDUCT

College Property

Staff must take proper care when using College property and must not use College property for any unauthorised purpose or for private gain.

Use of Premises

Staff must not carry out on College premises any work or activity other than pursuant to the terms and conditions of their employment, without the prior permission of the Principal. This applies equally to boarding accommodation and residential areas.

Behaviour of Others

Staff should be aware that their behaviour, both inside and outside the College, may raise safeguarding or professional concerns if deemed inappropriate. Such concerns will be considered carefully to determine whether they constitute a potential risk to students or bring the College into disrepute.

ALCOHOL, DRUGS AND TESTING

Alcohol and Drugs

No member of staff should be on duty supervising students whilst under the influence of alcohol, drugs or any substance which may impair judgement or ability to work safely. This applies equally to boarding staff, night staff and weekend supervision.

Alcohol and Drug Testing

The College reserves the right to request that members of staff undertake an appropriate test where there is reason to believe that they are under the influence of alcohol, drugs or any substance which may impair judgement. Any unreasonable refusal may result in disciplinary action.

WHISTLEBLOWING

Whistleblowing refers to the confidential raising of concerns relating to wrongdoing, malpractice, breach of law, College procedures or ethical standards. It does not include personal grievances.

All staff are required to report their own wrongdoing, or any wrongdoing or suspected wrongdoing of others, to the Principal. Staff who raise concerns in good faith will be protected from detriment or retaliation.

SAFEGUARDING RESPONSIBILITIES

Safeguarding is the responsibility of all who work, volunteer or learn in the College. Staff must report any actual or suspected abuse, neglect or safeguarding concern to the Designated Safeguarding Lead (DSL) or Deputy DSL without delay.

The College recognises that it is an agent of referral, not investigation. Any person may make a referral to external safeguarding agencies, including the Local Authority Designated Officer (LADO).

This duty applies at all times, including **boarding hours, overnight supervision, weekends, holidays and off-site activities.**

FEMALE GENITAL MUTILATION (FGM)

All staff must raise concerns relating to Female Genital Mutilation with the Designated Safeguarding Lead.

Teachers have a statutory duty to report known cases of FGM involving girls under the age of 18 directly to the police by calling 101. Staff must not examine students. Failure to report known cases will result in disciplinary action.

BEHAVIOUR MANAGEMENT OF STUDENTS

Where students display difficult or challenging behaviour, staff must follow the College Behaviour and Discipline Policy and use strategies appropriate to the situation.

Staff may intervene to prevent a pupil from:

- committing a criminal offence;
- injuring themselves or others;
- causing damage to property;
- engaging in behaviour prejudicial to good order and discipline.

PHYSICAL INTERVENTION AND USE OF FORCE

Staff must not use force as a form of punishment. Physical intervention may only be used to prevent injury, serious damage to property or serious disorder and must always be reasonable, proportionate and the minimum necessary.

Teachers do not hit, push or slap students.

Any physical restraint used must be recorded and reported to the Principal on the same day and parents must be informed.

PROHIBITED PUNISHMENTS

Punishments that are humiliating or degrading must not be used. The following will never be used:

- hitting or physical punishment;
- deprivation of food or drink;
- enforced eating or drinking;
- preventing contact with parents or an appropriate independent listener;

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- requiring distinctive clothing or daytime wearing of nightwear;
- withholding aids or equipment needed by a pupil.

SELF-DEFENCE AND EMERGENCIES

The law permits reasonable action in self-defence or to prevent immediate harm. Any such intervention must be reported and recorded.

PHYSICAL CONTACT WITH STUDENTS

Staff must ensure that physical contact is appropriate, necessary and proportionate. Physical contact:

- must never be indecent;
- must not be secretive;
- must be open to scrutiny;
- must never be for the gratification of the adult.

Where physical intervention is necessary, it must be minimal, recorded and reported.

POSITIONS OF TRUST

All staff are in a position of trust and must not misuse this position. Staff must maintain professional boundaries at all times and must not:

- use their position to intimidate or exploit students;
- form inappropriate relationships;
- engage in sexual contact or communication with students.

Sexual relationships with students under 18 are a criminal offence. Sexual relationships with any pupil of the College, regardless of age, constitute gross misconduct.

WORKING ALONE WITH STUDENTS

Staff must take particular care when working one-to-one with students, including in boarding and residential contexts.

Wherever possible:

- meetings should take place in visible or semi-public spaces;
- doors should not be locked;
- another adult should be aware of the location;
- sessions should be time-limited and recorded where appropriate.

Any incident or concern must be reported to the Designated Safeguarding Lead.

GIFTS, REWARDS AND FAVOURITISM

Gifts or rewards must be part of agreed College systems. Personal gifts are only permitted with prior approval from the Principal and parental agreement and must be recorded.

Staff must avoid favouritism and ensure transparency in all selection and reward processes. Any gift given by a student or a parent to a member of staff that is over £50 must be recorded and have the Principal's approval. Gifts given that clearly given to influence outcomes will be returned e.g. for higher predicted grades.

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INFATUATIONS

Any suspected infatuation by a pupil towards a member of staff must be reported immediately to the Principal. Staff must not disclose personal contact details to students.

COMMUNICATION WITH STUDENTS

All communication with students must be professional, appropriate and conducted through College-approved systems.

Staff must not use personal email addresses, phone numbers or social media to contact students.

ELECTRONIC DEVICES AND IMAGES

Staff must not use personal devices to take images of students. Only College equipment may be used, in accordance with College procedures.

Staff must use College mobiles that will be provided during events and trips to communicate with students, parents and the College.

Any discovery of inappropriate or illegal material must be reported immediately to the Designated Safeguarding Lead. Staff must not investigate or view such material.

CONFIDENTIALITY

Staff must treat pupil and staff information confidentially and in accordance with data protection law. Information must only be shared where lawful and necessary, particularly for safeguarding purposes.

PART 3 – ALLEGATIONS, LOW-LEVEL CONCERNS, RECORD-KEEPING, TRAINING AND GOVERNANCE

(Applies to day provision, boarding, and out-of-hours supervision)

ALLEGATIONS AGAINST STAFF

The College has a duty to manage allegations against staff in accordance with statutory safeguarding guidance.

An allegation is any information which suggests that a member of staff may have:

- behaved in a way that has harmed a child or may have harmed a child; and/or
- possibly committed a criminal offence against or related to a child; and/or
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children; and/or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

Any allegation or concern meeting this threshold must be reported **immediately** to the Principal.

The Principal will:

- take advice from the Local Authority Designated Officer (LADO) without delay;
- follow statutory procedures;
- ensure that staff do not investigate allegations themselves;
- ensure confidentiality is maintained.

This applies equally to **boarding staff, night staff, weekend staff, contractors and volunteers**, including incidents occurring during residential supervision or out-of-hours duties.

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Staff must not discuss allegations with colleagues, students or parents outside the appropriate safeguarding process.

LOW-LEVEL CONCERNS (WHOLE-COLLEGE SAFEGUARDING CULTURE)

As part of its whole-College safeguarding culture, the College promotes an open and transparent approach in which **all concerns about adults** working in or on behalf of the College are shared responsibly.

A **low-level concern** is any concern – no matter how small, including a sense of unease or a “nagging doubt” – that an adult may have acted in a way that:

- is inconsistent with the Staff Code of Conduct, including conduct outside work; and
- does **not** meet the harm threshold requiring a LADO referral.

Low-level concerns are **not insignificant** and may indicate patterns of behaviour that could escalate if unaddressed.

Examples of Low-Level Concerns

Examples may include, but are not limited to:

- being over-friendly with students;
- showing favouritism;
- engaging students in one-to-one situations without good reason;
- taking photographs on a personal device;
- using inappropriate language or tone;
- breaching professional boundaries online or offline;
- behaviour occurring during boarding supervision, overnight routines or residential duties.

Such behaviour exists on a spectrum and must be assessed proportionately.

Reporting Low-Level Concerns

Low-level concerns about any adult working in or on behalf of the College must be reported to the Principal.

Reports may arise from:

- direct observation;
- disclosure by a pupil;
- disclosure by a parent or colleague;
- anonymous reporting;
- vetting or safeguarding checks.

The College actively encourages staff to **self-report** situations where their actions could be misinterpreted or where they believe they may have fallen below expected professional standards.

Recording Low-Level Concerns

All low-level concerns must be recorded in writing using the College’s safeguarding recording system.

Records must include:

- details of the concern;
- the context in which it arose;
- action taken;
- rationale for decisions.

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Records will be:

- kept confidential;
- stored securely;
- managed in accordance with UK GDPR and the Data Protection Act 2018.

Low-level concern records will be retained **at least until the individual leaves the College.**

Responding to Low-Level Concerns

The Principal will:

- gather sufficient information to understand the concern;
- speak with the individual involved and any witnesses where appropriate;
- consider whether the concern meets the threshold for referral to the LADO.

Possible outcomes include:

- advice and guidance;
- additional supervision or training;
- verbal or written warning;
- disciplinary action;
- referral to external agencies where thresholds are met.

Where a pattern of behaviour emerges, the College will consider whether **wider cultural or procedural issues** require addressing.

MALICIOUS OR FALSE ALLEGATIONS

Concerns found to be malicious or deliberately false will be addressed in accordance with the College's disciplinary procedures and safeguarding policies.

REFERENCES AND EMPLOYMENT RECORDS

In line with statutory guidance:

- substantiated safeguarding allegations will be included in references;
- low-level concerns will not be included unless they relate to misconduct or poor performance;
- where concerns escalate to a substantiated allegation, this will be reflected appropriately.

WHISTLEBLOWING AND PROTECTION FOR STAFF

The College operates a Whistleblowing Policy to enable staff to raise concerns safely.

Staff who raise concerns in good faith will be protected from detriment or disciplinary action.

TRAINING AND INDUCTION

The College ensures that **all staff**, including boarding staff, volunteers, contractors and temporary staff, receive appropriate safeguarding training at induction and on an ongoing basis.

Training includes:

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- safeguarding and child protection;
- professional boundaries and staff conduct;
- whistleblowing procedures;
- low-level concerns;
- behaviour management and use of reasonable force;
- Prevent Duty;
- online safety and appropriate use of technology;
- boarding-specific safeguarding expectations.

Safeguarding training is refreshed **at least annually** and whenever statutory guidance changes.

Records of training attendance and completion are maintained.

ONGOING PROFESSIONAL DEVELOPMENT

The College is committed to continuous professional development and ensures that staff:

- remain aware of current safeguarding risks;
- understand changes in statutory guidance;
- are confident in recognising and reporting concerns.

Where concerns or weaknesses are identified, additional training or supervision will be implemented promptly.

GOVERNANCE OVERSIGHT AND COMPLIANCE

The Principal is responsible for ensuring that:

- this policy is implemented consistently;
- staff conduct is monitored;
- safeguarding arrangements remain effective.

Compliance is monitored through:

- supervision and line management;
- safeguarding audits;
- review of low-level concern records;
- staff training records.

The governing body:

- receives safeguarding reports;
- reviews this policy annually;
- ensures statutory compliance under the Independent School Standards Regulations.

POLICY REVIEW

This policy is:

- reviewed at least annually by the Principal;
- reviewed sooner where changes in legislation, guidance or practice require;
- updated promptly where deficiencies are identified.

All updates will be communicated to staff and made available in writing or electronically.

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- XXXXXXXXXXXXXXXXXXXXuct and safeguarding duties
 - allegations, low-level concerns, training and oversight
- What **Part 4** should contain (and what inspectors expect)

Part 4 is the operational “how this works in practice” section, and for a College with **boarding provision**, inspectors *do* look for it, even if they don’t call it “Part 4”.

PART 4

IMPLEMENTATION, BOARDING PRACTICE AND COMPLIANCE ASSURANCE

4.1 Application of this Code in Boarding and Residential Contexts

This Staff Behaviour Policy and Code of Conduct applies **equally and without exception** to all staff working with students in boarding provision. This includes, but is not limited to:

- boarding houses, dormitories and study bedrooms
- evening routines, prep time and recreational periods
- overnight supervision and waking night duties
- weekends, leave arrangements and return to College
- residential trips, educational visits involving overnight stays, and off-site boarding-related activities

Staff must understand that **professional boundaries, safeguarding duties and conduct expectations do not change outside the normal College day**. In boarding contexts, where students are resident and staff exercise extended supervision and authority, **standards of conduct are heightened**, not relaxed.

At all times when students are boarders or are otherwise resident under the lawful charge and control of the College, staff must act in accordance with this Code, the Safeguarding and Child Protection Policy, and any boarding-specific procedures.

4.2 Boarding Supervision, Authority and Boundaries

Staff working in boarding must:

- maintain clear professional boundaries at all times
- avoid informal or overly familiar behaviour
- ensure that authority is exercised appropriately, consistently and transparently
- never enter a pupil’s bedroom or private space without a clear safeguarding, welfare or operational reason

Staff must not:

- socialise with students in a manner inconsistent with their professional role
- be alone with a pupil behind a locked door
- permit situations where their conduct could be misinterpreted by a pupil, colleague or third party

Where one-to-one contact is necessary in boarding settings, staff must ensure that:

- another adult is aware of the interaction
- the interaction is time-limited and proportionate
- the rationale is recorded where appropriate

4.3 Safeguarding, On-Call Arrangements and Out-of-Hours Reporting

The College ensures that safeguarding arrangements operate **24 hours a day** while students are resident.

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Staff must be aware of:

- the Designated Safeguarding Lead (DSL) and Deputy DSL
- the on-call senior staff arrangements for evenings, nights and weekends
- the procedures for reporting safeguarding concerns out of hours

Any safeguarding concern arising during boarding hours must be reported **without delay**, in line with safeguarding procedures. Staff must not delay reporting until the next working day.

In emergency situations, staff must act to protect students from immediate harm and report actions taken as soon as practicable.

4.4 Behaviour Management, Physical Intervention and Boarding Contexts

Behaviour management in boarding must follow the College's Behaviour and Discipline Policy.

Staff may intervene to prevent:

- injury to a pupil or others
- serious damage to property
- serious disorder or risk

Any physical intervention must:

- be reasonable, proportionate and the minimum necessary
- never be used as a punishment
- be recorded and reported to the Principal on the same day

Parents must be informed of any significant incident involving restraint or physical intervention, including those occurring during boarding hours.

4.5 Recording, Evidence and Audit Trail

Accurate and timely record-keeping is essential for safeguarding, accountability and ISSR compliance.

The College maintains secure records of:

- safeguarding concerns and referrals
- allegations and low-level concerns
- physical interventions and serious behaviour incidents
- disciplinary actions related to staff conduct

In boarding contexts, staff must ensure that:

- incidents occurring outside the College day are recorded promptly
- records are factual, contemporaneous and objective
- all relevant actions and decisions are documented

Records are reviewed regularly by the Principal to:

- identify patterns or emerging risks
- ensure consistency of practice
- verify that policies are implemented effectively

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4.6 Staff Acknowledgement and Compliance

All staff, including boarding staff, residential supervisors, night staff, volunteers, contractors and supply staff, must:

- read and understand this policy in full
- confirm in writing that they will comply with it
- understand that it applies during all periods of supervision, including out-of-hours and residential duties

Failure to familiarise oneself with or adhere to this policy is not an acceptable defence in disciplinary proceedings.

4.7 Failure to Comply and Disciplinary Action

Any breach of this Staff Behaviour Policy and Code of Conduct may result in:

- management action
- disciplinary procedures
- referral to external agencies where thresholds are met

Serious breaches, including those involving safeguarding, abuse of position of trust or inappropriate conduct with students, may constitute gross misconduct and may also lead to referral to the Local Authority Designated Officer (LADO), the Disclosure and Barring Service (DBS) or other regulatory bodies.

4.8 Related Policies and Documents

PART 5

GOVERNANCE, LEADERSHIP OVERSIGHT AND CONTINUOUS IMPROVEMENT

5.1 Leadership Responsibility and Accountability

The Principal has overall responsibility for the implementation, monitoring and enforcement of this Staff Behaviour Policy and Code of Conduct across the whole College, including boarding provision.

This responsibility includes ensuring that:

- the policy is implemented consistently in day and boarding settings;
- staff understand their duties and professional boundaries;
- safeguarding arrangements are effective at all times, including evenings, weekends and overnight supervision;
- concerns about staff conduct are identified, recorded and addressed appropriately.

Senior leaders and managers, including those with responsibility for boarding, have delegated responsibility for:

- modelling appropriate professional conduct;
- ensuring staff under their supervision understand and comply with this policy;

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- taking immediate action where concerns arise.

5.2 Governance Oversight

The **Governance Advisory Committee** provides oversight of safeguarding and staff conduct arrangements.

Governance oversight includes:

- receiving assurance that this policy is implemented effectively;
- reviewing anonymised safeguarding and conduct data, including trends in low-level concerns;
- monitoring compliance with statutory guidance, including Keeping Children Safe in Education and the Independent School Standards;
- seeking assurance that boarding provision meets the National Minimum Standards for Boarding Schools where applicable.

Governors do not investigate individual cases but ensure that systems, processes and leadership oversight are robust and effective.

5.3 Policy Review and Continuous Improvement

This policy is subject to:

- continuous monitoring;
- formal annual review by the Principal;
- interim review where legislation, statutory guidance or operational practice changes.

The review process considers:

- safeguarding audits;
- outcomes of inspections;
- feedback from staff and students where appropriate;
- emerging risks or patterns of concern;
- lessons learned from incidents, allegations or near misses.

Where weaknesses are identified, action is taken without delay and may include:

- policy revision;
- additional staff training;
- procedural changes;
- enhanced supervision or oversight.

5.4 Training, Awareness and Competence

The College ensures that all staff, including boarding and residential staff, receive training appropriate to their role.

Training includes:

- safeguarding and child protection (at induction and annually);
- professional boundaries and staff conduct;
- whistleblowing procedures;
- low-level concerns;
- behaviour management and use of reasonable force;

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- Prevent Duty and radicalisation;
- online safety and appropriate use of technology.

Staff must:

- engage fully in required training;
- apply training in practice;
- seek guidance where unsure.

Failure to complete mandatory training may result in management or disciplinary action.

5.5 Monitoring, Assurance and Evidence for Inspection

To ensure compliance and readiness for inspection, the College maintains evidence of:

- staff acknowledgements of this policy;
- safeguarding and conduct training records;
- low-level concern logs and reviews;
- records of allegations and outcomes;
- disciplinary actions related to staff conduct;
- policy review records.

These records demonstrate that:

- staff understand what they can and cannot do;
- concerns are identified early;
- leadership takes appropriate and proportionate action;
- safeguarding culture is embedded across the College, including boarding provision.

5.6 Culture, Professional Judgement and Expectations

The College expects all staff to exercise **sound professional judgement** and to err on the side of caution where uncertainty exists.

Staff are expected to:

- place pupil welfare above all other considerations;
- seek advice rather than act alone where unsure;
- act transparently and record decisions;
- recognise that professional conduct applies both inside and outside the College.

This policy supports staff by:

- providing clear expectations;
- protecting staff from false or malicious allegations;
- reinforcing a culture of openness, accountability and safeguarding.

5.7 Final Statement

Failure to comply with this Staff Behaviour Policy and Code of Conduct may result in disciplinary action and, where appropriate, referral to external agencies.

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This policy forms part of the College's safeguarding framework and is central to protecting students, staff and the reputation of the College.

PART 6

EXPLICIT STAFF DOS AND DO NOTS

(Applies to all staff, including boarding, residential, night and weekend staff)

This section provides clear, non-exhaustive guidance on acceptable and unacceptable conduct.

6.1 SAFEGUARDING AND PROFESSIONAL CONDUCT – DO

Staff **MUST**:

- place the welfare and safety of students above all other considerations at all times;
- act in accordance with the College's Safeguarding and Child Protection Policy;
- report **immediately** any safeguarding concern, disclosure or allegation to the Designated Safeguarding Lead or Principal;
- maintain professional boundaries at all times, including during boarding, evenings, weekends and overnight supervision;
- treat all students with dignity, respect and fairness;
- act, and be seen to act, in the best interests of students;
- challenge inappropriate behaviour or language from students and report it appropriately;
- model professional behaviour and appropriate language at all times;
- complete all required safeguarding and conduct training;
- use professional judgement and **seek advice** where uncertain;
- record and report incidents, concerns or decisions that could be misinterpreted.

6.2 SAFEGUARDING AND PROFESSIONAL CONDUCT – DO NOT

Staff **MUST NOT**:

- ignore or minimise safeguarding concerns;
- promise confidentiality to a pupil where safeguarding concerns may arise;
- engage in behaviour that could place themselves or students at risk;
- act alone where guidance or supervision is required;
- allow personal relationships to develop with students;
- behave in a way that could bring the College into disrepute.

6.3 PHYSICAL CONTACT AND INTERVENTION

DO:

- use physical contact only when necessary, proportionate and in response to a pupil's needs;
- use the minimum force for the shortest time necessary;
- record and report any physical intervention on the same day;
- ensure physical contact is open, appropriate and observable;
- follow College behaviour and restraint procedures.

DO NOT:

- use physical force as a punishment;
- hit, slap, push or shake a pupil;
- use humiliating or degrading punishments;
- touch students in a way that could be considered indecent or secretive.

6.4 WORKING ONE-TO-ONE AND SUPERVISION**DO:**

- conduct one-to-one sessions in visible or semi-public spaces wherever possible;
- ensure another adult is aware of the location and purpose of the session;
- keep doors unlocked and visibility panels unobstructed;
- limit sessions to what is necessary and appropriate;
- record and report any concerns.

DO NOT:

- be alone with a pupil behind a locked door;
- conduct unnecessary one-to-one sessions;
- transport students alone unless authorised and recorded;
- supervise students under the influence of alcohol or substances.

6.5 COMMUNICATION AND USE OF TECHNOLOGY**DO:**

- communicate with students only via College-approved systems;
- maintain professional tone and content in all communications;
- report any inappropriate communication from students immediately;
- follow the College's acceptable use and e-safety policies.

DO NOT:

- contact students using personal phones, emails or social media;
- accept students as friends or contacts on social networking sites;
- send or receive inappropriate images, messages or content;
- take photographs of students using personal devices.

6.6 GIFTS, FAVOURITISM AND BOUNDARIES**DO:**

- follow College systems for rewards and sanctions;
- ensure any gifts are authorised, proportionate and recorded;
- treat students consistently and fairly;
- avoid perceptions of favouritism.

DO NOT:

- give personal gifts without approval;

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- accept gifts that could be seen as a bribe or inducement;
- single out students for special attention without justification;
- form exclusive or dependent relationships.

6.7 BOARDING-SPECIFIC EXPECTATIONS

Staff working in boarding **MUST**:

- maintain professional boundaries at all times in residential settings;
- respect pupil privacy and dignity, particularly during personal time;
- announce entry into sleeping, changing or bathroom areas;
- ensure appropriate supervision during evenings, nights and weekends;
- record and report incidents, concerns or rule breaches promptly.

Staff **MUST NOT**:

- enter sleeping or changing areas without good reason;
- engage in informal or overly familiar behaviour with boarders;
- relax standards of conduct during out-of-hours supervision;
- share personal information or engage in social activities with boarders.

6.8 OUTSIDE COLLEGE AND ONLINE CONDUCT

DO:

- remember professional responsibilities extend beyond College hours;
- ensure online behaviour does not undermine professional role;
- report contact from students outside approved channels.

DO NOT:

- engage in social activity or communication with students;
- post content that could harm the reputation of the College;
- discuss students, parents or colleagues online.

6.9 CONSEQUENCES

Failure to follow these **Dos and Do Nots** may result in:

- management action;
- disciplinary proceedings;
- referral to external agencies where appropriate.

6.10 STAFF ACKNOWLEDGEMENT

All staff are required to:

- read and understand this policy;
- comply with its requirements;
- confirm acceptance by signing the Policies Register.

