

Kings International College for Business & the Arts

Safeguarding Children and Young People

Kings International College values all staff and wishes to encourage staff support, contributions, and assistance in all matters relating to the safeguarding of children and young people who are members of Kings.

It is the duty of all staff to ensure that our students' welfare is promoted, and that they are cared for appropriately and are safeguarded from any harm.

This document describes the measures we need to apply in order to ensure that all our employees, as well as our students, are safe and protected.

Code of Safe Conduct

It is essential that we acknowledge that the vast majority of employees behave appropriately whilst working with our students. However, expected conduct of adults working in a College is governed by certain laws and government guidance (e.g. smacking children). Furthermore, staff sometimes express uncertainty as to what is and is not acceptable and ask for guidance regarding those behaviours that, whilst most probably innocent, may be considered illegal, improper or could be misconstrued or misinterpreted by another person.

The following, therefore, gives a guide to appropriate conduct whilst working in or on behalf of the College (e.g. residential visits, out of College activities). Adherence to this code will ensure that both students and staff are safe, and will protect staff against the possibility of allegations being made against them.

Staff must:

- Adhere to the College Behaviour, Physical Intervention, Whistle Blowing, e-Safety, Photography and Video, and Health and Safety guidance and policies.
- Behave in a mature, respectful, safe, fair and considered manner.
- Provide a good example and a 'positive role model' to students, including maintaining standards of dress commensurate with professional expectations.
- Not behave in a way that could lead a reasonable observer to question staff conduct, intentions or suitability to care for other people's children.
- Observe people's rights to confidentiality (unless staff need to report something to the Head of College or the Child Protection Liaison Officer e.g. child protection concerns).
- Not touch students in a manner which is gratuitous or would be considered sexual, threatening or intimidating.
- Treat all students equally, never build 'special' relationships with individual students or confer favour on particular students.
- Not discriminate favourably or unfavourably towards any student.
- Not make arrangements to contact, meet with, or communicate with students outside of work, other than through the College e mail system, and only then for legitimate, professional, work related activities.
- Not develop 'personal' or sexual relationships with students, including Sixth Form students.
- Not push, hit, kick, punch, slap, throw missiles at or smack a student or threaten to do so.
- Not be sarcastic, make remarks or 'jokes' to students of a personal, sexual, racist, discriminatory, intimidating or otherwise offensive nature.
- Not embarrass or humiliate students.
- Not give or receive (other than 'token') gifts unless arranged through College e.g. donating outgrown PE Kit, football boots, uniform.

- Not allow, encourage or condone students to act in an illegal, improper or unsafe manner e.g. smoking, drinking alcohol.
- Not behave in an illegal or unsafe manner whilst transporting students e.g. exceed the speed limit, be under the influence of drugs or alcohol, drive a vehicle which is unroadworthy or otherwise unsafe or not properly insured, use a mobile phone whilst driving, fail to use seat belts or drive without due care and attention.
- Never undertake any work with students when that member of staff is not in a fit and proper state to do so e.g. is under the influence of medication which induces drowsiness and/or has a medical condition that dictates that the member of staff should not be caring for students.

Staff must report to the Head of College or Executive Principal:

- Any *personal* behaviour or situation that may give rise to complaint, misunderstanding or misinterpretation.
- Any difficulties that staff may *personally* experience e.g. coping with an unruly student, situations where the member of staff anticipates that he/she may not be sufficiently qualified, trained or skilled to deal with or handle well.
- Any behaviours of another person working for the College, which gives cause for concern. Staff reporting such concerns are protected by our 'whistle blowing policy' in these circumstances.

I, _____, have read the above policy relating to staff and volunteers and agree to abide by the Code of Safe Conduct.

Signed: _____ Date: _____

May I thank you for your support for Kings International College and our arrangements for the safety and care of students and adults in our College community.

Tony Ryles
Executive Principal