

Last updated by: Charlotte Fisher

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Policy renewed at least annually, or as required according to changes in procedures or legislation. The policy is available on the Europa website.

Responsibility for this Document: Charlotte Fisher

Responsibility for implementation: Chris Tew (Academic Manager) and Bruna Laurant (UK Operations Manager)

### **Adult Behaviour Policy (Code of Conduct)**

This policy applies to all staff, volunteers and contractors, paid and unpaid, working in the school. The policy also applies to non-employed adults and adult students. All school policies referred to in this document are available on the school website and hard copies can be obtained from the Academic Manager.

Safeguarding children is very important. Adults also need some protection, e.g. from doing things which could be misunderstood or which are illegal.

This policy gives guidance about the right things to do and tells you things that must not happen. It is there to protect the students from bad adult behaviour, but also to protect adults from doing the wrong thing by mistake, and then being accused of inappropriate behaviour. A good code of conduct provides a safer working environment for everyone.

For Europa School of English, this code of conduct is particularly important because we are working with international staff teams, group leaders and students – some things that might be normal in their home countries, might not be acceptable in the UK.

### **Acting as role models**

- Staff should understand the need to act as good role models for students. This includes their work in school and on excursions and during activities. They also have to maintain public confidence in their ability to safeguard the welfare and best interests of students.
- Staff should understand and be aware that safe practice also involves using judgement and integrity about behaviours outside the work setting as these may impact on their work with students and the reputation of the school. This is especially important in the area of social media use.
- Staff should be aware that any unlawful discriminatory behaviour or other conduct which brings the school into disrepute will result in disciplinary action.

### **Alcohol and drugs**

- Staff conduct and performance must not be adversely impacted by alcohol or drugs when undertaking their duties (including teaching, activities, excursions). Illegal drugs are prohibited.
- The consumption of alcohol is not permitted on site.
- Alcohol consumption is strictly forbidden in the presence of any students

### **Smoking**

- Smoking is not permitted in the building.
- Outside the building smoking is only permitted in the designated smoking areas
- Smoking is prohibited in sight of students

### **Attendance and punctuality**

- Staff should make every effort to attend when required to do so. If a member of staff is going to be delayed or is ill, they must report the absence as soon as possible to their line manager.
- In the case of planned absence, authorisation must be sought from the Academic Manager (or line manager).

### **Dress and Appearance**

- Dress should be smart casual, appropriate to the role and not likely to be viewed as offensive. It should not distract, cause embarrassment or give rise to misunderstanding.
- Staff should wear clothes appropriate to the activities (e.g. no flip-flops on excursions, sports clothes for sports activities, etc.).

### **Health and Safety and First Aid**

- All staff have a duty to ensure that a safe working environment exists.
- Fire and evacuation procedures must be adhered to and staff are required to familiarise themselves with the procedures and their responsibilities.
- All staff need to familiarize themselves with first aid procedures and need to know the designated first aiders.

### **Transporting students**

- Staff should not transport students in their own vehicle unless there is an emergency and it is approved by the Operations Manager.
- A member of staff should never be alone in a vehicle with a student.
- Wherever possible and practicable, transport should be in a vehicle other than a private vehicle, with at least one adult additional to the driver acting as an escort.

### **Accident and Incident reporting**

- An accident report form should be completed for all accidents on site or during programmed activities.
- In the case of a serious accident or incident, all staff members must be aware of the emergency procedures.

### **Use of personal mobile phones or similar portable electronic devices**

- Staff must ensure that they establish safe and responsible behaviours in their use of electronic communications and when online.
- Staff are expected to use information technology in the course of any lesson or activity only as an aid to teaching.
- Staff should be aware of the School's Anti-bullying policy.
- Staff should keep social networking profiles private and refrain from joining any groups with students or from passing on their personal details to students.
- Students and former students under the age of 18 cannot be "friends", "followers" or "contacts". Staff should have no online contact with students or former students under the age of 18.
- No photos taken from students can be uploaded on any private accounts or platforms, but can only be used via the school with the appropriate permissions.

### **Whistleblowing**

- Where a member of staff has good reason for concern regarding the conduct or competence of a colleague, they should follow the procedures and report the concern to the safeguarding team. This is particularly important when the welfare of a minor student may be at risk.
- All staff have a duty to report themselves if there is any reason why they may not be able to carry out their duties effectively or if there is anything that may affect their ability to work safely with children.
- All staff need to be aware of their responsibilities under "Prevent". Any concerns or worries about students should be treated as safeguarding issues and reported to the safeguarding team. And concerns about colleagues should be reported to the safeguarding team as well in the context of whistleblowing.

### **Professional Judgement**

- On very rare occasions, there may be a situation when staff must make a judgement in the best interests of the students they are in charge of which contravenes to the guidance or for which no guidance exists. Such judgements should always be recorded and shared with the line manager immediately. The parent or carer must also be informed where necessary. In doing so, individuals will be seen to be acting reasonably. Staff should always consider whether their actions are acceptable, proportionate and safe, and applied equitably.

### **Confidentiality**

- Staff may have access to confidential or personal information about pupils or colleagues in the process of undertaking their duties. They should never use this information for their own or others' advantage.

### **Communication and contact with students**

- Staff should never accept 'friend or follower requests' or other links from students on social media accounts
- Staff should never send 'friend or follower requests' or links to students on social media accounts
- Staff should never take photos of students and upload them on social media either tagged or untagged
- All communication and contact between students and adults should take place within clear and explicit professional boundaries.
- Staff should also be circumspect in their communications and contact with pupils so as to avoid any possible misinterpretation of their motives or any behaviour which could be construed as grooming.

### **Language**

- Staff should not swear, blaspheme or use offensive language in front of students.
- Staff should not use discriminatory language.

### **One-to-one situations**

- One-to-one situations have the potential to make students more vulnerable to harm by those who see to exploit their position of trust.
- Staff may also be more vulnerable to unjust or unfounded allegations being made against them.
- When one-to-one situations occur, reasonable and sensible precautions must be taken to ensure the safety and security of students and staff alike (e.g. leaving doors open, trying to maintain visual contact with others, etc.).
- Staff should never invite a child into closed private areas.
- Staff should never arrange meetings with individual students off the school premises.

### **Contact with students out of school**

- Staff should not give students their home address, home telephone number, mobile phone number or any other personal data.
- Staff should not make arrangements to meet students, individually or in groups, outside school other than programme activities organized by the school.
- Staff are advised not to attend private student parties and should be aware of their professional standing and responsibilities.

### **Physical contact with students**

- Staff must exercise common sense when with minors in their care and should make sure any physical contact is appropriate to the situation.

- Staff should never have any physical contact with a minor which could be misinterpreted.
- There are incidences where physical contact may be unavoidable (e.g. physical contact during sports or drama sessions; First Aid situations; comforting a minor student who is upset or unwell, etc.)

### **Gifts and favours**

- Staff should be aware that consistently conferring special attention and favour upon a certain student might be construed as being part of a 'grooming' process.
- Staff should not give presents to individual students outside of the normal school procedures.
- Staff should take care to ensure they do not accept any gift that might be construed as a bribe or lead the giver to preferential treatment.

### **Relationships**

- Staff should understand that they are in a position of trust in relation to students.
- Staff should ensure that their relationships with students clearly take place within the boundaries of a respectful professional relationship and avoid behaviour which might be misinterpreted by others.
- A relationship between an adult and a student is not a relationship between equals and there is a potential for exploitation and harm of vulnerable young people.
- Staff have the responsibility to ensure that an unequal balance of power is not used for personal advantage.

### **Sexual contact**

- Staff should not have any form of communication with a student which could be interpreted as sexually suggestive or provocative (e.g. verbal comments, letters, texts, e-mails, etc. )
- Any sexual activity between a member of staff and a (minor) student will be regarded as a criminal offence and will always be a matter for disciplinary action.