



RIKKYO SCHOOL IN ENGLAND

School Personnel Code of Conduct

Date	Review Date	Designated Safeguarding Lead	Deputy Designated Safeguarding Lead	Headmaster
October 2020	October 2021	Mr T Okuno	Ms K Amann	Dr T Okano

As part of our duty to safeguard and to promote the welfare of all pupils and to protect our school personnel so that their behavior does not inadvertently lay them open to allegations of abuse, we have in place this school personnel code of conduct. This code of conduct explains in more detail which behavior is expected by all school personnel, additionally to the fundamental rules which are set out in our Staff Handbook, and the roles and responsibilities of all those involved. Any breaches of this policy will be dealt with appropriately, and if necessary in accordance with the Staff Disciplinary Procedure.

Aims

- To safeguard and to promote the welfare of pupils.
- To create and maintain an ethos of mutual respect, openness and fairness.
- To protect children from the risk of radicalisation and extremism.
- To ensure compliance with all relevant legislation connected to this policy.

Responsibility for the Policy and Procedure

Role of the Headmaster

The Headmaster will:

- ensure that all school personnel are aware of the School Code of Conduct and are aware that any breaches of this policy should be reported to him
- ensure that visitors are aware of their responsibilities that are outlined in this policy;
- monitor the effectiveness of this policy by speaking with school personnel and the Safeguarding Trustee;
- ensure that breaches of this policy are dealt with appropriately, and if necessary in accordance with the Staff Disciplinary Procedure;

Role of School Personnel

Ensure that you are aware of your safeguarding responsibilities and of the behavior which is expected by you. If you are concerned about the behavior of another member of staff, you must speak to the Headmaster.

Be aware that sanctions will be applied according to our Staff Disciplinary Policy if you are breaching the Code of Conduct.



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What you must do:

1. Understand your safeguarding responsibilities and be aware that sanctions will be applied if they are breached.
2. It is your responsibility to do all the safeguarding training which you have been asked to do.
3. Make sure you dress and behave appropriately professional.
4. Allow young people to talk about their concerns.
5. Confidentiality – if a student or adult wishes to tell you about something serious, do only guarantee that you will pass on this information to the minimum number of people who must be told to ensure that proper action is taken to sort the problem.
6. Treat everyone with respect.
7. Treat all students equal and show no favouritism to any of the students.
8. Be aware of the school's guidelines on handling money and presents.
9. If you are engaged in one-to-one teaching for example in private language or music lessons then you must ensure visibility to others at all times. Ensure that the classroom door is either open or contains a glass window and that another adult is aware of your meeting or lesson.
10. Remember that someone else could misinterpret your actions, how well intended they may be.
11. Respect a student's right to personal privacy.
12. Discourage any inappropriate behaviour of a student towards you and report this to the Headmaster, for example if you think that a student develops a crush on you.
13. Ensure that if you need to have appropriate physical contact with a student, for example in PE, music or drama lessons, or to comfort a distressed student, that you ask the student for permission first.
14. Remember that physical restraint is only allowed if a student is in imminent danger of injuring himself / herself, or another person, and is only a last resort when all other efforts to solve the situation have failed.
15. An appropriate level of supervision to safeguard students in changing room is necessary. This has to be appropriate to the age and the needs of the students.
16. Do keep other members of staff informed of where you are what you are doing.
17. Use social networking sites wisely so that you do not jeopardise yourselves, others or the school.
18. Always report allegations, suspicions or concerns about abuse and neglect.
19. Take care of your physical and mental well-being
20. Be aware of counselling and support systems in school and through the Local Authority.
21. Maintain a positive classroom environment where all students are valued and respected.
22. Maintain a good and open relationship with parents.
23. Be aware that it is a criminal offence to have a sexual relationship with a student, even if the student is over 18 and the relationship is consensual.
24. Be aware of any other behavior rules, as written down in the Staff Handbook, the Whistleblowing Policy, the ICT Policies and the Alcohol and Drugs Policy.



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What you must not do:

1. Do not share personal email addresses or personal telephone numbers with students or engage with students in social media. Always use one of the school's telephones and school email when communicating with students and parents.
2. Do not use inappropriate language (for example threatening or sexual language)
3. Do not talk about your private life with a student.
4. Do not meet a student out of school or visit a student's home without the headmaster's permission
5. Do not play physical contact games with students.
6. Do not make suggestive remarks or threats to a student
7. Do not engage in inappropriate behaviour or contact (physical, verbal or sexual). Any sexual behavior with or towards a student is unacceptable.
8. Do not transport a child in a car without parental / Headmaster's permission. If permission has been given, ensure that you are not alone with one child.
9. Do not permit abusive peer activities for example initiation ceremonies or bullying.
10. Do not enter any boarding house without the knowledge of the appropriate member of the boarding team.
11. Do not trivialise abuse.
12. Do never give an absolute guarantee of confidentiality to students or adults wishing to tell you something.
13. Do not accept gifts from parents / students on a regular basis or of significant value, other than small tokens of appreciation at Christmas or as a thank-you. Similar, do not give such personal gifts to students or their families.
14. Do not develop sexual relationships with students. This constitutes a criminal offence under the Sexual Offences Act.

Role of Pupils

Pupils must be made aware of:

- basic safeguarding procedures in school such as visitors signing in and wearing visitor badges;
- how to assess risk to themselves;
- how to keep themselves safe.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the school website
- the Staff Handbook
- induction of new school personnel
- meetings with school personnel

Monitoring the Implementation and Effectiveness of the Policy



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The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the DSL and the Headmaster.