

All Colleagues have a role to play in safeguarding our pupils. All employees / colleagues should follow this Code of Conduct to militate against the potential of placing pupils at risk of harm and to protect themselves from a potential allegation of causing harm to a pupil. This Code of Conduct should be read in conjunction with the Safeguarding and Child Protection Policy, Part 1 and Annexe A of KCSIE Sept. 2023, Working Together to Safeguard Children 2018, Low Level Concerns Policy and the Whistleblowing Policy. All colleagues should be aware of the identities of the Designated Safeguarding Lead (DSL) and DeputyDSLs:

DSL	Mike Rickner (Deputy Head Pastoral & Houseparent of Queen's)	
	01280 818412/ 07467 949767	
DDSL	Richard Corthine	01280818243
DDSL	Fran Shah	07887558692
DDSL	Jenny Tompkins	07770380847

All colleagues should read and sign this policy on initial employment and again on any significant changes that might be made to the policy. The policy should be read in conjunction with the Colleague Handbooks, Stowe's Safeguarding Policy and the Allegations made Against Colleagues Policy which contain all related and relevant information.

For teaching colleagues, this policy has been written with regard for the Teachers' Standards (July 2011): A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career. All colleagues should report **any safeguarding concerns** to the DSL

Stowe colleagues uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside the School, by:

- o treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing **proper boundaries** appropriate to a teacher's professional position;
- o having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions;
- o ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law;
- o having an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

Colleagues must have proper and professional regard for the ethos, policies and practices of Stowe School.

In line with the statutory safeguarding guidance [Keeping Children Safe in Education](#), we should have a Colleagues Code of Conduct, which should cover acceptable use of technologies (including the use of mobile devices), colleague/pupil relationships and communications, including the use of social media.

General Obligations:

Colleagues set an example to pupils. They will:

- Maintain high standards in their attendance and punctuality
- Never use inappropriate or offensive language in school
- Treat pupils and others with dignity and respect
- Show tolerance and respect for the rights of others
- Not undermine fundamental British values, including democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs
- Not express personal beliefs in a way that exploits pupils' vulnerability or might lead them to break the law
- Teaching colleagues should dress in business attire for work
- Staff should seek to always act ethically and with integrity
- Teaching Colleagues to understand the statutory frameworks they must act within and adhere to the Teachers' Standards

1. Safeguarding and Child Protection

This section should be read in conjunction with the school's Safeguarding and Child Protection Policy and Low Level Concerns Policy.

All Colleagues should do all that they can to help create and maintain a culture of vigilance with regard to safeguarding pupils. All Colleagues have a duty to safeguard our pupils' welfare and must therefore familiarise themselves and comply at all times with our Safeguarding and Child Protection policy and procedures and KCSIE 2023.

All Colleagues should have an awareness of safeguarding issues (see list below). Colleagues should be aware that behaviours linked to the likes of drug taking, alcohol abuse, truanting and sexting put children in danger. All Colleagues should be aware that safeguarding issues can manifest themselves via child on child abuse. This is most likely to include, but may not be limited to, bullying (including cyberbullying), gender based violence/sexual assaults and sexting. Colleagues should be clear as to Stowe's policy and procedures with regards to child on child abuse.

Some specific safeguarding issues (see KCSIE 2023 Part one Annex A available on Stowe Central, Safeguarding).

- Abuse
 - domestic
 - faith based
 - relationship abuse
 - Emotional, Sexual, Verbal, Physical
- Bullying
 - cyberbullying
 - child on child abuse
- Children
 - and the court system
 - missing from education
 - with family members in prison
 - missing from home or care
- Child exploitation (CSE)
 - county lines: criminal exploitation of children and vulnerable adults
 - sexual exploitation
 - trafficking
- Drugs & Alcohol Abuse

- Honour based violence (so-called)
 - female genital mutilation (FGM)
 - forced marriage
- Health & Well-being
 - fabricated or induced illness
 - medical conditions at school
 - mental health and behavior
- Homelessness
- Looked After Child
- Young Carer
- Online
 - sexting
 - child on child abuse
- Radicalisation
 - Prevent
 - Channel
- Upskirting
- Violence
 - gangs and youth violence
 - gender-based violence / violence against women and girls (VAWG)
 - sexual violence and sexual harassment between children in schools

Low Level Concerns

A low-level concern is a behaviour towards a child by a Colleague that does not meet the harms threshold, is inconsistent with the Colleagues code of conduct, and may be as simple as causing a sense of unease or a 'nagging doubt'. For example, this may include:

- Being over-friendly with children
- Having favourites
- Taking photographs of children on a personal device
- Engaging in one-to-one activities where they can't easily be seen
- Using inappropriate language

Low-level concerns can include inappropriate conduct inside and outside of work.

All Colleagues should share any low-level concerns they have using the reporting procedures set out in our child protection and safeguarding policy. We also encourage colleagues to self-refer if they find themselves in a situation that could be misinterpreted. If colleagues are not sure whether behaviour would be deemed a low-level concern, we encourage colleagues to report it.

All reports will be handled in a responsive, sensitive and proportionate way.

Unprofessional behaviour will be addressed, and the colleague supported to correct it, at an early stage.

This creates and embeds a culture of openness, trust and transparency in which our values and expected behaviour are constantly lived, monitored and reinforced by all colleagues, while minimising the risk of abuse.

Reporting and responding to low-level concerns is covered in more detail in our Low-Level Concerns policy.

1.1 Communication with Pupils

The Anti-Bribery Policy should be read with regard to the receipt of gifts worth more than £50.

Communication between pupils and colleagues, by whatever method, must always be professional in nature and motivation and within clear and explicit professional boundaries. Whilst employed by Stowe School, colleagues are required not to 'befriend' or communicate with current pupils on social media sites (for example, Snapchat, Instagram, Facebook, Whatsapp) or through personal email accounts, home or personal mobiles and cameras, internet-enabled devices, private telephone numbers, unless the need to do so is agreed in writing with the DSL. This includes letters, notes and the wider use of digital technology such as text messaging, apps, digital cameras, videos, web-cams, websites, online gaming and blogs.

If a colleague receives inappropriate correspondence or communication from a pupil they must report it immediately to the DSL.

All colleagues should be circumspect in all communications with pupils so to avoid any possible misinterpretation of their motives or any behaviour such as the giving of gifts which could be construed as grooming. In summary, and as in the Anti-Bribery Policy, all such gifts worth more than £50 must be reported to the relevant member of ELT or directly to the Senior Deputy Head or Director of Finance- and recorded in the Gifts Book held in their possessions.

All Colleagues should ensure that all communications are transparent and open to scrutiny. School mobile phones are always available in North Hall for colleagues taking trips who wish to give out a contact number to pupils or parents. Any communication between colleagues and a pupil outside this policy may lead to disciplinary and/or criminal proceedings.

Anyone offering **confidentiality** to a child would be promising to keep the content of his or her conversation completely secret and discuss it with no one. Promises of confidentiality by all colleagues must not be made whilst in contact with children. **All child disclosures of a safeguarding and child protection concern must be referred to the DSL immediately.**

1.2 Communication with Ex-Pupils

Whilst employed by Stowe School, all colleagues are required not to 'befriend' former pupils on social network sites, including Stowe Connect, OR communicate with alumni through personal email accounts **until the ex-pupils have reached the age of 21**. This restriction only applies to personal social media and email accounts and is not intended to prevent alumni and Colleagues communicating via their Stowe School email account, School focused/controlled social media or the Old Stoic office.

1.3 Conduct with Children

All colleagues must know that there is a statutory ban on corporal punishment.

Infatuations with adults are quite common and are a normal part of adolescent development. Clearly, they need to be handled very sensitively by all colleagues to avoid any possible allegations of exploitation or grooming. Such situations require the highest possible level of professionalism on the part of colleagues. Colleagues hold a uniquely influential role in pupils' lives, so pupils must be able to view colleagues as role models in the way they behave. All colleagues must behave in such a way that there is no unlawful discriminatory behaviour towards a child. If any colleague suspects a pupil might have developed an attachment to them or towards any other colleagues, they should do the following:

- bring the situation to the attention of **the Designated Safeguarding Lead (DSL)** at the earliest opportunity

- Colleagues should avoid being alone with pupils who may have developed feelings for them
- if a pupil sends any form of personal communication to a colleague, this should be passed on to the DSL at the earliest opportunity and a record should be kept
- any discussion about the feelings with the pupil involved will only take place after discussion with the DSL and the relevant Head of Department

It is the responsibility of colleagues to guard against any perception of misconduct that could be interpreted as 'grooming'. 'Grooming' is when someone builds an emotional connection with a child to gain their trust for the purposes of sexual abuse, exploitation or radicalisation. It is imperative therefore that all colleagues are not seen to encourage or engage in behaviour that could be deemed flirtatious with pupils or be construed as favouritism or by the giving of gifts. Colleagues must be circumspect at all times and consider how their behaviour and remarks may be interpreted by a child.

Any sexual relationship between a colleague and a pupil is unacceptable. Under the Sexual Offences Act 2003 it is a **criminal offence** for an adult employed by Stowe School to have a sexual relationship (kissing, touching, sexual intercourse) with **a child under 18** where that person is **in a position of trust in respect of that child**, even if the relationship is consensual.

It is forbidden therefore for colleagues to:

- engage with and/or share sexually suggestive or provocative communications (including online) with a child/pupil
- make sexual remarks to or about a child/pupil or colleague
- discuss their own sexual relationships in the presence of children

If an adult employed by Stowe School engages in sexual relations with a current **pupil aged 18 or under** (or with an ex-pupil within three years of leaving the School) the colleague will be subject to disciplinary procedures for gross professional misconduct and the police may be called.

- It is also important that a colleague is not drunk or under the influence of (illicit) drugs at work. Being under the influence of these substances will result in a disciplinary investigation. Colleagues should refer to the school's Alcohol and Drug Policy for further information.

1.4 One to One Situations

Colleagues are likely to find themselves in one-to-one situations with a pupil. There are instances where an academic clinic or during pastoral mentoring a one-to-one meeting is required. We all have a responsibility to ensure our behaviour is beyond reproach and that is not likely to lay us open to allegations of misconduct and abuse. It is best practice: to avoid one to one meetings with pupils in remote or secluded areas of the School; consider the time of the meeting, avoiding early or late working; wherever possible, to ensure that others are within earshot; to use a room with windows or leave the door open (unless there are good reasons why the conversation has to be had in confidence). Colleagues must report to the DSL or Headmaster any one-to-one situations in which a pupil or colleague may have become uncomfortable or ill at ease.

Pre-arranged meetings with pupils away from the School premises or in School holidays are not permitted unless approval has been obtained from the Senior Deputy Head.

Within colleague accommodation NMS 20.10 states very clearly: "No boarders/pupils have access to colleague residential accommodation, other than in exceptional circumstances. Where this occurs a one-to-one situation should be avoided with pupils with another adult always present. There is no inappropriate favouritism or inappropriate one-to-one contact between colleagues and boarders." **However**, a footnote has been added to explain that it may be

possible/needed to use a room within the private accommodation as a shared space for pupils. For example, if a living room directly adjoins an office or the boarding house, it can be used as a meeting room as well as a private living room. There needs to be a risk assessment completed for this to happen and a clear demarcation line (metaphorically) drawn between private and communal areas.

1.5 Remote Learning /Online Learning

Remote learning is still guided by the KCSIE 2022 protocol of:

The **CONTENT** accessed by pupils.

Their **CONDUCT** on-line

Who they have **CONTACT** with in the digital world.

And **COMMERCE** being aware and avoiding gambling or online scams/fraudulent activity.

Advice for teachers

- 1. Content:

Whilst remote learning, the content accessed by pupils should be specific and relevant to the lesson being taught.

Teachers should treat the meeting in the same way as a lesson or tutorial, presenting content and holding discussion in as much of a similar way to the classroom environment as possible. They should be careful what is visible on camera behind them and must also make sure that they only display the intended resources on to the meeting if projecting from their desktop. For example, they must be sure that their emails are not displayed if sharing their screen, as per presentations in classrooms. If teachers would like to record a portion of the meeting, they must notify pupils that this is happening and ask them to turn off their cameras and microphones.

Teachers should give advanced notice of an online meeting through a calendar invite to pupils. The meeting may also be advertised through email communication.

- 2. Conduct

The teachers' code of conduct remains in place when remote learning:

- *treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing **proper boundaries** appropriate to a teacher's professional position;*
- *having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions;*
 - *ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law*
 - *having an understanding of, and always acting within, the statutory frameworks which set out their professional duties and responsibilities.*

The code of conduct also explains:

Communication between pupils and colleagues, by whatever method, must always be professional in nature and motivation and within clear and explicit professional boundaries. Whilst employed by Stowe School, colleagues are required not to 'befriend' or communicate with pupils on social network sites or through personal email accounts, home or personal mobiles and cameras, internet-enabled devices, private telephone numbers, unless the need to do so is agreed in writing with the DSL. This includes letters, notes and the wider use of digital technology such as text messaging, apps, digital cameras, videos, web-cams, websites, online gaming and blogs. This list is neither exclusive nor exhaustive.

However, it is understood that in these unprecedented times colleagues could be using their own devices.

Furthermore:

It is forbidden therefore for colleagues to: engage with and/or share sexually suggestive or provocative communications (including online) with a child/pupil

One-on-one conversations should be by audio only, unless a parent or guardian is present.

Teachers must also reinforce the expectations below to pupils, removing them from the meeting if necessary. This can be done at the click of a button. Similarly, colleagues should know how to mute pupils and stop incoming video. If pupils do misbehave, emailing parents, escalating to Heads of Department and further disciplinary action once school resumes, are all also options for dealing with persistent or especially poor behaviour online.

Poor pupil behaviour via the 'chat' function on teams or through showing something inappropriate on their camera should be recorded via screenshot (if possible) as evidence and reported to Liam Copley and the House-Parent within 1 hour. It is highly recommended that you do not allow pupils to use their camera function and to have the microphones muted when not being directly asked to speak.

Safeguarding awareness should continue unabated and all safeguarding concerns should be reported to Stowe's DSL:

Mike Rickner, mrickner@stowe.co.uk

It is recommended that colleagues familiarise themselves with the schools:

[Pupil Mental Health and Wellbeing Policy](#) and

[Digital Safety Policy](#)

[Safeguarding and Child Protection Policy](#) (especially sections 3-7 and 15-18)

[ICT Policy](#)

In addition, all colleagues should have completed their PREVENT training on Educare.

- 3. Contact

The following links allow teachers, pupils and parents to report online issues:

CEOP: **Child Exploitation and Online Protection Command**. Are you worried about online sexual abuse or the way someone has been communicating with you online?

www.iwf.org.uk/report. **Child sexual abuse images**: If you stumble across criminal content online, you should report this to the Internet Watch Foundation at Criminal content in the UK includes child sexual abuse images, criminally obscene adult content as well as non-photographic child sexual abuse images.

www.gov.uk/report-terrorism: **Online terrorism**: You can report terrorism related content to the police's Counter Terrorism Internet Referral Unit.

www.report-it.org.uk: **Hate speech**: Online content which incites hatred on the grounds of race, religion, disability, sexual orientation or gender should be reported to True Vision.

If any of the above are contacted it is also highly recommended Stowe's DSL is contacted immediately.

Colleagues can also contact Professionals Online Safety Helpline: <https://swgfl.org.uk/services/professionals-online-safety-helpline/>

Further support and advice can be found on the following links:

[Internet matters](#) - for support for parents and carers to keep their children safe online

[London Grid for Learning](#) - for support for parents and carers to keep their children safe online

[Net-aware](#) - for support for parents and careers from the NSPCC

[Parent info](#) - for support for parents and carers to keep their children safe online

[Thinkuknow](#) - for advice from the National Crime Agency to stay safe online

[UK Safer Internet Centre](#) - advice for parents and carers

- 4. Commerce

Risks such as online gambling, inappropriate advertising, phishing and or financial scams. If you feel your pupils, students or colleagues are at risk, please report it to the Anti-Phishing Working Group (<https://apwg.org/>). Colleagues should not engage in or encourage gambling of any kind with pupils.

2. Pupils

All colleagues should put the safeguarding, safety, development and progress of all pupils first by:

- being aware that they are in a position of trust and that this position must never be used to bully, humiliate, intimidate, coerce or threaten pupils
- being familiar with Stowe's Safeguarding and Child Protection policy and procedure
- taking all reasonable steps to ensure the safety and well-being of pupils under their supervision
- reporting concerns to the appropriate School and/or external agencies
- using their professional judgement and experience for the best interest of pupils under their supervision
- taking responsibility for their own behaviour and being self-aware of the potential impacts of their behaviour upon pupils
- showing tolerance of and respect for, the rights of others; not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs
- raising concerns about the behaviour of any other member of Colleagues which might place pupils at risk

2.1 Physical Contact with a Pupil

Colleagues should read this section in conjunction with the Safeguarding & Child Protection Policy and the Restraint Policy.

Occasions may arise when it is entirely appropriate and proper for colleagues to have physical contact with pupils (such as providing first aid to an injured pupil or comforting a distressed pupil), but they should only do so in ways which are appropriate to their professional role. A colleague can never take the place of a parent in providing physical comfort and all colleagues should be cautious of any demonstrations of affection. All colleagues should therefore, exercise their professional judgement at all times and if in doubt, should err on the side of caution and not have physical contact with a pupil.

Colleagues who teach subjects such as Sports Science, Music, Drama and outdoor activities, may need to initiate physical contact with pupils, for example, to demonstrate technique, adjust posture, prevent injury or support a pupil so that they can perform an action safely. Such activities should be carried out in accordance with the guidelines that their relevant Head of Department deems best practice and in line with guidance and protocols provided by sports governing bodies or professional organisations.

Physical contact should never be secretive or for the gratification of the adult, or represent a misuse of authority. If a colleague believes that an action could be misinterpreted, the nature of the incident and the circumstances in which it arose should be recorded as soon as possible and passed on to the DSL.

2.2 Transporting Pupils

Colleagues should read this section in conjunction with the Colleagues Handbook.

Unless a colleague is a Designated Driver and/or has been required to take a pupil to the Medical Centre, an appointment or to hospital, no colleagues / volunteer should give a lift in a car to a pupil alone. Colleagues should also not provide transport for pupils to and from the Bourbon fields in private vehicles unless there is a medical emergency and a pupil needs transportation to the Medical Centre.

2.3 Educational trips and off-site activities

Colleagues should read this section in conjunction with the Off-Site Activity Policy and guidance.

The guidance within this policy applies to all School activities that take place off-site. Colleagues should take particular care when supervising pupils on visits and tours, where the setting may be less formal than in School. Colleagues are still in a position of trust and need to ensure that their conduct remains within clearly defined professional boundaries.

2.4 Pupils in Toilets and Showers

Colleagues should never enter a toilet or shower room that has been designated for the exclusive use of pupils unless, in the course of their School duties, they have a legitimate pastoral or disciplinary concern or they believe entering the toilet or shower room is necessary due to an accident or an emergency. If colleagues have to enter, they should announce their entry to give pupils enough time to make themselves decent, unless they deem time to be of the essence due to an emergency or they reasonably believe that a disciplinary infringement is taking place.

3. Collegiality

Colleagues should always be courteous to one another and should show special consideration to new colleagues, for whom the School's traditions, manners and routines can be confusing. All colleagues should feel included rather than excluded. Colleagues who are seriously concerned for a colleague's welfare should encourage their colleague to approach the Senior Deputy Head / Deputy Head (Pastoral) and/or avail themselves of the School's Therapy or Medical Team. An atmosphere of mutual support and respect should prevail and colleagues must therefore refrain from discussing colleagues with pupils save in the briefest, most complimentary way.

All colleagues should work as part of a unified and purposeful community by:

- doing all that they can to co-operate diligently; developing productive and supportive relationships with colleagues
- exercising any line-management responsibilities in a respectful, inclusive and fair manner
- when requests for information or documentation are received, we should respond to them punctually
- appreciating what other colleagues are doing; the care we offer our pupils to flourish can only be met with the active assistance of all colleagues
- communicating appropriately and professionally with all pupils, parents and guardians
- addressing issues of discrimination and bullying whenever they might arise
- complying with all School policies and procedures

3.1 Language

All colleagues should avoid using inappropriate language at all times. Examples of inappropriate language might include:

- language that is racist, homophobic or sexist
- language which is offensive on religious grounds or to those with disability
- Colleagues should also not promote extremist views but should instead endeavour to reflect the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs
- aggressive or threatening language
- swearing or blaspheming within earshot of pupils
- using derogatory language when speaking to pupils
- making unprofessional personal comments about other colleagues, volunteers, parents, visitors and/or pupils

- All colleagues must ensure they prevent and stop the use of any discriminatory language within the school. Every pupil has the right to learn in a safe and respectful environment. Should these issues arise in the presence of colleagues they must be dealt with quickly and should be reported to the pupil's House Parent and/or DSL/Member of ELT.

4. Confidentiality

It is imperative that information gained whilst an employee of Stowe School is only ever to be disclosed on a '**need to know**' basis. The DSL will determine the extent of the information to be shared and identify Colleagues who may 'need to know' sensitive welfare and child protection information. **Information should not be shared without prior consultation with the DSL.** The unnecessary discussion of any information about pupils or Colleagues is **prima facie gossip**; this is true even if the identities of the pupils or colleagues at issue are not disclosed. All colleagues should be guarded in what they say about individuals and events at Stowe. They should disclose nothing that may bring the School into disrepute.

The relationship between colleagues and parents should be formal. All parents must be treated equally and with respect, irrespective of personal relationships with individual colleagues. Under no circumstances should colleagues breach confidentiality; in addition to their professional responsibilities, all colleagues must bear in mind the provisions of the new General Data Protection Regulation (GDPR 2018).

5. Security

Colleagues should read this section in conjunction with the Digital safety and Acceptable Usage Policies.

All Colleagues should wear/carry their identity card with them whilst in School and should produce it upon request. Colleagues should take particular care with confidential pupil information and data and should also ensure that they are using effective passwords and protocols to protect access to their computers and their School email accounts. Password encrypted memory sticks are available to all colleagues from the ICT support team.

Colleagues should not mention or participate in discussions about Stowe School on social media.

6. Dress

Colleagues should read this section in conjunction with the Teaching Colleagues Handbook.

When colleagues are, or could be, in contact with pupils, colleagues are expected to dress appropriately for their role and in a professional manner. Teaching colleagues are expected to wear smart business attire unless stated otherwise e.g. non- uniform days. It is the responsibility of line-managers to have a quiet word with any colleague, whom they feel is not dressed appropriately for the work environment.

Colleagues should also be aware of their professional role in its wider sense so should consider carefully what they wear to social events where pupils and/or parents are present (e.g. Leavers' Ball and Speech Day).

7. Alcohol Consumption or Illegal Drug Taking by Colleagues or at Colleague Social Events

Colleagues should read this section in conjunction with the Alcohol and Drugs at Work (Colleagues) Policy.

As a boarding school, Stowe is home to a large number of colleagues as well as pupils, so the guidance for colleagues on their consumption of alcohol is based on common sense and reflects the guiding principles outlined at the start of this code of conduct.

Colleague conduct and performance must not be adversely affected by alcohol when undertaking their duties, as they could be called upon at short notice.

Colleagues must not purchase alcohol for pupils or condone the drinking of it in their company outside of an organized and formally staffed school event.

The taking of illegal drugs or legal highs at work is forbidden and is governed by the Alcohol and Drugs at Work (Colleagues) Policy.

8. Smoking and/or Vaping by Colleagues

Colleagues should read this section in conjunction with the Smoking Policy in the Colleagues Handbook.

In order to promote a healthy and pleasant working environment and because of the fire risk, smoking and/or Vaping is not permitted anywhere on the School site by any colleague / volunteer, except in the designated smoking area, which is situated near the swimming pool on the North Front.

Resident colleagues should read the relevant section of the Colleagues Handbook for further information about smoking in private residences.

9. Colleagues in Boarding Accommodation

Colleagues should read this section in conjunction with the Safeguarding & Child Protection Policy, the Colleagues Handbook and their Service Occupancy Agreements.

All colleagues who reside in accommodation that is provided by the School for the proper/better performance of their duties must be aware of the following:

- If accommodation is within a residential facility occupied by pupils, colleagues are required to have the specific permission of the HouseParent(s) or the Deputy Head (Pastoral) in advance for all occupiers, visitors and overnight visitors (of whatever duration) to the accommodation during term time
- Visitors who are intending to stay with colleagues in the accommodation for 7 consecutive days or longer require the prior written permission of the Deputy Head (Pastoral) and the Senior Deputy Head, such consent not to be unreasonably withheld. DBS checks are likely to be obtained for any visitors staying for more than 7 days during term-time at the personal cost of the visitor
- Colleagues accept that they are responsible for the behaviour and conduct of visitors or occupiers of the accommodation and that the School has the right to require any person to leave the accommodation at any time. **Colleagues are responsible for ensuring that any occupiers and visitors do not have unsupervised contact with pupils**
- Colleagues shall not allow or permit any occupier of, or visitor to, the accommodation to cause a nuisance disturbance or annoyance to any other person and, if in the reasonable opinion of the Senior Houseparent and the Director of Operations & Estates, such occurs, on written notice you shall forthwith deliver up the accommodation.
- NMS 20.10 states very clearly: "No boarders/pupils have access to colleagues residential accommodation,

other than in exceptional circumstances. Where this occurs a one-to-one situation should be avoided with pupils with another adult always present. There is no inappropriate favouritism or inappropriate one-to-one contact between colleagues and boarders.” **However**, a footnote has been added to explain that it may be possible/needed to use a room within the private accommodation as a shared space for pupils. For example, if a living room directly adjoins an office or the boarding house, it can be used as a meeting room as well as a private living room. There needs to be a risk assessment completed for this to happen and a clear demarcation line (metaphorically) drawn between private and communal areas.

- Pupils should never be asked to assist with chores or tasks in the personal living space of any member of colleagues.
- It is not appropriate for colleagues who are resident in boarding houses to hold private parties or functions which might disturb pupils or other resident colleagues. In any event, it is expected that any resident colleagues wishing to hold such a party during term time will seek permission from their HouseParent or from the Deputy Head (Pastoral), as appropriate. It would be better for all concerned if such parties were reserved for Exeats, half-terms and holidays when pupils cannot be disturbed

10. Reporting an allegation about another Colleague(s)

Colleagues should read this section in conjunction with the Safeguarding & Child Protection Policy, Low Level Concerns Policy and Whistleblowing Policy.

Any concerns of inappropriate colleagues’ conduct with a child should be referred to the **Head and/or DSL immediately**. If an allegation is about the Headmaster, the Chair of Governors should be contacted.

In addition, many Stowe School parents develop friendships with Stowe Colleagues and in the community. As a colleague of Stowe School, your standing as a member of the wider community is open to scrutiny by members of the School, other parents and the general public who you may come into contact with. Colleagues should evaluate each social situation sensibly and with caution, never putting themselves in a position where their actions could be misconstrued by others.

Colleagues who are also parents of Stoics can be placed in a difficult situation if they observe practices that other parents and children tolerate, but which are not in accordance with this policy or professional ethics. **All Colleagues must place their professional duties before all other considerations and they must not under any circumstances condone or ignore unprofessional or unethical behaviour of Colleagues at Stowe School.**

11. Colleagues who receive a police caution or charge

All Colleagues have a duty to inform the Senior Deputy Head should they receive a caution or charge from the police (national or international) during their time of employment at the School that would meet threshold of appearing on a DBS check [DBS Service](#). It is the responsibility of all employees / volunteers to inform the People Team of any changes in their circumstances which may affect their suitability to work with children. On an annual basis, colleagues will be required to sign an Annual Declaration of Suitability for Employment.

12. Conduct Outside of Work

Colleagues will not act in a way that would bring the school, or the teaching profession, into disrepute. This covers conduct including but not limited to relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school on social media.

Stowe School

Code of Conduct for Stowe Colleagues

(Academic, Pastoral, Support, Governors, Volunteers and Contractors)



Colleagues who are also parents of Stoics, must ensure that they maintain professional standards in their behaviour around all children and young adults (both in and out of term time) and always adhere to the Colleague Code of Conduct, especially with regards to alcohol, smoking, vaping, suspected drug use and inappropriate language.

Author: MPR

Reviewed: 30 June 2023

Next review date: 30 June 2024

Approval: Education (Pastoral) Governors

This page is to be signed by each employee and returned to People Team.

I certify that I have read, understood and agree to abide to the **Stowe Code of Conduct for All Colleagues (Academic; Pastoral; Support, Governors, Volunteers and Contractors)**. I acknowledge that I may be asked to re-sign this statement if substantial changes are made to the policy.

Name:
(Print)

Role/Department:

Signature:

Date: