

Code of Conduct

For All Lanna Employees, Substitute Teachers & Volunteers

Professional behaviour and conduct in the school environment

Employees should behave in such a way as to maintain their own dignity and the dignity of their colleagues, pupils and external contacts (e.g. parents). They are expected to uphold Lanna as a safe place for its students, by maintaining the clear boundaries and safe behaviours set out below.

Employees are expected to uphold school rules and to dress according to the dress code. They must wear motorcycle helmets and safety belts, and use the pedestrian crossings at all times. Teachers and administrators are expected to oblige the students to do the same and to enforce the wearing of the school uniform.

Employees should never give out their personal phone numbers or e-mails to students, nor correspond with students on internet social networks. They should never post compromising photographs or information about themselves on the Net. They should ensure their private lives are protected from the view of parents and students by changing the privacy settings of all social network accounts to 'friends only'.

The taking of illegal drugs is prohibited, as is the consumption of alcohol during normal school hours. Employees are expected to limit their alcohol consumption at social events organised by Lanna to maintain sobriety. Inebriation should not occur in proximity to the school after hours.

Safety

Staff must ensure that they take every action to keep themselves and everyone in the school environment safe and well.

Staff on field trips, sporting events and other outside school activities must have a school mobile phone switched on at all times. They should be in possession of the phone numbers of each child's parents (or guardians) and the Lanna contact person in the event of an accident or delay.

Student Protection

Any behaviour that is not in alignment with the convention of the Rights of Children Act is unacceptable. Staff are required to read and understand the Act and the school policy on Child Protection.

Employees are role models for the students, so a high level of conduct is expected at all times. They are encouraged to be friendly, but not to befriend students. It is important to maintain a degree of authority, not equality, in their relationship with students. Employees should bear in mind that what is considered friendly behaviour in their culture, may not be in a student's.

Corporal punishment is unacceptable at all times. Discrimination, bullying, harassment or intimidation will not be tolerated.

Physical contact between Lanna employees and students should occur only when necessary. Overly familiar behaviour (e.g. play kicking or hitting, pretend kicking or hitting, wrestling, lifting, tapping and manhandling) is inappropriate as is cuddling and hugging, except in instances where the student clearly needs comforting (for example, students in the early years). Teachers should bear in mind that gestures of affection towards certain students can be taken as proof of favouritism by others.

Avoid any negative, belittling or insulting comments towards or about students. Playful insults are considered unprofessional, as are swear words and low level language (e.g. 'that sucks', 'shut up'). They should not be used during working hours.

Employees may not use any form of camera (e.g. digital, mobile phone, computer or video) on school premises, except for agreed school purposes. They should never post pictures of students on

the Web, except when approved of by the student, the parents (or legal guardians), and the school administration.

All student allegations of abuse, bullying, harassment, or other forms of unacceptable behaviour are to be taken seriously. They should be reported to any of the designated members of the Child Safety Committee to be followed up. The student should be reassured and treated with respect, and their complaint treated confidentially.

There is a requirement to report verbally or in writing to a member of the Child Safety Committee any suspicion that a colleague, parent or carer is abusing their position with students, even if this is a low-grade suspicion. Equally, any suspicion that a student is being neglected, badly treated, exploited or abused needs to be reported, as should any disturbing behaviour noted in a student.

Employee protection

Employees should ensure their actions are transparent and would not lead any reasonable person to suspect their intent. Therefore employees should not socialise with students (for example discos, clubs, bars) outside school hours, unless approved of by the school.

Where possible, staff members who give one-to-one tuition, counselling or care would do well to do so in a room where they can be seen through a window or open door at all times.

Parents and school authorities should be notified in advance in the event of an unaccompanied staff member needing to drive a student somewhere in his/her car. An approximation of the time it will take to reach the destination should be given to the parents and school authorities.

If a student asks to keep contact with an employee, the school e-mail and telephone number should be given, so that messages can be kept public. Staff who receive inappropriate communications should inform the Head immediately.

Confidentiality

Employees should not discuss individual students with anyone other than the student's parents (or legal guardians), or professionals directly involved in the student's education, physical well-being, mental well-being, or involvement with the law (e.g. teachers, doctors, social workers, law enforcers, etc.).

Employees should never gossip about or slander colleagues or parents with other parents and students, nor discuss internal affairs with them.

I have read and understand the above Code of Conduct and all related Safeguard Policies and I agree to abide by them.

NAME (Print Clearly) : _____

Signature: _____

Date: _____