



Safer Working Practice Code of Conduct

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Date of Last Review: 01.09.2025
Date of Next Review: 01.09.2026

1. Introduction

At Reigate Grammar School Riyadh (RGSR) we are committed to the safety and protection of children under our care. This Code of Conduct applies to all employees of the school as well as volunteers or other staff who represent the school and interact with children in a direct or indirect capacity. The Code of Conduct applies to the public and private conduct of those acting on behalf of RGSR.

Staff and volunteers should be aware of their own vulnerability, especially when working alone with children, and be particularly aware that they are responsible for maintaining physical, emotional, and sexual boundaries in their interactions. This Code of Conduct seeks to put in place appropriate boundaries between staff and students.

This Code of Conduct applies to:

- Teaching staff
- Administrative staff
- Support staff
- Outsourced staff (bus drivers, security, cleaning and catering staff)
- Extra-curricular activity providers
- Volunteers
- Supply/Cover staff
- Anyone who comes into contact with a student of RGSR on behalf of the school.

2. Appropriate Relationships

At RGSR we encourage strong relationships between students and staff based on appropriate professional boundaries. In accordance with appropriate professional conduct, staff must:

- Not engage in sexual or romantic relationships with students;
- Not have a sexual or romantic relationship with anyone under the age of 18;
- Not engage in inappropriate sexual discussion;
- Avoid any contact with a student which could be considered sexually suggestive;
- Not make sexual remarks about a student;
- Not make sexual remarks about another person in the presence of a student;
- Not use inappropriate nicknames;
- Not overtly impose upon students their own political, cultural, religious or sexual preferences, and present opinions with sufficient balance and sensitivity.

3. Conduct and Contact Out of School

In accordance with appropriate professional conduct, staff must:

- Not give out a personal phone number or email address to students;
- Not contact students via social media, message (on a personal phone), phone (on a personal phone);
- Not arrange to meet students outside school in a social context;
- Declare any invitation to a private event at which a student will be present to the Principal, Head of Prep or Head of Secondary. A parent or guardian must be present in order to attend;
- Not give gifts to individual students.

4. Disclosing Concerns

All staff have a professional responsibility to report concerns. In accordance with appropriate professional conduct, staff must:

- Report any Safeguarding concerns to the Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Leads (DDSLs) immediately. A written statement must be completed on CPOMS by the end of the school day. For statements which constitute an immediate threat, the relevant DSL must be informed immediately;
- Report any incidents of suspected student infatuation to the DSL or DDSLs, and Principal, Head of Prep or Head of Secondary at the earliest opportunity.

5. Physical Contact

It is recognised that there are instances where physical contact is appropriate and necessary. However, in accordance with appropriate professional conduct, staff must:

- Avoid physical contact with students, except:
 - in instances which are child-initiated (specifically in EYFS and Key Stage 1);
 - when consoling a student in an age-appropriate way (in the Secondary School, only a hand on the shoulder is permissible, and this should only be when in full view of other members of staff). Staff members should report how they offered care to a distressed student to a line manager;
 - when necessary for medical care;
 - when necessary for restraint;
 - in activities which may require it (e.g. moving a hand in a music lesson or in a PE lesson). In these instances, the member of staff should seek consent from the student in advance;
 - in instances which are covered under the Intimate Care and Toileting Policy.
- not engage in inappropriate games that involve physical contact.

6. Conduct Around School

In accordance with appropriate professional conduct, staff must:

- Wear a lanyard with their relevant ID badge whilst on campus;
- Not use student toilets on campus;
- Avoid being alone with a student unless:
 - it is for a necessary medical need;
 - they are in clear view;
 - there is a window in the room and someone has been notified of the one-on-one meeting.

7. Images of Students

In accordance with appropriate professional conduct, staff must:

- Not use personal phones or devices to store videos or images of children. It is advised that staff do not use their phones at all to take images of students.

8. Social Media

In accordance with appropriate professional conduct, staff must:

- Not become friends with students on social media (or contact students via social media) e.g. Facebook, Twitter, Instagram, Line or Skype;
- Not befriend any students on social networking sites who have left RGSR but who would not have yet graduated had they remained until Year 13;
- Ensure that their privacy settings are appropriate on Facebook, Instagram and other similar social networking sites. Professional networking sites (such as LinkedIn and Twitter [when used for professional purposes]) can be used so long as the content is purely professional and not personal.

Staff are allowed to access their school email on their personal phone; however, privacy issues surrounding the use of the device is the responsibility of the member of staff themselves, and they must ensure that any information pertaining to students remains secure and private.

Furthermore, for their own protection, and to maintain professional boundaries, staff should not (unless they have informed their line manager):

- Befriend current parents on social networking sites;
- Contact parents by their personal telephone number (via message or phone call);
- Contact parents via other forms of messenger (e.g. WhatsApp);
- Contact parents via social media;
- Befriend any students on social networking sites who have graduated from RGSR in the last year.

When leaving the school, staff should not befriend any current students at the school on social networking sites.

When befriending former parents and students on social media, it is recommended that professional networking sites (such as LinkedIn) are a useful alternative to Facebook and other social networking sites.

*Please refer also to the RGSR Acceptable Use Policy (including use of mobile devices).

9. Guidance for Staff Who Are Also Parents

Members of staff who are also parents can be placed in a difficult situation regarding Safeguarding - particularly in out-of-school circumstances. It is important that staff remember that their conduct must not contravene any of the given guidelines in the school's Child Protection and Safeguarding Policy or Safer Working Practice Code of Conduct. Staff members who are also parents should be particularly mindful of their conduct on social media. However, RGSR understands that staff who are parents might socialise with other parents, for example if their children are in the same class. In such circumstances, the following is deemed acceptable (after informing their line manager):

- Befriend current parents on social networking sites;
- Contact parents by their personal telephone number (via message or phone call);
- Contact parents via other forms of messenger (e.g. WhatsApp);
- Contact parents via social media;

10. General Guidance

Above all, staff must avoid any conduct which would lead any reasonable person to question their intentions.