

POLICY FOR THE SETTING OF BOUNDARIES BETWEEN PUPILS AND STAFF

Introduction

It is necessary in any situation where a professional has relatively unrestricted access to a child that certain boundaries to contact and relationship be established. This policy is intended to provide guidance to staff in order to maintain:

- The highest standard of care and protection for the children;
- The professional reputation of members of staff.

The policy will apply to all members of staff at St. Andrew's School and has been approved by the Board of Governors. Therefore, at all times, staff should:

- Be aware that they must uphold the highest standards of professional behaviour and integrity with regard to the care and welfare of children;
- Avoid not only inappropriate behaviour or potentially compromising situations, but also the appearance or misinterpretation of such behaviour;
- Avoid any form of physical contact inappropriate to the role of a teacher and a responsible adult;
- Never abuse their position of trust in the lives of these young people and always act in the best interests of the child;
- Never communicate with children via any form of social media or email;
- Be aware of the need to behave with professional discretion when dealing with parents or guardians in a social setting;
- Never drink during school time (unless in a socially organised situation) or take any drugs which will, as a result, affect your ability to carry out the normal execution of duties. (This includes the night before which could result in you arriving at school in a condition not fit to carry out your duties.) Never drive the school minibus in this condition.

Practical Advice and Guidance

Trips out of school should only be with the permission of the parents or guardians of the children concerned and should be in line with the School's Educational Visits Policy. If the trip is a residential one, then the member of staff responsible must ensure that appropriate sleeping arrangements exist for all members of the party with the welfare and privacy of the children being paramount.

Evening supervision of the children should fit in with standard boarding supervision requirements. All staff must ensure there is a balance between privacy and safety, and respect the wishes of the children. Always knock before entering a room. Entry to private areas should be only for reasons of safety or discipline.

In general, a pupil should not enter the living quarters of a resident member of staff. If it is necessary then it is essential that another member of staff knows the whereabouts of the child and that there is another adult present. Similarly, a child should only be interviewed by a member of staff in a study or classroom with the knowledge of the member of staff responsible for that child or who is on duty.

If a parent or child presents a member of staff with a gift of substantial value then this should be reported to the Head. Also, if a parent seeks to employ the services of a member of staff during term time, this should be reported to the Head along with an explanation of all the arrangements.

If an incident raising concern occurs, you must report this immediately to the Designated Safeguarding Lead. See also the Child Protection (KCSIE) Policy www.st-andrews.woking.sch.uk/school-policies

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