



Volunteer, External Provider and Visitor Policy

A guide to working with students and staff at St Andrew's International School for those not directly employed by the school.

This policy can be cross-referenced with our Child Protection Policy and Safer Recruitment Policy. All adults who work in our school or with or around our students, whether paid members of staff, sub-contracted staff, club providers or volunteers, are expected to work and behave in such a way as to actively promote our overall vision of building a diverse community of learners to be a force for positive change, through ethics and excellence.

1) Parent Volunteers

The School will request all regular parent volunteers to sign a Code of Conduct. This is because their volunteering duties are subject to regular, day-to-day supervision by a fully checked member of staff or by a volunteer who the School has deemed appropriate to supervise through the police/ criminal records check process and ensure the safety of those students in their care.

2) Other Adults Regularly at School or in Contact with Students

All adults in this category must submit the following documents before beginning any work or contact with students:

- A copy of a government-issued photo ID
- A signed copy of the SAIS Code of Conduct (Appendix 1)
- A clear and recent police/ Criminal record check certificate

Volunteers

At St Andrew's International School, we welcome volunteers who bring with them a range of skills and experience that can enhance the learning opportunities for our pupils. Volunteers may include former students, those on work experience placements, university students, local residents and friends of the School.

Volunteers may be involved in a range of activities such as hearing children read, working with small groups of children, working alongside individual children, accompanying school visits, making resources and supporting class administration.

The Board of Directors

Although the Board of Directors are volunteers and often parents of students at the school, they must submit the documents listed above on election to the Board, since they are party to confidential strategic and financial information as well as occasional confidential student details.

Sub-Contracted Adults

Those adults who work regularly on campus, providing services that the school sub-contracts to external agencies, such as security and cafeteria personnel, must follow school expectations in addition to those of their employer. These adults must attend an annual Child Protection and Safeguarding briefing offered by the School. From time to time, the school may perform spot checks and request the latest credentials from employers. It is the responsibility of the employer to ensure that the school is made aware of, and is provided the credentials listed above, for any new employee working on campus.

Regular Clubs

Those adults who work regularly on or off campus, providing extracurricular activities to students must submit the required documents. Leaders of organisations or activities have responsibility for this.

Parent-employed Student Aides, Visiting Specialists and Tutors

Student aides may be employed by parents to support individual students who need assistance in accessing learning and/or physical spaces on campus. In addition to the Code of Conduct, aides may be required to sign additional expectations documents, particular to the needs of the student, in consultation with parents.

Academic tutors may visit students to teach on campus.

Aides and Tutors engaged by the parents who use school space during the school day must complete the same regular police / criminal records check that the School is required to complete for its staff. The School requires confirmation that these checks have been completed before tutors can commence work at the School.

Substitute Teachers

Substitute teachers must supply the information and documents listed above. A teacher's first day may be at short notice, which falls under section 4 below, but documents must be supplied before subsequent work takes place.

3) Occasional Visitors

It is not needed to obtain a police/criminal records check for those visiting school on a one-off or occasional basis. Such visitors will:

- On arrival, be asked to leave an ID at the security gate
- Be issued with a visitor's lanyard (red) and badge
- Be directed to read the school's Child Protection and Safeguarding information on the reverse of the visitor's badge

Visiting Speakers

Any visiting speaker who does not engage in regulated activity at the School or perform any other regular duties for / on behalf of the School. All visiting speakers will sign in and out at Reception, wear a visitor badge at all times and will be escorted by an authorised staff member between appointments. The School will also obtain such formal or informal background information about a visiting speaker as is reasonable in the circumstances to decide whether to invite and/or permit a speaker to attend the School premises. The School does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious

belief, gender, sexual orientation, marital status, disability or age. Note: The School reserves the right to obtain such information on any other person appointed to work for or at the School.

Occasional Contractors

Contractors and their associates engaged by the School and working at the school campus during the school day should be supervised by the department responsible for that work. In addition, the person responsible for that work will ask the contracting company to confirm that the workers are safe to work around children. All contractors will sign in and out at reception, wear a visitor badge at all times and will be escorted by an authorised staff member between work assignments. Visitor badges include information on our Child Protection procedures.

External Organisations

Organisations such as the SWIFT swim club, etc., will sign a lease with the School and are expected to uphold the terms of the lease.

4) Exceptional Circumstances

In situations where the individual circumstances of a case are such that the provisions of this policy cannot be applied or to do so would result in an unfair or unintended result, the Principal's decision may be based on the individual merits and justice of the situation. Such a decision will be considered for that specific case only and will not be precedent-setting.



St Andrew's International School

Code of Conduct

The following guidelines apply to all St Andrew's International School (SAIS) Faculty and Staff, as well as though adults identified in the SAIS Volunteer, External Provider and Visitor Policy

- All faculty, staff and adults will respond to each other, students, parents and visitors with respect and consideration, and treat all with equality regardless of gender, race, religion, sexual identity, or culture.
- All faculty, staff and adults will ensure they are familiar with the school Child Protection Policy and the identities of Child Protection Leads.
- Faculty, staff and adults must avoid inappropriate physical contact - teachers should never initiate physical contact or respond inappropriately to student initiated physical contact. Staff will respect a student's right to not be touched in ways that make them feel uncomfortable.
- Only touch students for professional reasons, and when this is necessary and appropriate for the student's wellbeing or safety. Any type of abuse or corporal punishment will not be tolerated and is cause for dismissal.
- Faculty, staff and adults will practice caution when students are changing clothes and should never be alone with just one student who is changing. This does not apply to ELC students who need help to change soiled clothing.
- Faculty, staff and adults will use designated adult bathrooms and students will use designated student bathrooms during the school day.
- It is understood that some meetings with students require privacy, but always err on the side of caution: keep your door open whenever possible, or have an uncovered window.
- Do not develop intimate or sexual relationships with students.

- Faculty, staff and adults will avoid shouting at children, using sarcasm or other behaviour which makes children feel insecure.
- Should any concern about individual teacher work performance be raised by leadership or parents, teachers must not address or discuss this with students.
- Do not use profanity or inappropriate jokes when speaking with students.
- Faculty, staff and adults will not give gifts or special favours to individual students, or show preferential treatment to a student or a group of students to the exclusion of others.
- All Faculty, staff and adults are committed to maintaining the confidentiality of student information. Individual student information and discipline outcomes may only be discussed with the particular student and his/her parents, not with other students or parents. Staff will not display class information on a screen for other students to see.
- Faculty, staff and adults must be vigilant with their own social media privacy settings to ensure their own safety online and protect themselves from student searches. Staff must not have current students as friends on social media unless they are close family members, when exceptions apply but in such cases security settings must be at the highest level possible to protect staff members from their friends and vice versa.
- Do not post photos taken of students/staff/activities during the school day to personal social networking platforms or online. These should be filtered and posted to school platforms by members of Adcon.
- Do not make comments online or on social networking platforms which bring the school into disrepute or in some way draw negative inference to our students, faculty, staff or leadership.
- Faculty, staff and adults must not disclose information or make comments about the school which could harm its reputation in the community.
- Do not make social arrangements to contact, communicate or meet with students outside your work (this includes use of email, text and other messaging systems), without prior knowledge of the parent.
- The consumption of alcohol (except at school sanctioned events) or drugs or being under the influence of alcohol (except at school sanctioned events) or drugs on campus or when working with students is not permitted.
- No smoking/vaping on campus is permitted at any time.

- Faculty, staff and adults will refrain from intimate displays of affection with other employees or adults on campus.
- Faculty and staff must have proper and professional regard to and adhere to school policies with regard to dress code, footwear, makeup and jewellery.
- Faculty, staff and adults must have an understanding of, and always act within, the policies set out by St Andrew's International School which outline their professional duties and responsibilities.

Faculty, staff and adults are aware of the need to self report if they realise they have breached the code of conduct and to neutrally report other members of staff to the Principal or their employer if they notice behaviour by a colleague which may be a cause for concern. Staff are protected by the school's commitment to protecting whistleblowers even if allegations are not proven.

Faculty, staff and adults are required to sign that they have received and understood these standards:

I have read, understood and agree to follow the Code of Conduct in my work at St Andrew's International School or with its students.

Signed:

Employee or other adult (Print name)

Employee or other adult (signature)

Date