



Bangkok Patana Student Safeguarding: Staff Code of Conduct for CSL

Bangkok Patana School has a responsibility for the safety and protection of all students. We are committed to ensuring excellent safeguarding procedures during periods of enforced school closure when students continue their learning at home.

Agreed platforms for online communication with students

- All communication with students must be through a platform which requires staff to sign in using their Patana account e.g. Microsoft Teams, Google meets, Flipgrid, Scorative, Seesaw etc. • Staff must not use personal accounts for this purpose or share any personal contact details e.g. email, phone or social media
- All WiFi connections must be password protected
- Please update anti-virus software on your school laptop when requested

Professionalism

- It is the responsibility of the teacher to maintain professional boundaries at all times, using appropriate language for teacher-student communication
- All materials and documents to be shared with students must be previewed and judged appropriate

Staff reporting student safeguarding concerns

- Staff should report any safeguarding or well-being concerns through CPOMS or by reporting concerns to the Designated Safeguarding Leads. If concerned about a student's safety, it is vital that you inform one of the Safeguarding Leads as soon as possible

Students reporting safeguarding or well-being concerns

- Secondary students are encouraged to report any concerns regarding their own safeguarding or well-being, or that of others to a trusted adult: Head of Year/Subject teacher/Head of Subject or via the whisper button.
- Primary students are asked to report any concerns or worries to a trusted adult. E.g. Class teacher/Leader of Learning and Welfare, Parent or another carer. There are reminders to students in their own CSL codes of conduct.
[Student Safeguarding: KS2 Continuing Student Learning March 2020](#)
[Student Safeguarding: FS/KS1 Continuing Student Learning March 2020](#)
- Student concerns about their learning should be shared directly with the most appropriate member of staff (class teacher, Leader of Learning, Subject teacher, Head of Subject, Head of Year).

Responding to inappropriate student communication

- Students must interact in a polite and respectful manner at all times using appropriate language • If a student communicates inappropriately on Microsoft Team or Google Meet, 'mute' the students and email helpdesk@patana.ac.th (cc brta@patana.ac.th) to request blocking the student. Inappropriate student communication must also be reported to SecLT or PLT for next steps. If a student communicates inappropriately they will be blocked from the platform and a member of the Leadership Team will be in contact

- Admin accounts holders have access to the logs of date, time and usernames involved in all forms of communication and can provide this information to the Leadership Team when requested

Teacher-led student learning using audio/video conferencing

- Both teachers and students should be dressed appropriately
<https://community.patana.ac.th/policies-and-guidelines>
- For Y3 and up, students should be within earshot of a parent/carer
- For FS and KS1 students, the adult must be in the call with the child – not just in the room
- Students should know that they can stop participating in the session at any time
- Use only Microsoft Teams or Google Meet
- Use a blurred-out or alternative background if using Microsoft Teams. This is currently only possible on a Windows laptop. NB. It is currently not possible in Google Meet
- The student must not record, share or forward any part of the communication (audio, video, screenshot) unless instructed to do so by the teacher

One-to-one additional considerations

- It is best practice to let your team leader know the timing, location and purpose of any direct online communication, and to send confirmation afterwards
- It is best practice to obtain appropriate consent from the student and/or parents before engaging in any virtual one-to-one sessions.
- Any concerns about the session should be shared as soon as possible with either a Designated Safeguarding Lead or senior member of staff

Additional guidance for Social and Emotional Counsellors

If there is an immediate concern regarding a student's safety then the Counsellor must contact a Designated Safeguarding Lead to agree next steps before further communication takes place with the student or family. If this is not possible, and an immediate emergency response is required, the Counsellor must contact the Designated Safeguarding Lead as soon as possible after the conversation takes place.

Counselling within normal school hours

- All communication must take place within the school day, except for emergencies or due to time zone restrictions.
- Whenever possible, one-to-one ongoing sessions continue as timetabled following the same guidelines as specified in the CSL staff code of conduct. E.g. Only use password protected WiFi connections. Instant messaging must be done through Microsoft Teams and never through other platforms or social forums.
- Counsellors should make contact with any students with regular or scheduled appointments on the first day of closure to ensure students are still able to make these times and rearrange regular appointments if needed.
- Unless there are other factors to be taken into account, counsellors will contact parents in advance of any online counselling.
- Whenever possible, appointment times should not impact Continuing Student Learning. • If counsellors are contacted directly by a student they will need to arrange a convenient time, during school hours, to speak via Microsoft Teams or Google Meet, using Patana accounts.

Counselling outside of normal school hours

- If a student makes contact outside of school hours, counsellors are not expected to reply until the following day or until their next booked appointment - unless there is an immediate concern with

regard to a student's safety.

Other counselling considerations

- If you are having a confidential conversation online, there is the possibility of physical intrusion from other household members.
- Students should avoid, whenever possible, video conversations in their bedroom.
- If the platform allows, they should blur out their background.
- Sessions will not be recorded to protect confidentiality.
- In Primary, the ability of the student to access an online counselling session is a consideration. If school counselling is unavailable, other providers will be recommended.