

# STAFF PRUDENCE CODE



**THE INTERNATIONAL SCHOOL BANGALORE (TISB)**  
A registered member of HMC, BSA & TAIISI

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TISB is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Staff must abide by the school's Child Protection Policy and this Prudence Code at all times.

### **GENERAL**

- Staff should be punctual and classes should never be left unattended, except in an **absolute** emergency to seek help.
- Over-familiarity with children and students should be avoided.
- Staff should set high personal standards of dress and appearance, which should always be appropriate.
- Staff should adhere to the school's policy on use of the internet and email at all times.
- Photographs of pupils and children taken at school events should not be posted onto publicly accessible websites by members of staff without following the guidelines in the ICT policy.
- Teachers in our school do not hit, push, slap or humiliate children with their words or actions. Staff only intervene physically to restrain children or to prevent injury to a child, or if a child is in danger of hurting him/herself.

### **SWIMMING**

- No child should be allowed to swim without adult supervision;
- Children must always remain within eyesight and reach;
- Ideally the "Water Watcher" scans the water at all times, without engaging in conversations, phone calls, reading, texting, or any other distracting activity;
- Do not rely on flotation devices as a method for supervision;
- Please learn how to use the shepherd's hook and the life-saving ring;
- During lessons with older children swimming tutors are expected to be either in the pool with the children or immediately outside the pool area;
- For younger children, staff are expected to be in the pool with the children.
- Please be aware that photographs can only be taken by a designated person from TISB which will later be shared with parents.

### **Students on their own**

- A member of staff on his/her own should never be with a student on their own in a flat or house.
- A member of staff on their own should not be with a student in a room on their own unless there is a window to the corridor or to a public place, others enter the room often or it is a public room (e.g. classroom) or they have told another member of staff that they need a private conversation there.
- Members of staff should avoid being in cars, on an outing or trip, or in any other situation away from the school campus when they are on their own with a student on his/her own. The only exception to this is where another member of staff has been informed about it (e.g. visit to hospital).

### **Groups of students**

- A member of staff on his/her own should not be in a flat or house with a group of students.
- Staff should not feel that lavatories, changing rooms and showers are unvisitable, but they should avoid being there with an individual student and they should exercise caution and sensitivity in these areas particularly.

### **Website, emails and electronic correspondence**

- No private information about pupils is ever published on the website such as surnames or contact details.
- All staff should exercise caution and should ensure that any electronic communication with students is prudent and appropriate.

***I hereby confirm that I have read and understood the prudence code stated in this document and***

***I agree to follow these guidelines.***

***Signature***

***Date***