



Haileybury
International Summer School

Haileybury International Summer School Staff Code of Conduct

Policy date:	March 2026
Date of next review:	March 2027
Owner:	Chief Financial and Operations Officer
Leadership Team:	Operations Leadership Team (OLT)
Intended audience:	Summer School Pupils, Parents, Staff
Location:	Summer School Website and Summer School Handbook

1. Scope

- 1.1. On a day-to-day basis, all adults working with our pupils must agree to the following Code of Conduct. This will also help protect adults against finding themselves in situations that might be misconstrued as harmful to children.
- Treat all pupils with respect regardless of age, gender, ethnicity, religion or sexual orientation.
 - Maintain a professional relationship with all pupils and avoid exclusivity. Act in a friendly, supportive manner to all pupils but do not make particular friends. Try to recognise if a pupil is developing a 'crush' on you. Do nothing that might be construed as encouraging this. Never flirt with a pupil or make sexually suggestive or provocative comments, even in fun. If a child makes such comments, enforce these boundaries in your response.
 - Do not act aggressively towards a pupil verbally or physically. Never hit, throttle, push, kick or otherwise act aggressively, either physically or verbally towards a child, even in pretence. Do not engage in rough physical games, including horseplay. When you have to admonish a child, focus on the unacceptable behaviour, not the person: e.g. 'That was a dangerous thing to do because...' rather than, 'You stupid fool you could have...' Children can be very demanding; recognise if you are reaching the limits of your patience and remove yourself safely from the situation.
 - Try to avoid being alone with a pupil or situations and actions that might be misconstrued - If you are unable to avoid being alone, for example, if a child wants to talk to you privately, try to find a place where you can talk while still being seen by other people or where a colleague is discreetly present. Do not share changing rooms, washrooms, toilets or bedrooms with children. Always warn children before entering these places. Avoid being in these places with children unless necessary and pay particular attention to avoid being alone with a child in these places. If you have to touch a child – for example, in order to comfort a crying child, if someone is injured or if you have to separate two fighting children, try to ensure that there are other pupils and, if possible, adults present.
 - Listen to what pupils tell you and report any sensitive incident or disclosure. Follow our guidelines on how to react if a child discloses something to you. Always log and record any sensitive incident as soon as possible after it happens and ensure that the log is seen and signed by the Commercial Operations Director.
 - Do not communicate with any pupil using social media. See 'Electronic contact with children' in the Haileybury International Summer School Safeguarding Policy.
 - Smoking (including vaping), alcohol and illegal drugs must be avoided at all times when you are working with children.

Version history		
Date	Reviewed by	Notes
August 2021	Summer School Director	New policy
April 2024	Summer School Director and Commercial Operations Director	Reviewed
May/ June 2025	Commercial Operations Coordinator Summer School Operations Manager Commercial Operations Director Director of Studies	Reviewed and updated
March 2026	Operations Leadership Team	Reviewed and approved