



MUIDS SAFEGUARDING:

STAFF CODE OF CONDUCT

2025/2026

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INTRODUCTION

MUIDS is dedicated to ensuring the safety and wellbeing of all students. Every staff member holds a professional and ethical responsibility to create and maintain a secure, supportive environment where students can thrive, reach their full potential, and be shielded from harm.

Safeguarding and promoting student welfare involves:

- Protecting children from maltreatment and neglect.
- Preventing impairment of children's physical and mental health or development.
- Ensuring that children are in circumstances consistent with the provision of safe and effective care.

This Safeguarding Code of Conduct outlines a set of core principles that apply to all individuals working or volunteering at MUIDS, regardless of their specific role. For the purposes of this document, all such individuals will be collectively referred to as "MUIDS employees."

This term includes, but is not limited to:

- Board members and their representatives.
- Faculty.
- Administration staff.
- Security guards.
- Janitorial staff.
- Canteen staff.
- Drivers.
- Outside vendors, such as athletic coaches/trainers.
- Interns/Trainees.
- Volunteers.

As it is not feasible to outline every possible scenario of appropriate conduct, there may be situations where MUIDS employees must exercise their judgment in the best interests of the school and the students under their care. In some cases, this may involve actions that fall outside the scope of this guidance or in areas where no specific guidance is provided. In such instances, transparency must be the guiding principle, and any such actions should be reported to a school administrator at the earliest opportunity.

For the purposes of this document, references to "child" or "children" apply to all students enrolled at MUIDS, regardless of their age.

PROFESSIONALISM

MUIDS employees may engage with students in various capacities—such as teacher, coach, neighbour, family friend, or parent of a peer. It is essential that employees maintain appropriate boundaries and conduct themselves in a manner that upholds the integrity of their professional role. Each individual is responsible for exercising sound judgment and avoiding any actions that could be misinterpreted as misconduct, abuse, or grooming.

Specifically, MUIDS employees will:

- Ensure that all of their actions or behaviours place the welfare of children first.
- Take responsibility for their actions and behaviours and avoid conduct that would lead any reasonable person to question their motivations or intentions.
- Make sure that their interactions with children are appropriate to the developmental age of the children.
- Model positive behaviour and intervene when children are not acting or speaking appropriately.
- Refrain from using inappropriate language in front of children, including language that is harassing, abusive, sexually provocative, demeaning, or culturally insensitive.
- Avoid acting in ways that may be considered abusive or that put a child at risk of exploitation, maltreatment, or abuse.
- Never provide drugs, medications or alcohol to MUIDS students.
- Immediately disclose any charges, convictions, or other outcomes of an offence that relate to child exploitation or abuse that occurred either before or during their association with MUIDS.
- Avoid being over-friendly with children at MUIDS, and avoid situations where it could be perceived that their behaviour is over friendly, for example, lengthy personal conversations with students about your personal lives.
- Avoid having favourites in class.

It is important to recognise that inappropriate behaviour exists along a broad spectrum. Some actions may be unintentional or careless, while others might appear inappropriate without necessarily crossing a boundary. Additionally, there are behaviours that may seem harmless on the surface but are in fact calculated to create opportunities for abuse.

PHYSICAL CONTACT

It is generally **not acceptable for physical contact to take place between staff and MUIDS students**. Physical contact can easily be misinterpreted by students, parents, or others observing the interaction. We cannot assume how a gesture will be perceived or what meaning may be assigned to it. Even well-meaning actions—such as fist bumps, handshakes, or a hand on the shoulder—can raise concerns.

While MUIDS acknowledges that some physical contact may occur naturally, it must always be handled with caution. Any such contact should:

- Take place in public settings
- Be initiated by the student, not the staff member
- Never be excessive or unnecessary

Staff should refrain from using physical contact—whether formal or informal—as part of their personal teaching style or as a means of building rapport. Gratuitous physical contact must be avoided at all times.

Physical contact should never be secretive; for the gratification of the adult, or represent a misuse of authority. **If an action of avoidable physical contact is observed, the incident and circumstances should be immediately reported to a representative of the Safeguarding Team.**

There will be occasions when physical contact will be acceptable. In general, these will fall into one of three categories:

1. Action to prevent harm or injury to the child or to others.

If it is necessary to prevent a child causing injury to him/herself or to others the use of minimum force and contact necessary to prevent harm or injury is acceptable and defensible. **Such incidents must always be reported to the Safeguarding Team.**

2. Comforting a child in distress.

There is no easy definition of what is acceptable since much will depend on the circumstances, the age of the child, the extent and cause of the distress and the alternative means of providing comfort. Employees will need to use their professional judgement and discretion in relation to these factors. Employees should consider how others might perceive the action, even if no one else is present, and ensure that it does not develop into unnecessary contact. Particular care must be taken in instances, which involve the same child/children over a period of time. **Such incidents must always be reported to the Safeguarding Team.**

3. Unavoidable contact.

This issue requires particular care in subjects like Physical Education and Music, where physical contact may be more likely. All teachers and teaching assistants must remain aware of the risk that any contact could be misinterpreted. To minimise this risk, physical contact should only occur when it is clearly necessary and unavoidable.

Where possible, teachers should use alternative methods—such as demonstrating techniques themselves or asking a skilled student to model them—instead of correcting a student through touch. In general, physical contact between staff and students should be avoided.

If physical contact is absolutely required, it must take place in a public area, and the student's clear consent must be obtained beforehand.

In cases of doubt or uncertainty, staff should seek advice from the Safeguarding team.

An effective way in ensuring physical contact doesn't take place is for staff to follow the stress test and ask the following questions:

- 1. Is the child at risk of harm to self?**
- 2. Is the child at risk of harm to others?**
- 3. Could the child's behaviour lead to them being at risk to self or others?**

If the answer to the above is no, then physical contact is not required and should not be used. For example, if a child is refusing to follow an instruction, this is required to be followed up as a disciplinary matter.

PRIVATE MEETINGS

Private meetings provide opportunities for misconduct and abuse or allegations of that nature. All staff must recognise this possibility and plan such meetings accordingly.

It is advisable to avoid remote areas of the school and to ensure that wherever possible the door is left open. Furniture should also be positioned to allow easy access into or out of the room.

It is best practice to ensure any of the following:

- Visual Contact with others is maintained or the meeting takes place in view of CCTV cameras and the view is not obstructed.
- Ensuring another child/teacher is present, or notifying another teacher/Direct Line Manager of the time/location of the meeting.
- Ensuring the meeting takes place in the meeting rooms in the library where there are glass doors to ensure visibility.
- Staff should also ensure that misunderstandings can be avoided, such as seating the child opposite you with an appropriate distance rather than next to you.

Under no circumstances should meetings with individual children be arranged off the school premises.

Under no circumstances should staff take steps to prevent others from entering a room. This includes actions such as locking the door or placing signs to discourage entry. In line with fire safety regulations, **classroom doors must remain unlocked while the room is occupied, and windows must remain uncovered at all times; except during an official Lockdown or Lockdown Drill.**

The only exception to this is during science experiments that require a darkened room. **Even in these cases, doors must remain unlocked, and a clear notice should be placed on the door** indicating the nature of the experiment being conducted.

RELATIONSHIPS

As a result of their knowledge, position and/or the authority invested in their role, all those working with children in a school are in a position of trust.

The relationship between a person working with children is one where the adult has a position of power or influence. It is vital for all adults to understand this power; that **the relationship cannot be one between equals** and the responsibility they must exercise as a consequence. The potential for exploitation and harm of vulnerable children means that **adults have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.**

We best serve the children in our care by a pastoral approach that is concerned, collective and thorough, but **professionally detached**. We do not serve children or parents well by encouraging situations in which children develop excessive reliance on individual teachers or members of staff.

All teachers and adults in school have a relationship of trust with all children by virtue of their position and the work they undertake. This relationship of trust must not be distorted by fear or favour and those in positions of trust must exercise responsibility as a consequence of the power they have over those they teach and/or care for.

Where a relationship of trust exists, **allowing a relationship to develop in a way that leads to a sexual relationship/contact or developing a relationship (Grooming) with a child of any age is wrong**, a serious breach of trust and professional standards, as well as illegal, even where the pupil is over 18. Any breach will lead to disciplinary action resulting in dismissal and criminal action.

Staff must avoid comments to or about children which could be taken to have sexual overtones. It is equally unacceptable for staff to encourage debate and discussion between groups of children, which could be interpreted as having sexual overtones, which are not justified in the context of the teaching programme. Curriculum Maps should highlight particular areas of risk and sensitivity and permission should be sought and granted to teach the content by staff responsible for curriculum as well as the Deputy Director of Academic and Student Affairs. In addition, parental permission for the teaching of this content should be obtained.

INFATUATIONS AND CRUSHES

These can involve children and adults of both sexes on both a heterosexual and homosexual basis and need to be handled sensitively. Careless and insensitive reactions may cause distress to those involved and have been known to provoke false accusations.

It is in the interests of all parties to avoid adding to the problem. Anyone finding themselves in this situation should not do or say anything which could be construed as encouraging the crush or making jokes about the situation. **In such situations the advice of the Safeguarding Representative must be sought.**

Other members of staff have a part to play in alerting a colleague to the possibility of an infatuation in order that appropriate steps can be taken to minimise hurt and distress and the risk to the child and adult concerned.

If a member of staff is concerned that he/she is developing a friendship with a pupil which would have the potential to become an unacceptable relationship, **he/she must seek guidance from the Safeguarding Representative, and must ensure that the relationship does not develop further.**

PERSONAL LETTERS, EMAILS

All communication between staff and students must take place via approved platforms, such as school email or Google Chat.

Any written communication to individual students should be limited to routine academic matters, pastoral support, acknowledgements of achievements, or other strictly professional topics.

Staff must ensure that all messages are appropriate in tone and avoid any language that could be considered overly familiar or unprofessional.

GIFTS

Staff should not give individual students gifts outside of the formal school rewards system. Small tokens given to an entire group may be acceptable, but personal gifts to a single student are discouraged.

If a staff member feels it is necessary to give a gift or write a personal note to a student, they must first discuss the context and reasoning with their Head of Department. If further guidance is needed, the matter should be referred to the Deputy Director of Academic and Student Affairs.

Staff should remain aware that gift-giving may be misinterpreted by others as an attempt to groom or influence a student.

There are occasions when children or parents wish to give presents e.g., as a thank you. This is acceptable up to the value of 3000 baht, although if the member of staff feels that this may indicate a crush or infatuation, he/she should refer this to a Safeguarding Representative. However, it is unacceptable to receive gifts on a regular basis or of any significant value.

SOCIAL MEDIA

MUIDS supports the use of media and social media as powerful tools of learning, however, MUIDS employees must be conscious of keeping their personal and professional lives separate at all times.

Social media includes all means of communicating or posting information or content of any sort on the internet, including to one's own or someone else's blog, personal website, email, social network(s), bulletin board, forum, chat room, or any other form of electronic communication.

Therefore, MUIDS employees should:

- Connect with children through MUIDS-approved sites and media platforms only (e.g., Google Classroom, MUIDS email, PowerSchool, etc.) for the purposes of supporting teaching and learning.
- Not upload any content regarding children and parents to their own personal social media accounts, For example – Facebook/Instagram.
- Make any requests to use personal social media accounts in support of a specific learning or counselling context only. In the interest of transparency, such requests should be approved by the school. **Permission should be obtained from the Deputy Director of Academic and Student Affairs and a Representative of the Safeguarding Team.**
- Ensure that their social media privacy settings do not allow students to view any inappropriate personal content that could blur the line between professional and personal information.
- Be encouraged to speak up and report to a Safeguarding Representative any concerns about the behaviour of a colleague in relation to contact with children online.

Staff must not “friend,” “follow,” “like,” or engage with current MUIDS students or former students who have transferred to another high school; through their personal social media accounts.

PHOTOGRAPHY, VIDEOS AND OTHER IMAGES

As a rule, **staff should not use their own personal equipment to take images/video of children.** However, it is recognised that sometimes photos/videos are needed; for example, a class project or a school trip.

In such cases, staff are required to first book the school photographer. If the photographer is not available, then follow the following procedures:

- **Permission be obtained by the school – reasoning for the photography given. This should be obtained from your immediate line manager.**
- Permission be obtained by parents. Due to cultural/sensitivity issues, some parents may object to their children being photographed. If on a school trip, permission could be added to the trip form by teachers. For class projects, a letter could be sent out to parents.
- It is preferable to use/take images that **depict children doing an activity in a group context** rather than featuring an individual student.
- Images and videos must be immediately deleted following upload/transfer. Every care should be taken to ensure that images/videos are not uploaded to personal cloud accounts.

Whilst images are regularly used for very positive purposes, adults need to be aware of the potential for these to be taken and/or misused or manipulated for pornographic or 'grooming' purposes.

STAFF/PUPIL/FORMER PUPIL CONTACT

As a general rule, staff should avoid contact with MUIDS students outside school.

- **Not give children studying at MUIDS their personal contact details** (including but not limited to mobile phone numbers, Line and personal email addresses).
- Emails or letters to pupils or parents should not contain these personal details. If children locate these by any other means and attempt to contact or correspond, the adult should not respond and must report the matter to the Safeguarding Representative.
- They must not make arrangements to meet MUIDS students, individually or in groups, **outside school other than on school visits** authorised by the Deputy Director of Academic Affairs.
- They should not contact or visit MUIDS students at home.
- They must not attend private parties held by MUIDS students.
- On occasions when adults are socialising in groups, in public locations, it is important that professional standards are maintained. If adults become aware that students are socialising in the same venue, staff are encouraged to consider changing their plans. There may be times when this is difficult, for example at a restaurant, and in these circumstances, staff are strongly advised to moderate their behaviour accordingly.

Some children at MUIDS may be reluctant to end the student-teacher relationship they have enjoyed with members of staff in school. When a child leaves school the professional duty of care ends. However, it is important to continue to maintain professional standards of behaviour. For example, current and former MUIDS students may request meetings with staff for help with university applications or references for future careers, these meetings and any associated correspondence should be conducted at school within office hours and in a professional manner.

If you are in any doubt regarding appropriate contact with a current or former student you should seek advice from a Safeguarding Representative.

Staff are strongly encouraged to maintain communication with alumni through official school channels. While it is understood that some former students may attempt to reconnect via personal social media accounts, it is recommended that staff avoid accepting such requests.

If contact through social media does occur, **it should not take place until at least three years after the student has graduated or left MUIDS.** Even then, the preferred and most professional approach is to politely decline such requests in order to maintain clear professional boundaries.

Members of staff who are parents of MUIDS students, friends with parents of MUIDS students or who, for example, are members of organisations attended by MUIDS Students, will of course have contact with MUIDS students outside school. However, they should still use their professional judgement.

There are occasions when adults **deliberately set out to groom children where the sole purpose is to gain the trust of a child, and manipulate that relationship so sexual abuse can take place.** This frequently starts with adults who are known to them in a position of trust. Adults should be aware that consistently conferring special attention and favour upon a child might be construed as being part of a grooming process and as such would be treated as unacceptable conduct.

FIELD TRIPS, OUT OF SCHOOL AND AFTER SCHOOL ACTIVITIES

Staff must take particular care when supervising children in the less formal atmosphere of field trips, out of school or after-school activities. A more relaxed adult-child relationship can be misinterpreted by children and other adults. It is important to emphasise that the standards of professional conduct and behaviour expected of staff outside and after school are no different from those which apply within school.

Any MUIDS employee working directly with children on a field trip, out of school or after school activity must receive training about the expectations prior to the visit and understand and apply these key guidelines:

- There should always be a minimum of two adults present for overnight out-of-school activities, unless otherwise agreed with the Deputy Director of Academic and Student Affairs.
- MUIDS employees should be aware of the risks to children in any activity and the recommended steps to manage them.
- All children must have parental consent to the activity, and, in the case of field trips, all requirements from both MUIDS and the Ministry of Education must be fulfilled.
- A designated MUIDS employee must review and approve the location and facilities to be visited.
- Children must be fully prepared for the trip's expectations and expectations for specific activities.
- Emergency arrangements and no-go areas must be explained clearly.
- There should be re-group points and clear meeting times.
- There should be an approved method of communication for MUIDS trip leaders/coordinators/teachers/parents and students. In case of social media communication methods such as Line, **Open Chat rather than groups should be used, as children can join via a QR code and their personal Line contact details are hidden.** Alternatively, Google Chat should be used as contact is tied to school email.

- When using a centre or organisation, an agreement must be established in advance about the school's guidelines on behaviour, health and safety, and child protection to ensure children's safety, so that non-MUIDS employees understand how to respond to situations involving children, (including behavioural or safety/emergency), with an emphasis on informing MUIDS employees immediately.
- MUIDS employees must ensure that they have a system in place to monitor children, even during time that is allocated for recreation or that is not directly supervised.
- The attendance should be taken on the bus after every boarding.
- The ratio of child to teacher is 25/1 unless agreed otherwise by the Deputy Director of Academic Affairs prior to the trip.
- In cases of overnight trips and Week Without Walls, teachers must understand that their duties and safeguarding responsibilities do not have a start or finish time. Teachers are responsible for children for the whole duration of the trip and have a duty of care to pay attention and monitor children, even if they have a break from duty.
- When on duty, teachers' responsibilities are to the children and teachers are to pay attention to what is happening at all times. Teachers should not be looking at their mobile phones.

SLEEPING ARRANGEMENTS ON OVERNIGHT TRIPS

When out-of-school activities include overnight stays, careful consideration needs to be given to sleeping arrangements. Children, MUIDS employees, and parents should be informed of these prior to the start of the trip. While it is impossible to cover every scenario, many of the guidelines already mentioned apply.

- It is imperative that adults and children have privacy for changing and bathroom needs and that these are in separate locations or at a separate time and the utmost care is taken for adults of the same gender to supervise children of that gender in their dorms/rooms.
- The sleeping arrangements and the rationale behind them are clearly explained to parents in the briefings and information prior to departure.
- Non-MUIDS staff do not come into contact with children in bathrooms, changing, or showering spaces, and, where this is not possible, MUIDS employees supervise this and aim to reduce safeguarding risks as much as possible.

TRANSPORTING CHILDREN

Staff should use school-provided or authorised hired transport (such as coaches) when accompanying students. Transporting students in a personal vehicle or alone should be avoided and only permitted in exceptional circumstances; such as when the student is at immediate risk and no other safe alternatives are available.

In these cases, the Safeguarding Team should be notified in advance, or as soon as possible thereafter. Where this is not possible, for example in an emergency, the incident should be reported to the Safeguarding Team at the earliest opportunity.

In these cases, staff should ensure that their behaviour is safe and that the transport arrangements and the vehicle meet all legal requirements. They should ensure that the vehicle is roadworthy and appropriately insured for business purposes and that the maximum capacity is not exceeded.

Remember

- If no specific advice, policies or guidelines for a specific situation exist, or if you are unsure consult your Head of Department or a member of the Safeguarding team.
- If you need to take a particular course of action in an unplanned circumstance, which may vary from policies or which does not allow time for advice to be sought, record these actions with your Head of Department or a member of the Safeguarding Team.
- If at any time you are concerned that an action or comment by yourself may be misinterpreted, or that a child behaves or makes a comment in a way that causes you concern, log this immediately with your Head of Department or a member of the Safeguarding Team.

REPORTING OF CONCERNS

It is every MUIDS employee's duty to report concerns. If a staff member has any concerns about a child, he/she should:

1. **Complete the MUIDS Safeguarding Incident Report Form and submit it to a member of the Safeguarding Team.**
2. **Talk directly to a member of the Safeguarding Team.**
3. **Report the concern to a member of the Safeguarding Team using the school email.**

Where an adult has a concern about another adult or wishes to self-report, they should follow the procedure set out in the Safeguarding Policy.

Staff should recognise their individual responsibilities to bring matters of concern to the attention of appropriate persons and that to not do so may result in charges of serious misconduct on their part where the welfare of children may be at risk.

ACKNOWLEDGEMENT OF CODE OF CONDUCT

I confirm that I have read and understood the MUIDS Code of Conduct. I agree to uphold the principles, expectations, and responsibilities outlined within it, and I understand that my conduct must always reflect the professional standards required when working with students. I acknowledge that failure to comply with the Code may result in disciplinary action in accordance with school policy.

NAME: _____

SIGNATURE: _____

DATE: _____