

Approval:	Headmaster	Audience:	Teaching staff
Author:	Headmaster (J.Pine)	Review Frequency:	1 year
Approval date:	August 2025	Next Review:	August 2026
Linked Policies:	Data Protection (PDPA) Safeguarding and Child Protection Teaching & Learning Acceptable Use of IT		

# Code of Conduct for Staff

## Academic Year: 2025–2026

At Heathfield International School, Bangkok (HISB), all staff are expected to uphold the highest standards of professionalism, safeguarding, and ethical responsibility. This Code of Conduct is aligned with international frameworks such as the **EDT (Education Development Trust)** and complies with Thailand's **Personal Data Protection Act (PDPA)**. It serves to guide behaviour, ensure consistency, and protect the wellbeing of all students and staff.

## 1. Professionalism & Integrity

- Demonstrate honesty, fairness, and professionalism in all duties.
- Fulfill all teaching and administrative responsibilities reliably and punctually.
- Uphold respectful communication with students, parents, and colleagues.
- Maintain clear professional boundaries at all times.
- Dress appropriately and in line with school expectations.
- Declare any personal interests that may conflict with school duties.
- Do not tutor HISB students or engage in other paid employment that may be a conflict of interest without written permission from the Headmaster.

## 2. Commitment to Student Welfare & Safeguarding

*Aligned with EDT and child protection standards*

### a. Duty of Care

- Prioritise student safety, learning, and wellbeing above all else.
- Be vigilant to signs of abuse, neglect, bullying, or exploitation.

### b. Reporting Concerns

- Immediately report safeguarding concerns to the Designated Safeguarding Lead (DSL).
- Do not investigate or promise confidentiality to the student.
- Document concerns factually and clearly.

### c. Appropriate Relationships

- Do not initiate or engage in private or personal relationships with students or parents.
- Avoid private communication (e.g., texting, messaging apps, personal social media) with students or parents.
- Refrain from physical contact unless required for safety or instructional purposes and culturally appropriate.

### d. Digital Safety

- Use only school-authorised platforms for communicating with students.
- Avoid posting or commenting on content involving students on personal accounts.
- Never share student images or data without consent and approval.

### e. Confidentiality

- Share sensitive information only with authorised safeguarding staff.

- Do not discuss student or family matters in public or casual conversation:

#### **f. Training & Legal Compliance**

- Attend all safeguarding training required by the school.
- Remain up to date on legal responsibilities and school child protection policies.

**Note:** Non-compliance with safeguarding procedures will result in disciplinary action, up to and including dismissal.

### **3. Confidentiality & PDPA Compliance**

*In line with the Thailand Personal Data Protection Act (PDPA).*

- Handle personal data (students, staff, families) with strict confidentiality.
- Collect, store, and share data only with appropriate consent and purpose.
- Use secure systems for storing or transmitting personal information.
- Follow the school's Data Protection Policy for access, correction, and deletion of records.
- Report any suspected data breach to the school's Data Protection Officer immediately ([dpo@heathfield.ac.th](mailto:dpo@heathfield.ac.th))

### **4. Teaching & Learning Excellence** (for teaching staff)

- Prepare and deliver lessons that are engaging, inclusive, and standards-aligned.
- Differentiate teaching to support diverse learners and abilities.
- Provide timely feedback and use assessments to inform teaching.
- Uphold academic honesty policies and model integrity in assessment.

### **5. Collegiality & Collaboration**

- Support a culture of teamwork and open communication.

- Share resources and practices generously.
- Contribute constructively to meetings, planning, and school development.
- Respect different viewpoints and engage in professional dialogue.

## 6. Communication & Parental Engagement

- Communicate respectfully and clearly with students, parents and guardians.
- Communicate respectfully, professionally and calmly with colleagues at all times, avoiding hearsay and gossip that contribute to a negative school culture.
- Keep families informed of student progress, behaviour, and welfare.
- Represent the school positively in all communication and public interactions.

## 7. Use of Technology & Social Media

- Follow the school's Acceptable Use Policy (AUP).
- Use school devices and tools appropriately and securely.
- Keep personal and professional social media separate.
- Avoid online behavior that could damage the school's reputation or violate confidentiality.
- If using your own device to take photographs or videos, ensure these are downloaded to the School Google Drives and deleted each day.
- Do not add or follow students or parents on any social media platforms unless school approved accounts.

## 8. Compliance with School Policies

- Abide by all school policies including those on safety, safeguarding, equity, and digital use.
- Seek clarification when unsure about policy interpretation.
- Support the implementation of new procedures or policy changes in good faith.

## 9. Commitment to Professional Development

- Participate in school-provided training and external CPD opportunities.
- Stay current with pedagogical trends, curriculum frameworks, and EDT standards.
- Reflect on teaching practice and pursue continual improvement.
- Support and mentor peers where appropriate.

## Acknowledgment of Understanding

I, \_\_\_\_\_, have read, understood, and agree to follow the Code of Conduct as outlined above, including all safeguarding, professional, and legal responsibilities in accordance with school policy, EDT standards, and Thailand's PDPA regulations.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_