



BRITISH VIETNAMESE
INTERNATIONAL SCHOOL
HANOI

A NORD ANGLIA EDUCATION SCHOOL

Students' Code of Conduct

Secondary Safeguarding

Description: This policy defines the controls in place to ensure Secondary Students know what to do to keep themselves and others safe in school and related school activities.

| Version No. | Amendments | Issue Date | Issued By |
|-------------|-------------------------------|--------------------|------------|
| 01 | Created | Oct 2018 | LJP |
| 02 | <i>Revised and circulated</i> | <i>August 2020</i> | <i>MJS</i> |
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This Code of Conduct forms part of our Student Safeguarding procedures.

BVIS Hanoi has a responsibility for the safety and protection of all students.

We are always committed to ensuring excellent safeguarding procedures, at all times and in all areas of our school.

- You have the right to learn in a safe and supportive school environment
- You should be listened to and respected • You should have access to a trusted adult if you ever feel unsafe or in need of support

Who can I talk to if I feel unsafe or in need of support?

- My FormTutor
- My Head of Year(s)
- School Counsellor, Ms Tam
- Head Nurse, Ms Huong
- Ms Lena Periam (Student Welfare and Designated Safeguarding Lead, Asst Head)
- Another member of staff whom I know and trust

To keep myself and others safe I will:

- Report any concerns for the safety of myself or others - both in or out of school
- Follow teacher instructions during an emergency (fire, lockdown), and follow the designated procedures
- Give any medications I may be taking to the Secondary Nurses for safekeeping and ensure the school has the parental permissions form.
- Know where I can and can't go when on campus, and abide by school guidelines accordingly.
- Sign in and out at Reception if I forget my ID Card or am leaving the site for any reason during the day.
- Sign in at Reception if I arrive after 8.45am.
- Complete an Early Leaving Slip if I have to leave before the end of the school day.
- Only use student toilets and changing rooms.

To keep myself and others safe online, I will:

- Understand and follow the ICT Acceptable Use Policy.
- Always let someone know if an online interaction makes me feel unsafe or anxious, or is contrary to the Acceptable Use Policy for the use of technology.
- Seek permission before taking, posting or sharing images online.
- Take care not to post anything that may cause harm or embarrassment to myself or others, or impact negatively the reputation of your school.
- Never use another person's device, or access their online accounts, without permission.
- Never take photographs or videos in locations where people expect privacy
- To keep myself and others safe, I will not engage in, or support:
 - Any form of bullying or intimidating behaviour.
 - Using offensive language, in mother tongue or in English.
 - Physical contact or public displays of affection which may cause harm or offence to others.
 - Damage to property or belongings, whether it belongs to a student or to the school.
 - Bringing dangerous or prohibited items into school

To keep myself and others safe when on Educational Visits and Residentials I will:

- Report any concerns for the safety of myself or others.
- Follow school rules and policies.
- Follow the guidance and instructions of the teachers or other providers at all times
- Never go anywhere with someone that I don't know, or leave the agreed designated areas.
- Tell a trusted adult if I am worried about anything or feel unsafe.
- Respect privacy when sharing a room, and only sleep in my allocated bed.
- Identify who is at the door before opening it.

Declaration

Please read this Student Safeguarding Code of Conduct with your parents/legal guardian, and sign this declaration to show that you understand and will abide by these student safeguarding procedures.

Student name:

Tutor Group:

Signature:

Parents' Name:

Signature:

Date: