

Policy

Whole School Staff Code of Conduct

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Safer Recruitment Statement

SES is an equal opportunity employer and as such treats all job applicants and staff with equal respect free from unjustifiable discrimination.

SES is committed to safeguarding and promoting the welfare of all its students. A UK ICPC or equivalent police check is a prerequisite for all appointments.

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Introduction

At Sharjah English School we believe in creating a whole school culture that is safe and inclusive. A

Staff Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe. School staff are in a unique position of influence and must adhere to behaviour that models the highest possible standards for all the pupils within the school as well as other stakeholders. As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside of working hours.

UAE Code of Conduct 2022

All staff must sign the UAE Code of Conduct 2022 for those who work in schools. This document sets out guidance for staff regarding the morals and ethics of the UAE. In particular there are subjects that cannot be discussed or promoted as they are at odds with the morals and ethics of the UAE. It is a staff member's responsibility to read this document carefully and ask any questions if there is anything that they do not understand. Breaching this guidance can lead to serious consequences for the school and the staff member.

The UAE Ministry of Education requires all staff to sign this document indicating compliance with it. A refusal to sign this document may lead to disciplinary procedures.

Aims of the Policy

To encourage a caring, respectful and trusting relationship between all students and adults and to ensure that Sharjah English School maintains a safe school culture.

Objectives of a safe school culture:

- To safeguard pupils and protect staff
- To make explicit expectations of performance and conduct
- To minimise opportunities for abuse
- For all staff to have confidence to report concerns with full confidentiality
- To respond promptly to concerns: we always investigate and address issues
- To exercise appropriate sanctions
- To create and maintain an ethos of mutual respect, openness and fairness

Scope

The code of conduct applies to all employees of the school. This policy does not form part of any employee's contract of employment and may be amended at any time. The same guidelines should be applied to after-school clubs, school trips and trips that involve overnight stays away from the school.

Principles

This code is designed to help staff understand what behaviour is and is not acceptable. Staff should be aware that a failure to comply with the school's Code of Conduct could result in disciplinary action including but not limited to dismissal. The principles of this guidance also apply to the contact with students or young people who are students at another school.

1 Setting an example

1.1 All staff who work in schools set examples of behaviour and conduct which could be copied by

students.

- 1.2 Staff must avoid using inappropriate or offensive language at all times.
- 1.3 All staff must demonstrate high standards of conduct in order to encourage our pupils to do the same.
- 1.4 All staff must avoid putting themselves at risk of allegations of abusive or unprofessional conduct
- 1.5 All staff are expected to familiarise themselves and comply with all school policies and procedures

2 Safeguarding pupils

- 2.1 Staff have a duty to have regard to the School's Child Protection Policy throughout their employment and abide by the duties placed upon them within this.
- 2.2 Staff have a duty to safeguard pupils from physical abuse, sexual abuse, emotional abuse and neglect.
- 2.3 The duty to safeguard pupils includes the duty to report concerns about a pupil or colleague to the school's Designated Safeguarding Lead (DSL)
- 2.4 The School's current DSL is the Principal, Mr Darren Coulson and the Deputy DLS's are Mr Anthony Piper, Head of Secondary and Miss Shiobhain Brady, Head of Primary.
- 2.5 Staff have access to the School's Child Protection Policy and Whistleblowing Policy and staff must familiarise themselves with these documents.
- 2.6 Staff should treat pupils with respect and dignity and must not seriously demean or undermine pupils, their parents or carers, or colleagues
- 2.7 Staff should not demonstrate behaviours that may be perceived as sarcasm, making jokes at the expense of pupils, embarrassing or humiliating pupils, discriminating or favouring pupils.
- 2.8 Staff must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare.

3 One to one situations

- 3.1 Staff working in one to one situations with students are more vulnerable to allegations. Teachers and others should recognise this possibility and plan and conduct such meetings accordingly. Every attempt should be made to ensure the safety and security needs of both colleagues and students are met. Where possible staff should avoid one to one situations. If this is not possible please see the following:

Staff should:

- 3.1.1 Avoid meetings with students in remote or secluded areas of the school
- 3.1.2 Ensure there is visual access or an open door

3.1.3 Inform other colleagues of the meeting beforehand, assessing the need to have them present or close by

3.1.4 Always report any concerns to a senior colleague

4 Staff homes

- 4.1 Staff must not allow students to visit or stay in their homes overnight. If there is a friendship between a student and the child of a staff member all arrangements must be made with full parental consent.

5 Transporting students

- 5.1 It is inadvisable for a lone member of staff to give a lift in a car to a student. Wherever possible and practicable it is advisable that transport is undertaken other than in private vehicles, with at least one adult in addition to the driver acting as an escort. If there are exceptional circumstances that make unaccompanied transportation of students unavoidable, the journey should be known to a senior member of staff, for example taking a student to hospital.

6 Relationships

6.1 Relationship with pupils and/or parents

- Staff must declare any relationships that they may have with SES pupils or parents outside of school if the relationship breaks down and then may have a negative effect on professionalism within SES. This may include mutual membership of social groups, tutoring (must be approved by the Principal) or family connections. Staff should not assume that the school is aware of any such connections. This is to protect staff, pupils and the school from any awkward situations.

6.2 Relationships with pupils

- Relationships with pupils must be professional at all times
- Physical relationships with pupils are not permitted. The physical touching of a child should only take place for health and safety reasons and where possible in the presence of a second adult. Encouraging a relationship to develop in a way which may lead to a sexual relationship or any other inappropriate relationship will be viewed as a grave breach of trust and could lead to a criminal conviction.
- Behaviour giving rise to concern should also be reported which includes pupils seeking affection, being sexually provocative or exhibiting overly familiar behaviour.
- Contact with pupils must only be via school-authorised mechanisms and solely for educational purposes. At no time should personal telephone numbers, text, email addresses or communication routes via personal accounts on social media platforms be used to communicate with pupils.
- If staff are contacted by a pupil by an inappropriate route, staff should report the contact to their Line Manager immediately.

6.3 Relationships with colleagues

- Existing or new personal adult relationships at work should be declared to the Principal. The Principal will treat declarations in confidence and only share with staff where necessary.

- The school will not get involved in an employee's private lives and will always be discreet, as long as there is no disruption in the workplace or with any colleague's work. Any personal issues and discussions about the relationship should be kept out of the workplace.

6.4 If a relationship with a colleague ends

- If a relationship with a colleague ends abruptly for any reason, both the impacted employees must maintain utmost professionalism, ensure there is no disruption to work and/or cause any disturbance at the workplace or share any such personal information with other colleagues.
- All these will result in violation of our Code of Conduct policy about respect in the workplace, and will face disciplinary action. Report any such incident to HR.

6.5 Other relationships

Staff should inform the Principal of any relationships which may create an enhanced risk to children so that necessary steps can be taken, for example cohabitation with a person convicted of a serious offence.

7 Pupil Development

- 7.1 Staff must comply with school policies and procedures that support the wellbeing and development of pupils.
- 7.2 Staff must cooperate and collaborate with colleagues and with external agencies where necessary to support the development of pupils.
- 7.3 Staff must follow reasonable instructions that support the development of pupils.

8 Honesty and Integrity

- 8.1 Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.
- 8.2 A person may be guilty of bribery if they offer, promise or give financial advantage or other advantage to someone, or if they request, agree or accept, or receive a bribe from another person. If you believe that someone has received or requested a bribe you should refer to the School's Whistleblowing Policy.
- 8.3 Gifts from suppliers or associates of the school must be declared to the Principal/Headteacher, with the exception of 'one off' token gifts from pupils or parents.
- 8.4 Personal gifts from individual members of staff to individual pupils are inappropriate and could be misinterpreted and may lead to disciplinary action. Speak to your respective Headteacher for advice if you are unsure.
- 8.5 Staff must not act on behalf of the school unless they have the authority to do so.

9 References

- 9.1 Professional references from the school will be provided by the Principal or respective Headteacher/Director of Finance and HR. All professional references for SES must be seen by the Principal in order that integrity is preserved. These references will be on SES headed paper.

- 9.2 References given by other members of staff - requesting staff must be clear that they are provided in a personal capacity and SES headed paper must not be used.

10 Conduct outside of work

- 10.1 Staff must not engage in conduct outside of work which could seriously damage the reputation of the school or the employee's own reputation or the reputation of other members of the school community.
- 10.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.
- 10.3 Staff must have permission from the Principal to undertake work outside of school including private tutoring.
- 10.4 Forming inappropriate relationships with children or young people who are under the age of 18 at another school/college will be viewed as inappropriate and will negatively impact upon the school's ability to trust the member of staff to maintain professional boundaries with pupils at the school.

11 E- Safety and Internet use

- 11.1 Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Regard should be given to the school's E-Safety Policy and ICT Acceptable Use Policy at all times, both inside and outside of work.
- 11.2 Staff must not engage in inappropriate use of social media sites which may bring themselves, the school, and school community into disrepute. Staff should ensure that they adopt suitably high security on any personal profiles they may have.
- 11.3 Staff should exercise caution in their use of all social media or any other web based presence that they may have, including written content, videos or photographs, and views expressed directly or by 'liking' certain pages or posts established by others. This may also include the use of dating websites where staff could encounter pupils either with their own profile or acting covertly.
- 11.4 Contact with pupils should only be made via the use of school email accounts or telephone equipment when appropriate and strictly for educational reasons.
- 11.5 Photographs or video footage of pupils should only be taken with school equipment, for purposes authorised by the school. Any such use should always be transparent and only occur where parental consent has been given.

12 Confidentiality

- 12.1 Where staff have access to confidential information about pupils or their parents or carers, staff must not reveal such information except to colleagues who have a professional role in relation to the pupil.
- 12.2 All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil is bullied by another pupil (or member of staff). This needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the

school, including with the pupil's parent or carer, nor with colleagues in the school except with a senior member of staff with appropriate authority to deal with the matter.

- 12.3 However, staff have an obligation to share with the school's DDSL or DSL any information which gives rise to concern about the safety or welfare of a pupil. Staff must not promise a pupil that they will not act on information that they are told by the pupil.
- 12.4 Staff are not allowed to make any comment to the media about the school, its performance, governance, pupils or parents without written approval. Any media queries should be directed to the Principal.

13 Use of Phones (School and Mobiles)

- 13.1 Staff are requested not to use school phones for personal calls. It is understood that there are exceptions at times.
- 13.2 Staff must not use personal mobiles or have them out in the classrooms or corridors when children are present – unless previously agreed with SLT.
- 13.3 If a member of staff contacts parents/carers about a child, they should inform Reception so that the receptionist is aware who made the call if they ring back.

14 ID Badges

- 14.1 Staff must wear their ID badges around the school at all times.

15 Staff Professional Dress

- 15.1 All teachers and colleagues are expected to dress in a smart and business-like manner. Generally, teacher and colleague appearance should reflect the professional environment in which we work.
- 15.2 Males should wear a collar and tie, top buttons should be done up.
- 15.3 No denim of any colour should be worn
- 15.4 Females should dress in a UAE appropriate manner. Shoulders should be covered, cleavages and midriffs should not be exposed and skirts should be of at least knee length. Tightly fitted garments are inappropriate and should not be worn.
- 15.5 PE teachers should wear SES sports kits. The longer PE shorts must be worn by both sexes.
- 15.6 Fashion accessories, including earrings and makeup should not be excessive.
- 15.7 Hair colour should be subtle.
- 15.8 Being clean shaven is expected if there is no beard
- 15.9 No facial piercings other than earrings to be visible.
- 15.10 Tattoos must be covered up.
- 15.11 Flip flops should not be worn. In science and DT labs toes should be enclosed at all times.
- 15.12 Shoes should be dress shoes not trainers. (With the exception of PE staff)

15.13 Clothing made of sheer fabric exposing underwear should not be worn.

This is a sensitive subject. Staff should understand the need for respective senior management staff to address any concerns and respond appropriately, whether they agree with the decision or not. Staff can contact the Principal if they feel they have been unfairly judged in their attire or professional dress.

16 Inset Days, Non-Uniform and School trips

16.1 When students are not in school, on non-uniform days or when teachers and colleagues are on school trips where normal professional dress may be impractical, colleagues should remember that they are still representing SES and acting as role models and ambassadors for the school. On such occasions the dress code relaxes but there are some restrictions that should continue to apply:

- Visible body piercings (other than earrings) and tattoos should be covered
- Clothes that bear inappropriate/offensive slogans should not be worn.
- Revealing clothes should not be worn (see guidance above)
- Please see respective Headteacher/Director of Finance/HR for advice if unsure

Teachers and colleagues considered to be in breach of the dress guidelines will be advised by their line manager and given the opportunity to conform. Persistent breaches of dress guidelines will be referred to a member of the Senior Management Team. Disagreements about appropriateness of specific items of clothing or footwear will be referred to the Head of Secondary/Primary/Director of Finance and HR who will be the final arbiter on such matters.

Persistent failure to comply with this code may result in disciplinary action.

17 Smoking

17.1 The school is a non-smoking site. Vaping is not allowed.