



Maadi British International School

Code of Conduct for Teaching and Non-Teaching Staff

Rationale

Maadi British International School Mission Statement

'Learning for Life...'

Maadi British International School provides children with the knowledge, skills and understanding that will empower them to be well-rounded, successful members of an ever changing, culturally diverse world community.

At Maadi British International School we are committed to providing a happy, positive learning environment where children, teenagers and adults are:

- *Successful independent and collaborative learners*
- *Confident, cooperative team players and responsible leaders*
- *Flexible, resourceful and resilient*
- *Reflective, honest and trustworthy*
- *Responsible, caring global citizens*

School staff are role models and are in a unique position of influence. Staff must adhere to behaviour that sets a good example to all the children within the school. Also, 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 working hours.

This Code of Conduct is intended to give clear guidance on the standards of behaviour all school staff are expected to observe. The purpose is to ensure that the school provides high-quality



service to its children and stakeholders in accordance with the Mission Statement and to promote public confidence in the school's integrity.

Principles

This Code of Conduct applies to **all** adults who work at the school:

- All staff (teaching, learning support, administration, site support, security) who are employed by the school, including the Head Teacher;
- The Board of Directors;
- Peripatetic staff;
- Employees of external contractors and providers of services (e.g. ASA providers);
- Volunteers and trainees

(The term 'staff' in this document represents the above).

All staff are required to carefully read the Code of Conduct and be aware that breaches of the Code may result in disciplinary action, including dismissal.

The MBIS Code of Conduct:

All staff who work at MBIS are expected to set examples of behaviour and conduct which can be copied by children. All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct. By adhering to this Code of Conduct staff can be assured that they are playing their part in safeguarding children and protecting themselves.

General

1.1 Staff are expected to fully support the vision and strategic objectives of the school and work positively and cooperatively with all colleagues.

1.2 Staff are expected to fulfill their professional duties to the best of their ability.



1.3 To ensure consistency, staff are required to read and follow all school policies including the school's Positive Behaviour Policies ([Primary](#); [Secondary](#)) [Anti-Bullying Policy](#); [Safeguarding Policy](#) and [Health & Safety Policy](#). They must follow school rules and systems and Teachers must comply with the UK *Teaching Standards*.

1.4 All staff are expected to treat each other in accordance with our school values. Relationships between staff should be characterized by fairness, openness and respect. This means valuing all contributions, acknowledging differences and working together to build a climate of continuous improvement. Any staff disagreements should be handled calmly, with the help of a senior member of staff if required. Shouting and rude behaviour will not be tolerated.

1.5 Staff should avoid words and actions that might bring the school into disrepute or might undermine colleagues in the perception of others (staff, children, parents, community). This includes conducting yourself appropriately out of school hours.

1.6 All staff are required to behave in the same professional manner with parents, other members of the school community or members of the public.

1.7 Staff should retain professional independent objectivity and not promote dogma or political bias to others in their working activities.

1.8 Staff are expected to work together to build a school where relationships with children are characterized by mutual and appropriate respect. Praise and building on the positive should always come first. If firmness/admonition is called for it should be exercised calmly.

1.9 Staff should not shout at children unless there is a clear risk to health and safety.

1.10 Physical punishment is not allowed. The School Positive Behaviour Policy establishes expectations and approved sanctions and any behaviour concerns should be dealt with in line



with the guidance. Staff who find a child is not responding to the Positive Behaviour Policy guidance should refer to a more senior member of staff at the earliest opportunity.

Staff should attend their place of work punctually in accordance with their conditions of service and at the times agreed with their line manager. Those unable to avoid being late or absent should, whenever possible, give as much notice - in accordance with school guidance - so that alternative cover arrangements may be made.

2. Safeguarding Children

2.1 Staff have a duty to safeguard children from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect
- verbal abuse and bullying

2.2 The duty to safeguard children includes the duty to report concerns about a child to the school's Designated Safeguarding Lead (DSL).

The school's DSL are **Nick Rudd and Deborah O'Callaghan**. In their absence the deputy DSL are **Victoria Macaulay and Victoria Stapleton**.

2.3 Staff are provided with personal copies of the school's Safeguarding Policy and the [Whistleblowing Policy](#) and must be familiar with these documents as well as having undertaken the staff training both at the start of the year (attendance will have been signed) and the school's online training through Educare.



2.4 Staff have a duty to make a written record of any complaint about themselves or another member of staff and pass this to the Head Teacher within one working day (e-mail or hard copy). If this information is against the Head Teacher, it should be passed to the Chair of the Board.

2.5 Staff must strive to ensure they do not seriously demean or undermine children, through their actions or inactions (e.g. by failing to address poor behaviour by another person) or use of language.

2.6 Staff must take the highest levels of care of children under their supervision to ensure their safety and welfare.

2.7 Some Key Safeguarding Points

2.7.1 One-to-One Situations

Staff working in one-to-one situations with children may be more vulnerable to allegations. Staff should recognise this possibility and plan and conduct such situations accordingly. Every attempt should be made to ensure that the safety and security needs of both staff and children are met. In most all cases, this can be secured by always working with children in the line of sight of other adults (i.e. leave the door open; work in view of a window where others can see through, etc.) and/or where all conversations can be overheard by other adults.

2.7.2 Physical Contact

There are occasions (including supporting children with SEND) when it is entirely appropriate and proper for staff to have physical contact with children, but it is crucial that they only do so in ways appropriate for their professional role. **Staff should avoid any action that could be misinterpreted.**

2.7.3 Physical Intervention

Staff should always seek to defuse challenging situations. If physical force is required (i.e. to prevent a child causing injury to him/herself or others) it must be minimum force for the



shortest period necessary. Any physical intervention should be reported and recorded to a member of Senior Staff.

2.7.4 Children in Distress

If a distressed child needs comfort and reassurance, then age-appropriate physical contact may be provided by staff but this contact must not be threatening, intrusive or subject to misinterpretation.

2.7.5 Intimate Care

All children have a right to safety, privacy and dignity when contact of an intimate nature is required (e.g. assistance with toileting). Children who require intimate care on a regular basis should have a Care Plan drawn up and agreed with parents.

2.7.6 Changing rooms and Toilets

Staff supervision of children during changing should be appropriate to the needs and age of the children concerned and sensitive to the potential for embarrassment. Staff should not change in the same place as children or share bathroom facilities. Staff changing rooms and toilets should be used.

2.7.8 Images of children

Staff should be clear about the purpose of any activity that involves photography, or video of children. Staff must not take, display or distribute images of children unless they have consent to do so. Staff should use school equipment to photograph or film children. In the event that they use their own equipment, such images should not be stored for longer than is necessary but should be transferred to school SharePoint (media files) or deleted. Staff must not use mobile phones to take photographs or videos of children.



3. Administrative Duties

3.1 Teaching staff shall maintain and properly complete a daily register for all classes. The attendance register for each week must be sent to the office by 8:30am every morning. Reasons for child absences must be communicated to the School Office.

3.2 In order to ensure safeguards both for staff and children, staff must obtain permission from the Head Teacher:

- before taking children off the school premises;
- before arranging for any visitors to the school;
- before incurring any expenditure on behalf of the school
- before inviting friends/relatives into the school

3.3 Educational visits must be arranged (including the initial stages of the proposal) in accordance with the school's Educational Visits Policy. The EV Coordinator is the relevant Head of Primary/Secondary in conjunction with the Principal.

3.4 All emails and letters home should be written in a professional manner: a formal, friendly style is required using proper forms of address. All such communications should be carefully checked for spelling and grammar and a commonly accepted font such as Tahoma or Calibri and font sizes between 11 and 12. Communications in hard copy should be on headed MBIS paper. Teachers need to be mindful that consistency within and across year groups needs to be maintained. Communications should be checked by the Head of school. Any communication regarding school policy, event planning, etc. should be checked with the relevant Head of school.

3.5 Other than on matters of publicity, only the Principal or Head of School is authorised to speak or send any communication on behalf of the school to members of the press or broadcast media. This is to avoid any potential embarrassment or unfair pressure on staff.



4. Child Development

4.1 Staff must comply with school policies and procedures that support the well-being and development of children.

4.2 Staff must cooperate and collaborate with colleagues and with external agencies where necessary to support the development of children.

4.3 Staff must follow reasonable instructions that support the development of children.

5. Honesty and Integrity

5.1 Staff must maintain high standards of honesty and integrity in all aspects of their work.

5.2 This includes the handling and claiming of money and the use of school property and facilities.

1.3 Staff should not use their position in the school for private advantage or gain.

5.4 Gifts - including money - from suppliers or associates of the school must be declared to the Head Teacher, with the exception of 'one off' token gifts not exceeding 50USD from children or parents at appropriate times (e.g. end of term/child leaving the school).

1.5 Personal gifts from individual members of staff to children are inappropriate and could be misinterpreted.

1.6 All assessments/exams/tests must be conducted in a fair and proper (prescribed) manner, and procedures strictly followed with respect to confidentiality and security. See *MBIS Assessment Policy* ([Primary](#) ; [Secondary](#))



1.7 All staff with access to school IT equipment must sign a copy of the school's *Acceptable Internet Use Agreement* (see Appendix 2) and submit this to the School IT Manager Michel Hakim mhakim@mbisegypt.com .

6. Dress Code

6.1 All staff are required to dress in a professional and practical manner in school, whilst observing local cultural sensitivities and health and safety implications of the role:

6.2 Men are expected to wear 'smart business casual' attire eg. office style short or long-sleeved shirts with appropriate, loose-fitting trousers. Ties must be worn. Closed, formal shoes should be worn.

6.3 Women are also expected to adopt a 'smart business casual' style of dress e.g. Office style medium/long-sleeved blouses/shirts/dresses with at least knee-length skirts/dresses or loose trousers. Leggings or jeans should not be worn. Formal shoes or sandals with a back strap (not flipflops) should be worn. Closed shoes should be worn in the science lab.

1.4 PE staff should dress in the appropriate sports attire.

6.5 Teachers leading sports-related ASAs should ensure that they bring the appropriate kit to school on the relevant day to change into.

- For whole-school events such as Sports Day, staff may come to school in sports clothing and remain in such for the day.
- All staff are expected to show good judgement in displaying an acceptable standard of appearance in terms of grooming, hairstyles, make-up and jewellery.
- Premises staff should wear the uniform provided and additional workwear/footwear to ensure comfort and safety.
- No staff dress code can be all encompassing. All staff are requested to adhere to the spirit of the guidance and seek advice if uncertain.



7. Conduct Outside Work

7.1 Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school nor be to a level that may contravene the working time regulations or affect an individual's work performance.

7.2 Staff must not engage in conduct outside work that could seriously damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school community.

7.3 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are regarded as unacceptable.

7.4 Staff must exercise caution when using information technology (email and text services) and be aware of the risks to themselves and others. **Invitations from current or ex-pupils on social networking sites should not be accepted. Staff should not post or exchange comments referring to the workplace on such sites.**

8. Confidentiality

8.1 Where staff have access to confidential information about children or their parents or carers, this information must not be revealed except to those colleagues who have a professional role in relation to the child.

8.2 All staff are likely to witness actions which must be confidential. For example, where a child is bullied by another child (or by a 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 child's parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate role and authority to deal with the matter. Speak to the DSL immediately.

8.3 However, all staff have an obligation to share with their line manager or the school's Designated Senior Person any information which gives rise to concern about the safety or welfare of a child. Such concerns should not be shared generally (e.g. in the staffroom). Staff must **never** promise a child that they will not act on information that they are told by the child.

9. Summary

This Code of Conduct is intended as a guide to all school staff. It is not exhaustive but written to help, and it is important that staff take advice and guidance if needed. **If in doubt ask!**

Reference to this Code will be made in all contracts of employment, and copies will be given to all staff. In addition, the induction programme for all new staff will reinforce the principles of this Code. Other adults and agencies working with the children will also be provided with a copy.

10. Disciplinary Action

All staff need to recognise that failure to meet these standards of conduct may result in disciplinary action, including dismissal.

11. Raising Professional Concerns

Staff must report any behaviour by colleagues that raises concerns. The school's Raising Professional Concerns Policy is available on the school website



12. Informing the school of any change in circumstances

All staff are responsible for informing the Head Teacher if there is any change in their circumstances which may be seen as having an impact on their suitability to work with children. This may include for example, a criminal conviction, a police caution or any change to the information declared on the Staff Suitability Declaration (including information about other household members).

13. Equality and Diversity

Please refer to the MBIS Statement on Equality, and Racial and Cultural Diversity

14. Whistleblowing

There is a Whistleblowing policy in operation at MBIS to protect all the employees. This can be accessed on the shared drive and is signposted in the Staff handbook. Matters are managed confidentially in conjunction with the governors.

Date of Guidance: August 2020

Next review due September 2023

Reviewed June 2024



Appendix 1

Unacceptable Behaviours

The following are examples of behaviour that MBIS finds unacceptable. The list is not exhaustive, and it is acknowledged that it will be necessary to exercise judgement in all cases and to be fair and reasonable in all circumstances.

- Any form of physical/verbal violence towards children.
- Physical violence, actual or threatened towards other staff or visitors to the school.
- Sexual offences, sexual insults or sexual discrimination against children, other staff or visitors to the school.
- Racial offences, racial insults or racial discrimination against children, other staff or visitors to the school.
- Theft of school monies or property and of monies or property of colleagues or visitors to the school.
- Removal from school premises of property which is not normally taken away without the express authority of the Head Teacher or of the owner of the property may be regarded as gross misconduct.
- Acting in a manner that could reasonably be regarded as rude, impolite, contemptuous or lacking appropriate professional demeanour.
- Deliberate falsification of documents such as time sheets, bonus sheets, subsistence and expense claims for gains.
- Acceptance of bribes or other corrupt financial practices.
- Willful damage of school property or of property belonging to other staff or visitors to the school.
- Willful disregard of safety rules or policies affecting the safety of children, other staff or visitors to the school.



- Any willful act which could result in actionable negligence for compensation against the school.
- Deliberate breaches of confidentiality particularly on sensitive matters.
- Being incapable by reason of alcohol or drugs (not prescribed for a health problem) from fulfilling duties and responsibilities of employment.
- Conduct which brings the school's name into disrepute or seriously undermines confidence in the employee.
- Spreading rumour, gossip and negativity about a fellow staff member, child or parent.
- Deliberate breaches of confidentiality particularly on sensitive matters.
- Being incapable by reason of alcohol or drugs (not prescribed for a health problem) from fulfilling duties and responsibilities of employment.
- Conduct which brings the school's name into disrepute or seriously undermines confidence in the employee.
- Spreading rumour, gossip and negativity about a fellow staff member, child or parent.
- Conduct which is considered to adversely affects either the reputation of the school or affects confidence in the employee.





Appendix 2

Acceptable Internet Use Statement

Staff and Other Adult Users *while using computers at MBIS:*

My computer use will only be for activities necessary for carrying out the duties of my post and for responsible personal use as allowed by my employer.

- I will not use computers for personal use during directed teaching time.
- I will not attempt to download illegal material or attempt to access inappropriate sites, newsgroups or chat areas such as racist, pornographic or violent sites.
- I will respect the copyright of Internet and other resources.
- I will ensure that the content of emails I send will be professional and appropriate.
- I will not forward emails with inappropriate content.
- I am aware that the content of emails may be used in any disciplinary proceedings.
- I will log details of any inappropriate material I find on my computer or any inappropriate use of ICT facilities and pass these on to the IT Department and/or the Head Teacher.
- I will not use any computer in such a way as would disrupt the computer use of others.
- I will not interfere with any computer or network security measures the school may have in place.
- I will keep secure any passwords or confidential information entrusted to me as part of my duties.
- I will respect copyright of downloaded materials
- I will not divulge any confidential information I encounter as part of my post's duties, except when inappropriate material or use must be reported.
- I am aware that the breach of this policy may lead to disciplinary procedures.

All the above apply equally to the use of school computers being used away from the school site.



All rules relating to computer use apply to computer networks, stand-alone computers in school and school mail accounts.

These rules also apply to all information sent electronically within the school, including text messages or pictures sent by mobile phones.

Please sign the following and pass to your Head of School (electronically)

MBIS Code of Conduct for Teaching and Non-Teaching Staff

I confirm that I have received, read, understood and agree to abide by the Maadi British International School *Code of Conduct for Teaching and Non-Teaching Staff*

Name _____

Signed _____ Date _____

MBIS Child Safeguarding Policy

I confirm that I have received, read, understood and agree to abide by the Maadi British International School *Safeguarding Policy*.

Name _____

Signed _____ Date _____



MBIS Acceptable Internet User Statement

I have read the acceptable internet user statement and agree to comply with these conditions for computer and internet use.

Name _____

Signed _____ Date _____