

Newton International Academy, Barwa

Code of Conduct for Staff at Newton International Academy Barwa

An International Community of Learners, Striving for Excellence and Celebrating Success

Approved by: Senoir Management Team
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NEWTON INTERNATIONAL ACADEMY | BARWA

Vision

An international community of learners striving for excellence and celebrating success.

Mission

We aim to provide the highest quality of education possible for our students of all abilities. In doing so, we aim to positively encourage each student to achieve academic excellence, enjoy creative diversity, develop critical thinking skills, and become lifelong learners and responsible citizens. To achieve this, we will provide a diverse education in a safe, supportive environment that promotes self-discipline and motivation. We will provide and maintain a calm, trusting, and caring atmosphere where teaching and learning are meaningful and developed. We will work in partnership with our staff, students, parents, and the wider community to achieve our vision.

Aim

The aim of this Code of Conduct is to provide clear guidelines and expectations for all staff members at Newton International Academy. This Code seeks to ensure that all staff conduct themselves in a manner that promotes a safe, respectful, and inclusive environment for all students and colleagues. By adhering to this Code, staff will contribute to the overall mission of the school and uphold the values of integrity, respect, and professionalism.

Rationale

A code of conduct is a necessary component of any profession to maintain standards for the individuals within that profession to adhere. It brings about accountability, responsibility, and trust to the individuals that the profession serves. Parents, students, and the wider general public, as well as the teaching profession itself, have a right to expect all teachers, especially senior members of staff, to uphold the highest professional standards.

Newton Group Values:



Introduction

A code of conduct is a set of written guidelines that details the set of recognised ethical norms or values (concepts such as integrity, honesty, truth, fairness, and respect for others) and professional standards of conduct to which all members of the School Management Team (SMT) and staff in general must adhere. To maintain the honour and dignity of the profession and promote educational quality, Principals and SMT should observe core ethical values and adopt appropriate professional conduct.

This Code of Conduct sets out the key principles and values for management in the Newton Group. Within the school's wider framework of standards, this code states not only to the profession but also to members of the public the standard of conduct and competence expected of professional teachers. This code of conduct is a mandate for managers. It must be adopted by all SMT of the Newton Group in conjunction with the Teachers' Standards (May 2012) as set out by the Department for Education (DfE).

The Code of Conduct and commentary do not set out to address every possible circumstance in which managers might find themselves. However, it is intended that managers are mindful of the judgements they will be called upon to make in situations that may occur both within and outside of the school.

Although the behaviours described in this code will be unthinkable to the vast majority of professional teachers and members of the public, the CEO and Board of Trustees have a duty to identify them so that the boundaries of professional behaviour and conduct are clear.

All managers and staff are expected to abide by a respectful and appropriate code of ethics, and their manner and behaviour, both socially and at school, must be acceptable in such a conservative society. All managers have personal and legal responsibilities, including treating others with dignity and respect; acting honestly; using funds and school equipment appropriately; adhering to health and safety guidelines; and practising equal opportunities at all times. These expectations are set out below and should be fully observed by all managers.

This document is not a prescriptive guide to what managers should and should not do. It highlights the principal areas where managers need to be aware of their responsibilities when working in the school and serves as a framework for behaviour.

Objectives

Its main objective is to provide self-disciplinary guidelines to the practitioners of a profession through the formulation of ethical norms and standards of professional conduct. Such an education code can:

1. Guide and Support Education Practitioers:

- Providing guidance to the members of the staff on how to make ethical decisions based on ethical awareness and reasoning.
- Helping members of staff solve some of the ethical dilemmas they are confronted with.
- Stipulating explicit professional conduct rules that can guide teachers in their everyday conduct.

2. Protect Pupils and Teachers:

- Protecting the pupils from harm, discrimination, intimidation, harassment, and/or humiliation.
- Maintaining with integrity the teacher's position of trust and authority regarding their pupils, without abusing that authority.
- Highlighting and reinforcing the possible implications of misconduct of members of the profession in terms of disciplinary consequences.

3. Achieve and Maintain a High Degree of Professionalism in the Education Profession:

- Upholding the honour, dignity, self-esteem, and reputation of teachers.
- Enhancing the dedication, efficiency of service, and professional commitment of teachers.
- Promoting a sense of professional identity among teachers.

4. Promote Public Trust in – and Support for – the Education Profession:

- Presenting a positive image of the Newton Group.
- Emphasising the social responsibility and public accountability of the profession towards pupils, parents, and beyond the classroom to the community at large.
- Establishing the conditions conducive to the best possible professional service

Anti-Discrimination Policy

All staff members are required to uphold the principles of equality and diversity. Discrimination based on sex, race, disability, religion or belief, sexual orientation, pregnancy/maternity, or gender reassignment is strictly prohibited. Staff must actively promote an inclusive environment where all individuals are treated with respect and dignity.

- Elimination of Discrimination: Staff must take proactive measures to eliminate discrimination and harassment in all forms, ensuring that all students feel safe and valued.
- Advancing Equality of Opportunity: Staff should work to remove barriers that prevent individuals from participating fully in school life, ensuring that all students have equal access to opportunities and resources.
- Fostering Good Relations: Staff should promote understanding and respect between individuals from different backgrounds, fostering a sense of community and belonging within the school

Compliance with the Code of Conduct

The Code of Conduct forms part of each manager's contract. Failure to comply with it and with any associated school policies may result in disciplinary action being taken, and the school reserves the right to take legal action against any manager where breaches of the Code warrant such action.

Expectations of the Principal and SMT

The school principal and SMT focus on and promote improved pupil learning and development by collaborating with pupils, staff, parents, the school council, and the community to develop, implement, and monitor a shared vision for the school through demonstrating ethical leadership. In order to achieve this, principals:

- Communicate effectively both verbally and in writing.
- Apply teamwork and team-building skills to meet goals, objectives, and a shared vision.
- Implement problem-solving skills that will lead to a positive outcome.
- Work effectively with the school.
- Establish and maintain workable relationships with a diverse range of individuals and groups.
- Reach mutually acceptable or workable solutions.
- Review and interpret the school's priorities and utilise school planning and goals to complement them.
- Seek resources to support the implementation of the school's vision, mission, and goals.
- Serve as a role model for pupils, staff, and the wider community.
- Promote ethical behaviour in the school community.

- Treat all pupils, staff, parents, and community members with dignity and respect.
- Make decisions based on values, beliefs, and attitudes that are based upon ethical standards.
- Act in accordance with the codes of professional conduct of employee groups.
- Act in accordance with the school jurisdiction's ethical beliefs.
- Consider the impact of administrative practises on others.
- Protect the rights and confidentiality of pupils and staff.
- Fulfil legal and contractual obligations in an ethical manner.
- Advocate and implement programmes to meet the needs of all pupils.

Carrying Out Duties as Required by the Principal and SMT

Managers should fulfil all responsibilities in accordance with the expectations of their position and comply with their contract and job descriptions, in addition to any other responsibilities as deemed fit by the CEO or Board of Trustees.
All managers at a school come into contact with a significant volume of confidential data and information regarding pupils, staff, school activities, and many other matters. There is an obligation to ensure that no breach of confidentiality occurs at any level.

Professional Relationship with All Stakeholders

All managers are expected to treat others with dignity and respect. In accordance with the Newton Group's values and behaviours, managers must at all times treat colleagues, staff, pupils, parents, and other members of the community with respect, courtesy, fairness, and equity, including making decisions that are procedurally fair and avoiding unprofessional behaviour which might create an unsafe or unhealthy environment. Examples of unacceptable behaviour include:

- Communicating in screaming or aggressive tones.
- Rude or insulting behaviour.
- Sarcastic comments.
- Making decisions based on favouritism.
- Misuse of position power to disadvantage or inhibit other staff members in fulfilling their duties.

Managers are required to comply with the school's equality policies in respect of colleagues, staff, pupils, and other contacts such as parents. The Code of Conduct also requires a manager to treat their staff with courtesy and sensitivity to their rights, duties, and aspirations. This requirement must be observed on several levels. This code prohibits unlawful discrimination in employment. This means that a manager must not discriminate, in their work-related decisions or in their relations with their staff, colleagues, pupils, parents, etc., on grounds that include sex, sexuality, status as a parent or carer, pregnancy, breastfeeding, race, religious or political conviction, disability, or age.

A manager must treat all staff and others courteously and fairly, giving them the opportunity to express their views on work-related issues, making allowances for differences in working style, respecting their working spaces, and avoiding displaying or distributing material or using language that may cause offence. Unacceptable behaviour such as discrimination, bullying, harassment, or intimidation will not be tolerated in the Newton Group.

Appropriate Relationships with Children

A fiduciary relationship is an ethical relationship of confidence and trust between both parties. The relationship between teacher and pupil is fiduciary and requires the teacher to exercise their rights and powers in good faith and for the benefit of the pupil.

School managers and all staff are expected to act in an open and transparent way that would not lead any reasonable person to suspect their actions or intent. Staff in schools are in a position of trust and have a duty to protect young people from discrimination and harm and to maintain appropriate professional boundaries. It is equally important for managers and all staff to avoid behaviour that might be misinterpreted by others in order to protect both young people and themselves. Managers and staff should not discuss their own private and personal relationships with pupils and be mindful to maintain an appropriate balance between formality and informality when dealing with pupils.

Managers are required to read and understand school policies on child protection.

Safeguarding

The safety and well-being of all students is paramount. All staff members must be familiar with the school's safeguarding policies and procedures, which are designed to protect students from harm and ensure their welfare.

- Child Protection: Staff must be vigilant in identifying and reporting any concerns regarding the safety and welfare of students. This includes being aware of signs of abuse and neglect and understanding the procedures for reporting such concerns.
- Health and Safety: Staff are responsible for ensuring a safe environment for students and must adhere to health and safety guidelines at all times.
- Training: All staff must participate in safeguarding training and stay updated on best practises to ensure the safety and well-being of all students.

Communicate in a Professional Manner

Managers should be polite and professional in communications, including the use of emails. Managers should not use public social networks to discuss the school or individuals associated with the school. Managers should not befriend or communicate with pupils on public social networks at any level. Management may not publish any inappropriate pictures that could bring disrepute to themselves, other members of staff, or the school as a whole. Such behaviour will be regarded as a serious breach of the code. All forms of communication, via email, social networks, in writing, or verbally should always reflect the professional standing of the position and the school.

Professional Behaviour

Managers must not misuse or misrepresent their position, qualifications, or experience or bring the reputation of the school into disrepute. Such behaviour will be regarded as a serious breach of the code. When interacting with any external associates, managers will do so in the awareness that they are ambassadors for the Newton Group and as such, their personal and professional behaviour will conform to the standards expected of management of the Newton Group in such situations. Managers' conduct will at all times demonstrate regard for the Newton Group's interests. Managers must act with

integrity when writing references, making declarations, or conducting tasks in connection with pupils' examinations and/or assessments.

It is a breach of the Code to use the school's internet or electronic mail system to access, store, or transmit words or images that are sexually explicit, violent, or contain other offensive material. Material shall be considered offensive if:

- It shows a lack of respect for persons, and
- A reasonable person finds the material offensive, and
- The material is not a complaint, report, or notification about alleged improper conduct of a person made in accordance with an authorised procedure.

Maintaining an Appropriate Standard of Dress and Appearance

The Newton Group has a Dress Code Policy. As a general guide, the appearance and dress of managers should be in accordance with the standards set out in this policy and as is appropriate to their duties and the people with whom they are dealing. A manager's obligation is to dress appropriately in a way that upholds the good reputation of the Newton Group and the teaching profession. Wearing revealing clothes (underwear that is visible – even when bending or stretching, low-cut tops, or skirts above the knee), or clothes with offensive slogans are examples of inappropriate dress in a school environment.

Corrupt, Improper, and Criminal Conduct

Managers must discharge their duties with honesty and integrity and refrain from any corrupt, improper, or criminal conduct (including fraud, stalking, and inappropriate relationships with children under the age of 18 years). Managers must report known and suspected instances of corrupt, improper, or criminal conduct to the CEO and Board of Trustees.

Managers must advise the CEO and Board of Trustees if they are charged with a criminal offence that is punishable by imprisonment or, if found guilty, could reasonably be seen to affect their professional standing or their ability to meet the inherent requirements of the work they are engaged to perform.

Public Comment

In making written or oral comments which purport to represent the views of the CEO or Board of Trustees of the Newton Group and which might reasonably be expected to become public—amongst staff, pupils, or the wider community—managers must ensure that they hold proper authority to make such public comments, and that such authority has been properly given to them. Managers must ensure that any comments about the CEO or Board of Trustees are respectful and honest. Unless authorised specifically to do so, managers must not make any public comments on behalf of the CEO or Board of Trustees or in a context where a comment could be interpreted as a statement on their behalf.

Sexual Misconduct

Sexual misconduct during or outside school hours is defined as:

- Conduct towards any person that would constitute a criminal offence of a sexual nature.
- Any other sexual conduct by a manager directed towards or involving any members of staff.
- Any other sexual conduct by a manager directed towards or involving any pupil, which constitutes sexual harassment.

Sexual harassment is any unwanted attention of a sexual nature. It is inappropriate and unprofessional. Sexual harassment happens if a person:

- Subjects another person to an unsolicited act of physical intimacy.
- Makes an unsolicited demand or request (whether directly or by implication) for sexual favours from the other person.
- Makes a remark with sexual connotations relating to the other person.
- Engages in any other unwelcome conduct of a sexual nature in relation to the other person in circumstances where a reasonable person would have anticipated the possibility that the other person would be offended, humiliated, or intimidated by the conduct.

Sexual misconduct includes a range of behaviours or a pattern of behaviour suggestive of being involved in inappropriate sexual acts. Some of these behaviours may include:

- Inappropriate conversations of a sexual nature.
- Comments that express a desire to act in a sexual manner.
- Unwarranted and inappropriate touching of pupils.
- Sexual exhibitionism.
- Personal correspondence (including electronic communication) with a member of staff or pupil.
- Communication concerning the teacher's feelings for a pupil.
- Deliberate exposure to sexual behaviour of others, including the display of pornography.

Managers must discourage and reject any advances of a sexual nature initiated by a staff member or pupil. Managers must not engage in behaviour that raises a reasonable suspicion that they have engaged in or will engage in sexual misconduct, or that the standards applying to professional teacher/pupil relations have or will be breached. Managers' interactions with staff and pupils must be and be seen to be professional at all times, including 'out of school' hours.

Examples of behaviour that raise a reasonable suspicion that the standards applying to the professional manager/staff relationship have or will be breached include:

- Flirtatious behaviour directed at a staff member.
- Dating a member of staff.
- Spending significant time alone with a staff member other than to perform one's professional duties, or without other reasonable explanation.
- Expressing romantic feelings towards a staff member in written or other form.

Examples of behaviour that raise a reasonable suspicion that the standards applying to the professional manager/pupil relationship have or will be breached include:

- Live chat conversations on the Internet with pupils.
- Providing mobile and home telephone numbers to pupils.
- Attendance at private social functions with pupils outside school hours.
- Taking pupils to coffee, the movies, or other social events whether alone or in company.
- Providing pupils with money and/or gifts.

Breaching this Code of Conduct

Any breach of this Policy will be dealt with in accordance with the Newton Group's Regulation of Disciplinary Procedures. Minor breaches of the Code of Conduct (for example, timekeeping, attendance, or standard of dress) will be dealt with initially by discussion with the CEO and informal warning and/or improvement targets set. Provided that the manager acts on such warnings and/or targets and is seen to comply with the code of conduct, there will be no further consequences. Failure to act on such warnings and/or targets will constitute a serious breach of the code of conduct.

If a manager's behaviour gives rise to concern about professional standards of themselves and impacts negatively upon the image of the school in any form or manner, the school will follow normal procedures in relation to staff discipline as appropriate. This behaviour is regarded as a serious breach of the code of conduct. Any evidence (pictures, images, written documents) produced to support this breach of the code of conduct will result in a manager's immediate dismissal from the school and serious disciplinary consequences.

Review and Compliance

This policy will be reviewed periodically to ensure it remains relevant and compliant with the latest guidance from the Council of International Schools (CIS) and the Department for Education (DfE). All staff are expected to familiarise themselves with the latest version of this Code of Conduct.