

### **Mission**

To cultivate an innovative, creative and inclusive community, growing principled, confident and internationally-minded citizens, who value personal, collaborative and intellectual challenge.

## **3. People – Staff**

Policy Area – 3.2 Teachers & Assistant Teachers

### **3.2.9 STAFF CODE OF CONDUCT**

#### **1. Objective, Scope and Principles**

This Code of Conduct is designed to give clear guidance on the standards of behaviour all school employees are expected to observe. School employees are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all the students within the School. 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 applies to all employees of the School.

In addition to this Code of Conduct, all employees engaged to work under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the Teachers' Standards, as described in 3.2.6 *The British School's Framework for Teaching*.

#### **2. Setting an Example**

2.1 All staff who work in schools set examples of behaviour and conduct which can be copied by students. Staff should be positive role models for students and the wider school community. Therefore, staff must avoid using inappropriate or offensive language at all times. Additionally, staff must not promote partisan views or beliefs with regard to controversial issues, for example, but not restricted to, matters relating to politics and religion. Although the curriculum for certain lessons may require covering sensitive areas of this nature, the teacher's role is to guide and facilitate discussion so that students have a balanced understanding of these topics. The teacher should respect others' points of view and avoid imposing their own personal opinions and should strive for neutrality when guiding any debate.

The School will not tolerate prejudicial views or discrimination in relation to: appearance; ability or disability; ethnicity; race; nationality; faith; beliefs; gender; gender identity; sexuality or sexual orientation.

2.2 All staff must, therefore, demonstrate high standards of conduct in order to encourage our students to do the same.

2.3 All staff must also avoid putting themselves at risk of allegations of inappropriate, abusive or unprofessional conduct.

2.4 This Code helps all staff to understand what behaviour is, and is not, acceptable. Due attention should also be given to the disciplinary rules set out in 3.2.11 - the Schools' *Disciplinary Policy and Procedures*, and various policies in Section 4.1 related to Safeguarding.

2.5 All staff are expected to familiarise themselves and comply with all school policies and procedures. The latest, updated policies and procedures are available on the School's intranet.

### 3. Safeguarding Students

3.1 Staff have a duty to safeguard students from physical abuse, sexual abuse, emotional abuse and neglect.

3.2 The duty to safeguard students includes the duty to report concerns about a student or colleague to the School's Designated Safeguarding Lead (DSL) for Child Protection. Please also refer to the School's *Whistleblowing Policy* (3.2.10).

3.3 The School's DSL is the unit-based Brazilian Director.

3.4 Staff are reminded that the current School policies: 4.1.1 *Child Protection Policy* and 3.2.10 *Whistleblowing Procedure* are located on the School's intranet and staff must be familiar with these specific documents, as well as other related policies and procedures.

3.5 Staff should treat children with respect and dignity and must not demean or undermine students, their parents or carers, or colleagues.

3.6 Staff should not demonstrate behaviours such as: sarcasm; making jokes at the expense of students; embarrassing or humiliating students; discriminating against, or favouring, students.

3.7 Staff must take reasonable care of students under their supervision with the aim of ensuring their safety and welfare.

### 4. Relationships with students

4.1 Staff are required to declare any private tutoring relationships with TBS students outside of school. A declaration form may be found in appendix 1 of this document.

4.2 Relationships with students must be professional at all times.

4.3 Sexual relationships with students are forbidden and may lead to a criminal prosecution.

4.4 Contact with students must be via school authorised mechanisms. At no time should personal telephone numbers, email addresses or communication routes via personal accounts on social media platforms be used to communicate with students or parents (more information can be found in the School's *Social Media Guidelines for staff* – 4.1.4).

- 4.5 If contacted by a student inappropriately, staff should report the contact to the Head of Site immediately.
- 4.6 Staff must act as role models during school trips, behaving as if they were in school, adhering to the guidelines and policies of TBS, with particular reference to the suite of policies and procedures in section 2.5 *Co-curricular*, which includes 2.5.1 *School Trips*.
- 4.7 It is acknowledged that staff who are also TBS parents may sometimes interact with students and parents in a personal, rather than a professional context. In such situations, staff should take care to separate their personal life from their professional role, and should avoid any communications or actions that may compromise their professional integrity or confidentiality concerning school business.

## **5. Student Development**

- 5.1 Staff must comply with the School's policies and procedures that support the well-being and development of students.
- 5.2 Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of students.
- 5.3 Staff must follow reasonable instructions that support the development of students.

## **6. Honesty and Integrity**

- 6.1 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.
- 6.2 No member of staff may offer, promise or give financial advantage or other advantage to someone; or should they request, agree or accept, or receive a bribe or favour from another person, including parents. Should you believe that a person has acted unethically or accepted a bribe or favour, you should refer to the School's *Whistleblowing* procedures (3.2.10).
- 6.3 Gifts from suppliers or associates of the School must be declared to the Head of Site, with the exception of "one off" token gifts from students or parents. Personal gifts from individual members of staff to students are inappropriate, can be misinterpreted, and may lead to disciplinary action.

## **7. Staff to Staff Conduct**

- 7.1 Staff should treat colleagues with respect, dignity, courtesy, honesty and fairness and with proper regard for their integrity, safety and welfare.
- 7.2 Staff should make decisions fairly, impartially and promptly, having regard to all relevant information, policies and procedures.
- 7.3 Staff should provide support for colleagues, especially those new to the profession.

- 7.4 Staff should contribute to a workplace that is free of harassment, including sexual harassment, bullying or discrimination against colleagues.
- 7.5 Staff should encourage positive work habits, behaviour and personal and professional workplace relationships and boundaries.
- 7.6 Staff should not engage in behaviour that may bring their own reputation, or that of the School, into disrepute.
- 7.7 Staff should ensure that any communication with colleagues, parents, school managers and others is courteous, cordial and appropriate, including communication via electronic media, such as e-mail, texting and social networking sites. Staff should use polite language and, when writing emails, observe email etiquette, avoiding, for example, writing in capital letters, which can be perceived as aggressive. Please refer to the school's *Social Media Guidelines* (4.1.4) for further information.
- 7.8 Staff should work with colleagues in the interests of sharing, developing and supporting good practice and maintaining the highest quality of educational experiences for our students.
- 7.9 Staff should work in a context of mutual respect, be open and responsive to constructive feedback regarding their practice and, if necessary, seek appropriate support, advice and guidance.
- 7.10 The British School, Rio de Janeiro, is committed to prompt and fair resolution of all disputes of any nature that may arise in the workplace. Staff should aim to resolve conflict amicably wherever possible. Where conflict persists, staff should promptly address their concerns with their line manager so as to resolve the issue. If the line manager is perceived to be the cause of the problem or if the employee feels uncomfortable discussing the matter with their line manager, issues may be raised initially with the Head of Site. If the issue is not resolved satisfactorily, staff should refer to the steps outlined in the School's *Grievance Policy* (3.2.12).

## 8. Conduct outside of Work

- 8.1 Staff must not engage in conduct outside work which could seriously damage the reputation and good standing of the School, or the employee's own reputation, or the reputation of other members of the School community.
- 8.2 In particular, criminal offences that involve, but not restricted to, violence, possession or use of illegal drugs, or sexual misconduct are regarded as unacceptable and may lead to dismissal and criminal prosecution.
- 8.3 Local Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the School, damage the reputation of the School, nor be to a level which may contravene the working time regulations, or affect an individual's work performance in the School. Overseas' contract staff can engage in voluntary work outside of school hours but are not permitted to undertake paid work outside their duties at The British School. Please refer to Appendices 1 and 2 at the end of this document.

#### 9. E-Safety and Internet Use

- 9.1 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* (4.1.3), *ICT Acceptable Use Policies* (4.1.3.1 to 5) and the *Social Media Policy* (4.1.4) at all times both inside and outside of work.
- 9.2 Staff must not engage in inappropriate use of social network sites that may bring themselves, the school, school community or employer into disrepute. Staff should ensure that they adopt suitably high security settings on any personal profiles they may have.
- 9.3 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 either directly or by 'liking' certain pages or posts established by others. This may also include the use of dating websites where staff could encounter students either with their own profile or acting covertly.
- 9.4 Contact with students should only be made via the use of school accounts or telephone equipment when appropriate.
- 9.5 Staff must pay particular care when taking photographs or filming students. Where practicable, staff should use school equipment, and ensure that permission is sought beforehand from the Head of Site with regard to any distribution of photographs or film footage, referring to the School's *Photographs, Videos and Digital Images Policy* (4.1.5)

#### 10. Confidentiality

- 10.1 Where staff have access to confidential information about students or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the student.
- 10.2 All staff are likely at some point to witness actions which need to be confidential. For example, where a student is bullied by another student (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 student's parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate authority to deal with the matter. As in accordance with Brazilian law, it is essential that any allegations remain confidential. Please also refer to the school's Anti-Bullying Policy.
- 10.3 Staff do have an obligation to share with their manager or the School's Designated Safeguarding Lead any information which gives rise to concern about the safety or welfare of a student. Staff must **never** promise a student that they will not act on information that they are told by the student.
- 10.4 Staff must not misuse or share school data or personal information. Please refer to the School's *Data Protection Policy* (4.1.6) for further information.

**11. Dress and Appearance**

- 11.1 All staff must dress in a manner that is appropriate to a professional role and promoting a professional image.
- 11.2 Teachers of our youngest students, who engage in activities that involve, for example, sand, paint and water, as well as floor activities, should dress comfortably and appropriately.
- 11.3 Teachers of older students need to dress smartly so as to be a positive role model, particularly with regard to our expectations about students' wearing of the correct school uniform.
- 11.4 Staff must dress in a manner that is not offensive, revealing or sexually provocative.
- 11.5 Staff must dress in a manner that does not contain partisan religious, political or other contentious slogans, images or symbols.

**12. Disciplinary Action**

Staff should be aware that failure to comply with the following Code of Conduct could result in disciplinary action, including but not limited to, dismissal.

**13. Compliance**

Staff joining the School must complete the form in Appendix 3 to confirm they have read and understood this code of conduct. This form should then be signed and dated.

#### **PROFESSIONAL RESPONSIBILITIES**

When using any form of ICT, including the Internet, in school and outside school

#### **For your own protection, we advise that you:**

- Ensure all electronic communication with students, parents, carers, staff and others is compatible with your professional role and in line with school policies.
- Are careful and exercise caution when discussing professional matters on social media, such as, but not limited to: Facebook, You Tube, Twitter, LinkedIn, WhatsApp etc.
- Do not put online any text, image, sound or video that could upset or offend any member of the whole school community or be incompatible with your professional role.
- Do not disclose any passwords and ensure that personal data (such as data held on MIS software) is kept secure and used appropriately.
- Only take images of students and/or staff for professional purposes, in accordance with school policy and with the knowledge of SLT. Refer to 4.1.5 *Photographs, Videos and Digital Images*.
- Do not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Ensure that your online activity, both in school and outside school, will not bring the School or professional role into disrepute.
- Check emails at the beginning and end of each working day.
- You have a duty to report any e-Safety incident which may impact on you, your professionalism or the school.

**Appendix 1**

**Tutoring TBS students outside of work declaration**

It is recognised that there may be circumstances whereby employees of the school engage in tutoring TBS students outside of school.

The British School, Rio de Janeiro, updates its records regularly for any student who requires additional support in school. It is essential that the Head of Site and School’s Learning Support department has a clear record of any extra academic support that a child receives outside of school hours so that there is consistency between the school’s support and that which is offered externally by tutors.

Staff are advised to declare any tutoring outside of school that they may have with TBS students.

<b>Employee Name</b>	<b>Student Name</b>	<b>Relationship</b>

If I am tutoring a TBS student outside of school, I am aware that the following must be adhered to:

- I do not, at any point, teach the TBS child in question as part of my daily timetable - this is a stipulation of such tutoring.
- I emphasise to parents that tutoring is done completely independently of the school.
- No monies come through the school at any point, informally (e.g. via the child) or formally.
- I am aware that I am personally responsible for any tax liabilities arising from payments received for private tutoring.
- No private tutoring is to take place on the school premises unless authorised specifically by the Head of Site.
- I am aware of the need to ensure adequate safeguarding procedures whilst tutoring in order to avoid the risk of any allegations.

I confirm that if these circumstances change at any time, I will tell the Head of Site to ensure the school is aware of any relationships.

Signed .....

Date .....

**Once completed, signed and dated, please return this form to the Head of Site**



**Appendix 2**

**Child-minding TBS students out of work declaration**

It is recognised that there may be circumstances whereby employees of the School engage in regular child-minding of TBS students outside of school.

Staff are advised to declare any child-minding outside of school that they may have with TBS students.

<b>Employee Name</b>	<b>Name of students/child</b>	<b>Relationship</b>

If I am child-minding a TBS student outside of school, I am aware that the following must be adhered to:

- I emphasise to parents that any child-minding is done completely independently of the School.
- No monies come through the School at any point, informally (e.g. via the child) or formally.
- I am aware that I am personally responsible for any tax liabilities arising from payments received for child- minding.
- No private child-minding will take place on the school premises unless authorised specifically by the Head of Site.
- I am aware of the need to ensure adequate safeguarding procedures whilst child-minding in order to avoid the risk of any allegations.

I confirm that if these circumstances change at any time, I will tell the Head of Site to ensure the School is aware of any relationships.

Signed .....

Date .....

**Once completed, signed and dated, please return this form to the Head of Site**

**Appendix 3**

**Confirmation of compliance**

I hereby confirm that I have read and understood The British School, Rio de Janeiro's, Code of Conduct.

Name .....

Position/Post Held.....

Signed .....

Date .....

**Once completed, signed and dated, please return this form to the Head of Site**

*SLT 01/05/2016*

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*BoG 27/6/2016*

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