Staff Code of Conduct

Version: 8 May 2025

Rationale

The ISE Staff Code of Conduct outlines the expected behaviors and standards of professionalism for ISE staff. It is critical to a positive work environment.

The ISE is committed to a student-centered approach to education in which our staff uphold high professional standards in order to achieve our key aims as a school.

This policy is linked to the ISE educator profile and pertains to our standards for professionalism and collaboration.

Aims

- This policy is a living document that aims to be used and referenced by all staff engaged at the ISE. It is a key part of the onboarding process.
- This policy is not exhaustive. Staff should use their professional judgment in consultation with the appropriate leader.
- The Code of Conduct applies to all staff, volunteers, interns and professional visitors who work at the ISE.
- This policy is available on the school website, staff portal and linked in the ISE educator profile and can be easily accessed by all staff.
- This policy is subject to review by a committee of staff representatives.

Core principles

The Code of Conduct underpins the following core principles:
- The ISE exists for the education of students.
- All staff treat students with respect, dignity and professionalism, both inside and outside school.
- All staff assume positive intent when collaborating with colleagues, students, and the school community.
- All staff are expected to adhere to school policies and procedures.

Communication

Effective communication is the basis for a positive and collaborative learning environment. ISE staff are expected to uphold high professional standards when communicating with colleagues, students and parents. This includes communicating in a positive and respectful manner in all forms of communication. Staff maintain a positive perspective of our colleagues and the school when conversing

with staff, parents and students.

This includes:
- Being courteous, respectful and polite in all communication with colleagues, students and parents.
- Avoiding using inappropriate or offensive language.
- Avoiding negative conversations that are derogatory.
- Avoiding the spread of rumours.

Staff should work in a collaborative manner with colleagues, assuming positive intent in all interactions, including in-person and digitally. Staff take a proactive approach to correcting staff who are speaking disrespectfully of others and the ISE in a professional setting.

As in any workplace, conflict can arise from time to time. Staff are encouraged to resolve conflict directly with the parties involved. Staff can seek support from their team leader. If conflicts cannot be resolved, staff can contact either the team leader, staff counsellor or school confidant (i.e. in cases of bullying, aggression, discrimination or sexual harassment).

Where staff are engaged in a romantic relationship with a colleague, they are expected to maintain clear boundaries between their personal and professional interactions. Any potential or perceived conflicts of interest must be disclosed and discussed with the appropriate leader to ensure transparency and uphold professional integrity.

Emails
- Email is the most used method of digital communication at the school. Communication expectations as described in this policy still apply.
- Staff should use school accounts to contact colleagues, students and parents during school hours.
- Staff are expected to check their emails each working day.
- Staff should try to reply to email communication within two of their working days.
- Emails are only expected to be sent during working hours. If a staff member chooses to work outside of regular working hours, they are encouraged to use the "Schedule Send" function.
- Although emails can be quick and efficient, staff should recognise when a face-to-face meeting is a better option. For example, when the email chain is becoming too long or when emotions are involved.

Social media
- Staff are strongly recommended to keep their social media accounts private.
- Staff should remain aware of their social media presence as a representative of the school.
- Staff should not add current students or engage in private messaging or personal interactions with students on personal social media accounts, Whatsapp or other means of communication.
- Communication with former students who are over 18 on social media platforms is left to the staff member's discretion. However, staff should be conscious of the fact that former students may be in contact with current students.
- Staff should be mindful of posting school related information on personal social media accounts. Any posts must follow the school's General Data Protection Regulations (GDPR).

Students
- Staff should be mindful of the type of language being used in front of and to students. Clear and

explicit professional boundaries are expected.
- Student-teacher infatuation refers to a situation where a student develops romantic or infatuated feelings towards their teacher. This kind of attraction is inappropriate and can lead to ethical and professional concerns. Staff should handle such situations with care and maintain appropriate boundaries. It is expected in such situations to inform the appropriate safeguarding officer.
- In keeping with the phone use policy, staff should also model this expectation and limit the use of their phone in front of students.
- Staff should not share personal contact details with students including e-mail, home or mobile telephone numbers, unless it is related to school activities or in extenuating circumstances related to student safety. In such cases, this must be approved by the appropriate Team Leader or School Leadership.

Parents

The ISE values and promotes a collaborative home-school partnership. The school encourages open dialogue, transparency, mutual respect and positive communication between parents and staff. The school expects staff to adhere to the following expectations in their communication with parents at the school:
- Choose appropriate times and manner when voicing concerns - not around students and other parents
- Value collaboration as a means for problem solving, and recognise that face-to-face communication often leads to superior solutions and understanding
- Staff who are parents of student(s) at the school are expected to maintain a clear distinction between their professional and parental roles. Conflicts of interests should be discussed with the appropriate leader.
- If a staff member has concerns about contact from parents (e.g. emails), they should contact the appropriate member of staff for support e.g. Team Leader, Learning Support Coordinator, Year Tutor, or Subject Leader.

For more information please refer to the Information Security and Privacy policy.

Confidentiality and privacy

- Confidential information must be handled professionally with discretion and on a need-to-know basis within the school environment.
- Confidential conversations should not take place in public areas.
- Confidential reports and documents must adhere to the school's GDP policy and be stored appropriately.
- Staff have an obligation to follow the safeguarding procedure if there are concerns 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.
- The media should not be given access to students or allowed entry to the School without first having been approved by the Marketing and Communication (MARCOM) officer. Any articles or comments made to the media regarding the school must first be approved by the MARCOM officer to ensure accurate and consistent messaging.

Dress Code

ISE staff are expected to dress appropriately and professionally. Staff are role models working in a multicultural environment and need to be considerate. In cases of ambiguity, staff should use their professional judgment and may consult with the appropriate leader. Clothing and accessories must fit the professional culture of the ISE and must not be provocative, offensive, sexually explicit or

inappropriate.

School property

The school curriculum and resources are available to staff to use in an appropriate manner. Any curriculum or resources that are created in school time remain the school's property.

Gifts from students and parents

- When students or parents give gifts to staff, staff should maintain a sense of professionalism and ensure that the gesture is appropriate and doesn't create any conflicts of interest or perceived favouritism.
- Extravagant or potentially inappropriate individual gifts are discouraged.

Attendance

Attendance is crucial to ensure a productive and professional learning environment. As such all staff are expected to be at school on time and for the duration of their work hours. Teaching staff are expected to arrive at school in sufficient time to teach their lessons.

Meetings should take place during the work day (08:15 to 17:00). Events or meetings that fall outside of work hours are compensated within the staff task allocation or with agreements from the appropriate leader. Staff are expected to be available to join meetings and events connected to their role or task in line with their work days or with agreements from the appropriate leader.

All staff are expected to follow the established procedures to inform about an absence from school. In cases of frequent absence (3 times within a 12 month period) a meeting and report will be conducted.

Please refer to the **staff attendance expectations**.

Professional Development

All ISE staff are allocated professional development hours as part of their task allocation. Staff are expected to use these hours as part of their development cycle and be open to continuous learning.

Consequences

If the code of conduct is breached, an investigation will take place and various steps will be taken depending on the seriousness of the breach. The consequences may include, but are not limited to, the following list, which does not necessarily follow a linear sequence:

- Discussion with the member of staff focusing on reflection and ways to improve. A report of this meeting is made and kept on file.
- Verbal or written warning.
- Official reprimand or dismissal.

Related documents

- Whistle blowing policy
- Complaints procedure
- Sexual Harassment Protocol

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- [Information Security and Privacy Policy.](#) (GDPR)
- [Integrity Code](#))
- Social media (when finalized)
- [DEIJ](#)