



British International School of Timisoara

We Provide the Foundation on Which Our Children Can Flourish

School Policies

BIST Staff Code of Conduct

Approved by:	Head of School	Date: January 2019
Last reviewed on:	School Leadership Team	Date: June 2022
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General

The British International School of Timisoara (BIST) is an international coeducational private school following a British-based curriculum and accepting children aged between 4 and 18.

The British International School of Timisoara offers its students an international experience through a British-based curriculum adhering to the guidelines of the Council of British International Schools, Cambridge Assessment International Education and IB World Schools organization. Our qualified, internationally-experienced and dynamic educators will teach all subjects in English, with the exception of the lessons of Romanian, which are taught by qualified and engaging local teachers.

Our Vision

*We provide the Foundation on which our Children can Flourish
Inspiring our students to Learn and Live with Purpose*

Our Mission

Building a community of learners where students are given meaningful opportunities to learn, experience, grow, succeed and excel in all areas of their academic and personal development

Our Core Values

*We Think, We Explore and We Learn
We Listen, We Respect and We Care
We Speak Up, We Participate and We Strive*

At BIST we want to ensure that all members of our community understand and adhere to our school ethos and values. Rules and regulations will be in place to protect all members of the community and to give everyone equal opportunities for development and progress.

Introduction

The School Board is required to set out a Code of Conduct for all school employees. In addition to this policy, all staff employed have an obligation to adhere to the School Internal Regulations and "DFE Teachers' Standards" and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct.

Employees should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.

Purpose, Scope and Principles

A Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe, and the school should notify staff of this code and the expectations therein. School staff are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all the pupils/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.

Staff Code of Conduct

This Code of Conduct applies to:

- all staff who are employed by the school, including the Head of School;
- all staff that are attached to the school in whatever capacity.

Setting and Example

- All staff who work in school set examples of behaviour and conduct which can be copied by pupils/students. Staff must therefore avoid using inappropriate or offensive language at all times;
- All staff must demonstrate high standards of conduct in order to encourage our pupils/students to do the same;
- All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct;
- This Code helps all staff to understand what behaviour is and is not acceptable.

Safeguarding students

- Staff have a duty to safeguard pupils/students from: physical abuse, sexual abuse, emotional abuse and neglect;
- The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student to the school's Designated Safeguarding Lead in the school (DSL);
- The school's DSL is Ms Manuela Constnatin;
- Staff are provided with personal copies of the school's Safeguarding and Child Protection Policy and staff must be familiar with these documents;
- Staff must not demean or undermine pupils, their parents, carers, or colleagues;
- Staff must take care of pupils/students under their supervision with the aim of ensuring their safety and welfare.

Student developmnet

- Staff must comply with school policies and procedures that support the well-being and development of students;
- Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of students;
- Staff must follow reasonable instructions that support the development of students.

Honesty and Integrity

- 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;
- Gifts from suppliers or associates of the school must be declared to the Head of School, with the exception of "one off" token gifts from students or parents.
- Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted;

Conduct outside work

- Staff must not engage in conduct outside work which 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;
- In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable;

Staff Code of Conduct

- Staff must exercise caution when using information technology and be aware of the risks to themselves and others;
- 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 which may contravene the working time regulations or affect an individual's work performance;
- Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.

Confidentiality

- 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;
- 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 role and authority to deal with the matter;
- However, staff have an obligation to share with their manager or the school's DSL 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.

Disciplinary Actions

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