



Cambridge International School

Code of Conduct Policy

Purpose

The purpose of this code is to provide a clear framework within which employees of Cambridge International School are expected to conduct themselves. Cambridge International School strives to maintain a work environment for its staff and a learning environment for its students in which honesty, integrity and respect for fellow employees, students and the parents/clients of the School are constantly reflected in personal behaviour and standards of conduct.

Principles

- Cambridge International School is a large complex organisation and the actions and behaviour of its employees have an impact on the education and livelihood of thousands of people, as well as on the local environment and the community. Employees are expected to have regard for the impact of their personal behaviour on the Partnership, their school, colleagues, parents, the environment and our community.
- It is essential that all stakeholders can have confidence that Cambridge International School maintains the highest standards of conduct in financial matters and seeks to maintain high standards of probity and ethical behaviour. Stringent procedural and audit arrangements are in place and employees are expected to ensure that decision-making is open and fair.
- This code covers some of the most important issues relating to personal conduct, and gives a framework of standards and behaviour guidelines, but it is not intended to be exhaustive.

Staff must ensure that the following rules are upheld at all times:

- Staff must at all times avoid 1:1 tuition in rooms with no viewing windows or without the door open when there is no viewing window.
- Keep bodily contact to a minimum in individual musical instrument lessons.
- Staff must not provide lifts to individual students without permission of the Principal and parent.
- Care should be taken to ensure proper supervision of children whilst they are changing clothes to avoid false allegations.

Standards of personal behaviour

Equality of opportunity

One of Cambridge International School's core values is the promotion of inclusivity and valuing diversity. The School seeks to ensure that the work environment for its employees is supportive, and one where individual respect is shown to all. All members of staff and students, regardless of their gender, race, ethnic background, culture, (dis)ability, sexual orientation, age, religion, socio-economic status or any other factor will be supported and encouraged to perform to their potential.

Harassment and bullying

To secure an environment in which students and members of staff are able to flourish and to achieve their full potential, Cambridge International School is committed to ensuring that everyone is able to work and to participate in the life of their school/college/office without fear of harassment, bullying or intimidation. Everyone in the School has a part to play by ensuring that his/her own behaviour, whether intentional or unintentional, does not constitute harassment. Cambridge International School will take action against inappropriate behaviour, which shows lack of respect for others or which leads people to feel threatened.

Health and safety

Cambridge International School places a high priority on providing a safe working and learning environment and will act positively to minimise the incidence of all workplace risks as required by the Health and Safety at Work Act 1974 and other associated legislation. All activities should be carried out with the highest regard for the health and safety of employees, students, visitors and the public. The school's aim is excellence in health and safety, by means of continuous improvement of standards, and the comprehensive use of risk assessments so as to systematically remove the causes of accidents/incidents and ill-health. This, together with more specific aims and objectives, reflects the School's commitment to promote employee wellbeing.

Relationships with other members of staff, students and other parents and clients of the School

Cambridge International School does not concern itself with the private lives of its staff unless they affect its effective operation or its reputation.

Members of staff who are relatives or relatives of students should not normally have a supervisory, assessing or authorising relationship with each other.

Staff relationships with pupils are wholly unacceptable, except for family members. Staff should not give out their personal details, including phone numbers, addresses and social media information to any pupil. (The Principal will deal with individual circumstances at her discretion e.g. staff who have Godchildren in the school).

Performance

Cambridge International School expects individuals to follow all reasonable rules and instructions given by those supervising or managing their activities and/or work areas.

Misuse of drugs and alcohol

It is a disciplinary offence to be on school premises and/or carrying out official duties when under the influence of alcohol or non-medically prescribed drugs.

Gambling

Gambling activities must not be conducted on school premises. Small raffles for charitable purposes, national lottery syndicates, occasional sweepstakes, etc. may be undertaken with the permission of the Principal or their deputy.

Conduct outside work

Cambridge International School does not seek to dictate how employees conduct themselves in their personal lives outside work. However, unlawful, anti-social or other conduct by employees, which may jeopardise the School's reputation or position, will be dealt with through the disciplinary procedure.

Dress code

Cambridge International School does not operate a formal dress code for its employees, other than for those who are provided with uniform and/or protective clothing. However, employees must ensure that their dress is appropriate for the situation in which they are working and that they present a professional image and one that reflects sensitivity to parent perceptions. This may reflect their ethnicity and lifestyle, but should not be provocative or cause offence to those with whom they have contact.

The following guidance should be observed:

- Denim clothing is not permitted
- Trainers should not be worn by any staff except PE staff
- Female staff should not wear revealing clothing, including spaghetti straps. Skirts should not be too short
- Flip flops should not be worn
- Chewing gum is not permitted on school premises

Financial regulations

Cambridge International School's financial regulations create a framework of financial controls within which the staff of the School must operate. These regulations are designed to protect the School and individual members of staff. Failure to comply with these regulations may lead to the loss of assets, significant delays in payments to employees and suppliers, and additional work for colleagues.

Employees must not accept gifts or hospitality that could give rise to a suspicion that they have a conflict of interest or have been influenced in a decision.

Breaches of the regulations will normally be a serious disciplinary offence.

Conflicts of interest

The highest standards of behaviour are also expected in all areas of school life, especially where individuals are in positions to make decisions, which may have significant impact on others. In all such cases it is important that decisions are taken in a fair and balanced way that can withstand external scrutiny. Conflicts of interest should be identified so that individuals are not involved in decisions where their actions could be seen as biased.

Access to confidential information

Although Cambridge International School strives to conduct its business in an open fashion there will be times when individuals, through their positions as members of committees, selectors/recruiters, line managers, etc. become aware of confidential information, either about other individuals or in connection with the School's activities. Individuals should be aware of the need to keep such matters confidential and to respect the proper channels of communication for such information.

Bribery Act 2010

Cambridge International School follows ISP's Anti-bribery and Business Gifts policies found in the Staff Handbook.

Use of equipment for non-work purposes

Cambridge International School will allow employees reasonable use of ISP/school equipment and facilities, provided that authorisation has been obtained from the appropriate Head of Department, that the

use does not interfere or conflict with the work of ISP or the school, and that any costs are met by the individual.

Private telephone calls

Employees may use the School's facilities to make private calls for essential or urgent matters. These must not take place in areas where EYFS children may circulate.

Employees who have ISP/school provided mobile phones must reimburse ISP or the school for the use of these phones for private calls and texts, etc.

Mobile phones should only be used for personal calls at break and at lunchtime in the staff room.

Use of IT equipment, Internet and social media

Users of the School's IT and the Internet facilities must behave reasonably towards other users and the facilities and in public areas they must behave appropriately. Users who do not behave reasonably and appropriately may be subject to disciplinary action in accordance with relevant procedures. The regulations give examples of reasonable and appropriate behaviour but are not exhaustive.

In particular, employees must not use the school's facilities to create, display, produce, store, circulate or transmit obscene or pornographic material in any form or medium, except where required for academic purposes, and having first obtained the prior, written, agreement of the Principal.

Employees may use the school's Internet facilities for occasional personal matters, but must not access social media for personal purposes in working hours. Members of staff must not have students as friends or followers on social media platforms.

Staff should not store photos of children on personal phones or cameras.

See also CIS Mobile / Smart Phone Policy for more information.

Information security

Cambridge International School recognises that information and the associated processes, systems and networks are valuable assets and that the management of personal data has important implications for individuals. Through its security policies, procedures and structures, Cambridge International School will facilitate the secure and uninterrupted flow of information, both within ISP and the school and in external communications. Cambridge International School believes that security is an integral part of the information sharing which is essential to academic and corporate endeavour.

Data protection

Cambridge International School holds and processes information about employees, students, and other data subjects for academic, administrative and commercial purposes. When handling such information, ISP, the school, and all staff or others who process or use any personal information, must comply with the Data Protection Principles, which are set out in the Data Protection Act 1998. Please refer to ISP's Data Protection Policy which Cambridge International School follows.

Procedures

Raising matters of concern

Employees have a right and a duty to raise concerns, which they may have about breaches of the law or propriety by the School. This should normally be through their Head of Department but in circumstances where this is not appropriate they may approach the Group Director of Operations (ISP) in confidence. No individual who expresses their views in good faith and in line with this guidance will be penalised for doing so.

See separate Whistleblowing Policy in Appendix G of the Safeguarding Policy.

Breaches of this code

This code of conduct has been drawn up to provide a source of guidance to the School's employees. It is not a contractual document and can be amended at any time by the School. All staff must comply with both the provisions of this code and the School's policies and procedures, breaches of which will be taken seriously and may result in disciplinary action up to and including dismissal.

Interpretation

In this policy the term "senior manager" means the school Principal and her designated deputies

This policy applies within all companies, which are wholly owned subsidiaries of International Schools Partnership Services Limited, a company registered in England, registered number 08652527, and the terms "Partnership" and "Company" should be interpreted accordingly, dependent on the employing company.

The registered office of all companies is One Fleet Place, London, EC4M 7WS. Any enquiries regarding the application of this policy should be addressed to the Mr Piers Frazier at 8th Floor, 101 Wigmore Street, London, W1U 1QU.

Revised: September 2017 by Philippa Mills
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