

THE BRITISH SCHOOL OF BAHRAIN



Code of Conduct for Teaching and Administration Staff

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1. Overview

The Code of Conduct relates to all members of staff and those defined as ‘workers’, including volunteers.

BSB seeks to provide a safe and supportive environment, which secures the well-being and very best outcomes for students in their care.

Heads of School and Line Managers have the responsibility of creating and sustaining an ethical work environment and are expected to lead by example. This code seeks to ensure that the responsibilities of the Senior Leaders towards children and staff are discharged by raising awareness of illegal, unsafe, unprofessional and unwise behaviour. It should assist staff to monitor their own standards and practice and reduce the risk of allegations being made against them. It is also recognised that not all people who work with children work as paid or contracted employees. The principles and guidance outlined in this document still apply and should be followed by any person whose work brings them into contact with children. It is the duty and responsibility as an employee of the school to know and understand the provisions of this Handbook. Bear in mind that in all aspects, it is important to use your best judgment.

It must also be recognised that some allegations will be genuine as there are people who seek out, create or exploit opportunities to harm children. However, allegations may also be false or misplaced and may arise from differing perceptions of the same event. When they occur, they are inevitably distressing and difficult for all concerned. It is therefore essential that all possible steps are taken to safeguard children and ensure that the adults working with them do so safely. This Code should clarify what is expected in terms of professional behaviour; it gives clear advice about what constitutes illegal behaviour and what might be considered as misconduct. It also describes safe practice and behaviours that should be avoided.

This Code takes into account ‘Guidance for Safer Working Practice for Those Working with Children and Young People in Education settings’, October 2015 (Updated May 2019), which is endorsed by the Safer Recruitment Consortium. It is expected that teaching staff employed by BSB will conduct themselves in accordance with the standards set out by the DfE Teachers’ Standards (DfE Teachers’ Standards). These policies support the processes for addressing behaviours. If a member of staff does not follow this Code of Conduct, disciplinary procedures may be invoked.

2. Definitions

References made to ‘child’ and ‘children’ refer to children and young people under the age of 18 years. However, the principles of the document apply to professional behaviours towards all students, including those over the age of 18 years. ‘Child’ should therefore be read to mean any student at the education establishment.

References made to adults and staff refer to all those who work with students in an educational establishment, in either a paid or unpaid capacity. This would also include, for example, those who are not directly employed by the school or setting, e.g. sports coaches.

The term ‘allegation’ means where it is alleged that a person who works with children has

- behaved in a way that has harmed a child, or may have harmed a child;

- possibly committed a criminal offence against or related to a child; or,
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children.

3. Core Principles

1. The welfare of students is paramount.
2. Staff have a responsibility for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions at all times whilst in the employ or representing as a volunteer BSB.
3. Staff are also responsible for the relatives or friends that they have invited to attend School events or are hosting on school premises at any time. In these circumstances staff should exercise their professional judgement when considering who they invite, and know that they are responsible for their guests, and their guests' behaviour, during their visit.
4. Staff should behave and dress appropriately at all times.
5. Staff should work, and be seen to work, in an open and transparent way.
6. Staff should not consume or be under the influence of alcohol or any substance, including prescribed medication, which may affect their ability to care for children.
7. Staff should acknowledge that deliberately invented/malicious allegations are extremely rare and that all concerns should be reported and recorded.
8. Staff have a duty to consider and act on any concerns for the welfare of any fellow members of staff or volunteers.
9. Staff should discuss and/or take advice promptly from their Line Manager or another senior member of staff over any incident, which may give rise to concern.
10. Staff should apply the same professional standards that are in keeping with the School's Equal Opportunities Policy, regardless of culture, disability, gender, language, racial origin, religious belief and sexual orientation.
11. All staff should know the name of their Designated Safeguarding Lead (DSL), be familiar with safeguarding children arrangements and understand their responsibilities to safeguard, promote welfare and protect students.
12. Staff should be aware that breaches of the law, and other professional guidelines could result in disciplinary action being taken against them, criminal action and/or other proceedings including barring by the Disclosure & Barring Service (DBS) from working in regulated activity, or for acts of serious misconduct prohibition from teaching by the Teaching Regulation Agency (TRA).
13. Staff and managers should continually monitor and review practice to ensure this guidance is followed.
14. Staff should be aware of and understand their establishment's child protection policy, arrangements for managing allegations against staff, staff behaviour policy, whistle blowing procedure

4. Safe Working Practices for the Protection of Students and Staff at BSB

Safe working practices at BSB

What this means at BSB

1. Introduction

Adults have a crucial role to play in the lives of children. This guidance has been produced to help all staff establish the safest possible learning and working environments. The aims are to safeguard young people and reduce the risk of staff being falsely accused of improper or unprofessional conduct. This document is in line with that endorsed and recommended by the Safer Recruitment Policy. It should inform and assist employers to develop and review their guidelines on safer working practices and it may be used as reference by managers when responding to allegations made against staff in education settings. This is not statutory guidance.

This means that these guidelines apply to all adults working in education and Early Years settings whatever their position, roles, or responsibilities.

2. Duty of Care

Teachers and other staff are accountable for the way in which they exercise authority; manage risk; use resources; and safeguard children.

All staff have a responsibility to keep students safe and to protect them from abuse (sexual, physical and emotional), neglect and safeguarding concerns. Students have a right to be safe and to be treated with respect and dignity. It follows that trusted adults are expected to take reasonable steps to ensure their safety and well-being. Failure to do so may be regarded as professional misconduct.

This means that BSB staff should:

- *understand the responsibilities, which are part of their employment or role, and be aware that sanctions will be applied if these provisions are breached*
- *always act, and be seen to act, in the child's best interests*
- *avoid any conduct which would lead any reasonable person to question their motivation and intentions*
- *take responsibility for their own actions and behaviour.*

The safeguarding culture of a school is, in part, exercised through the development of respectful caring and professional relationships between adults and students and behaviour by the adult that demonstrates integrity, maturity and good judgement. When individuals accept a role working in an education setting, they should understand and acknowledge the responsibilities and trust involved in that role. Employers have duties towards their employees and others under Health and Safety legislation which requires them to take steps to provide a safe working environment for staff. Legislation also imposes a duty on employees to take care of themselves and anyone else who may be affected by their actions or failings. An employer's Health and Safety duties and the adults' responsibilities towards children should not conflict. Safe practice can be demonstrated through the use and implementation of these guidelines.

This means that BSB should:

- *promote a culture of openness and support*
- *ensure that safeguarding procedures are in place and reviewed*
- *ensure that systems are in place for concerns to be raised*
- *ensure that staff are not placed in situations which render them particularly vulnerable.*
- *ensure that appropriate safeguarding and child protection policies and procedures are distributed, adopted, implemented and monitored.*

There are legitimate high expectations about the nature of the professional involvement of staff in the lives of students. When individuals accept a role that involves working with children and

young people, they need to understand and acknowledge the responsibilities and trust inherent in that role. If a member of staff wants to invite a visiting speaker or another adult to speak to any student or group of students either on or off School premises they should, in the first instance, discuss the matter with the relevant Head of School.

In line with Safeguarding requirements and The Prevent Duty Strategy, the Heads, Deputy Heads and DSLs must be informed about any visiting speaker that a member of staff intends to invite into school.

3. Exercise of Professional Judgement

This guidance cannot provide a complete checklist of what is, or is not, appropriate behaviour for staff. It does highlight, however, behaviour that is illegal, inappropriate or inadvisable. There will be occasions and circumstances in which staff have to make decisions or take action in the best interests of the students which could contravene this guidance or where no guidance exists. Individuals are expected to make judgments about their behaviour in order to secure the best interests and welfare of the children in their charge, and in so doing, will be judged to be acting reasonably. These judgments should always be recorded and shared with the employee's Line Manager.

Adults should also consider whether their actions are warranted, proportionate, safe and applied equitably.

4. Power and Positions of Trust

All adults working with students in education settings are in positions of trust in relation to the young people in their care. The relationship between a person working with a child(ren) is one in which the adult has a position of power or influence. It is vital for adults to understand this power; that the relationship cannot be one between equals and the responsibility they must exercise as a consequence.

There is potential for exploitation and harm of vulnerable young people; staff have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.

Staff should always maintain appropriate professionalism and, wherever possible, they should avoid behaviour which might be misinterpreted by others, and report and record any incident with this potential.

Where a person aged 18 or over is in a position of trust with a child under 18 or still at school, it is an offence for that person to

This means that where no specific guidance exists, staff should:

- *discuss the circumstances that informed their action, or their proposed action, with a senior colleague. This will help to ensure that the safest practices are employed and reduce the risk of actions being misinterpreted*
- *always discuss any misunderstanding, accidents or threats with a senior leader*
- *always record discussions and actions taken with their justifications*
- *record any areas of disagreement and always make the DSL aware and if necessary, refer to another agency, the DSL or other regulatory body.*

This means that BSB staff should not:

- *use their position to gain access to information for their own advantage and/or a students' or family's detriment*
- *use their power to intimidate, threaten, coerce or undermine students*
- *use their status and standing to form or promote a relationship with a student, which is of a sexual nature.*

engage in sexual activity with or in the presence of that child, or to cause or incite that child to engage in or watch sexual activity. Where a person aged 18 or over is in a position of trust established with a person who has only recently left the school, any attempt to engage in sexual activity with that person will be a cause for concern and will be treated as a breach of trust established in that prior relationship.

Forming relationships with children or young people who are students or students at another school will be a criminal offence if they are under 16 but be regarded as gross misconduct for all students of another school. Such behaviour tends to bring the School into disrepute and gives rise to concern that the Staff involved cannot be trusted to maintain professional boundaries with students and students at the School. Whilst not necessarily a criminal offence, the School considers it inappropriate for Staff to form inappropriate relationships with a student of any school, irrespective of their age.

5. Confidentiality

The storing and processing of personal information is treated very carefully. The School will provide clear advice to staff about their responsibilities when considering sharing confidential information.

Staff may have access to special category personal data about students and their families which must be kept confidential at all times and only shared when legally permissible to do so and in the interest of the child. Records should only be shared with those who have a legitimate professional need to see them.

Staff should never use confidential or personal information about a student or her/his family for their own, or others advantage (including that of partners, friends, relatives or other organisations). Information must never be used to intimidate, humiliate, or embarrass the child. Confidential information should never be used casually in conversation or shared with any person other than on a need-to-know basis. In circumstances where the student's identity does not need to be disclosed the information should be used anonymously.

There are some circumstances in which a member of staff may be expected to share information about a student, for example when abuse is alleged or suspected. In such cases, individuals have a responsibility to pass information on without delay, but only to those with designated safeguarding responsibilities or to statutory services.

If a child – or their parent/carer – makes a disclosure regarding abuse or neglect, the member of staff should follow the setting's

This means that BSB should:

Ensure that all staff who need to share 'special category personal data' are aware that 'safeguarding of children and individuals at risk' allows practitioners to share information without consent, if it is not possible to gain consent, it cannot be reasonably expected that a practitioner gains consent or if to gain consent would place a child at risk.

This means that BSB staff:

- need to know the name of their Designated Safeguarding Lead (DSL), and be familiar with child protection procedures and guidance as described in the Safeguarding Policy and other related School Policies*
- are expected to treat information they receive about students in a discreet and confidential manner*
- should seek advice from the DSL or the Heads if they are in any doubt about sharing information they hold, or which has been requested of them*
- need to be clear about when information can/must be shared and in what circumstances*

procedures. The adult should not promise confidentiality to a child or parent but should give reassurance that the information will be treated sensitively.

If a member of staff is in any doubt about whether to share information or keep it confidential, he or she should seek guidance from the Designated Safeguarding Lead. Any media or legal enquiries should be passed to a member of the Senior Leadership Team without delay.

Additionally, concerns and allegations about adults should be treated as co

- *need to know the procedures for responding to allegations against staff and to whom any concerns or allegations should be reported*
- *need to ensure that where personal information is recorded using modern technologies that systems and devices are kept secure.*
- *The DSL is the first point of contact if staff have concerns about sharing confidential information. In the absence of the DSL being available, staff should refer to the Heads of school.*

6. Propriety and Behaviour

All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of students. They should adopt high standards of personal conduct in order to maintain the confidence and respect of their peers, students, the public in general and their colleagues.

An individual's behaviour, either in or out of the workplace, should not compromise her/his position within the work setting so it is important to exercise due care and attention when outside of the school environment. Staff are also responsible for the relatives or friends that they have invited to attend School events or are hosting on school premises at any time. In these circumstances staff should exercise their professional judgement when considering who they invite, and know that they are responsible for their guests, and their guests' behaviour, during their visit.

Membership of organisations whose goals are in conflict with the values and equality policies of the school is not acceptable.

There may be times where an individual's actions in their personal life come under scrutiny from the community, the media or public authorities, including with regard to their own children, or children or adults in the community. Staff should be aware that their behaviour, either in or out of the workplace, could compromise their position within the work setting in relation to the protection of children, loss of trust and confidence, or bringing the employer into disrepute. Such behaviour may also result in prohibition from teaching by the Teacher Regulation Agency, a bar from engaging in regulated activity, or action by another relevant body.

The Disqualification under the Childcare Act 2006 (Regulations 2018) state that schools should make clear their expectation that

This means that BSB staff should not:

- *behave in a manner which would lead any reasonable person to question their suitability to work with students or act as a role model*
- *make, or encourage others to make sexual remarks to, or about, a student*
- *make inappropriate remarks to a student (including email, text messages, phone or letter etc)*
- *use inappropriate language to or in the presence of students*
- *discuss their personal or sexual relationships with or in the presence of students*
- *discuss a student's sexual relationships in inappropriate settings or contexts*
- *make (or encourage others to make) unprofessional personal comments which scapegoat, demean or humiliate, or might be interpreted as such (face to face, written or in any electronic format)*
- *on school trips or on other occasions when students are under their supervision, staff must ensure that there are sufficient members of suitable staff available and able to respond appropriately to any emergency that might occur.*

This means that staff must:

staff should disclose any relationship or association (in the real world or online) that may impact on the school's ability to safeguard students. This applies to all staff in all schools, not just those in early or later years childcare.

- *be aware that their behaviour in their personal lives may impact upon their work with students*
- *understand that a person who provides Early Years Education or childcare may be disqualified as a result of committing a relevant offence against a child*
- *inform the relevant Head of any cautions, convictions, or relevant orders accrued during their employment, and/or if they are charged with a criminal offence*
- *be aware that behaviour by themselves, those with whom they have a relationship or association, or others in their personal lives, may impact on their work with children.*

This means that BSB will:

- *have a clear expectation that staff will discuss with their manager any relationship/association (in or out of school or online) that may have implications for the safeguarding of children in school*
- *create a culture where staff feel able to raise these issues*
- *safeguard employees' welfare and contribute to their duty of care towards their staff identify whether arrangements are needed to support these staff*
- *Consider whether there are measures that need to be put in place to safeguard children (e.g. by putting arrangements in place to stop or restrict a person coming into school where a potential risk to children has been identified).*

This means that BSB staff and volunteers should:

- *Inform the School if they need to take any medication which may affect their ability to care for children*
- *Store any medication safely and out of the reach of children*
- *On school trips or on other occasions when students are under their supervision, staff must ensure that there are sufficient members of staff available and able to*

7. Use of Alcohol and Medication and Smoking

At BSB, we are committed to providing a safe, healthy and productive working environment for both students and staff, free from alcohol and drug misuse.

It is unacceptable for staff to be under the influence of alcohol or drugs whilst discharging their duties and working in the presence of children.

respond appropriately to any emergency that might occur.

All staff and volunteers whilst discharging their duties for and on behalf of BSB must not be under the influence of alcohol or any other substance which may affect their ability to care for or respond to the needs of children. If staff are taking any medication which may affect their ability to care for children, those staff must seek medical advice. The School must ensure that staff and volunteers only work directly with children if medical advice confirms that the medication is unlikely to impair that member of staff's or volunteer's ability to care for and respond to the needs of children. Staff medication when on School premises must be stored securely, and out of reach of children at all times. Any staff carrying out school business away from School premises must ensure that any medication they need to have with them is safely secured and out of the reach of children at all times.

The School must:

Ensure that staff and volunteers only work in the presence of children if any medication they are taking does not impair their ability to care for children.

In order to execute our duty of care to our students the School reserves the right to conduct searches for alcohol or drugs on any School premises, including, but not limited to, searches of lockers, desks, cars, filing cabinet, bags and clothing. Any search will be conducted with at least two members of the SLT present. Any alcohol or drugs found as a result of a search will be confiscated and action may be taken under the School's Disciplinary Policy.

In cases where there is reasonable cause to suspect that any member of staff's performance is impaired as the result of drug or alcohol misuse, they will be asked to participate in a drug screening programme which is likely to involve the School Nurse liaising with Occupational Health. If any member of staff arrives at work and is reasonably believed to be under the influence of alcohol or drugs, they shall immediately be sent to the HR Manager so that an investigation can be undertaken. All matters of alcohol or drugs misuse shall be dealt with in line with the School's Disciplinary Policy."

If any member of staff notices a change in a colleague's pattern of behaviour, should seek immediate assistance and advice through their Line Manager, DSL or the HR Manager. No member of staff should attempt to cover up for a colleague whose work or behaviour is suffering as a result of an alcohol or drug-related problem.

BSB is a completely non-smoking site. No member of staff is permitted to smoke on the school premises or in close enough proximity to be within view of parents and/or students.

This means that BSB staff and volunteers should:

- *Not smoke on the school premises*

Smoking constitutes a fire hazard and can be unpleasant and dangerous for the smoker and colleagues. Smoking on the premises (in any form, including the smoking of e-cigarettes) is against the code of conduct and therefore an offender will be subject to the disciplinary procedures.

Employees discovered smoking in an area where there is a particular fire risk will be liable to dismissal without notice.

8. Dress and Appearance

Staff should consider the manner of dress and appearance appropriate to their professional role. We require students to be smart in their uniform. Smart and professional appearance is expected at all times for staff.

Staff should ensure they are dressed decently, safely and appropriately for the tasks they undertake.

Those who dress or appear in a manner which could be considered as inappropriate could render themselves vulnerable to criticism or allegation. Appropriate personal presentation is expected of staff.

9. Gifts

Staff need to take care that they do not accept any gift that might be construed as a bribe by others or lead the giver to expect preferential treatment.

Similarly, it is inadvisable to give such personal gifts to students or their families. This could be interpreted as a gesture either to bribe or groom. It might also be perceived that a 'favour' of some kind is expected in return.

There are occasions when students or parents wish to pass small tokens of appreciation to staff e.g. at Christmas or as a thank-you and this is usually acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value. Any member of staff concerned about whether they or their colleagues may be at risk of giving or receiving a bribe (financial or otherwise) should contact the HR Manager.

Members of staff may not give personal gifts to students. It is acceptable for staff to offer prizes of small value in certain tasks or competitions.

Any reward given to a student should be in accordance with agreed practice, consistent with the School's Behaviour Policy, recorded and not based on favouritism.

- *Be seen to smoke in proximity to the school, for example near gates or other areas associated with the school.*
- *Be seen smoking whilst wearing anything that identifies the staff as a member of BSB e.g. identification badge or uniform with a BSB logo.*

This means that staff should ensure their appearance and clothing:

- *promotes a positive and professional image*
- *is appropriate to their role*
- *is not likely to be viewed as offensive, revealing, or sexually provocative*
- *does not distract, cause embarrassment or give rise to misunderstanding*
- *is absent of any political or otherwise contentious slogans*
- *is not considered to be discriminatory*
- *is compliant with professional standards.*

This means that staff should:

- *be aware of and understand their School's relevant policies*
- *ensure that gifts received or given in situations which may be misconstrued are declared*
- *ensure that gifts of significant value are declared*
- *generally, only give gifts to an individual young person as part of an agreed reward system*
- *where giving gifts other than as above, ensure that these are of insignificant value and given to all students equally*
- *ensure that all selection processes of students are fair, and these are undertaken and agreed by more than one member of staff*
- *ensure that they do not behave in a manner which is either favourable or unfavourable to individual students*

Adults should exercise care when selecting children for specific activities, jobs or privileges in order to avoid perceptions of favouritism or injustice. Similar care should be exercised when students are excluded from an activity. Methods of selection and exclusion should always be subject to clear, fair, agreed criteria.

- *where giving gifts other than as above, ensure that this is done with the full knowledge of their Line Manager.*

10. Infatuations and ‘crushes’

All staff need to be aware that it is not uncommon for students to be strongly attracted to a member of staff and/or develop an infatuation. Staff should be aware that such circumstances always carry a high risk of words or actions being misinterpreted and for allegations to be made against staff.

This means that staff should:

- *report any indications (verbal, written or physical) that suggests a student may be infatuated with a member of staff*
- *always maintain professional boundaries*

A member of staff who becomes aware that a student may be infatuated with him/herself or a colleague should discuss this at the earliest opportunity with a senior colleague so that appropriate action can be taken. In this way, steps can be taken to avoid hurt and distress for all concerned.

This means that Senior Managers should inform the DSL:

- *put action plans in place where concerns are brought to their attention as appropriate*

Any member of staff who receives a report, overhears something, or otherwise notices any sign, however small or seemingly insignificant, that a young person has become or may be becoming infatuated with either themselves or a colleague, should immediately report this to the Heads or most senior manager. In this way appropriate early intervention can be taken which can prevent escalation and avoid hurt, embarrassment or distress for those concerned.

The Heads (or senior manager) should give careful thought to those circumstances where the staff member, student and their parents/carers should be spoken to and should ensure a plan to manage the situation is put in place. This plan should respond sensitively to the child and staff member and maintain the dignity of all. This plan should involve all parties, be robust and regularly monitored and reviewed

This means that staff should:

- *be vigilant in maintaining their privacy and mindful of the need to avoid placing themselves in vulnerable situations*
- *be mindful of the need to maintain professional boundaries.*

11. Communication with students (including the use of technology)

In order to make best use of the many educational and social benefits of new and emerging technologies, students need

This means that BSB staff should:

- *not give out their personal details except where it has been specifically agreed that they can do so with the Head and DSL.*

opportunities to use and explore the digital world. Online risks are posed more by behaviours and values than the technology itself.

Staff should ensure that they establish safe and responsible online behaviours, working to local and national guidelines and acceptable use policies which detail how new and emerging technologies may be used.

Adults should also be circumspect in their communications with students so as to avoid any possible misinterpretation of their motives or any behaviour which could be construed as grooming.

Communication with children both in the 'real' world and through web-based and telecommunication interactions should take place within explicit professional boundaries. This includes the use of computers, tablets, phones, texts, e-mails, instant messages, social media such as Facebook and Twitter, chatrooms, forums, blogs, websites, gaming sites, digital cameras, videos, webcams and other hand-held devices. (Given the everchanging world of technology it should be noted that this list gives examples only and is not exhaustive.)

Staff should not request nor respond to any personal information from children other than which may be necessary in their professional role. They should ensure that their communications are open and transparent and avoid any communication which could be interpreted as 'grooming behaviour'.

Staff should not give their personal contact details to children for example, e-mail address, home or mobile telephone numbers, details of web-based identities. If children locate these by any other means and attempt to contact or correspond with the staff member, the adult should not respond and must report the matter to their manager. The child should be firmly and politely informed that this is not acceptable.

Staff should, in any communication with children, also follow the guidance in section 6 'Propriety and Behaviour'.

Staff should adhere to BSB policies, including those with regard to communication with parents and carers and the information they share when using the internet.

Communication with ex-students who are over 18 is left to staff discretion. Please be conscious of the fact that ex-students may be in contact with current students.

Be aware that actions that bring the School into disrepute could lead to disciplinary procedures being taken.

- *communicate with students in an appropriate and professional manner, making sure that parents have given permission for this form of communication to be used.*
- *only make contact with students for professional reasons.*
- *use only equipment and Internet services provided by the school or setting.*
- *turn off 3G/4G data access on school premises*
- *not to have images of students stored on personal cameras, devices or home computers.*
- *not make images of students available on the internet, other than through the school network/website, without permission from parents and senior teachers.*
- *be cautious in their contact with ex-students, as there is still a professional relationship and there may be contact with current students.*
- *not seek to communicate/make contact or respond to contact with students outside of the purposes of their work.*
- *only use software provided by the School when undertaking School business.*
- *follow their School Acceptable Use Policy*
- *ensure that their use of technologies could not bring their BSB into disrepute.*
- *not discuss or share data relating to children/parents/carers in staff social media groups or on any forum that is not part of BSB*

This means BSB:

- *will wherever possible, provide school devices such as cameras and mobile phones rather than expecting staff to use their own (e.g. on school trips).*

12. Social Contact outside the workplace

Staff should not establish or seek to establish social contact with students for the purpose of securing a friendship or to pursue or strengthen a relationship. Even if a young person seeks to establish social contact, or if this occurs coincidentally, the member of staff should exercise her/his professional judgement in making a response but should always discuss this with a senior leader. Staff must be aware that social contact, in certain situations, could be misconstrued as 'grooming'.

This means that BSB staff should:

- *have no secret social contact with students, consider the appropriateness of the social contact according to their role and nature of their work.*
- *always approve any planned social contact with senior colleagues, for example, when it is part of a reward scheme or pastoral care programme.*
- *advise senior leadership of any regular social contact they have with a student or parent which may give rise to concern.*
- *report and record any situation, which they feel might compromise the school or their own professional standing.*

13. Social Networking Sites and Online Gaming

BSB staff may use social networking sites for personal use. However, the School requires that profile and photos of the member of staff are 'locked down' as private so that students or parents do not have access to personal data or images.

Staff must deny current or recent students' access to their profile so that they do not put themselves in a vulnerable position.

Staff should be aware that they leave themselves open to a charge of professional misconduct if images of a member of staff in a compromising situation are made available on a public profile by anyone.

If a student does gain access to the profile of a member of staff by fraudulent means (impersonation or hacking) senior leadership should be informed immediately. Where relationships exist between staff and those who are also parents at the School, or personal friends who are parents at the School, social networking is acceptable, but caution must be exercised so that professional standards are maintained and staff do not compromise themselves or the School.

As soon as a member of staff becomes aware that they are in an online game with a student of BSB, the member of staff should cease to play against that student and should not enter any games containing that player as part of the group. Under no circumstances should staff seek out students and/or share their own gamer tags/ID with students or use School equipment to play online games

This means that BSB staff should:

- *Staff and volunteers are advised to lock down their profile to ensure that data and images are not freely available and seek advice if you are unsure how to do this.*
- *Do not permit current and recent students or parents to have access to your profile.*
- *Ensure all your passwords are kept strong and secure.*
- *Be aware that images of others should be protected and be treated as carefully as you would your own.*

15. Physical Contact

This means that BSB staff should:

There are occasions when it is entirely appropriate and proper for staff to have physical contact with students, but it is crucial that they only do so in ways appropriate to their professional role and in relation to the student's individual needs and any agreed care plan.

A 'no touch' approach is impractical for most staff and may in some circumstances be inappropriate. When physical contact is made with students this should be in response to their needs at the time, of limited duration and appropriate.

In the EYFS and early Infant School age groups where children may be particularly tactile and require physical reassurance, staff should use their professional judgement about how they respond to an individual child's needs and actions.

Staff should use their professional judgement at all times about the appropriateness of any physical contact.

Physical contact, which occurs regularly with an individual student, is likely to raise questions unless the justification for this is part of a formally agreed plan (for example in relation to students with SEN or physical disabilities). Any such contact should be the subject of an agreed and open School policy and subject to review. Not all children feel comfortable about certain types of physical contact; this should be recognised and, wherever possible, adults should seek the student's permission before initiating contact and be sensitive to any signs that they may be uncomfortable or embarrassed. Staff should acknowledge that some students are more comfortable with touch than others and/or may be more comfortable with touch from some adults than others. Staff should listen, observe and take note of the child's reaction or feelings and, so far as is possible, use a level of contact and/or form of communication which is acceptable to the student.

It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one student, in one set of circumstances, may be inappropriate in another, or with a different child.

Any physical contact should be in response to the child's needs at the time, of limited duration and appropriate to their age, stage of development, gender, ethnicity and background. Adults should, therefore, use their professional judgement at all times.

Physical contact should never be secretive, or for the gratification of the adult, or represent a misuse of authority. If a member of staff believes that an action by them or a colleague could be misinterpreted, or if an action is observed which is possibly abusive, the incident and circumstances should be immediately

- *be aware that even well-intentioned physical contact may be misconstrued by the student, an observer or by anyone to whom this action is described.*
- *never touch a student in a way which may be considered indecent.*
- *always be prepared to explain actions and accept that all physical contact be open to scrutiny.*

This means that BSB should:

- *ensure they have a system in place for recording serious incidents and the means by which information about incidents and outcomes can be easily accessed by senior leadership.*
- *provide staff, on a "need to know" basis, with relevant information about vulnerable students in their care.*

reported to the manager and recorded. Where appropriate, the manager should consult with the Local Authority Designated Officer (the LADO).

Extra caution may be required where it is known that a child has suffered previous abuse or neglect. Staff need to be aware that the child may associate physical contact with such experiences. They also should recognise that these students may seek out inappropriate physical contact. In such circumstances staff should deter the child sensitively and help them to understand the importance of personal boundaries.

A general culture of 'safe touch' should be adopted, where appropriate, to the individual requirements of each child. Students with disabilities may require more physical contact to assist their everyday learning. The arrangements should be understood and agreed by all concerned, justified in terms of the student's needs, consistently applied and open to scrutiny.

16. Physical Education and other activities which require physical contact.

Some staff, for example, those who teach PE, or who offer music tuition, will on occasions have to initiate physical contact with students in order to support a student so they can perform a task safely, to demonstrate the use of a particular piece of equipment/instrument or assist them with an exercise.

This should be done with the student's agreement.

Contact under these circumstances should be for the minimum time necessary to complete the activity and take place in an open environment (see section one-to-one situations). Staff should remain sensitive to any discomfort expressed verbally or non-verbally by the student.

17. Showers and Changing

Young people are entitled to respect and privacy when changing clothes or taking a shower. However, there needs to be an appropriate level of remote supervision in order to safeguard students, satisfy health and safety considerations and ensure that bullying or teasing does not occur. This supervision should be appropriate to the needs and age of the students concerned and sensitive to the potential for embarrassment.

Staff therefore need to be vigilant about their own behaviour, ensure they follow agreed guidelines and be mindful of the needs of the students.

This means that BSB staff should:

- *consider alternatives, when it is anticipated that a student might misinterpret any such contact, perhaps involving another member of staff, or a less vulnerable student in the demonstration*
- *always explain to a student the reason why contact is necessary and what form that contact will take unless their safety is at immediate risk*

This means that BSB staff should:

- *avoid any physical contact when students are in a state of undress.*
- *avoid any visually intrusive behaviour and where there are changing rooms.*
- *remain in or near the room when groups are changing, and ensure sensitive students are offered the opportunity to change privately.*

This means that BSB staff should not:

- *change in the same place as students.*
- *shower with students.*

18. Students in Distress

There may be occasions when a distressed student needs comfort and reassurance. This may include age appropriate physical contact. Staff should remain self-aware at all times in order that their contact is not threatening, intrusive or subject to misinterpretation.

Where a member of staff has a particular concern about the need to provide this type of care and reassurance, she/he should seek further advice from a senior leader.

19. Behaviour Management

All students have a right to be treated with respect and dignity. Staff should not use any form of degrading treatment to punish a student. The use of humour can help to defuse a situation. The use of sarcasm, demeaning or insensitive comments towards students is not acceptable in any situation

20. Care, Control and Physical Intervention

Staff may legitimately intervene to prevent a student from committing a criminal offence, injuring themselves or others, causing damage to property, engaging in behaviour prejudicial to good order and to maintain good order and discipline. Staff should have regard to the health and safety of themselves and others.

Under no circumstances should physical force be used as a form of punishment. The use of unwarranted physical force is likely to constitute a criminal offence.

In all cases where physical intervention is deemed necessary, the incident and subsequent actions should be documented and reported.

21. Sexual Contact with Students

Any sexual behaviour by a member of staff with or towards a student is unacceptable. It is an offence for a member of staff in a position of trust to engage in sexual activity with a student under 18 years of age and sexual activity with a child could be a matter for criminal and/or disciplinary procedures.

Students are protected by the same laws as adults in relation to non-consensual sexual behaviour. They are additionally protected by specific provisions depending on their age and understanding. This includes the prohibition of sexual activity with children by adults in a position of trust.

This means that BSB staff should:

- *consider the way in which they offer comfort to a distressed student*
- *always tell a colleague when and how they offered comfort to a distressed student*
- *record situations which may give rise to concern.*

This means that BSB staff should:

- *not use force as a form of punishment.*
- *try to defuse situations before they escalate.*
- *always seek to defuse situations;*
- *always use minimum force for the shortest period necessary.*

This means that BSB staff should:

- *always seek to defuse situations*
- *always use minimum force for the shortest period necessary*

This means that BSB staff should:

- *not have any form of sexual contact with a student from the school*
- *avoid any form of touch or comment which is, or may be considered to be, indecent*
- *avoid any form of communication with a student which could be interpreted as sexually suggestive, provocative or give rise to speculation e.g. verbal comments, letters, notes, by email or on social media, phone calls, texts, physical contact*

Sexual activity involves physical contact including penetrative and non-penetrative acts, however it also includes non-contact activities, such as causing students to engage in or watch sexual activity or the production of pornographic material.

There are occasions when adults embark on a course of behaviour known as 'grooming' where the purpose is to gain the trust of a child and manipulate the relationship so sexual abuse can take place.

All staff should undertake appropriate training so they are fully aware of those behaviours that may constitute 'grooming' and of their responsibility to always report to a senior manager any concerns about the behaviour of a colleague which could indicate that a student is being groomed.

22. One to One Situations

Staff working in one to one situation with children and young people are more vulnerable to allegations. Teachers and others should recognise this possibility and plan and conduct such meetings accordingly. Every attempt should be made to ensure the safety and security needs of both staff and students are met.

Pre-arranged meetings with students away from the school premises should not be permitted unless approval is obtained from their parent and the Heads of each school.

23. Transporting Students

In certain situations, for example out of school activities, staff or volunteers may agree to transport students as part of their work. As for any other activity undertaken at work, the employer has a duty to carry out a risk assessment covering the health and safety of their staff and to manage any known risks.

Consideration must be given to the potential distraction of the driver and the supervision of the passengers. A judgement should be made about the likely behaviour and individual needs of the child/children. If any of them may require close supervision, then another adult should travel in the vehicle so that the driver is not distracted or compromised.

- *not make sexual remarks to or about a student*
- *not discuss sexual matters with or in the presence of students other than within agreed curriculum content or as part of their recognised job role.*

This means that BSB staff should:

- *avoid meetings with students in remote, secluded areas of the school*
- *ensure there is visual access and/or an open door in one to one situations*
- *inform other staff of the meeting beforehand, assessing the need to have them present or close by*
- *avoid use of 'engaged' or equivalent signs on doors, wherever possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy*
- *always report any situation where a child becomes distressed or angry to a senior colleague*
- *consider the needs and circumstances of the child/children involved.*

This means that BSB staff should:

- *plan and agree arrangements with all parties in advance, responding sensitively and flexibly to disagreements*
- *ensure that they are alone with a child for the minimum time possible*
- *be aware that the safety and welfare of the child is their responsibility until this is safely passed over to a parent/carer*
- *report the nature of the journey, the route and expected time of arrival in accordance with agreed procedures*
- *ensure that their behaviour and all arrangements ensure vehicle, passenger and driver safety*

Staff should not offer lifts to students unless the need for this has been agreed by a line manager. Wherever possible and practicable it is advisable that transport is undertaken other than in private vehicles, with at least one additional adult acting as an escort. If there is no alternative other than to transport a student in a private vehicle and without an escort, then that student should sit in the rear of the vehicle.

- *take into account any specific needs that the child may have.*

Wherever possible parents should be made aware that a student is being transported and permission gained from them in writing. In all instances, reasonable measures must be taken to ensure that the Head and/or DSL are aware. If it is deemed safer to transport the student in a private vehicle than to not do so and the Head and/or DSL cannot be contacted, then staff must do all they can to ensure that at least one other member of staff is aware.

It is a requirement that all passengers wear seatbelts and the driver should ensure that they do so.

Staff should ensure that their behaviour is safe and that the transport arrangements and the vehicle meet all legal requirements. They should ensure that the vehicle is roadworthy and appropriately insured and that the maximum capacity is not exceeded.

Staff should never offer to transport students outside of their normal working duties, other than in an emergency or where not doing so would mean the child may be at risk. In these circumstances the matter should be recorded and reported to both their manager and the child's parent(s).

24. Co-curricular & extra-curricular activities

Staff should take particular care when supervising students in the less formal atmosphere of a residential setting or after-school activity. During school activities that take place off the school site or out of school hours, a more relaxed discipline or informal dress and language code may be acceptable. However, staff remain in a position of trust and need to ensure that their behaviour cannot be interpreted as seeking to establish an inappropriate relationship or friendship.

This means that BSB staff should:

- *undertake a risk assessment*
- *have parental consent to the activity*
- *ensure that their behaviour remains professional at all times.*

Where out of school activities include overnight stays, careful consideration needs to be given to sleeping arrangements.

Health and Safety arrangements require members of staff to keep colleagues/employers aware of their whereabouts, especially when involved in an out of school activity.

25. First Aid and Administration of Medication

The school has Medical Policies, which must be adhered to at all times.

26. Intimate Care

All children have a right to safety, privacy and dignity when contact of an intimate nature is required (for example assisting with toileting in EYFS or removing wet/soiled clothing).

Children should be encouraged to act as independently as possible and to undertake as much of their own personal care as is practicable. When assistance is required, staff should ensure that another appropriate adult is in the vicinity and is aware of the task to be undertaken.

Additional vulnerabilities that may arise from a physical disability should be considered with regard to individual teaching and care plans for each child. As with all arrangements for intimate care needs, agreements between the child, their parents and the School must be negotiated, agreed and recorded.

27. Curriculum

Many areas of the curriculum can include or raise subject matter which is of a sensitive nature. Care should be taken to ensure that resource materials cannot be misinterpreted and clearly relate to the learning outcomes identified by the lesson plan. This plan should highlight particular areas of risk and sensitivity.

The curriculum can sometimes include or lead to unplanned discussion about subject matter of a sensitive nature. Responding to students' questions can require careful judgement and staff should take guidance in these circumstances from the DSL.

Staff should also comply at all times with the policy for Personal, Social, Health and Citizenship Education and the customs of the Kingdom of Bahrain. Please consult with the DSL for further guidance.

28. Photography, Videos and other Creative Arts

Many school activities involve recording images. These may be undertaken as part of the curriculum, out of school activities, for publicity, or to celebrate achievement. Under no circumstances should staff be expected or allowed to use their personal equipment to take images of students at or on behalf of the school.

Staff need to be aware of the potential for these aspects of teaching to be misused for pornographic or grooming purposes.

This means that BSB staff should:

- *make other staff aware of the task being undertaken*
- *explain to the child what is happening*
- *consult with colleagues where a variation from agreed procedure is necessary*
- *record the justification for any variations to the agreed procedure and share this information with parents.*

This means that BSB staff should:

- *have clear written lesson plans*
- *take care when encouraging students to use self-expression, not to overstep person and professional boundaries*
- *be able to justify all curriculum materials and relate these to clearly identifiable lesson plans. This means that staff should not:*
- *enter into or encourage inappropriate or discussions which may offend or harm others*
- *express any prejudicial views*
- *attempt to influence or impose their personal values, attitudes or beliefs on students.*

This means that BSB staff should:

- *adhere to relevant BSB Policies at all times*
- *only publish images of students where their parent(s) have given explicit written consent to do so*
- *only take images where the student is happy for them to do so*
- *only retain images when there is a clear and agreed purpose for doing so*

Careful consideration should be given as to how these activities are organised and undertaken.

Whilst images are regularly used for very positive purposes, adults need to be aware of the potential for these to be taken and/or misused or manipulated for pornographic or 'grooming' purposes. Particular regard needs to be given when images are taken of young or vulnerable children who may be unable to question why or how the activities are taking place.

Students who have been previously abused in a manner that involved images may feel particularly threatened by the use of photography, filming etc. Staff should remain sensitive to any student who appears uncomfortable and should recognise the potential for misinterpretation. Therefore, if a student expresses that they do not give their consent for a photograph to be taken, or shared, or displayed, then this will be respected and the DSL at the relevant school will be informed.

Making and using images of children for the school's publicity purposes has already had the consent of parents through the Parent-School Agreement Form. Images should not be displayed on other websites, in publications or in a public place without such consent. The definition of a public place includes areas where visitors to the setting have access.

Staff must in the first instance, consult with the Marketing Manager (Ms Dalia BuQais) in the first instance who will consult with the DSL and SLT. For the protection of children, it is recommended that when using images for publicity purposes that the following guidance should be followed:

- if the image is used, avoid naming the child, (or, as a minimum, use first names rather than surnames)
- if the child is named, avoid using their image
- The school should establish whether the image will be retained for further use, where and for how long
- images should be securely stored and used only by those authorised to do so (if there is doubt about this please consult with the DSL at the relevant School).

- *store images in an appropriate secure place in the school*
- *never store images on a private system*
- *be clear about the purpose of the activity and about what will happen to the photographs when the lesson/activity is concluded*
- *ensure that a senior member of staff is aware that the photography/image equipment is being used and for what purpose*
- *ensure that all images are available for scrutiny in order to screen for acceptability*
- *be able to justify images of children in their possession*
- *avoid making images in one-to-one situations.*

This means that BSB staff should not:

- *take images of students for their personal use*
- *display or distribute images of students unless they are sure that they have parental consent to do*
- *take images of children using personal equipment*
- *take images of children in a state of undress or semi-undress*
- *take images of a child's injury, bruising or similar (e.g. following a disclosure of abuse)*
- *make audio recordings of a child's disclosure*
- *take images of children which could be considered as indecent or sexual*
- *have images of students stored on personal cameras, devices, home computers or personal accounts not regulated by the School.*
- *make images of students available on the internet, other than through the School network/website with permission from parents and senior staff*

29. Internet Use

BSB has a clear policy about access to and the use of the Internet. Please refer to the Acceptable Use Policy for further guidance.

Under no circumstances should adults in the school access or attempt to access inappropriate images. Accessing pornography or indecent images of children on the internet, and making, storing or disseminating such material, is illegal and, if proven, will invariably lead to the individual being barred from work with children and young people. Using school equipment to access inappropriate or indecent material, including adult pornography, would lead to disciplinary action, particularly if, as a result, students might be exposed to inappropriate or indecent material.

30. Whistleblowing

Whistleblowing is the mechanism by which staff can voice their concerns, made in good faith, without fear of repercussion. Please refer to the school 'Whistleblowing Policy'

Whistleblowing does NOT mean employees are permitted to go to the media or press about an issue.

Staff should acknowledge their individual responsibilities to bring matters of concern to the attention of senior leadership and/or relevant external agencies. This is particularly important where the welfare of children may be at risk

31. Sharing Concerns, Recording Incidents and Staff Obligations

All staff should be aware of the School's Safeguarding procedures, including procedures for dealing with allegations against staff. Staff who are the subject of allegations are advised to contact professional advice.

In the event of an incident occurring, which may result in an action being misinterpreted and/or an allegation being made against a member of staff, the relevant information should be clearly and promptly recorded and reported to senior staff. Early discussion with a parent could avoid any misunderstanding.

Members of staff should feel able to discuss with their line manager any difficulties or problems that may affect their relationship with students so that appropriate support can be provided, or action can be taken.

All staff School are required to notify the School immediately if there are any reasons why they should not be working with children. This includes any staff who are disqualified from childcare or registration.

The Childcare (Disqualification) Regulations apply to those providing Early Years childcare or Later Years childcare, including before and after school clubs, to children who have not attained

This means that staff should:

- *report any behaviour by colleagues that raises concern not least because this could enable a member of staff in crisis to get the support they need.*

This means that BSB staff:

- *should be familiar with BSB Safeguarding*
- *should take responsibility for recording any incident and passing on that information where they have concerns about any matter pertaining to the welfare of an individual in the School or workplace.*
- *should inform the Head or Director of Finance and Operations immediately if they have any reasons for suspecting that they may no longer be deemed suitable to work with children*

Please see the Safeguarding Children Policy for further information

the age of 8 AND to those who are directly concerned in the management of that childcare.

The school takes its responsibility to safeguard children very seriously and any staff member who is aware of anything that may affect his/her suitability to work with children must notify the Executive Head immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive. Staff who are disqualified from childcare or registration, may apply to Ofsted for a waiver of disqualification. Such staff may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed. Please speak to the Executive Head for more details.

We recognise that it is a key role of the school to support children and that school may provide stability in the lives of children who may be at risk of harm. We also recognise that our students can be vulnerable and exploited by others. Staff will be alert to the signs of vulnerability and/or susceptibilities to any extremist indoctrination.

Staff acknowledge the need for a culture of vigilance to be present in the school to support safeguarding. This includes awareness and sensitivity to attitudinal changes of students which may indicate they are at risk of radicalisation.

The school will monitor all student absences from school and promptly address concerns about irregular attendance with the parent or guardian.

32. Work outside school

Staff are reminded that, under their contracts, they are required to request permission in advance from the Executive Head for work they might take on outside school. This applies to any meaningful work and two specific areas are explained in more detail below.

Private Tuition

Private Tuition can assist students and can be particularly effective for a limited period of time to increase their understanding of a subject through one-to-one teaching. At the same time, Private Tuition takes time and is an additional commitment for staff.

Teaching staff are allowed to sign-up on the Inspired private tutoring platform, Ostaz. However, they are not permitted to provide Private Tuition to BSB students where the student is taught by that member of staff. All other private tutoring except through Ostaz is not allowed by the School Management.

This means that staff:

- *Is allowed to sign-up on the Inspired private tutoring platform, Ostaz.*
- *BSB will issue No Objection Certificate to staff who signed up for Ostaz private tutoring.*

- *All tutoring except through Ostaz is forbidden*

Staff are not permitted to provide Private Tuition or advise students who are preparing for an BSB Entrance Assessment as to do so could be seen to compromise the professionalism of the teacher and the transparency of how the examinations are processed by the School.

Public Examination Marking

Marking for Examination Boards is encouraged at BSS, especially when such marking could be of benefit to a department in understanding the requirements of the examination. At the same time, staff who are considering taking on Public Examination marking, including setting of examination papers and scrutineering, do need to consider the time commitment required.

Any Public Examination work should only take place with the written approval from the Head of the member of staff's school. The member of staff should discuss this prior to seeking such permission with their Line Manager and with the Deputy Heads. During this discussion, they must include consideration of any time required out of school for moderation meetings and the amount of, and time commitment to, the marking or other work required.

Once permission has been granted by the Head, the member of staff must follow the requirements of the Examination Board at all times, especially relating to the security of papers.

Any member of staff involved in the setting of Public Examination papers or scrutineering of questions must seek permission from the Head and ensure that such information is kept entirely confidential.

Staff need to be aware that their involvement in Public Examinations should demonstrate best practice at all times and the reputation of the School is at stake since their actions will be linked to the School, regardless of the fact that any Public Examination work is a private arrangement between the member of staff and the Examination Board. At the same time, their involvement is highly valued by the School and the experience of Public Examination marking can inform the department and teaching for the benefit of the students.

If any member of staff takes on Public Examination work and finds that they are having difficulties, then they are strongly encouraged to seek assistance from the Academic or Pastoral leaders in their school for advice and support.

33. Home Visits

All work with students and parents should usually be undertaken in the school or setting or other recognised workplace. There are, however, occasions, in response to an urgent, planned or specific situation or job role, where it is necessary to make one-off or regular home visits.

It is essential that appropriate policies and related risk assessments are in place to safeguard both staff and students, who can be more vulnerable in these situations. No home visit must be undertaken by any member of staff without the express permission of the relevant Head and the DSL being informed.

A risk assessment should be undertaken prior to any planned home visit taking place. The assessment should include an evaluation of any known factors regarding the student, parents/carers and any others living in the household. Consideration should be given to any circumstances which might render the staff member becoming more vulnerable to an allegation being made e.g. hostility, child protection concerns, complaints or grievances. Specific thought should be given to visits outside of 'office hours' or in remote or secluded locations. Following the assessment, appropriate risk management measures should be put in place, before the visit is undertaken. In the unlikely event that little or no information is available, visits should not be made alone.

34. Non-harassment

The School is committed to creating and maintaining a work environment that is fair and free from any type of discrimination or harassment. Any form of harassment in the school is strictly prohibited and will not be tolerated. Employees engaging in such activity will be subject to formal disciplinary action, which may include dismissal.

This policy extends to the conduct of employees performing their duties outside the School as well as the conduct of employees outside work if it negatively impacts the way that employees perform at the School in any way.

If any employee feels that he/she has been subjected to harassment, the employee is expected to immediately report it to the Head of Human Resources and pursue the appropriate steps. In the absence of the Head of HR, the employee may report the complaint to his line manager, or Head of their School.

This means that BSB staff should:

- *always agree the purpose for any home visit with the relevant Head and DSL*
- *adhere to agreed risk management strategies*
- *avoid unannounced visits wherever possible*
- *ensure there is visual access and/or an open door in one-to-one situations*
- *always make detailed records, including times of arrival and departure*
- *ensure any behaviour or situation which gives rise to concern is discussed with their manager.*

This means that BSB should:

- *ensure that they have home visit and lone working policies which all adults are made aware of. These should include arrangements for risk assessment and management*
- *ensure that all visits are justified and recorded*
- *ensure that staff are not exposed to unacceptable risk*
- *make clear to staff that, other than in an emergency, they should not enter a home if the parent/carer is absent*

This means that BSB staff should:

- *always act in an appropriate way that does not discriminate or harass another colleague*
- *develop productive and supportive working relationships with colleagues*
- *staff will exercise management responsibilities in a respectful, inclusive and fair manner*

All school employees are encouraged to promptly report any incidents of harassment so that complaints and problems can be quickly and fairly resolved.

35. Attendance & Punctuality

Working hours

The regular hours of work are Sundays to Thursdays, throughout the academic year, with the exception of public holidays as notified by the Heads of School.

The School working hours are from 0730 to 1530 during term time, however the school may require staff to working longer hours as is deemed reasonable. During holiday periods, the number of hours an individual may be expected to work may reduce to 0800 to 1400 after discussion with their Line Manager.

Attendance & punctuality

All staff are required to arrive in good time to begin their work and no later the 0730 during term time, unless agreed by their line manager. All staff are required to use the Biometric system to record their work hours. Must ensure that they both register entry to the school and departure. This information is required for Health & Safety reasons as well as monitoring the total number of hours worked in a week as per Kingdom of Bahrain legislation.

When staff need to temporarily leave the school premises during working hours, they must inform their line manager and the Head of school. As per all departures, the member of staff must use the Biometric system to record their departure and arrival.

The school site is supervised 24 hours a day for 7 days a week, all through the year. If a member of staff requires access to the school site during weekends or holiday periods, they must first obtain permission from their Head of School or Line Manager.

Absence from work

In the case of illness and/or emergency, all staff must contact, on each day of absence, their line manager or the Head of school by 0700 at the latest.

In the case of teacher absence, staff must ensure that adequate and appropriate work is set which stretches and challenges their students. No pupil must be disadvantaged by the absence of a teacher. Work to be completed should be left with or send electronically to the Head of Department or Head of school. Responsible post-holders should ensure that the set work reaches the relevant classroom and that the cover teacher understands the tasks.

This means that BSB staff should:

- *ensure that they arrive at BSB before 0730 to enable them to begin work at 0730.*

This means that BSB staff should:

- *always register their arrival using the Biometric system*
- *always register their departure using the Biometric system*
- *Ensure all temporary absence is agreed by their line manager in advance.*

This means that BSB staff should:

- *always register their arrival using the Biometric system*

This means that BSB should:

- *Keep a record of all cover lessons*
- *Ensure that cover is balanced between teachers*

Where teachers cover for colleagues, a careful record of this will be kept. This will enable a balance of covers undertaken. Cover for absent colleagues will be determined by this record, timetable loading and other responsibilities.

36. Continuing Professional Development (CPD)

The British School of Bahrain believes all staff should be involved in a continuing process of improvement. The BSB is committed to fostering a positive ethos of continuous learning. Continuing professional development (CPD) is one way a school can motivate and develop its staff.

All staff are entitled to high-quality induction and continuing professional development. All members of the school community are encouraged to discuss and identify their own professional development needs – whether through performance management, appraisals, evaluations or whole school development plans.

The emphasis is on improving standards and the quality of teaching and learning. CPD's ultimate aim is to improve the practice of individuals and teams by creating learning communities in which supportive and collaborative cultures directly extend the capacity for continuous self-improvement.

CPD planning will be inextricably linked and integrated with the BSB's development and improvement plans and be based on:

- The needs of the School
- Issues identified through monitoring, such as self-assessments, QQA inspections, COBIS evaluations, information from examination boards (including Edexcel, AQA and Cambridge Examinations) National and international priorities
- Performance management
- Feedback from stakeholders, including staff, the Board of Trustees, students and parents

Induction

All new staff starting at the BSB will undergo an appropriate induction programme. On entry, new staff will be handed a staff handbook containing key policies and attend a training workshop with the Head of CPD (or leadership team members) about the BSB's working practices.

This means that BSB staff should:

- *complete the required Educare online trainings and retake the same compulsory trainings after 2 years*

This means that BSB should:

- *Keep a record of all CPD trainings that each member of staff have completed*

As part of the BSB's commitment to ensuring that staff members are provided with opportunities for professional development and are informed about matters related to health, safety and workplace behaviours, all staff members are required to attend and complete Educare training courses in:

- Child Protection for International School
- Fire Safety and Awareness for International School
- First Aid Essentials for International School
- Health & Safety for International School
- Mental Wellbeing in Children & Young People
- Equality & Diversity
- Safeguarding Young People (for SLT)
- How to be an Effective Fire Marshal (for SLT)

Curriculum staff will have a programme of taught courses built around the skills required for their position. Priority will be given to safeguarding, assessment, teaching and learning, behaviour management and health and safety. Other staff will receive health and safety and safeguarding training and job-related training pertinent to their role.

External Training

All staff who are eligible and required to attend external training to upgrade their professional skills are covered by this policy. It is the responsibility of the staff to submit an external CPD application form and request for an approval. The employee will have to sign an External Training Declaration Form.

It is the responsibility of the relevant Headteacher to review the request and ensure that the requested external CPD is included in the school development plan.

37. Personal Circumstances

It is the responsibility of all staff to keep the School updated on all employee information.

All staff must notify Human Resources promptly of changes in the following: name, address, telephone number, number of dependents, marital status, and emergency contact.

All staff must inform the School of any legal action taken against them or any member of their family who resides in the Kingdom of Bahrain.

All information will remain strictly confidential.

Certain information will be retained by the school about former employees. The School is legally obliged to provide any future employer details: name, dates of employment, position(s) held and details of any disciplinary action or safeguarding.

- *Remind staff to retake the compulsory trainings after 2 years*

This means that BSB staff should:

- *Update HR of all changes to personal circumstances*

This means that BSB should:

- *Keep all information confidential*
- *Inform future employers of key safeguarding details.*

38. Maintaining outstanding workspaces

All employees are required to practise good housekeeping at all times. Staff must ensure their working spaces including classrooms are tidied to a very high standard before a lesson and after a lesson.

All classrooms must be stimulating environments. Teachers must change displays every half term and maintain a modern, interesting and thought-provoking environment.

Every employee has the responsibility to maintain a safe, sanitary and pleasant place to work.

This means that BSB staff should:

- *Tidy classrooms at the start of every day*
- *Ensure their classes maintain an immaculate working environment during a lesson.*
- *Ensure a classroom is tidied at the end of every lesson*
- *Change classroom displays every half term.*
- *Report any Health & Safety concerns as soon as they are identified.*

This means that BSB should:

Maintain a safe working environment

39. Consequences of breaching this policy

It is a contractual requirement for all staff to follow this Code of Conduct so as to maintain appropriate standards of behaviour and professional reputation. A breach of this Code may be treated as misconduct and will render staff liable to disciplinary action including in serious cases, dismissal.

If the School ceases to use the services of a member of Staff because they are unsuitable to work with children, a settlement agreement (formerly known as a compromise agreement) will not be used and a referral to the appropriate authorities will be made as soon as possible if the criteria for referral are met. Any such incidents will be followed by a review of the safeguarding procedures within the School, with a report being presented to the Board of Trustees without delay.

If a member of Staff tenders his or her resignation, or ceases to provide his or her services to the School at a time when child protection concerns exist in relation to that person, those concerns will still be investigated in full by the School and a referral will be made to the appropriate authorities.