

## Safa Vision

At SCS we aim to enable our learners to have success for today and to be prepared for tomorrow.

نحن في مدرسة الصفا كوميونيتي نسعى الى تأهيل طلابنا للنجاح اليوم وتحضيرهم لمواجهة المستقبل

**Safa Community School  
Code of Conduct 2024 - 2025**



## **Safa Community School Code of Conduct 2024 - 2025**

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## **Introduction**

At Safa Community School we believe in creating a whole school culture that is safe and inclusive. A Staff Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe. School staff are in a unique position of influence and must adhere to behaviour that models the highest possible standards for all the students within the school. As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside of working hours. As a school in Dubai, our Code of Conduct works in collaboration with the Educational Professionals in General Education.

Our aims underpin the school culture: to develop a happy, friendly, secure and well-disciplined atmosphere and to encourage a caring, respectful and trusting relationship between all children and adults. This code of conduct sets out the key principles for the creation and maintenance of a safe school culture.

### **Objectives of a safe school culture:**

- To safeguard students and protect staff
- To make explicit expectations of performance and conduct
- To minimise opportunities for abuse
- For all staff to have confidence to report concerns with full confidentiality
- To respond promptly to concerns: we always investigate and address issues
- To exercise appropriate sanctions
- To create and maintain an ethos of mutual respect, openness and fairness

## **Our Code of Conduct**

**All staff are expected to follow the school's policies: including behaviour and anti bullying in all interactions in school.**

Students and staff are expected to work together to build a school where relationships are characterised by mutual and appropriate respect. Praise and building on the positive should always come first. Where firmness/admonition is called for this should be exercised calmly, and staff should avoid shouting at students unless there is a Health and Safety risk. The school's pastoral care and behaviour, and associated policies, establish expectations for staff. All new staff should be issued with a copy of these policies, as well as training and any behaviour concerns should be dealt with in line with them. Where a member of staff is having difficulties managing students behaviour, they should discuss this matter with the leadership team at the earliest opportunity.

**All staff should be aware of what physical contact with students is appropriate**

Staff should only exercise physical restraint as a last resort to prevent injury. Staff are allowed to comfort a child who is hurt/distressed in a manner appropriate to the age of the child. Adults should not initiate any physical contact unnecessarily, and there should be clear boundaries:

- Children should not be picked up. (unless medically necessary or being restrained)
- Adults should avoid being in a room alone with a child where the door is closed. If you need to talk to a child, either leave a door open and position yourself within sight of the door, or ask another adult to be present.

**All staff are expected to treat each other with respect**

Relationships between staff should be characterised by fairness, openness and respect. This means valuing all contributions, acknowledging differences, and working together to build a climate of continuous improvement. Politeness and respect are essential ingredients: where differences occur they should be dealt with calmly and fairly.

**All staff should treat resources responsibly, and exercise due financial care**

All staff have a responsibility to look after the resources of the school. This includes: not wasting resources unnecessarily (including physical resources and those such as heat/electricity); following the principles of 'reduce, re-use, recycle' where appropriate; signing out for items taken from the school premises (school iPads and laptops).

**Acceptable use of ICT Equipment**

This policy should be read in conjunction with the Online Safety, GDPR/Data Protection Policy and Child Protection and Safeguarding Policy. Staff, Governors and Visitors when accessing the school network, log into agree to the Acceptable Use Agreement automatically when accessing the school network. Staff who are in contact with students should not use their mobile phones in school during their directed hours / paid hours of employment. Outside of these times, mobile phones should only be used in areas of the school where students are not present. Staff must not use their mobile phone as a camera in school. Any photograph/video must be taken using school equipment. Staff must only save images on school devices.

**All staff are expected to behave professionally and exercise confidentiality**

All staff are expected to behave thoughtfully and responsibly. Staff should be punctual and well-prepared, and should carry out tasks to the best of their ability, taking pride in their work. All absence should be genuine. Staff are expected to dress appropriately; all staff should set

a good example in what they wear, avoiding clothing that is overly casual. Staff should exercise due confidentiality towards matters that are either discussed or overheard. Staff must exercise caution when using information technology and be aware of the risk to themselves and others. Staff must have no personal contact with former students until they reach the age of eighteen, and they have not been a student at Safa Community School for a minimum of seven years. Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.

### **Conduct Outside of Work**

Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school community. Any such conduct could lead to dismissal. In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable and could lead to dismissal.

Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Staff must not use social media e.g.

Facebook/Twitter/Instagram/Snapchat with students or former students unless the former student is aged at least eighteen and has not been a student at the school for over seven years. Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.

Staff must only use their school email account or school learning platform account when communicating electronically with students, parents and colleagues. Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school and is not to a level which may contravene the working time regulations or affect an individual's work performance. They require an NOC letter from the school for any additional paid work. All members of staff must declare any business interests outside of school that may be connected either to the supply of goods / services to the school or be rewarded through association with the school.

### **Confidentiality**

Where staff have access to confidential information about students or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the student. All staff are likely at some point to witness actions which need to be confidential (e.g where a student is bullied by another student/member of staff), this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the student's parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate role and authority to deal with the matter. However, staff have an obligation to share with their line manager or the Principal any information which gives rise to concern about the safety or welfare of a student. Staff must never promise a student that they will not act on information that they are told by the student.

**Staff should seek to establish a good and open relationship with parents.**

- Staff should aim to create a welcoming and open relationship with parents. All parental concerns should be treated seriously and dealt with promptly.

**All staff need to be aware of the Child Protection and Safeguarding Policy and Procedures**

It is essential that all staff have annual training in Child Protection and Safeguarding and know the procedures for dealing with and reporting concerns. All staff have a duty to look out for signs of physical, emotional or sexual abuse or neglect of students in the light of a child's behaviour. Staff must pass any concerns on to one of the members of the Designated Safeguarding Team. This should also be recorded on the school's Child Protection and Safeguarding platform - Edukey.

**All staff need to be proactive in their approach towards educating students about keeping safe.**

Staff need to take a proactive approach towards both safeguarding and pastoral policies, through the creation of a positive classroom environment where all children are respected, and through PSHE, Moral Education and circle time in particular. This includes not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs. The expression of extremist views by staff will not be tolerated and should be reported to the Principal, who will contact relevant authorities if necessary.

**Safe Working Practice - Duty of Care**

Teachers and other staff are accountable for the way in which they exercise authority; manage risk; use resources; and protect students from discrimination and avoidable harm. All staff have a duty of care to keep students safe and to protect them from sexual, physical and emotional harm.

Students have a right to be safe and treated with respect and dignity. It follows that trusted adults are expected to take reasonable steps to ensure the safety and well-being of students. Failure to do so may be regarded as professional neglect.

A duty of care is, in part, exercised through the development of respectful, caring and professional relationships between staff and students, and behaviour by staff that demonstrates integrity, maturity and good judgement.

This means the adults should:

- Receive annual child protection and safeguarding training.
- 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 students best interests;
- Avoid any conduct which would lead any reasonable person to question their motivation and intentions;
- Take responsibility for own actions and behaviour;
- Report any concerns about a student to the school's DSL.

**All staff need to be aware of how to record/report concerns (“whistleblowing”).**

Where staff have any concerns about another member of staff, these should be reported immediately to their Line Manager. Where the concern is about the Principal, it should be reported directly to the Vice Principal who will take this to the Board of Governors. All concerns will be investigated thoroughly and confidentially, and appropriate action taken.

Please refer to the flowchart below:



**All staff should take care of their physical and mental wellbeing**

All staff are encouraged to look after their physical and mental wellbeing. This includes maintaining a healthy work-life balance. We take issues of mental health very seriously, and look to provide appropriate support and help in these cases. The school recommends that staff use Komodo the wellbeing platform to request a check in if needed.

**All staff should have access to counselling and support.**



Staff needing support are encouraged to discuss issues and concerns with the counselling team in confidence. Support can be provided both internally (e.g. through the provision of a mentor), or externally through an appropriate agency. If they would like to contact the counsellor, they may request a meeting with them via email.

## **Conclusion**

All staff are expected to demonstrate consistently high standards of personal and professional conduct. By adhering to this code of conduct staff can be assured they are playing their part in safeguarding students and protecting themselves. It is our expectation that all staff should complete the Child Protection and Safeguarding, Confidentiality, and Staff Code of Conduct form to confirm that they have read this document, and agree to the contents in it. In addition to this, they are required to sign the UAE Code of Conduct directly, and this is left in their HR file.

**Next Review Date:** August 2025

**Person Responsible:** Leanne Fridd and Mat Ashton

**This policy should be read in conjunction with the following policies:**

- Child Protection and Safeguarding Policy
- HR Policy
- Safer Recruitment Policy
- Mental Health and Wellbeing Policy
- Pastoral Care and Behaviour Policy
- Confidentiality Policy
- Intimate Care Policy
- Physical Restraint Policy
- Guidance for safer working practice for adults who work with children and young people.
- Code of Conduct for Educational Professionals in General Education
- ICT Acceptable User Agreement