



مدرسة الدوحة البريطانية
DOHA BRITISH SCHOOL

Staff Code of Conduct



Last Review: August 2022

Next Review: August 2023

Reviewer: Policy Committee





Staff Code of conduct and practice for all teaching staff at Doha British School

DBS are fully compliant and work in accordance to the Code of Ethics For Private Schools and Kindergartens and staff abide by this charter ([Appendix 1](#)).

Statement of professional values and practice:

This code sets out the beliefs, values and attitudes which underpin the professionalism of teachers and teaching assistants.

Our fundamental assumption is that we expect the highest standards of teaching and learning and that the highest level of attainment of each and every pupil is our number one priority.

Teachers and Teaching Assistants are expected to uphold the following principles:

Selflessness: your decisions must be taken in terms of the values and mission of the school and not for personal gain;

Integrity: you must not place yourself in a situation where your position is compromised;

Objectivity: all decisions must be made on merit alone;

Accountability: you must accept accountability for your decisions and actions;

Openness: you should be as open as possible about all your decisions and actions;

Honesty: you should declare any private interests relating to your duties;

Leadership: you must support and promote these principles by example;



Conduct: you must avoid bringing the school into disrepute (e.g. by use of social media or the internet);

Respect: you must treat others with respect at all times.

General code of conduct:

You will be expected to act in accordance with the Code. The Code has been designed so that you are left in no doubt as to what is acceptable or unacceptable behaviour. The Code of Conduct places rules and regulations on certain activities and any breach of these prohibitions may lead to disciplinary action.

Application and Intent:

Under this Code of Conduct 'unacceptable professional conduct' is defined as 'conduct which falls short of the standard of a member of staff and is behaviour which involves a breach of the standards of propriety expected as a member of Doha British School staff.' Whether a staff member is guilty of unacceptable professional conduct is a matter for a hearing committee to decide in relation to the facts of the given case, taking into account the provisions of this Code as appropriate.

Personal Interest:

- **You must not** in your official capacity allow your personal interests to conflict with those of the school;
- **You must not** use your position improperly to confer an advantage or disadvantage on any person;
- **You must not** disclose information given to you in confidence, or information which is of a confidential nature, without the consent of a person authorised to give it;
- **You must not** prevent another person gaining access to information to which that person is entitled by law;
- **You must** ensure that your relationships with pupils, parents, governors and staff, or any other people you may come into contact within the course of your duties, are professional at all times.

Equipment and materials:

- **You must not** use equipment and premises of the school for unauthorised purposes;
- **You must** have an inventory of all non-consumable resources in your main classroom and account for their usage at the end of your tenure at the school;
- **You must not** (without permission) use the telephone for international calls.



Internet, Social Media and Email

- **You must not** use the internet for personal use or for accessing illegal sites;
- **You must** follow the internet usage policy.
- You must communicate via email in a professional manner at all times with colleagues
- External emails to parents should remain courteous and professional. A Senior Leader should be bcc/cc'd into any external communications.

Political neutrality:

- The school will not concern itself with the political beliefs of individuals however you must not allow your political beliefs to interfere with the work of the school or your teaching.

Fitness for work:

The school understands that, under licensed circumstances, alcohol is legally and freely available. However, we live in a Muslim country and we must observe the protocols and laws pertaining to the use of alcohol. In addition you must:

- Ensure that the use of alcohol out of work does not adversely affect your work performance, the health, safety or welfare of yourself or others and does not damage the image of the school.
- Not consume or be under the influence of alcohol or other illegal substances whilst at work.

(Your contract of employment contains the main terms and conditions of your employment with the school. What follows are reminders about procedures).

Attendance:

- Teaching and support staff are expected to be in school as indicated by the school calendar. If, for example due to illness, you cannot attend school, you must ring your designated line manager before 6am. If you have a teaching commitment that day, you must indicate where appropriate teaching resources can be found for the cover teacher. Attendance will be monitored and persistent absenteeism will be challenged.
- Any absence more than 2 school days must be certified by a note from an authorised doctor. Absences on Thursdays and/or Sundays must be covered by a doctor's note.

Signing in and out:

- The school day runs from 7:00am until 3:00pm (1.35pm on Thursdays) for all teachers and teaching assistants.
- All staff must sign in and out using the finger print machine. If the machine does not recognise your finger print, you must sign on the sheet at Reception. Failure to sign in and out could result in deduction of pay.



Punctuality:

- You are expected to be punctual. The school day starts at 7:00am. You are expected to be in school in plenty of time to be prepared for the start of the school day.

Meeting deadlines:

- Teachers and Teaching Assistants are committed to meeting deadlines where they are necessary e.g. producing academic reports, inputting key assessment data etc.

Start of the school day:

- EYFS teachers must be in classrooms ready to receive children from 7am.
- Teachers of Year 1 and 2 should be in the Gym at 7am to receive their pupils.
- Teachers of Years 3 to 6 must be at the shaded area by 7.00am to supervise line-up before escorting pupils to classrooms at 7.05am for a 7.10am registration. Years 5 and 6 pupils will make their own way to class at the 7am whistle. It is important that the pupils see this as the start of their learning and must be silent as they walk, in straight lines, to their classrooms.
- Secondary Form Tutors must be in class ready to receive pupils from 7am.

Cover for absent colleagues:

- All teachers are expected to cover classes for absent colleagues. Cover will be determined by the Head of School (or his/her delegated support). Cover will be equitably distributed where possible. Teachers covering for an absent colleague will be expected to conduct the lesson as per the standards expected of all lessons.

Duties:

- All teachers and Teaching Assistants will be expected to undertake break duties where directed. Staff must be at their duty promptly and they must be vigilant and engaged with the pupils at all times.

Extra-curricular Activities:

- All teaching staff will be expected to contribute to the school's extra-curricular activity programme. The sessions will take place throughout the Autumn and Spring Terms and throughout the first half of the Summer term.

Briefings:

- Morning briefings take place at the discretion of the Principal/Vice Principal/Head of Primary/Head of Secondary. All teachers and teaching assistants are required to attend.



Staff meetings and CPD:

- Staff meetings will normally be held one afternoon per week and all teachers are required to attend. However, meetings and CPD sessions can be called by the Heads of School and/or the Principal/Vice Principal and attendance is compulsory.

Probationary period:

- All newly recruited staff are appointed on probation for 3 months. Satisfactory completion of this probationary period is required for the retention of the employee.

Resignation:

- Teaching staff (including Teaching Assistants) who wish to resign their positions must do so before the 31st December of the final year of contract.

Safeguarding:

- The health, safety and well-being of all pupils are our highest priority. It is the responsibility of all staff to be fully familiar with, and supportive of our child protection policy.

Events:

- Whilst not compulsory, all teaching staff and teaching assistants are expected to support the school and colleagues at events such as performances, sporting events and Friends of DBS fairs and bazaars.

Smoking:

- The school is a non-smoking site. Staff needing to smoke may leave the school premises but may only do so during designated breaks and not during non-contact lesson times. Staff who leave the premises to smoke must not be visible to the general public around the school.

Chewing gum:

- Chewing gum is not permitted in school.

Hot drinks:

- Hot drinks are a health and safety issue. Should you need a drink, please make sure you have it in the staffroom or, if you need to take it to your classroom, you do so directly from the staffroom or kitchen. Hot drinks can only be consumed during non-contact times.



Mobile phones:

- Staff are not permitted to make/receive calls/texts during work time where children are present.
- Staff should ensure that mobiles are on silent at all times when in classrooms or in staffrooms. Phones should not be left on display.

Dress Code:

There is an expectation that dress will be appropriate to the nature of duties and responsibilities of the job. It is also important that dress is culturally sensitive and suitable to the environment that we live in. Therefore:

- men will be expected to wear suits or smart trousers, shoes, shirt and tie.
- Women will be expected to wear tops that cover shoulders and are not see through, skirts or trousers that cover the knees, and shoes or sandals (not flip flops).

Identity badges:

- All staff must wear identity badges at all times when on the school premises.

Gifts and hospitality:

- The school seeks to maintain the highest standards of conduct and probity in its business. The acceptance, or giving, of gifts must be treated with extreme caution. No offer of a gift or inducement should be accepted when the gift is made by, or indirectly by, a person, firm or organisation which, to the knowledge of the employee, has or seeks to do business of any kind with the school.

(If you are in any doubt, you should seek guidance from the Principal before accepting any gifts or hospitality offered).

Sponsorship of school events:

- Where the school sponsors an event, or where a school event is sponsored, you or your partner is not allowed to benefit from that sponsorship.

Criminal charges and convictions:

- The school requires all applicants and employees to disclose criminal convictions or charges pending, wherever committed.



Exit visas:

- It is the responsibility of teachers and TAs, where appropriate, to ensure that they apply for exit visas when required.

UNACCEPTABLE PROFESSIONAL CONDUCT

Conduct relating to pupils and partners in Education

Staff members may be found to be guilty of unacceptable professional conduct

Where they:

- Seriously demean or undermine pupils, their parents, carers or colleagues, or act towards them in a manner which is discriminatory in relation to gender, marital status, religion, belief, colour, race, ethnicity, class, sexual orientation, disability or age.

Where they fail to:

- Take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare.
- Comply with relevant statutory provisions which support the well being and development of pupils, including where these require co-operation and collaboration with a range of agencies, as well as teacher colleagues and other adults.
- Observe confidentiality in a manner consistent with legal requirements.
- Comply with the requirements of statutory bodies relating to the examination, assessment and evaluation of pupil achievement and attainment.

Other Conduct

Staff may be found guilty of unacceptable professional conduct:

Where they fail to:

- Maintain appropriate standards of honesty and integrity in management and administrative duties, including in the use of school property and finance.

Where they:

- Misuse or misrepresent their professional position, qualifications and experience.
- Otherwise bring the reputation and standing of the profession and/or the school into serious disrepute.



CONVICTION OF A RELEVANT OFFENCE

The School may also take disciplinary action where a staff member has been convicted of a relevant criminal offence or has accepted a caution in relation to such an offence.

SERIOUS PROFESSIONAL INCOMPETENCE

- Under the Performance Management Policy, staff may be found guilty of ‘serious professional incompetence’ where they demonstrate ‘a level of competence which falls short of that expected of a qualified teacher, taking into account the relevant circumstances’.
- In assessing whether a member of staff has demonstrated professional incompetence, the Principal/Vice Principal and Governors will take into account the extent to which a staff member has failed to maintain a level of professional competence consistent with the school standards.
- The determination of serious professional incompetence includes failings relating to management and leadership roles. Where a failure of management and leadership on the part of a head teacher is at issue, the Principal/Vice Principal and Governors may take into account the National Standards for Headship published by the National College for School Leadership (NCSL).
- Reference will be to the school’s Disciplinary Procedure.

APPENDIX 1

- [MOE - Code of Ethics for Private Schools and Kindergartens.](#)



Thank you