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**AL AMEER**  
English School



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مدرسة الإنجليزية

# The School Staff Behavior Policy

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Reviewed and approved by:

OSG TEAM

AL AMEER ENGLISH SCHOOL, AJMAN

# BEHAVIOUR POLICY FOR STAFF AND TEACHERS

## **Applies to:**

- The whole School, out of School care and all other activities provided by the School, inclusive of those outside of the normal School hours;
- All staff (teaching and support staff), the Proprietor and volunteers working in the School.

For the Effective staff use of Digital Technology particularly in supporting enhanced teaching and learning and in complying with relevant Safeguarding requirements, the staff follow certain policy . It relates to how teachers use technology both inside and outside the school. It focuses on ensuring the actions of the teacher do not risk the security and confidentiality of the data on the school network.

## **Social Media Policy:**

The aim of the policy is to safeguard all the members of the school community as well as the school reputation.It outlines the appropriate and inappropriate use of social media by staff.

Communication with students in both 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, chat-rooms, forums, blogs, websites, gaming sites, digital cameras, videos, web- cams and other hand-held devices.

- Staff must not have any images of School students or parents on their personal pages on social networking sites.
- Staff must not accept students as “friends” or “contacts” on these sites and must ensure the highest privacy controls are used at all times on their personal pages on such sites,checking regularly for updates.
- Staff should not make reference to the School on any personal electronic communications or social network including ‘job status’.
- Staff should only engage in electronic communication via the School email network and not through other inappropriate methods such as networking sites, blogging, chat rooms and private email. Failure to do so is a disciplinary matter.

- Staff should not request or respond to any personal information from students 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 students for example, e-mail address, home or mobile telephone numbers, details of web based identities. If students 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 student should be firmly and politely informed that this is not acceptable.

We advise all our staff to carefully restrict their Facebook profiles to ensure they cannot be contacted by parents and students, this could involve removing their last name from their page. We also advise staff not to accept friend requests from students until graduates have been out of school for three years.

### **Inappropriate adult behaviour which must be avoided also includes:**

- Talking about sex lives particularly in front of students which is not permitted;
- Being alone with students in a group setting for unusually long periods of time without good reason;
- Showing unusual interest in one specific student;
- Inappropriate use of mobile phones where phone calls or texts take attention away from supervising students;
- Staff should not use social networking pages at School on either School or personal devices.

### **Managing Professional Reputation:**

#### **The School Staff should follow the following guidelines**

- Don't upload personal information about pupils or colleagues onto publicly accessible social media sites.
- Be cautious about posting opinions about sensitive issues
- Check that what you posted on social media reflects professional standards.
- Posting or sharing of extremists views is unacceptable.
- All staff working with young people need to think carefully about their online activity.

### **Physical Contact with Students:**

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. A ‘no touch’ approach is impractical for most staff and will 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 to their age, stage of development, gender, ethnicity and background. 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 could be misinterpreted, the incident and circumstances should be recorded as soon as possible in the School’s incident book and, if appropriate, a copy placed on the student’s file.

It is recognised that some students may seek inappropriate physical contact. It is the responsibility of the staff member to sensitively deter the student and help them understand the importance of personal boundaries. Such circumstances must always be reported and discussed with a senior manager and the parent/carer.

Some staff working in certain settings, for example sports, drama or outdoor activities or teach specific subjects such as PE or music, will have to initiate some physical contact with students, for example to demonstrate

technique in the

use of a particular piece of equipment, adjust posture, or perhaps to support a student so they can perform an activity safely or prevent injury. Such activities should be carried out in accordance with the existing codes of conduct, regulations and best practice. Physical contact should take place only when it is necessary in relation to a particular activity. It should take place in a safe and open environment i.e. one easily observed by others and last for the minimum time necessary.

This means that staff should:

- Treat students with dignity and respect and avoid contact with intimate parts of the body;
- Always explain to a student the reason why contact is necessary and what form that contact will take;
- Consider alternatives, where it is anticipated that a student might misinterpret any such contact;
- Be familiar with and follow recommended guidance and protocols;
- Conduct activities where they can be seen by others;
- Be aware of gender, cultural or religious issues that may need to be considered prior to initiating physical contact.
- Have up to date guidance and protocols on appropriate physical contact in place that promote safe practice and include Clear expectations of behaviour and conduct; and
- Ensure that staff are made aware of this guidance and that safe practice is continually promoted through supervision and training.

### **Social contact with parents and students outside of the workplace**

It is acknowledged that staff may have genuine friendships and social contact with parents of students, independent of the professional relationship. Staff should, however remember that their discussions with friends parents or non- parents of the school must ensure confidentiality and not discuss matters relating to the school or students. Staff must not post anything onto social networking sites such as Facebook that could be construed to have any impact on the organisation's reputation. (We advise all our staff to carefully restrict their Facebook profiles to ensure they cannot be contacted by parents and students, this could involve removing their last name from their page). We explain to staff that although they are able to accept friendship requests from friends who may also be parents of students at the school, staff must be aware of the potential issues this could cause. Staff must not post anything on to social networking sites that would offend any other member of staff or parent using the setting. If any of the above points are found to be happening, then the member of staff involved will face disciplinary action, which could result in dismissal.

Staff should also be aware that professionals who sexually harm students often seek to establish relationships and contact outside of the work place with both the student and their parents, in order to 'groom' the adult and the student and/or create opportunities for sexual abuse. It is also important to recognise that social contact may provide opportunities for other types of grooming such as for the purpose of sexual exploitation or radicalisation. Staff should recognise that some types of social contact with students or their families could be perceived as harmful or exerting inappropriate influence on students, and may bring the setting into disrepute (e.g. attending a political protest, circulating propaganda).

If a student or parent seeks to establish social contact, or if this occurs coincidentally, the member of staff should exercise her/his professional judgement. This also applies to social contacts made through outside interests or the staff member's own family. Some staff may, as part of their professional role, be required to support a parent or carer. If that person comes to depend upon the staff member or seeks support outside of their professional role this should be discussed with senior management and where necessary referrals made to the appropriate support agency.

## **Teachers Code of Conduct**

### **General conduct**

**School property:** Staff must take proper care when using School property and must not use School property for any unauthorised use or for private gain.

**Use of premises:** Staff must not carry out on School premises any work or activity other than pursuant to the terms and conditions of employment without the prior permission of the Principal.

**Behaviour of others:** staff should be aware that their behaviour may raise concerns if deemed inappropriate. Such concerns will be given careful consideration as to whether they constitute a potential risk to students at the School.

**Alcohol and drugs:** No member of Staff should be on duty supervising students whilst under the influence of alcohol, drugs or any other substance which may impair judgment.

**Alcohol and drug testing:** The School reserves the right to ask members of Staff to undertake an appropriate test if there is reason to believe that they are under the influence of alcohol, drugs and/or any other substance which may impair judgment. Any unreasonable refusal by a member of Staff to undergo the appropriate test is likely to lead to disciplinary action.

**Whistleblowing:** The term ‘whistleblowing’ is considered as the confidential raising of problems or concerns within an organization by a member of staff. This is not “leaking” information but refers to matters of impropriety e.g. a breach of law, School procedures or ethics. Nor is whistle blowing the raising of a grievance within the School (which would be dealt with under the staff grievance procedures). All staff are required to report their own wrong doing, or any wrong doing or proposed wrong doing of any other member of staff to the Principal.

**Safeguarding:** This is the responsibility of all who work, volunteer or learn in our School and are required to report instances of actual or suspected student abuse or neglect to Online Safety Officer (OSL), We make it clear both in induction and other training and in guidance provided for staff that they have a responsibility to speak up about safeguarding and welfare matters within our School and to external agencies where necessary. This is one part of the way in which we establish in our School, a positive safeguarding culture.

The staff and Proprietor of the School seek to run all aspects of School business and activity with full regard for high standards of conduct and integrity. If members of School staff, parents, Proprietor or the School community at large become aware of activities which give cause for concern, the School has this whistle blowing policy, which acts as a framework to allow

concerns to be raised confidentially and provides for a thorough and appropriate investigation of the matter to bring it to a satisfactory conclusion, under the School's disciplinary procedure.

**Physical Restraint:** All members of staff are aware of the regulations regarding the use of force by teachers. Staff only intervene with physical restraint, such as holding, to prevent physical injury to the student, other students or adults and/or serious damage to property. The actions that we take are in line with government guidelines on the restraint of students. Details of such an event (what happened, was taken and by whom, and the names of witnesses) should be brought to the attention of the Principal and recorded in the student's personal file. The student's parents are informed on the same day.

### **Personal and Professional Conduct including Standards of Behaviour for all teaching and support staff**

The following statements define the behaviour and attitudes which set the required standard for conduct throughout their time at Al Ameer English School. We have a duty to uphold public trust in us as professionals and maintain high standards of ethics and behaviour, within and outside School, by:

- treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position;
- having regard for the need to safeguard students' well-being, in accordance with statutory provisions showing tolerance of and respect for the rights of others;
- ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law

### **Posting To Social Media Sites**

Teachers who use social media for personal purposes must be aware that the content they post may be viewed by anyone, including students, parents and community members. Staff shall observe the following principles when communicating through social networking sites:

1. Staff shall not post confidential information about students, employees or school system business.
2. Staff shall not list current students as "friends" on social networking sites.
3. Staff shall not knowingly allow students access to their personal social networking sites that discuss or portray sex, nudity, alcohol or drug use or other behaviors associated with the employees' private lives that would be inappropriate to discuss with a student at school.
4. Staff may not knowingly grant students access to any portions of their personal social networking sites that are not accessible to the general public.
5. Staff shall be professional in all internet postings related to or referencing the school system, students and other employees.

6. Staff shall not use profane, pornographic, obscene, indecent, lewd, vulgar or sexually offensive language, pictures or graphics or other communication that could reasonably be anticipated to cause a substantial disruption to the school environment.
7. Staff shall not use the school system's logo or other copyrighted material of the system without express, written consent from the board.
8. Staff shall not post identifiable images of a student or student's family without permission from the student and the student's parent or legal guardian.