BELVEDERE
INTERNATIONAL SCHOOL

STAFF CODE OF CONDUCT

2026-2027

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Approvals:			
Principal	**Mr. Ismat Daou**		
Signature		Date:	18/9/26
BIS Board of Governors	**Dr. Naim Alradi**		
Signature		Date:	20/9/26

All staff are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout the School. Members of staff are required to comply with all reasonable instructions from the Principal.

Staff need to ensure that their behaviour does not inadvertently lay them open to allegations of abuse. They need to treat all students with respect and try, as far as possible, not to be alone with a child or young person. Where this is not possible, it is good practice to ensure that others are within earshot. Where possible, a gap or barrier should be maintained between teacher and child at all times. Any physical contact should be the minimum required for care, instruction or restraint. Staff should avoid taking one student on his / her own in a car.

Staff must maintain high standards of ethics and behaviour, within and outside the School, by:

- having regard for the need to safeguard students' well-being in accordance with UAE statutory provisions
- showing tolerance of and respect for the rights of others
- not undermining fundamental UAE values
- mutual respect, and tolerance of those with different faiths and beliefs
- ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law
- having proper and professional regard for the ethos, policies and practices of the School in which they teach, and maintain high standards in their own attendance and punctuality
- teaching staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities

Communication with Students

To protect yourselves from allegations of abuse staff should not give their personal mobile phone numbers or personal email addresses to students, nor should they communicate

with them by text message or personal email. If they need to speak to a student by telephone, they should use one of the School's telephones and email using the School system.

Similarly, it is not acceptable to use networking websites e.g Facebook and particularly to have them logged as a Friend status or to let them have your details. If a student asks you to be a “friend” please refuse and refer to the SLT.

Class/Form teachers are the first point of contact for any issues relating to a child’s behaviour. If necessary, and if the matter is serious the Vice Principal should be informed, verbally or in writing, and she will then deal with the matter.

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. Staff should, therefore, use their professional judgement at all times.

Staff should not have unnecessary physical contact with students and should be alert to the fact that minor forms of friendly physical contact can be misconstrued by students or onlookers. A member of staff can never take the place of a parent in providing physical comfort and should be cautious of any demonstration of affection. Physical contact should never be secretive, or of 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, and the SLT informed. If appropriate, a copy will be placed on the student's file.

Physical Restraint

Any physical restraint is only permissible when a child is in imminent danger of inflicting an injury on herself or on another, and then only as a last resort when all efforts to diffuse the situation have failed. Another member of staff should, if possible, be present to act as a witness. All incidents of the use of physical restraint should be recorded in writing.

Where this relates to the School's nursery/EYFS setting, parents will be informed of any physical restraint used on their child the same day or as soon as reasonably practicable. Physical education and other activities requiring physical contact where exercises or

procedures need to be demonstrated, extreme caution should be used if the demonstration involves contact with students and, wherever possible, contact should be avoided.

It is acknowledged that some staff, for example, those who teach PE and games, 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. Staff should remain sensitive to any discomfort expressed verbally or non-verbally by the child.

Transporting students

It is inadvisable for a teacher to give a lift in a car to a student alone. Wherever possible and practicable it is advisable that transport is undertaken other than in private vehicles, with at least one adult additional to the driver acting as an escort. If there are exceptional circumstances that make unaccompanied transportation of students unavoidable, the journey should be made known to a member of SLT.

Male members of staff should never give lifts to girls unless in an emergency or unless prior permission has been obtained from the Principal or Vice Principal.

Confidentiality

Members of staff are required to keep confidential, both during their employment and at any time after its termination, all information gained in the course of their employment about the School's business and that of the students. Student confidentiality is the paramount consideration of the School. Disclosure of student resident information without the authorisation or senior management will be treated as Gross Misconduct. If members of staff are in any doubt about whether or not to disclose any piece of information, they should not do so until they have asked the Principal.

Staff members should never give absolute guarantees of confidentiality to students or adults wishing to tell them about something serious. They should guarantee only that they will pass on information to the minimum number of people who must be told, in order to

ensure that the proper action is taken to sort out the problem and that they will not tell anyone who does not have a clear need to know. They will also take whatever steps they can to protect the informing student or adult from any retaliation or unnecessary stress that might be feared after a disclosure has been made.

Staff are reminded that the contents of all meetings are confidential. Great care should be taken with minutes of meetings which are circulated to staff and with memos and other correspondence. Staff are asked to be discreet in their conversations in the corridors and on the stairs, in the Canteen at mealtimes and in public places, where the reputation of the School is at stake and the privacy of the individual, both Staff and students, must be protected.

Members of staff who are concerned about any aspect of their relationship with a student should discuss the matter immediately with the Vice Principal or the Principal.

Dress Code

The image that the presents to its students and parents is very important. Accordingly, members of staff are required to dress appropriately (in the reasonable opinion of the Principal) during working hours. Members of staff are asked to respect a professional dress code.

Accidents

Members of staff must report all accidents, however small, as soon as possible, making an entry in the School's Accident Log

Smoking

Smoking is not permitted anywhere on the School premises nor in its vehicles in the car park.

Procedure for Reporting of Unethical Behaviour

Raising a Concern

As a first step, concerns should be raised with the Senior Management. Where possible, concerns should be submitted in writing, detailing the background of the issue — including

names, dates, locations, and any other relevant information. If writing is not feasible, concerns can be raised verbally by arranging a meeting with the Safeguarding Lead.

The earlier concerns are raised, the easier it is to investigate and take appropriate action. While you are not expected to prove the truth of the allegation, you will need to provide sufficient grounds for the concern to justify an investigation.

Addressing the Concern

The action taken by Belvedere International School will depend on the nature and seriousness of the concern raised.

Concerns may:

- Be investigated internally
- Be referred to external authorities or law enforcement
- Be referred to external auditors

Preliminary inquiries will be made to determine whether an investigation is required and, if so, the appropriate form it should take. Some concerns may be resolved informally without the need for a full investigation.

Temporary Suspension During Investigation

In cases where a concern involves an allegation against a member of staff, the **individual accused may be placed on temporary suspension** while the investigation is ongoing.

This step is taken **as a neutral measure** to ensure the integrity of the investigation process and to protect all parties involved. Suspension **does not imply guilt or disciplinary action**; it remains in place only until the investigation is completed and a final decision is made by the school leadership in accordance with policy and due process.

Timeline and Communication

Within **ten (10) working days** of receiving a concern, the school will:

- Acknowledge receipt of the concern.
- Outline how it intends to address the matter.
- Provide an estimated timeline for the investigation or resolution.
- Inform the whistle-blower whether initial inquiries have been made.
- Indicate if further investigations will be conducted, and if not, explain why.

The level of contact between the person disclosing the concern and those handling the investigation will depend on the complexity of the issue and the clarity of the information provided. Additional information may be requested if needed.

I have read, understand and agree to abide by the BIS Code of Conduct.

Signed

Date