BRITISH INTERNATIONAL SCHOOL

Staff Code of Conduct

Rationale

This document has been written with reference to

- KCSIE- Keeping Children Safe in Education (Sept 2025);
- Zakon o osnovama sistema obrazovanja i vaspitanja 2020 (Serbian act related to education and disciplinary actions);
- Zakon o sprečavanju zlostavljanja na radu 2010 (Serbian act related to preventing abuse at work);
- Pravilnik o pravilima ponašanja poslodavca i zaposlenih u vezi sa prevencijom i zaštitom od zlostavljanja na radu 2010 (Serbian code of conduct of employers and employees policy in relation to prevention and protection from abuse at work).

The names of the designated safeguarding lead & the assistant of the designated safeguarding lead for Child Protection are Milica Jevtić (DSL), Milica Sretenović Petrović (ADSL in Secondary School) and Ljubica Stankovic (ADSL in Primary School). The name of the Designated Safeguarding Governor is Stefan Slijepčević.

This Code of Conduct applies to all adults working at BIS, whatever their position, role or responsibility in either a paid or unpaid capacity. The below described rules apply to adults when they are in a capacity as a member of staff at BIS.

Reviewed: June, 2026

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Duty of care

All adults should be familiar with the KCSIE document which reminds staff that it is their duty to safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties.

- All adults have a responsibility to provide a safe environment in which students can learn.
- All adults have a responsibility to identify students who may be in need of extra help or who are suffering, or are likely to suffer, significant harm. All staff have a responsibility to take appropriate action and to work with other services when needed.
- All adults must engage with child protection training (Safeguarding induction & refresher, held by the DSL & ADSL), be aware of the signs of abuse and use the appropriate internal procedures.
- All adults have a duty to protect students from the risk of radicalization which includes organizing visitors to speak in assemblies or to groups of students (see Preventing Radicalization Policy)
- All adults must always act, and be seen to act, in the child's best interests, avoiding any conduct which would lead any reasonable person to question their motivation and intentions.
- All adults must understand the responsibilities, which are part of their employment or role, and be aware that sanctions will be applied if these provisions are breached and take responsibility for their own actions and behaviour.
- If any adult has concerns about poor or unsafe practice or procedures in school, then they should use the appropriate whistleblowing procedures which can be found on the school's website.

Equality (to be read in conjunction with Equal Opportunities Policy)

The school holds its obligations in line with the UK Equality Act 2010 and Serbian act related to interdiction of discrimination 2010 with the upmost importance. The school's equality objectives can be located on the school's website. The School is committed to equality and it is important that staff uphold these principles.

- Staff must not discriminate on any grounds throughout their professional role
- Staff must act as role models in promoting equality of opportunity and fostering good relations and mutual respect between different groups.
- Staff must be able to recognise acts of prejudice, discrimination or stereotyping and challenge this if appropriate and/or report this to the Head of Primary/Secondary.

Power and positions of trust

Adults should not:

- Use their position to gain access to information for their own advantage and/or a student's or family's detriment.
- Use their power to intimidate, threaten, coerce or undermine any student, staff or parent.
- Use their status and standing to form or promote relationships with students, which are of a sexual nature.

All adults should:

- Work in line with the PREVENT duty 2015. This means:
- All members of staff have a duty of care to ensure that students are not drawn into extremist ideology either by indoctrinating students or by allowing them to access information via the internet which may allow this to happen.
- Staff should engage with Prevent awareness training and other training that could help staff prevent people being drawn into terrorism and challenge extremist ideas which can be used to legitimise terrorism and are shared by extremist groups.
- Staff should ensure that fundamental values are promoted in the delivery of the curriculum and extra-curricular activities and reflected in the general conduct of the school.
- Staff must immediately report to DSL when they notice that students are accessing terrorist and extremist material.
- Staff should make a referral to DSL when it is appropriate if they are concerned that an individual might be vulnerable to radicalisation.

Confidentiality

- Staff may be party to information which is confidential as part of their professional role. Staff must not reveal confidential information about a student or their parents or carers other than in circumstances that necessitate this disclosure to a colleague as part of their professional capacity.
- Staff must not seek out information that is not relevant to them when carrying out their professional duties.
- Staff must not use information for their personal advantage.
- Staff must work within the requirements of the UK Data Protection Act 2018 and Serbian act related to data protection 2018, ensuring that they follow the 'data protection principles.'
- If a student or other individual reports a safeguarding concern to a staff member in confidence, the staff member must report the concern to the Designated Safeguarding Lead. For the avoidance of doubt, staff must not make promises of confidentiality to a student in these circumstances and must escalate their concerns through the school's appropriate channels only.
- Staff must not use school information in any way which can besmirch the reputation of BIS.

Propriety and behaviour

All adults 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.
- Use social media sites in a way that compromises reputation of BIS, such as posting inappropriate
- comments and photographs, including social nights out with other members of staff.
- Use private (personal) e-mail and private phone to communicate with students or parents of the children within school.
- Make sexual remarks to a student (including email, text messages, phone or letter).
- Discuss their own 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.

All adults should follow the Primary and Secondary behaviour policy, manage behaviour positively and not move students physically unless they are trained to do so or there is a need to move a student to ensure their safety or the safety of others around them.

Dress and appearance

All adults should wear clothing which:

- 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.
- Footwear must be safe, sensible, smart and clean. Trainers, (unless there is a specific role requirement), or flip-flops are not acceptable.

Gifts

All adults should:

- Generally, only give gifts to an individual young person as part of an agreed reward system.
- When giving gifts other than as above, ensure that those are of insignificant value and given to all students equally and a Senior Leadership Team is informed.
- Be honest and have integrity – this means
- The public and school community are entitled to expect honesty and integrity on the part of all school staff and staff must uphold this.
- Staff must maintain high standards of honesty and integrity in their work. This extends to handling/ claiming money and the use of school property, facilities and equipment.
- Staff must treat resources responsibly and consider both the financial and environmental impact, ensuring that resources are not wasted unnecessarily.
- All staff must not offer, promise or give financial advantage or other advantage to someone; or accept, or receive a bribe from another person. If a member of staff believes that a person has done this, it should be reported in accordance with the school's Whistleblowing procedure.
- Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted.
- A failure to adhere to this may lead to disciplinary action.

Infatuations

All adults should:

- Report any indications (verbal, written or physical) that suggest a student may be infatuated with a member of staff.

Social contact

All adults 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.
- Not misuse contact with past or present students and/or their parents through social media websites.
- Advise senior management of any regular social contact they have with a student which may give rise to concern.
- Use Whistleblowing form to report any situation, which they feel, might compromise the school or their own professional standing and send the form to the Head of School.

Physical Education and other activities which require physical contact

All adults should:

- Explain the reason why contact is necessary and what form the contact will take 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.
- Ensure that contact under these circumstances is for the minimum time necessary to complete the activity and take place in an open environment.
- Remain sensitive to any discomfort expressed verbally or non-verbally by the student.
- Consider alternatives, where 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.

Toilets, showers and changing

All adults should:

- Avoid entering toilet cubicles when accompanying students to the toilet.
- Avoid any physical contact when students are in a state of undress.
- Avoid any visually intrusive behaviour where there are any changing rooms.
- Announce their intention of entering.
- Avoid remaining in the room unless student needs/requires it.
- DO NOT change in the same place as students.
- DO NOT shower with students.

Student in distress or concerns about a student

All adults 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 and pass on this information to the Senior Leadership Team.
- Raise concerns with the schools designated safeguarding lead (DSL).

- If DSL in not in school and there is significant risk of immediate serious harm a referral should be made to children's social care or police immediately by ADSL, the member of the SLT or any member of staff present if delaying of such action could pose a threat to the safety or wellbeing of the child.
- Be aware of the reporting requirements for Female Genital Mutilation which is to report to Children's
- social care and the police.

Behaviour management

All adults should:

- Not use force as a form of punishment
- Try to diffuse situations before they escalate and not use sarcasm, demeaning or insensitive comments towards the students.
- Keep parents informed of more serious sanctions (internal/external suspension).
- Adhere to the school's behaviour management policy.
- Make sure that they do not move students unless they are trained and once used any 'holds', the necessary records need completing on iSAMS in the Wizard bar/Rewards and conduct manager/negatives.

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 as they put themselves at risk. Verbal intervention is always the first instance, followed by removing other students from the incident to safety. Physical intervention only as the very last resort. If physical intervention is used, then:

- Record the incident on iSAMS under Rewards and conduct manager or Well-being Manager if it is about the safety concern.
- A member of SLT or Safeguarding Team needs to be informed.
- The staff member will be required to discuss the situation with a member of the Senior Leadership Team (SLT).

Sexual contact with young people

All adults should:

- Not pursue sexual relationships with students either in or out of school.
- Avoid any form of communication with a child or young person which could be interpreted as sexually suggestive or provocative i.e. Verbal comments, letters, notes, electronic mail, phone calls, texts, physical contact.

One to one situation

The nature of the design of the school buildings means that many rooms and classrooms do not have windows in the doors. This means that there is not clear visibility as to what is happening in the room when the door is shut.

To ensure the effective safeguarding and supervision of pupils, colleagues are to follow the following protocol and should exercise caution in situations where they are alone with pupils:

- Avoid, as far as possible, being alone in a room with a pupil.
- Where possible, ensure that you wait until more than one pupil or another adult is present before entering a classroom.
- When working alone with a pupil is an integral part of your role, conduct and agree full risk assessments with a senior colleague.
- Keep the door open, and inform a colleague that the lesson/meeting is taking place.
- Arrange the meetings during normal school hours when there are plenty of other people about. If a meeting out of school hours is required, a member of the Senior Leadership Team should be informed.
- Do not continue the meeting for any longer than is necessary to achieve its purposes.
- Avoid sitting or standing in close proximity to the pupil, except as necessary to check work.
- Avoid using "engaged" or equivalent signs on doors or windows.
- Avoid idle discussion.
- Avoid all unnecessary physical contact and apologise straight away if there is accidental physical contact.
- Avoid any conduct that could be taken as a sexual advance.
- Report any incident that causes you concern to the DSL under the School's child protection procedures, and make a written record (signed and dated).
- Report any situation where a pupil becomes distressed or angry to a senior colleague.

Transporting students

The rules listed below do not apply to private contexts (non-school hours), specifically to situations involving BIS staff members who are also parents and/or relatives of BIS students. All adults should:

- Not offer lifts to students – unless this is part of their role and the necessary risk assessments have been undertaken.
- Avoid using own vehicle if possible, but when necessary, parental permission must be sought and SLT informed. This would be for transport to sports activities etc.
- Try to ensure that there is at least one adult additional to the driver acting as an escort.
- Be aware that the safety and welfare of the student is your 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.
- Take into account any specific needs that the student may have.

Educational visits and after school clubs etc.

All adults should:

- Always have another adult present in out of school activities, unless otherwise agreed with Senior leadership team.
- Undertake risk assessments.
- Have parental consent to the activity.
- Ensure that their behaviour remains professional at all times.

First aid and administration of medication

All adults should:

- Adhere to the school's First aid policy so that prescribed medicine only is administered.
- Only administer prescribed medication according to the school's Medication policy when a medical plan has been filled in and signed by a parent.

Intimate Care

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

Only trained, designated staff specified on the student's care plan should engage in intimate care.
If a student has soiled or wet clothing and the situation is not covered in their medical support plan, then they should be encouraged verbally to undertake the task themselves. If this is not possible the parent should be called to come into school to help sort out the student.

Curriculum (applicable to teaching staff only)

All adults should:

- Have clear written Schemes of Work as to be sure students are safe and not exposed to inappropriate material.
- Ensure that resource materials cannot be misinterpreted and clearly relate to the learning outcomes identified by the Schemes of Work.
- Not enter into or encourage inappropriate or offensive discussion about sexual activity.

Photography, videos and other creative arts (see E-Safety Policy)

All adults should:

- Be clear about the purpose of the activity and about what will happen to the photographs/recording when the lesson/activity is concluded.
- Ensure that a member of SLT is informed via email 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.
- All images used for texts available to parents and the general public must be cleared by the teacher prior to use. (The office needs to send staff members information if the parent of the child gave the permission to use their child's image).

- Be able to justify images of students in their possession.
- Avoid making images in one to one situations.
- Not take, display or distribute images of students unless they have consent to do so.
- Not use images, videos or other media of school or students for personal use without consent from Head of Primary/Secondary.
- Images will be kept securely and held by the school for the duration of the student's time, thereafter which they will be destroyed. (Except those used for official marketing purposes, (see below.)
- The IT manager will monitor staff laptops/memory sticks on a regular basis.
- Staff must use school-approved devices to take photographs or videos of students. Images must be uploaded to school systems as soon as reasonably practicable and stored in accordance with the school's data protection and safeguarding procedures.
- Phones should be on silent / vibrate, kept in a secure place such as a handbag. All personal calls/
- texts etc. should be made in non-teaching times, in appropriate areas away from the students.
- When in assembly/productions parents need to give their consent for their child's picture to be taken by others during school production.
- Marketing may use any images where parents have signed School consent forms for the images to be used. These images may be stored and used after the student has moved on from BIS as per the signed agreement.

Internet Use (see E-Safety Policy)

- All adults should follow BIS's Guidelines for use of IT & Internet but specifically:
- Use the Internet sensibly for educational use only – see E-Safety Policy
- Do not use school equipment to access any inappropriate websites, including pornographic sites, terrorist, etc.
- Not use social media accounts in class during teaching unless it is for educational purposes as part of the lesson.
- Use social media with caution, remembering that any information added is only acceptable if it does not bring the school's name into disrepute (it is your responsibility to adjust your security settings).
- Do not take any pictures of any inappropriate behaviour.
- Staff should not use any distractions from teaching (personal phones, social media sites, etc) unless it is used as part of the lesson.
- Staff grievances must be dealt with through appropriate school procedures and NOT through social
- media. Not complying with this will be dealt with through the school disciplinary procedures.

Mobile phone use for staff

Principles

This protocol has been written in consultation with governors and applies to all school-managed employees and teachers.

- Safeguarding is paramount
- Professional boundaries should be maintained
- Staff should model expectations consistently
- Personal device use should not compromise safety, privacy, or professionalism

Use of Mobile Phones During the Working Day

To ensure the safety and welfare of pupils personal mobile phones, cameras, and video recorders should not be used when pupils are present.

All mobile phones should be:

- **Switched off or on silent**
- **Kept in a secure place (not in a pocket)**
- **Not accessed during contact time with pupils**
- **Staff should not use mobile phones during lessons, duties, or supervision**

Consistency with School Expectations

As pupils are not permitted to use mobile phones:

- Staff should not use phones in front of pupils
- Staff behaviour should reinforce and support the school rule

Exceptional Circumstances

In exceptional cases, agreed with a member of the leadership team staff may keep phones accessible. Use should take place out of sight of pupils (e.g. staff room or office).

Use of Mobile Phones on School Visits

Mobile phones may be used:

- For emergency purposes only
- For communication with the school

Use should:

- Take place away from pupils where possible
- Be appropriate and proportionate

Photography, Video & Recording

Photographs or images of pupils may only be taken:

- With parental consent
- Using school equipment only

Images should:

- Remain within the school setting
- Be shared only with relevant parents/carers

Staff should not:

- Use personal mobile phones, cameras, or video recorders to record pupils, unless prior approval has been obtained from the school.

- Record classroom activities on personal devices

School images and recordings should only be:

- Transferred to
- Stored on

school systems and computers

Staff, visitors, volunteers, and students should not use personal devices to record images of pupils for their own records at any time.

Security

Staff accessing emails on mobile devices should ensure appropriate security measures are in place so that data cannot be accessed if the device is lost or stolen.

Social Networking

Staff should not access social networking sites via mobile phones (personal or school devices) during working hours.

Professional Communication & Boundaries

Staff should not:

- Provide pupils or parents with personal mobile numbers
- Use personal devices to communicate with parents
- Communicate with pupils via personal devices

Social Media & Digital Contact

Staff should not:

- Connect with pupils on social media
- Message, like, comment, or interact with pupils online

Staff should not communicate with pupils via:

- Personal email addresses
- Personal mobile phones
- Social media platforms

Approved Communication

All communication with pupils should take place through:

- School email systems
- School phones
- Approved school platforms

Any breach of this policy may result in disciplinary action.

Safeguarding and Staff Protection

These guidelines are in place to:

- Protect pupils from harm
- Protect staff from allegations
- Ensure transparency and accountability in all communication

Staff should follow this policy at all times.
Staff play a key role in modelling safe, respectful, and professional behaviour, setting a clear example for pupils in their use of technology.

Whistleblowing

All adults should:

- Follow the school's Whistleblowing policy and report any behaviour by colleagues that raises concern.

Sharing concerns and recording incidents

- All adults should:
- Be familiar with their school system for recording concerns.
- 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.

Absence reporting

- If staff are unable to attend work due to sickness or emergency reasons, they must follow the school's absence reporting procedures. Staff must notify Head of Primary/Secondary of the reason for their absence, and likely duration of their absence by 7:30am or as soon as is reasonably possible in emergency situations.
- Staff must call on each day of their sickness absence prior to obtaining a fit for work note from a doctor. A fit for work note is required for any sickness absence of more than 3 calendar days and a copy must be submitted to the School office without any undue delay.
- If staff are late to work for whatever reason they should endeavour to contact Head of Primary/Secondary as early as possible. Staff who are late more than five times during a half term period, will be subjected to disciplinary measures decided by the Head of Primary/Secondary.

Leave of absence

For term time staff, leave of absence, not relating to sickness or emergency reasons, will not be routinely granted and requests should be made in exceptional circumstances only.

If staff needs to take leave of absence, they must send a request to the Head of Primary/Secondary in a written form. Each request will be considered on its own merits and the impact on the school. A proof for reason of absence is required if applicable.

Other employment

You are obliged to inform the Head of Primary/Secondary of any paid activity that you take part in, after or before working time, that may reflect (either positively or negatively) on the school and/or involves personnel or students attending British International School (for example tutoring or babysitting.) If you intend to tutor students that do attend BIS, please inform the Head of School of such an activity.

Staff should not tutor students they teach, but recommend a colleague who can perform this job.

Criminal convictions

In line with the KCSIE (2025), all new staff engaging in regulated activity with students must complete a satisfactory Disclosure Barring Service check prior to commencing a role at school.

- Existing staff (employees and volunteers) within school must notify the Director of education in writing of any changes to their DBS, specifically if they are arrested, cautioned, charged or convicted of any offence.
- Staff must notify the Director of Education as soon as possible that they have been arrested, cautioned, charged or convicted. For the avoidance of doubt this includes being questioned under caution without charge.
- A failure to notify the school may lead to disciplinary action against the employee.
- Inform school as soon as possible of any other issues relating to staff or staff dependents safety to allow school to give full support in positively resolving the issue.

Publications and dealing with the media

If staff are approached by the media in relation to any school issues, this must be reported to the Director of Education immediately. Staff must not provide any statements or comments to the media without authorization from the Proprietor to do so.

Policy Review

This policy is reviewed annually.
Reviewed June 2026

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I agree to work to the requirements of the Staff Code of Conduct Policy and I fully understand my role and responsibility, knowing the consequence of my actions, should I choose not to adhere to the policy.

Signed: …… Date: ……

Please Print your name: ……