



## **Staff Code of Conduct**

### **Purpose**

A Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe, and the school should notify staff of this code and the expectations therein. School staff are role models and are in a unique position of influence. They must therefore adhere to behaviour that sets a good example to all the pupils 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.

This document forms part of a staff member's employment contract and failure to comply with it and with any associated policies may result in disciplinary action being taken, including legal action where it is warranted.

This document applies to all staff members who are employed by the school.

### **1. Professional behaviour and conduct**

1.1. Staff members are expected to treat other colleagues, pupils, parents and any visitors to the school with dignity and respect.

1.2. Discrimination, bullying, harassment or intimidation, including physical and verbal abuse, will not be tolerated at the school.

1.3. Staff members must not misuse or misrepresent their position, qualifications or experience or bring the school into disrepute.

1.4. Staff members must inform the Principal if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution.

1.5. Staff members must refrain from using mobile phones whilst in the presence of children.

1.6. Mobile phones must be switched to 'silent' during lessons and must not be left on teacher's desks or any other place where they are visible to children.

1.7. Staff members can only consume water during lesson time.

1.8. Any other drinks/snacks should not be consumed during lessons.



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1.9. Staff members are not allowed to privately tutor any child from Bright Horizons School. Any staff member found doing so will be subject to immediate suspension (without pay) and possible further disciplinary action.

## **2. Attendance**

Staff members must:

2.1. Attend work in accordance with their contract of employment and associated terms and conditions in relation to hours, days of work and holidays.

2.2. Begin work on time (8am for Teachers and 8.30am for assistants), repeated lateness will result in disciplinary action being taken.

2.3. Inform the Principal when leaving the school premises earlier.

2.4. Inform the Principal and School Counsellor as soon as possible in case of illness.

2.5. Provide a sick leave notice from a doctor from the first day of illness.

## **3. Appearance and dress**

All staff must:

3.1. Ensure that their appearance is clean and neat when at work or representing the school.

3.2. Dress in a manner that is appropriate to their role. The dress code is smart rather than casual (ie. no denim or flip flops or tennis shoes).

3.3. Remember that they are role models for pupils and that their dress and appearance should reflect this.

3.4. Avoid dressing in a way that would cause embarrassment to pupils, parents, colleagues or other stakeholders (ie. no revealing clothes, such as short skirts, see through or low-cut tops).

3.5. Jewellery should not be ostentatious.

3.6 Male Teachers are expected to wear shirts and ties, with the exception of school trips and sporting commitments



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## **4. Safeguarding children**

All staff must:

- 4.1. Behave in an open and transparent manner that would not lead to any suspicion about their actions or intent.
- 4.2. Respect their duty to protect children and young people from harm and to maintain professional boundaries.
- 4.3. Follow the agreed safe guarding procedure (as per the safeguarding policy) if they believe any child is in danger
- 4.4. Carry out their duties and responsibilities with care when on duty at break, lunch or afterschool
- 4.5. Never leave children unsupervised.
- 4.6. Assume responsibility for the health and safety of children in their care and know the whereabouts of each pupil in their care at all times.
- 4.7. Only use mobile devices to take pictures or record videos for school purposes. These must be deleted immediately once uploaded or saved on the school drive.
- 4.8. Immediately report to the Principal any misconduct by another member of staff.
- 4.9. All teachers have to pass the courses Health and Safety and Safeguarding by Educare and working in the safety way provided by Croatian company.

## **5. Communication with parents**

- 5.1. Staff should only use their school email address or school landline when communicating with parents.
- 5.2. When emailing parents, the Principal and School Counsellor must be bcc'd.
- 5.3. Staff members must remain professional when communicating with parents and remember that they are our clients, not our friends.



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5.4. Staff members are not allowed to discuss **any other** staff member or child when communicating with parents. Failure to comply with this will result in disciplinary action being taken.

5.5. Staff members are **not allowed** to give their private contact details to parents. If they breach this, they will be subject to disciplinary action.

5.6. Class teachers are required to conduct individual parent teacher meetings as requested by the Principal and School Counsellor.

5.7. Class teachers are required to meet with parents (as required) if parents request a meeting. Class teachers are responsible for arranging a mutually convenient time (even if this means staying after school).

5.8. The Principal and School Counsellor **must** be informed of any such meetings **prior** to them taking place.

## 6. Curriculum

All teachers must:

6.1. Follow the curriculum in accordance with the subject they teach. At Bright Horizons this includes: the Croatian Curriculum, English National Curriculum, International Primary Curriculum and Language Curriculums.

6.2. Ensure that planning is completed by the deadline they are given.

6.3. Create and complete weekly plans before the week begins.

6.4. Attend any staff meetings. If unable, this should be made clear to the meeting host.

6.5. Fill in ednevnik for all the subjects they teach (including planning for these subjects). General information pertaining to the class, individual pupils and so on must also be written into this diary so that teachers can refer to it.

6.6. Mark any classwork and homework carefully and thoroughly and give pupils useful and constructive feedback ensuring that pupils know what they need to do to improve.



## **7. Field trips**

7.1. Teachers are responsible for organising at least four field trips per school year.

7.2. Teachers are also responsible for ensuring that all relevant paperwork (eg. permission slips etc.) is completed and kept in the 'Trips Folder' at least 1 day before the trip.

7.3. The Principal is to be shown all completed documentation prior to the trip. Failure to do so will mean the trip will not go ahead.

7.4. Teachers must ensure that the correct ratios are adhered to when on school trips – that is at least 1 teacher for every 10 children going on a trip.

7.5. Staff members are responsible for the safety of all children when on a trip and **must** remain vigilant at all times.

## **8. Professional development**

8.1. Teachers are required to pass the set courses given each year, as well as attending any CPD training sessions provided by the school

8.2. Required training can be substituted by other training courses proposed by teachers subject to the approval of the Principal and School Counsellor.

## **9. School premises and equipment**

9.1. All staff members are responsible for looking after and taking care of our school to the best of their ability.

9.2. Teachers are responsible for ensuring that their classrooms are left tidy and organised at the end of the day.

9.3. The last member of staff to leave a classroom must ensure that the lights and heating are switched off, that all windows are securely closed and that chairs are put on tables.

9.4. School equipment and systems are available only for school activities and should not be used for the fulfilment of another job or for personal use. Special care must be given to school ICT equipment and any malfunction or damage must be reported to the Principal immediately.

9.5. Illegal, inappropriate or unacceptable use of school equipment or communication systems may result in disciplinary action and, in serious cases, could lead to an employee's dismissal.

9.6. Employees receiving inappropriate communication or material or who are unsure about whether something he / she proposes to do might breach this Policy, should seek advice from the Principal.



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9.7. The school reserves the right to monitor e-mails, phone calls, internet activity or document production, principally in order to avoid offensive or nuisance material and to protect systems from viruses, but also to ensure proper and effective use of systems.

9.8. Communication systems may be accessed when the school suspects that the employee has been misusing systems or facilities, or for the investigation of suspected fraud or other irregularity.

9.9. Passwords should not be shared and access to computer systems must be kept confidential except on the express request of the Principal and School Counsellor. Breach of this confidentiality may be subject to disciplinary action.

9.10. School laptops are not allowed to be taken home unless online learning is being taught, or special permission has been given by the principal

9.11. Staff must look after and use school supplies responsibly. Reuse/recycle wherever possible.

## **10. Behavioural problems**

10.1. Any behaviour problems must be reported to the parents/carers and Principal as soon as possible.

10.2. In the case of behavioural problems, the school Behaviour Policy must be followed.

10.3. In the case of ongoing behaviour issues or more serious problems, a meeting with the parents/carers should be held (but only after discussing the matter with the Principal). Depending on the circumstances, the Principal may also attend the meeting.

10.4. Before entering notes into e-dnevnik or sending slips home, teachers may need to advise with the office first.

## **11. Holidays**

11.1. The school adheres to Croatian national holidays.

11.2. Staff will use their holiday throughout the summer.

11.3. Staff are allowed to take two personal days off during the year. This, however, must be formally requested in writing **at least** 3 days prior to the requested day off. Furthermore, this day will then be taken off from the staff members annual leave.



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All midterm breaks are not considered holidays. It is a time designated for finishing/ finalising plans and all other school documentations. In the case of a need, teachers can be called to work at the school premises

## **12. Confidentiality and Information disclosure**

12.1. Staff should not use any information obtained in the course of their duties to the detriment of Bright Horizons school or for personal gain or benefit or pass this information on to others who might use it in such a way. Staff must also take all reasonable steps to ensure that the loss, destruction, inaccuracy or disclosure of information does not occur as a result of their actions, including information relating to school business and pupil data.

### 12.2. Other employment/private work

- Any external work that staff undertake must not bring Bright Horizons school into disrepute or conflict with the school's interest.
- Any copyright created by a member of staff during their employment with Bright Horizons School becomes the property of the school.
- staff should not set up a business or accept employment with a business that is engaged in work, which is in direct competition with Bright Horizons school.
- private work should not be undertaken in the school's time, or using the school's premises or equipment, without prior approval of the Principal.

## **12. Illness**

- If a member of staff is ill they need to inform the school as soon as possible before their working hours commence
- Doctor's note should be handed to the Head Teacher or School Counsellor after the first day of illness
- In the event that a staff member is ill, a daily outline of their working day should be sent to the Head Teacher and School counsellor for a cover teacher, this should include their duties

## **13. Displays**

Each classroom should have the following displays  
-birthday display board

- mindfulness/PSHE/Growth Mindset display board
- Sustainable goal displayed
- Personal goal displayed...with personal goal box
- Topic/IPC Display
- Classroom Jobs displayed
- Classroom Rules displayed
- Maths Display
- English Display
- Child friendly marking policy displayed and success triangle
- Behaviour chart
- House Points displayed

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I have read and fully understood the Staff Code of Conduct.

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