



## **British International Remote School (BIRS) Staff Code of Conduct**

### **Effective Date:**

### **1. Introduction**

- 1.1. This Code of Conduct outlines the professional standards and behaviour expected of all staff (employees, contractors, volunteers) at BIRS.
- 1.2. It complements the **Safeguarding and Child Protection Policy** and other school policies. Adherence to this Code is a condition of employment/engagement.

### **2. Core Principles**

- 2.1. **Professionalism:** Maintain high standards of personal and professional conduct.
- 2.2. **Respect:** Treat all students, parents, colleagues, and stakeholders with respect, courtesy, and fairness.
- 2.3. **Integrity:** Act with honesty and integrity in all school-related matters.
- 2.4. **Safeguarding:** Prioritise the safety and well-being of students at all times.

### **3. Professional Conduct Online**

- 3.1. Use official BIRS communication channels for all school-related communication.
- 3.2. Maintain professional boundaries with students; avoid personal social media connections.
- 3.3. Ensure online lessons are conducted in an appropriate environment, with professional attire, including modest clothing, and a suitable background.
- 3.4. Be mindful of cultural sensitivities.
- 3.5. Ensure that the language and materials presented in lessons do not contradict the school's values.

- 3.6. Communication with parents/guardians should only be conducted through or with the permission of the administration.

#### **4. Safeguarding Responsibilities**

- 4.1. Be familiar with and adhere to the **Safeguarding and Child Protection Policy**.  
4.2. Report any safeguarding concerns immediately to the Designated Safeguarding Lead (DSL).  
4.3. Maintain confidentiality appropriately.

#### **5. Use of School Resources & Data**

- 5.1. Use BIRS IT systems and resources responsibly and for school purposes only.  
5.2. Adhere to the **Privacy Policy** and data protection principles when handling personal data.  
5.3. Do not share confidential school information inappropriately.

#### **6. Conflicts of Interest**

Disclose any potential conflicts of interest to school management.

#### **7. Breaches of the Code**

Breaches of this Code may result in disciplinary action, up to and including termination of employment/contract.

#### **Acknowledgment:**

*I have read, understood, and agree to abide by the BIRS Staff Code of Conduct.*

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_  
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