



British Academy
School Marrakech
— Belong Achieve Become —

STAFF CODE OF CONDUCT POLICY
BASM 4

THE BRITISH ACADEMY SCHOOL MARRAKECH

SAFEGUARDING CODE OF CONDUCT

Introduction

The British Academy School Marrakech is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

This code of conduct has been produced to help staff establish the safest possible learning and working environments which safeguard children and reduce the risk of them being falsely accused of improper or unprofessional conduct. The document clarifies what is expected in terms of professional behaviour and what might constitute illegal behaviour or be considered as misconduct.

Staff should continually monitor and review practice to ensure this guidance is followed. This code of conduct should be read in conjunction with the following policies.

- Safeguarding and child protection policy and procedures.
- Behaviour policy.
- Restraint policy
- ICT Acceptable use policy
- Whistle blowing
- Intimate Care
- First Aid

If a member of staff does not follow this code of conduct this may lead to disciplinary action being taken.

Underpinning principles

The following principles apply to all staff.

- The welfare of the child is paramount.
- Staff should understand their responsibilities to safeguard and promote the welfare of pupils.
- Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- Staff should work, and be seen to work, in an open and transparent way.
- Staff should acknowledge that deliberately invented/malicious allegations are extremely rare and that all concerns should be reported and recorded.
- Staff should discuss and/or take advice promptly from a member of the SLT if they have acted in a way which may give rise to concern.
- Staff should apply the same professional standards regardless of culture, disability, gender, language, racial origin, religious belief and sexual orientation.
- Staff should not consume or be under the influence of alcohol or any substance including prescribed medication, which may affect their ability to care for children.
- Staff should be aware that breaches of the law and other professional guidelines could result in disciplinary action, criminal action and/or other proceedings being taken against them. For UK staff this may include barring by the Disclosure and Barring Service (DBS) from working in regulated activity, and any acts of serious misconduct could result in prohibition from teaching by the Teaching Regulation Agency (TRA).
- Staff should continually monitor and review practice to ensure this guidance is followed.

Responsibilities

Staff are accountable for the way in which they exercise authority, manage risk, use resources and safeguard children. All staff have a responsibility to:

- Keep pupils safe and to protect them from abuse, neglect and safeguarding concerns. Pupils have a right to be safe and to be treated with respect and dignity.
- Act and be seen to act in the child's best interests.
- Avoid any contact which would lead any reasonable person to question their motivation and intentions.
- Take responsibility for their own actions and behaviour.
- Understand the school's safeguarding and child protection policy and arrangements for managing allegations against staff (including the reporting of low-level concerns), whistleblowing procedure, staff behaviour policy.

The school has a responsibility to:

- Promote a culture of openness, transparency and support.
- Ensure that safeguarding procedures are in place and reviewed.
- Ensure that systems are in place for all concerns to be raised, including those defined as low level.
- Ensure that staff are not placed in situations which render them particularly vulnerable.

Making professional judgments

This guidance cannot provide a complete checklist of what is, or is not, appropriate behaviour for staff. It does highlight, however, behaviour which is illegal, inappropriate or inadvisable. There will be rare occasions and circumstances in which staff must make decisions or act in the best interests of a pupil, which could contravene this guidance or where no guidance exists.

Individuals are expected to make judgments about their behaviour to secure the best interests and welfare of the pupils in their charge and, in so doing, will be seen to be acting reasonably. These judgments should always be recorded and shared with management. All staff should always consider whether their actions are warranted, proportionate, safe and applied equitably.

Power and positions of trust

All staff working with children at The BASM are in a position of trust in relation to pupils in their care. The relationship between a person working with children is one in which the adult has a position of power or influence. It is vital for staff to understand this power and that the relationship cannot be one between equals, and the responsibility they must exercise consequently.

The potential for exploitation and harm of vulnerable pupils means that staff have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.

Staff should always maintain appropriate professional boundaries, avoid behaviour which could be interpreted by others as unprofessional, and report and record any such incident.

A member of staff person is in a position of trust with a child under 18, and it is an offence for that person to engage in sexual activity with or in the presence of that child, or to cause or incite that child to engage in or watch sexual activity.

Staff should not:

- Use their position to gain access to information for their own advantage and/or a pupil's or family's detriment.
- Use their power to intimidate, threaten, coerce or undermine pupils.

- Use their status and standing to form or promote relationships with pupils which are of a sexual nature, or which may become so.

Confidentiality

Staff may have access to confidential information about pupils and their families.

Staff are expected to:

- Keep information about pupils and families in a discreet and confidential manner and only share when legally permissible to do so and in the interests of the child.
- Only share records with those who have a legitimate professional need to see them.
- Never use confidential information or personal information about a pupil or their family for their own, or others advantage (including that of partners, friends, relatives or other organisations).
- Never use information to intimidate, humiliate, or embarrass a child.
- Pass any concerns or allegations to the designated safeguarding lead without delay. If a child or their parent/carer makes a disclosure regarding abuse or neglect, staff are expected to follow the school's reporting procedures and should not promise confidentiality to a child or parent but should give reassurance that the information will be treated sensitively.
- Seek guidance from the DSL if in any doubt whether to share information.

Standards of behaviour

All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children. All staff should adopt high standards of personal conduct to maintain confidence and respect of the general public and those with whom they work.

There may be times when a member of staff's actions in their personal life come under scrutiny from the community, the media or public authorities, including with regard to their own children, or children or adults in the community. Staff should be aware that their behaviour, either in or out of the workplace, could compromise their position within the work setting in relation to the protection of children, loss of trust and confidence, or bringing the employer into disrepute. For UK contracted staff such behaviour may also result in prohibition from teaching by the TRA, a bar from engaging in regulated activity, or action by another relevant regulatory body.

All staff should not:

- Behave in a manner which would lead any reasonable person to question their suitability to work with children or to act as an appropriate role model.
- Make, or encourage others to make, sexual remarks to, or about, a pupil.
- Use inappropriate language to or in the presence of pupils.
- Discuss their personal or sexual relationships with, or in the presence of, pupils.
- Make or encourage others to make unprofessional personal comments which scapegoat, demean or humiliate or might be interpreted as such.

Staff should:

- Be aware that their behaviour may impact on their work with children.

Dress and appearance

A person's dress and appearance are matters of personal choice and self-expression, and some individuals will wish to exercise their own cultural customs. However, staff should select a manner of dress and appearance appropriate to their professional role, and which may be necessarily different to that adopted in their personal life. Staff should ensure they are dressed decently, safely and appropriately for the tasks they undertake. Those who dress or appear in a manner which could be viewed as offensive or inappropriate will render themselves vulnerable to criticism or allegation.

All staff 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.
- Is compliant with professional standards.
- Is sensitive to the cultural norms of Morocco.

Gifts, rewards, favouritism and exclusion

Staff need to take care that they do not accept any gift that might be construed as a bribe by others or lead the giver to expect preferential treatment.

There are occasions when pupils or parents wish to pass small tokens of appreciation to staff, for example, during Ramadan or Christmas as a thank you, and this is usually acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value including offers of use of private residences such as holiday homes. Similarly, it is inadvisable to give such personal gifts to pupils or families. This could be interpreted as a gesture either to bribe or groom. It might also be perceived that a 'favour' of some kind is expected in return.

Staff should:

- Be aware of and understand the school's policy on rewarding positive behaviour.
- Ensure that gifts received or given in situations which may be construed as such are declared and recorded.
- Only give gifts to pupils as part of an agreed reward system.
- Where giving gifts other than as above, ensure that these are of insignificant value and given to all pupils equally.
- Ensure that all selective processes of pupils are fair and these are undertaken and agreed by more than one member of staff.
- Ensure they do not behave in a manner which is either favourable or unfavourable to individual pupils.

Infatuations and 'crushes'

All staff need to recognise that it is not uncommon for pupils to be strongly attracted to a member of staff and/or develop a 'crush' or infatuation. Staff should make every effort to ensure that their own behaviour cannot be brought into question and does not appear to encourage this. They should also be aware that such infatuations may carry a risk of their words or actions being misinterpreted.

Staff should report any incidents (verbal, written or physical) that suggests a pupil may be infatuated with a member of staff and staff to the DSL or Headteacher.

Social contact outside of the workplace

It is acknowledged that staff may have genuine friendships and social contact with parents of pupils, independent of their professional relationship. Staff should, however, also be aware that professionals who sexually harm children often seek to establish relationships and contact outside of the workplace with both the child and their parents, in order to 'groom' the adult and the child 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 pupils or their families could be perceived as harmful or exerting inappropriate influence on children and may bring the setting into disrepute (for example, attending a political protest, circulating propaganda).

If a pupil or parent seeks to establish social contact, or if this occurs coincidentally, staff should exercise their professional judgment. This also applies to social contacts made through outside interests or the staff member's own family.

All staff should:

- Always approve any planned social contact with pupils or parents with a member of the SLT.
- Advise SLT of any regular social contact they have with a pupil.
- Refrain from sending personal communications to pupils or parents, unless agreed by SLT.
- Inform the Headteacher of any relationships with a parent where this extends beyond the usual parent/professional relationship.
- Inform the relevant member of the SLT of any requests or arrangements where parents wish to use their services outside of the workplace, for example, babysitting or tutoring.

Communication with pupils (including the use of technology)

Staff should ensure that they establish safe and responsible online behaviours, working to local and national guidelines and in accordance with the school's acceptable use/ICT policy.

This policy applies to the use of all electronic media, including the use of computers, tablets, phones, texts, emails, instant messages, social media such as Facebook and Twitter, chatrooms, forums, blogs, websites, gaming sites, digital cameras, videos, webcams and other hand-held devices. Please note this list is not exhaustive.

Staff should:

- Not seek to communicate/make contact or respond to contact with pupils outside of the purposes of their work.
- Where personal phones need to be used in school for Internet access, staff should ensure they are connected to the school-provided guest wireless networks.
- Not give out their personal details to pupils.
- Ensure any communications are open and transparent, and avoid any communication which could be interpreted as 'grooming behaviour'
- Report to the DSL or Headteacher any attempt by pupils to contact them and firmly and politely inform the pupil that such contact is not acceptable.
- Use only equipment and internet services provided by the school.
- Ensure their use of technology could not bring their employment by the school into disrepute.

Physical contact

There are occasions when it is necessary, appropriate and proper for staff to have physical contact with pupils. However, it is crucial that they only do so in ways appropriate to their professional role and in relation to the pupil's individual needs and any agreed care plan.

Staff should:

- Be aware that even well-intentioned physical contact may be misconstrued by the pupil, an observer or any person to whom this action is described.

- Never touch a pupil in a way which may be considered indecent.
- Always be prepared to explain actions and accept that all physical contact is open to scrutiny.
- Never indulge in horseplay or fun fights.
- Always allow/encourage pupils, where able, to undertake self-care tasks independently.
- Ensure the way they offer comfort to a distressed pupil is age appropriate.
- Always tell a colleague when and how they offered comfort to a distressed pupil.
- Establish the preferences of pupils.

Consider alternatives, where it is anticipated that a pupil might misinterpret or be uncomfortable with physical contact.

- Always explain to the pupil the reason why contact is necessary and what form that contact will take.
- Report and record situations which may give rise to concern.
- Be aware of cultural or religious views about touching and be sensitive to issue of gender.
- Ensure extra caution is taken where it is known a child has suffered previous abuse or neglect.
- Ensure that arrangements in respect of pupils with disabilities are understood and agreed by all concerned.

Other activities that require physical contact

Staff within areas such as PE, drama or music may need to initiate some physical contact with children, for example, to demonstrate a technique in the use of equipment or support a child so they can perform an activity safely or prevent injury. Any physical contact should only take place when it is necessary in relation to a particular activity and in a safe and open environment.

In such circumstances staff should:

- Treat pupils with dignity and respect and avoid contact with intimate parts of the body.
- Always explain to a pupil the reason why contact is necessary and what form that contact will take.
- Seek consent of parents where a pupil is unable to give this, for example, because of a disability.
- Consider alternatives, where it is anticipated that a pupil might misinterpret any such contact.
- Conduct activities where they can be seen by others.
- Be aware of gender, cultural and religious issues that may need to be considered before initiating physical contact.
- Report any incidents of physical contact that cause concern.

Intimate/personal care

Pupils should be encouraged to act as independently as possible and to undertake as much of their own personal care as is possible and practicable. Pupils are always entitled to respect and privacy, and especially when in a state of undress, including for example, when changing, toileting and showering. Staff should announce their intention of entering any such vicinity and only remain in the room where a pupil's needs require this.

When assistance is required, this should normally be undertaken by one member of staff, however, they should try to ensure that another appropriate adult is in the vicinity who is aware of the task to be undertaken and that, wherever possible, they are visible and/or audible. Staff should always explain to a pupil what is happening before a care procedure begins.

Intimate or personal care procedures should not involve more than one member of staff unless the pupil's care plan specifies the reason for this.

A signed record should be kept of all intimate and personal care tasks undertaken and, where these have been carried out in another room, should include times left and returned.

Any vulnerability, including those that may arise from a physical or learning difficulty, should be considered when formulating the individual's care plan. The views of parents, carers and the pupil, regardless of their age and understanding, should be actively sought in formulating the plan in the necessary regular review of these arrangements.

Behaviour management

Where pupils display difficult or challenging behaviour, staff should follow the school's behaviour policy, using strategies appropriate to the circumstances and situation.

In particular staff should:

- Not use force as a form of punishment.
- Try to defuse situations before they escalate, for example, by distraction.
- Keep parents informed of any sanctions or behaviour management techniques used.
- Be mindful of and sensitive to factors both inside and outside of the school or setting which may impact on a pupil's behaviour.
- Behave as a role model.
- Avoid shouting at pupils other than as a warning in an emergency/safety situation.
- Be aware and comply with Moroccan law as it relates to pupil suspension, expulsion and any restrictions of liberty as a sanction.

The use of control and physical intervention

Care must be exercised in order that staff do not physically intervene in a manner which could be considered unlawful. All staff should adhere to the school's physical intervention policy.

Staff may reasonably intervene to prevent a child from:

- Committing a criminal offence
- Injuring themselves or others.
- Causing damage to property.
- Engaging in behaviour prejudicial to good order and to maintaining good order and discipline.

Under no circumstances should physical force be used as a form of punishment. The use of unwarranted or disproportionate physical force is likely to constitute a criminal offence.

Sexual conduct

Any sexual behaviour by a member of staff with or towards a pupil is unacceptable. It is an offence for a member of staff in a position of trust to engage in sexual activity with any pupil and would be a matter for criminal and/or disciplinary procedures.

Pupils are protected by the same laws as adults in relation to non-consensual sexual behaviour. They are additionally protected by specific legal provisions depending on their age and understanding. This includes the prohibition of sexual activity with children by adults in a position of trust.

Sexual activity involves physical contact including penetrative and non-penetrative acts. However, it also includes non-contact activities, such as causing pupils to engage in or watch sexual activity or the production of pornographic material.

Staff should:

- Not have any form of sexual contact with any current or former BASM.
- Avoid any form of touch or comment which is, or may be, indecent.

- Avoid any form of communication with a pupil which could be interpreted as sexually suggestive provocation or give rise to speculation, for example, verbal comments, letters, notes, emails, social media, phone calls, texts, physical contact.
- Not make sexual remarks to or about a pupil.
- Not discuss sexual matters with or in the presence of pupils other than within agreed curriculum content or as part of their recognised job role.

One-to-one situations

Staff working in one-to-one situations with pupils at the school can be more vulnerable to allegations or complaints.

To safeguard both pupils and staff, staff should:

- Ensure that wherever possible there is visual access and/or an open door in one-to-one situations.
- Avoid use of 'engaged' or equivalent signs wherever possible.
- Always report any situation where a pupil becomes distressed or angry to a member of the SLT.
- Consider the needs and circumstances of the pupil involved.

Not arrange to meet pupils from the school or setting away from the work premises, unless the necessity for this is clear and approval is sought from the SLT, the pupil and their parents/carers.

- Ensure any necessary home visits are in accordance with any home visit policy in place.

Home visits

All work with pupils and parents should usually be undertaken in the school or setting recognised by the school.

There are occasions, however, where it may be necessary to make a one-off or even a series of home visits. Before this happens:

- The reason for doing so must be agreed with the Headteacher.
- Appropriate policies need to be in place and related risk assessment undertaken to safeguard both staff and pupils.
- Appropriate risk management measures should be put in place before a visit takes.
- If insufficient information is available, visits should not be undertaken alone.

Transporting pupils

Staff should not offer lifts to pupils unless the need for this has been agreed by a member of the SLT.

Wherever possible and practicable, it is advisable that transport is undertaken other than in private vehicles and with at least one adult additional to the driver acting as an escort.

It is a legal requirement that all passengers wear seatbelts and the member of staff driving the vehicle should ensure all passengers do so.

All staff required to transport pupils must have an appropriate and valid licence/permit and appropriate insurance in place for the vehicle and ensure they are fit to drive and free from any drugs, alcohol or medicine which is likely to impair judgment and/or the ability to drive.

Educational visits

All staff planning or involved in an educational visit should:

- Adhere to the school's educational visits guidance.
- Always have another adult present on visits, unless otherwise agreed with senior management.
- Undertake risk assessments.
- Have parental consent to the activity.
- Ensure that their behaviour remains professional at all times.
- Never share bedrooms unless it involves a dormitory situation and the arrangements have been previously discussed with senior management, parents and pupils.

- Refer to Moroccan guidance for educational visits.
- Be aware that the consumption of alcohol on educational trips and visits is not permitted.

First aid and medication

Staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions.

Nominated staff responsible for administering first aid and medication should do so in accordance with the relevant health and safety policy in place at the school.

Photography, videos and other images

Staff should not take images of a child's injury, bruising or similar e.g. following a disclosure of abuse. Nor should any video or audio recording be made of a child's disclosure.

Many educational activities involve recording images. These may be undertaken for displays, publicity, to celebrate achievement and to provide records of evidence of the activity.

On occasion, staff will take pictures or recordings of pupils on their personal phones or cameras for the purposes of recognition and sharing success via school social media/website. In every instance, permission for this will be obtained from the student (and checked against parental preference expressed via admissions paperwork). Staff must not store such images/recordings beyond the point they have been published/shared

Staff should:

- Only publish images of pupils where they and their parent/carer have given explicit written consent to do so.
- Only take images where the pupil is happy for them to do so.
- Only retain images when there is a clear and agreed purpose for doing so.
- Store images in an appropriate secure place in the school or setting.
- Ensure that a senior member of staff is aware that the photography/image equipment is being used and for what purpose.
- Be able to justify images of pupils in their possession.
- Avoid making images in one-to-one situations.
- Not take images of pupils for personal use.
- Not take images of children which could be considered as indecent or sexual.

Staff should also ensure that pupils are not exposed, through any medium, to inappropriate or indecent images. Further, that any films or material shown to pupils is age appropriate and senior management have authorised the viewing of such material.

Under no circumstances are staff permitted to use any school equipment to access pornography.

Personal equipment containing pornography or links to it should never be brought into the school setting. Any equipment found to store such material raises serious concerns about the suitability of the staff members continued employment at The BASM.

Use of technology for online/virtual teaching

All settings should ensure their online safety policies state that all staff involved in virtual teaching or the use of technology to contact pupils are briefed on best practice and any temporary changes to policy/procedures (e.g. during school closures caused by a pandemic). The following guidelines should be followed:

- The platform used for online/virtual teaching has an appropriate level of security.
- Use school devices wherever possible and contact pupils through the school address/login.

- Virtual lessons should be timetabled, and senior staff should be able to drop in to any virtual lesson at any time.
- Staff engaging in online learning should maintain a professional standard of dress and behaviour.
- The background used should be as neutral as possible.
- Resources used must be age appropriate.
- Agreement should be sought from the pupil/parent if the member of staff wishes to record the lesson.

Exposure to inappropriate images

Staff should take extreme care to ensure children and young people are not exposed, through any medium, to inappropriate or indecent images.

- If indecent images of children are discovered at the establishment or on the school's equipment an immediate referral should be made to the DSL.
- Under no circumstances should any adult use school equipment to attempt to access pornography.

Curriculum

Some areas of the curriculum can include or raise subject matter which is sexually explicit or of a political or sensitive nature. Great consideration should be given to the cultural norms of Moroccan and staff should err on the side of caution. Care should be taken to ensure that resource materials cannot be misinterpreted, are culturally appropriate and clearly relate to the learning outcomes identified by the lesson plan.

If in any doubt seeks the guidance of a member of the SLT especially the Assistant Head (academic).

Develop ground rules with pupils to ensure that where it has been deemed appropriate to discuss specific topics this can happen in a safe learning environment. This plan should highlight areas of risk and sensitivity, and care should especially be taken in those areas of the curriculum where usual boundaries of rules are less rigorously applied, for example, drama.

The curriculum can sometimes include or lead to unplanned discussion about subject matter of a sexually explicit, political or otherwise sensitive nature. Responding to children's questions requires careful judgment. Once again staff should be acutely aware of the wider cultural norms of the schools setting and err of the side of caution. Care should be taken to comply with the school's policy on spiritual, moral, social and cultural (SMSC) education, which seek to ensure the fundamental British values are not undermined. Staff should also always comply with the BASM's policy for relationships and sex education (RSE).

Staff should:

- Take care when encouraging pupils to use self-expression, not to overstep personal and professional boundaries.
- Be mindful of safeguarding considerations in student-led projects i.e. the topic chosen and the methodology used.
- Be able to justify all curriculum materials and relate these to clearly identifiable lesson plans.

Be sure that any questionnaires students use as part of their projects should be checked for appropriateness.

Staff should not:

- Enter or encourage inappropriate discussions which may offend or harm others.
- Undermine fundamental British values.
- Attempt to influence or impose their personal values, attitudes and beliefs on pupils.

Whistleblowing

Whistleblowing is the mechanism by which staff can voice their concerns, made in good faith, without fear of repercussion.

Staff should:

- Report any behaviour by colleagues that raises concern.
- Report allegations against staff and volunteers to the DSL or Headteacher.

Staff should refer to the school's whistleblowing procedure for further information.

Sharing concerns and recording incidents

All staff should:

- Be aware of the school's arrangements for reporting and recording concerns and allegations.
- Take responsibility for recording any incident, and passing on that information where they have concerns about any matter pertaining to the welfare of a pupil.

COMPLIANCE

All staff must complete the acknowledgement form to confirm they have read, understood and agree to comply with this policy.

Approved by Advisory Board:

Review date: September 2026

BRITISH ACADEMY SCHOOL MARRAKECH