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# Code of Conduct

***This is a sample Code of Conduct for all staff and volunteers whether they are full time or part time. The Head Teacher has a key role in supporting staff and giving guidance. There is a collective responsibility to promote practices, which will help to ensure a consistent approach across the Al Madina Trust and move it towards being an institution where data is protected.***



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## **CODE OF CONDUCT FOR TEACHING & SUPPORT STAFF IN MADRASSAH**

This policy will apply to both teaching and non-teaching staff working at a madrassah setting in Coventry City. It is the responsibility and obligation for all staff to ensure that discipline is maintained at all times with regard to punctuality and treating all other staff and children with respect.

Safeguarding children is at the centre of everything that happens in the madrassah and staff should be well versed with policies and procedures that operate at the centre.

The purpose of the policy is to make clear the expectation that all employees value and show respect for fellow human beings by demonstrating acceptable standards of attitude, behaviour and communication.

The aim of this Policy is to ensure that arrangements are in place to support employees to act in a manner that upholds the expected standards of behaviour.

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## 1. What is it?

This code of conduct

- sets out minimum standards of behaviour for employees and volunteers;
- provides guidelines to help maintain and improve standards;
- aims to protect the reputation of both employees and the madrassah;
- aims to protect the rights and interests of children and young people involved with the madrassah

This code of conduct is not exhaustive and does not replace the general requirements of the law, common sense and good conduct. This code of conduct should be read in conjunction with other policies applicable at the madrassah..

## 2. Who does it apply to?

This policy applies to all employees and volunteers including trustees and any members of the management committees whether they are full time or part time.

## 3 What is my responsibility?

Employees need to:

- read this policy;
- ensure they understand it;
- ask if there are any points that are unclear;
- use this code of conduct, alongside other school policies, to guide them in their role. Breach of this code of conduct may lead to disciplinary action which could result in dismissal.

## 4. Introduction

The public is entitled to expect the highest standards of behaviour from madrassah employees. Employees represent the madrassah and are trusted to act in a way which promotes the organisation’s interests and protects its reputation. Employees are accountable for their actions and should ask the head teacher for advice if they are not sure of the appropriate action to take.

### 4.1 Interests

Conflicts of interest may occur if a decision of the madrassah could affect an employee, or close friends and relatives, either positively or negatively. Interests could include:

- Involvement with businesses which have existing or proposed contracts with the organisation; Employees should ask themselves the question “Would a member of the public think that they or their family would benefit from the connection between their personal



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interest and their employment with the school?” If the answer is yes then they must declare their interest to the management committee in writing.

- Employees may hold their own personal and political views but must act professionally at work and not allow these views to interfere with their work.

#### 4.2 Outside Commitments

Employees should ensure that their activities outside work do not conflict with their duty to the madrassah.

- All teaching and support staff should inform the head teacher before engaging in any other business or accepting additional employment. Any additional employment should not conflict with the madrassah's interests or have the potential to bring the organisation into disrepute.
- Employees may not set up a business, or accept a job with a business, which is in direct competition with the madrassah. Employees should check with the head teacher where further clarification is required.
- If an employee works for another organisation they may not act as a messenger between those organisations. Formal channels of communication must be maintained. Any secondary employment must not be carried out during an employee's contracted working hours.
- It is an employee's responsibility to monitor the number of hours they work and to ensure that they are rested and refreshed and able to carry out their role.

#### 4.3 Confidentiality

Employees must take all reasonable steps to ensure that the loss, destruction, inaccuracy or improper disclosure of information does not occur as a result of their actions.

- This includes information relating to madrassah business and pupil data.
- Employees must not disclose personal or financial information about any other member of staff without the express consent of that individual or authorisation from the head teacher.
- Confidential information, belonging to the madrassah, should not be disclosed to any person not authorised to receive it.
- Employees must not use any information obtained in the course of their employment to cause damage to the organisation or for personal gain or benefit. Nor should they pass information on to others who may use it in such a way.
- Employees should also be aware that under Section 13 Education Act 2011 that it is a criminal offence to disclose the identity of a teacher who is the subject of an allegation of a criminal offence made by or on behalf of a pupil until a teacher is charged with this offence.



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This includes disclosing any information that could make that person identifiable. Further details are available from the head teacher

- Unless there are Safeguarding concerns, employees must not share personal information with those outside the Al Madina Trust. With regard to any Safeguarding concerns the information must be forwarded to appropriate people within and outside your organisation.

## 5 Time, facilities and publications

Employees must spend all of their contracted hours working for the madrassah.

- Employees may not make personal use of the school’s property or facilities (stationery, photocopiers, car parks etc.) unless authorised to do so by the head teacher.
- Employees may only use the school telephones to make or receive private calls in exceptional circumstances, and with the permission of the head teacher.
- Any public funds entrusted to an employee must be used in a responsible and lawful manner.
- Employees who want to publish any material which they have written in connection with their duties or in which they describe themselves as holding a position within the madrassah must first gain the consent of the head teacher.

### 5.1 Gifts, Hospitality and Sponsorship

- Gifts, benefits and hospitality offered to employees or members of their family as a consequence of their employment must be declared to the head teacher in writing whether accepted or not.
- Employees should never accept significant gifts or hospitality from pupils, parents, carers, actual or potential contractors or outside suppliers.
- If an external organisation wishes, or is sought, to sponsor an activity the rules concerning acceptance of gifts or hospitality apply. The head teacher must be involved in any decision. Where the school wishes to sponsor an event or service no employee or member of their family must benefit unless full disclosure of interest has been made to the head teacher. All sponsorship must be recorded.

## 6 Dress and personal protective equipment

Employees should ensure that their dress is appropriate to the professional nature of their role at the madrassah, the activities they are involved in and any health and safety requirements related to these. Suitable personal protective equipment will be issued and must be worn where a risk assessment indicates it is appropriate.



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## 7. **Media**

Speaking to the media It is advisable for any approaches regarding school related issues, from all press, radio or TV stations or specialist press to be directed to the head teacher.

## 8. **Use of Technology**

ICT in its many forms including internet, email, mobile devices etc are now part of our daily lives. It is our duty to ensure that they are used safely and responsibly.

All staff should be aware of the following responsibilities:

- All Staff understand that ICT includes a wide range of systems, including mobile phones, digital cameras, laptops and tablets.
- All staff understands that it is a disciplinary offence to use the madrassahs ICT equipment for any purpose not authorised by the head teacher
- No staff will disclose any passwords provided to them
- All staff understand that they are responsible for all activity carried out under their username.
- Staff will not install any hardware or software on any madrassah owned device without the appropriate permission
- All staff understand that their use of the internet may be monitored and if anything untoward is uncovered, could be logged and used in line with any disciplinary procedures.
- All staff will only use the school's email / internet / network etc and any related technologies for uses permitted by the Head Teacher
- All staff will ensure that data is kept secure and is used appropriately as authorised by the Head Teacher. No passwords should be divulged and memory sticks should also be encrypted.
- Personal devices must only be used in the context of school business with the explicit permission of the Head. Personal mobile phones or digital cameras must NEVER be used for taking any photographs related to school business.
- All staff using madrassah equipment will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images will only be taken, stored and used for purposes within madrassah unless there is parental permission for alternative use
- All staff will make every effort to comply with copyright and intellectual property rights.



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- All staff will report any incidents of concern regarding staff use of technology and/or children’s safety to the Head Teacher or the Designated Safeguarding lead in line with the Safeguarding Policy.

## 9. **Misconduct**

All employees should conduct themselves in a professional manner at work. Serious misconduct and/or criminal offences committed during or outside of working hours which bring them or the madrassah into disrepute may be the subject of disciplinary action which could lead to dismissal.

It is essential that employees inform the head teacher of any police investigation, charge, caution, reprimand, fine or conviction immediately. All such disclosures will be handled in confidence but this may result in a suspension from duties while an investigation takes place.

## 10. **Head teacher responsibilities:**

- Provide additional advice and guidance on any points within the code of conduct.
- Signpost employees to relevant policies, documents and guidelines.

## 11 **Frequently asked questions**

### ***· What should an employee do if they know that someone is breaching this code of conduct?***

Often it is those closest to an organisation who realise that there is something wrong. Sometimes people are reluctant to act upon their concerns because they think that they are being disloyal, or because they are afraid that they might be victimised if they speak up. The madrassah has in place a whistleblowing policy to enable employees to raise concerns in an appropriate manner and to ensure that they do not suffer any detriment as a result of doing so.

### ***· Can an employee’s partner’s business tender for a contract?***

The code of conduct does not preclude anyone from having the opportunity to tender for business. However the process must be, and be seen to be, fair, open and transparent. To this end employees would need to make the head teacher aware of their interest, take no part in the tendering process and ensure that they do not pass on any information which would give that business any advantage in the process.

### ***· Can an employee’s relative apply for a job in the school?***

Yes. They can apply and would be considered on the basis of their suitability for the role. They should declare their relationship on the appropriate section of the application form. If the employee is involved in recruiting for the role they should not be involved in any stage of the appointment and should disclose the relationship as soon as they are aware that their relative or close personal friend is applying for the role so that someone else can be assigned to the appointments process.



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**· Can an employee take another job?**

All teachers and support staff should inform their head teacher prior to taking on any additional work. In all circumstances employees must remember:

- They should not do work which is in direct competition with the madrassah I;
- The work they are doing should not bring the madrassah into disrepute;
- They may not act as a “go- between” between the madrassah and the other business;
- They must not undertake other work when they are on duty for the madrassah I, including during standby or call out duties unless the work can be undertaken from home;
- That they are responsible for ensuring they get enough rest and do not exceed working time regulations.

**· What if a pupil buys an employee a box of chocolates – should they accept them?**

Generally gifts which are of low value (under £25) can be accepted. Employees should be guided by school procedures and by common sense. If you need guidance on this, talk to the head teacher. It is good practice that the head teacher is made aware of all gifts irrespective of the value.

**· Can employees accept discounts because they work for the school?**

Any other discount offered should be treated in the same way as gifts and hospitality and generally should not be accepted.

**· Can employees campaign for a political party outside of work?**

Employees may campaign on behalf of a political party however when engaged in madrassah business they must remain politically neutral and not allow their personal or political views to interfere with their duties.

**· What types of interests should be declared?**

An interest is anything which could cause a reasonable member of the public, knowing all facts, to think that an employee might be influenced when making a decision in the course of their work. Interests could include:

- Land or property ownership
- Relationships with people involved
- Acting as a governor or trustee for another madrassah
- Involvement with an organisation or pressure group which may oppose a madrassah policy





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· ***Can an employee use the madrassah photocopier to make personal copies?***

Employees should get authorisation from the head teacher before using any work facilities for personal use.

· ***What should an employee do if the code of conduct doesn't cover their specific situation?***

In the first instance, seek advice from the head teacher.