



International
School of **London**

Employee Handbook (Inclusive of Grievance Policy)

Updated: September 2022

Next review date: August 2024

Contents

1	Welcome.....	7
1.1	Mission	7
1.2	Vision.....	7
1.3	Introduction	7
2	Equal opportunities policy (non - contractual).....	7
2.1	The Policy	7
2.2	Application of the Policy	8
2.3	Recruitment and selection.....	8
2.4	Staff training and promotion and conditions of service	9
2.5	Breaches of the Policy	9
3	Anti-harassment and bullying policy (non – contractual).....	10
3.1	What are harassment and bullying?	10
3.2	Application of the Policy	11
3.3	Breaches of the Policy	11
4	Whistleblowing policy	12
4.1	What is whistleblowing?	12
4.2	Raising a whistleblowing concern	13
4.3	Confidentiality	13
4.4	External disclosures.....	14
4.5	Investigation and outcome	14
4.6	If you are not satisfied.....	14
4.7	Protection and support for whistle-blowers.....	15
5	School Employment Policy.....	15
5.1	Recruitment, Staffing Philosophy and Goals	15
5.1.1	Personnel aims are to:	15
5.1.2	Induction	16
5.1.3	Other rules and procedures	16
5.1.4	Variations to Terms of Employment	16
5.1.5	Temporary relocation	16
5.1.6	Other suitable work.....	16
5.1.7	Qualifications and documentation	16
5.1.8	Requirements for our Safeguarding Policy.....	17
5.1.9	Offer of Employment/Contract of Employment	17
5.1.10	Preconditions of Employment	17
5.1.11	Membership of Professional and Similar Bodies	17
5.1.12	Staff Allocations	17

5.1.13	Employment of Relatives	18
5.2	Confidentiality	18
5.2.1	Unauthorised media contact	18
5.2.2	Disciplinary action for violation of policy	18
6	Professional Conduct & Demeanour	19
6.1	Appearance	19
6.2	Eating & drinking.....	19
6.3	Mobile Phones	19
6.4	Communication.....	19
6.5	School Attendance- Arrival at School.....	20
6.6	Late arrival.....	20
6.7	Absence & Cover.....	20
6.8	Leave Requests.....	20
6.9	Professional Reference Request (Staff).....	20
6.10	Meeting & Events.....	21
6.11	PTA Activities.....	21
6.12	Bulletin & Staff Notice Boards	21
7	Conflicts of Interest	22
7.1	General.....	22
7.2	Tutoring	22
7.3	Other Employment/Outside Interests/Civic Activities.....	22
8	Professional Development, Mentoring and Decision Making.....	22
8.1	Staff Orientation, coaching and mentoring	23
8.2	Decision-making	23
9	Remuneration	23
9.1	Additional benefits.....	23
9.2	Taxation and Payment Arrangements.....	24
10	Leave policy	24
10.1	Sickness absence reporting procedure	25
11	Data Protection Policy	25
11.1	Aims	27
11.2	Responsibility for the Policy and Procedure.....	27
11.2.1	Role of the Director.....	27
11.2.2	Role of the Headteacher	28
11.2.3	Role of the Data Protection Officer.....	30
11.2.4	Role of School Personnel.....	31
11.2.5	Role of Parents/Carers	31

11.3	Training.....	32
11.4	Equality Impact Assessment.....	32
11.5	Monitoring the Implementation and Effectiveness of the Policy.....	32
12	Electronic information and communications systems policy.....	32
12.1	Introduction.....	32
12.2	The scope and purpose of the policy.....	33
12.3	Equipment security and passwords.....	34
12.4	Systems and data security.....	34
12.5	Email etiquette and content.....	35
12.6	Use of the internet.....	36
12.7	Personal use of systems.....	36
12.8	Monitoring of use of systems.....	37
13	Social Media Policy.....	38
13.1	Who does this policy apply to?.....	38
13.2	Aims.....	38
13.3	Legislation.....	39
13.4	Responsibilities.....	39
13.4.1	The International School of London shall:.....	39
13.4.2	Headteachers/Line Managers shall:.....	39
13.4.3	Staff shall:.....	39
13.4.4	Marketing department:.....	39
13.5	Use of Social Networking Sites.....	40
13.6	Breaches of the Policy.....	41
14	Use of School Resources.....	41
14.1	Copyright.....	41
14.2	Confidentiality and propriety information.....	41
15	Capability procedure (Non-Contractual).....	42
15.1	Objectives.....	42
15.2	Principles.....	42
15.3	Right to be accompanied.....	43
15.4	The capability meeting.....	43
15.5	Procedure.....	43
15.6	The outcome.....	44
15.7	Review periods.....	44
15.8	Appeals.....	44
15.9	Alternative chairperson.....	45
16	Disciplinary Procedure (non-contractual).....	45

16.1	Objectives	45
16.2	Principles	45
16.3	Suspension	46
16.4	Investigatory stage.....	46
16.5	The disciplinary procedure	46
16.6	Right to be accompanied	46
16.7	Minor faults	47
16.8	Appeals Procedure	47
17	Dismissal Procedure.....	52
17.1	Purpose and scope	52
17.2	The Procedure	53
17.3	Right of appeal.....	53
17.4	Alternative Chairperson	54
18	Grievance procedure (non-contractual)	54
18.1	The grievance procedure in operation.....	54
18.2	The grievance procedure	54
18.3	Step 1: putting your grievance in writing.....	55
18.4	Step 2: grievance meeting	55
18.5	Investigations	55
18.6	Step 3: grievance outcome	55
18.7	Step 4: appeal.....	55
18.8	Confidentiality	56
19	Trade Union Representation.....	56
20	Pensions	56
20.1	Introduction to Pension Provision.....	56
20.2	Pension Schemes	56
21	Code of Conduct	56
21.1	Obligations on the Part of the School.....	56
21.2	Obligations on the Part of Employees	57
21.2.1	Duty of care to students	58
21.2.2	Outside Employment and Interests	58
21.2.3	Personal Integrity.....	58
21.2.4	Gifts and Entertainment	58
21.2.5	Third Parties	58
21.2.6	Expenses	59
21.2.7	Disclosure of Information	59
21.2.8	Electronic Information and Communications Policy.....	59

21.2.9	School and Other Property.....	59
21.2.10	Personal relationships whilst at work.....	59
21.2.11	Personal mobile phones.....	60
21.2.12	Attendance at Work.....	60
21.2.13	Health, Safety and Security.....	60
21.2.14	Alcoholic Drinks.....	60
21.2.15	Drugs.....	61
21.2.16	Gambling.....	62
21.2.17	Rude, Indecent or Obscene Conduct.....	62
21.2.18	Discrimination.....	62
21.2.19	Dress Code.....	62
21.2.20	Other Activities.....	62
21.2.21	Smoking.....	62
21.2.22	Fighting, Assault and Verbal Abuse on School Premises or at School Sponsored Events.....	63
21.2.23	Criminal Offences Inside and Outside of Employment.....	63
21.2.24	Refusal to Carry Out Instructions.....	63
22	Use of our Premises.....	63
22.1	Housekeeping.....	63
22.2	Break rooms.....	63
22.3	Keys, key fobs and passes.....	63
23	Security Policy.....	63
23.1	Right to search.....	64
24	Parking.....	64
25	Leaving Employment.....	64
25.1	Resignation.....	64
25.2	School dismissal without notice.....	65
25.3	Garden Leave.....	65
25.4	Administration on Leaving the School.....	65
25.5	References.....	66
25.6	Death In Service.....	67
25.7	Death by accident in the course of School business.....	67
26	Redundancy Policy.....	67
26.1	Procedures Prior to Reducing Staffing Levels.....	67
26.2	Redundancy Payment.....	68

1 Welcome

1.1 Mission

Since 1972, we have established a welcoming and inclusive community. Our diverse cultures and languages drive all our learning experiences.

We nurture creativity and curiosity to stimulate deep thinking. We foster insight, compassion and resilience to enable us to play a meaningful part in a changing world.

1.2 Vision

We celebrate our stories, our worth and our purpose to make a difference in a shared world.

The core values at the International School of London are:

Understanding is the compassion, learning, commitment, respect, and trust needed to understand ourselves and others to thrive in a complex world. I understand.

Identity is the nurturing of the individual within a multicultural context, providing a platform for self-expression and awareness as empowered international citizens. I belong.

Passion is the driver of the schools' love for learning and growing, whether in the classroom, on the playing fields, in after-school activities or our contribution to better our communities and futures. I dream.

Diversity is embracing and learning from each other—our many cultures, languages, experiences, beliefs and backgrounds, and our varied perspectives—in order to expand our minds, foster creativity and lead in innovation. I succeed.

1.3 Introduction

The New Staff Induction and Information Booklet describe in greater detail the day-to-day expectations the school has of staff and the day-to-day routine procedures followed at ISL London as well as information about the school. It is therefore important that all staff members read it carefully and refer to it regularly, together with the Employment Handbook, Keeping Children Safe in Education, Working Together to Safeguard Children and the Guidance for Safer Working Practice for Adults who Work with Children and Young People. These documents- and school policies such as the Child Protection Policy and The Behavioural Policy are intended to provide a set of common practices, expectations and responsibilities relevant to the roles of individuals and groups which form the school community, i.e. students, parents and staff. The IB Learner Profile (available separately) also forms an integral element of the school's understanding of its aims for the young people in its care. This is not an exhaustive account of Do's and Don'ts but is intended to give guidance where needed.

2 Equal opportunities policy (non - contractual)

2.1 The Policy

The School welcomes diversity amongst its staff, students and visitors, recognising that particular contributions to the achievement of the School's mission can be made by individuals from a wide range of backgrounds and experiences.

It is the School's policy to provide equal opportunities in employment and not to discriminate irrespective of age, gender, sexual orientation, marital or civil partner status, gender reassignment, pregnancy or maternity, disability, race, colour, nationality, ethnic or national origin, religion or belief (the Protected Characteristics). The School aims to treat all employees, former employees, students, suppliers and other members of the public with whom the School comes into contact with respect and dignity.

The School seeks to employ a workforce which reflects the diverse community at large because it values the individual contribution of people irrespective of gender, sexual orientation, marital or civil partner status, gender reassignment, disability, race, colour, nationality, ethnic or national origin, religion or belief.

2.2 Application of the Policy

The School is committed to ensuring that all of its activities are governed by the principles of this policy and that all students are helped to achieve their full potential.

This policy applies to all the School's employees, irrespective of seniority, and all applicants for employment with the School, admissions, the curriculum, teaching and assessment, welfare and support services, and staff development and training.

If this policy of Equal Opportunities is not applied, valuable talent and potential may be wasted. Discrimination, harassment, and victimisation are not only illegal, but also affect morale, and can bring about a climate of fear, insecurity, and poor work performance. It is therefore vital that you understand your responsibilities.

The School takes Equal Opportunities very seriously and will not tolerate acts which breach this policy. It is your responsibility to ensure your conduct conforms with the expected standards and reflects this policy. Wilful failure to apply the policy or evidence of discrimination, harassment, or victimisation may result in disciplinary action being taken against you, and in serious cases, dismissal.

Those working at a management level have a specific responsibility to set an appropriate standard of behaviour, to lead by example and to ensure that those they manage adhere to the policy and promote our aims and objectives concerning equal opportunities.

All members of staff are responsible for the success of this policy and must ensure that they familiarise themselves with the policy and act per its aims and objectives. If you are involved in management or recruitment or if you have any questions about the content or application of this policy, you should contact the HR Officer.

2.3 Recruitment and selection

All applicants for employment and all employees applying for alternative positions within the School shall be assessed according to their skills, experience, and suitability to do the job.

We aim to ensure that no job applicant receives less favourable treatment on any of the unlawful grounds set at the beginning of this policy.

Job advertisements will be non-discriminatory. Job advertisements should avoid stereotyping or using wording that may discourage particular groups from applying.

Applicants should not be asked about health or disability before a job offer is made. There are limited exceptions which should only be used with approval. For example:

- a) Questions are necessary to establish if an applicant can perform an intrinsic part of the job (subject to any reasonable adjustments).
- b) Questions to establish if an applicant is fit to attend an assessment or any reasonable adjustments that may be needed at the interview or assessment.
- c) Positive action to recruit disabled persons.
- d) Equal opportunities monitoring (which will not form part of the decision-making process).

Applicants should not be asked about past or current pregnancy or future intentions related to pregnancy. Applicants should not be asked about matters concerning age, race, religion or belief, sexual orientation, or gender reassignment without the approval of the HR Officer (who should first consider whether such matters are relevant and may lawfully be taken into account).

We are required by law to ensure that all employees are entitled to work in the UK. Assumptions about immigration status should not be made based on appearance or apparent nationality. All prospective employees, regardless of nationality, must be able to produce original documents (such as a passport) before employment starts, to satisfy current immigration legislation. The list of acceptable documents is available from the UK Border Agency.

2.4 Staff training and promotion and conditions of service

Equal consideration will be given to all employees for training and development.

Employee training needs will be identified through regular appraisals. All employees will be given appropriate access to training to enable them to progress within the organisation and all promotion decisions will be made based on merit.

2.5 Breaches of the Policy

If you feel that the Policy has not been applied in your case, you may prefer to discuss the matter informally in the first instance with your Manager. You are of course entitled to raise a formal complaint at any time and in such circumstances you are asked to use the School's Grievance Procedure, as set out in this Handbook.

Allegations regarding potential breaches of this policy will as far as possible be treated in confidence and investigated per the relevant procedure. Employees who make such allegations in good faith will not be victimised or treated less favourably as a result. False allegations which are found to have been made in bad faith will, however, be dealt with under our Disciplinary Procedure.

Any employee who is found to have committed acts of discrimination or harassment will be subject to disciplinary action. Such behaviour may constitute gross misconduct and, as such, may result in summary dismissal. We always take a strict approach to serious breaches of this policy.

3 Anti-harassment and bullying policy (non – contractual)

The School aims to create an environment in which all employees respect and uphold the dignity and wellbeing of each other. In particular, the School recognises the right of every employee to work in an atmosphere free of harassment and to complain about it if it occurs.

The School will not tolerate any form of harassment of one employee by another. Harassment may take many forms. It can range from extreme forms such as violence and bullying to less obvious actions like ignoring an individual. Whatever the form of harassment or bullying it will be unwanted behaviour that is unwelcome and unpleasant.

3.1 What are harassment and bullying?

Harassment is any unwanted physical, verbal or non-verbal conduct which has the purpose or effect of violating the recipient's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.

Harassment often (but not exclusively) targets a Protected Characteristic of the victim.

A single incident of unwanted or offensive behaviour to one individual can amount to harassment.

Individual employees may in some cases be legally liable for harassment of colleagues or third parties (including clients) and may be ordered to pay compensation by a court or employment tribunal.

(a) Examples of harassment include:

(i) unwanted physical conduct or "horseplay". Physical conduct ranges from touching, pinching, pushing or brushing past someone or invading their personal space, to grabbing, shoving, punching and more serious forms of physical or sexual assault;

(ii) unwelcome sexual behaviour, which the harasser may perceive as harmless flirting, and which may involve unwanted suggestions, advances, propositions or pressure for sexual activity;

(iii) suggestions that sexual favours may further a career or that refusal of sexual favours may hinder it;

(iv) continued suggestions for social activity within or outside the workplace after it has been made clear that such suggestions are unwelcome;

(v) inappropriate behaviour whether in the form of offensive or intimidating comments or gestures or insensitive jokes or pranks;

(vi) mocking, mimicking or belittling a person's disability;

(vii) outing or threatening to out someone as gay or lesbian;

(viii) the sending or displaying of material that is pornographic or obscene or that some individuals or groups may find offensive (including emails, text messages,

video clips and photographs taken or sent using mobile phones or via the internet);

(ix) ignoring or shunning someone, for example, by deliberately excluding them from a conversation or a workplace social activity.

A person may be harassed even if they were not the intended target. For example, a person may be harassed by racist jokes about a different ethnic group if they create an offensive environment for him or her.

Bullying is offensive, intimidating, malicious or insulting behaviour which, through the abuse or misuse of power, makes the recipient feel vulnerable, upset, humiliated and threatened. Power includes both personal strength and the power to coerce others through fear or intimidation. Bullying is often a form of harassment and can undermine an individual's self-confidence, competence and self-esteem. As with harassment, bullying can take the form of physical, verbal and non-verbal conduct.

Legitimate and constructive criticism of a worker's performance or behaviour or reasonable requests made by workers in the course of their employment will not constitute bullying.

(b) Examples of bullying include:

(i) shouting at, being sarcastic towards, ridiculing or demeaning others;

(ii) physical or psychological threats;

(iii) overbearing and intimidating levels of supervision;

(iv) inappropriate and/or derogatory remarks about someone's performance;

(v) abuse of authority or power by those in positions of seniority;

(vi) unjustifiably excluding colleagues from meetings or communications.

3.2 Application of the Policy

This policy covers harassment or bullying which occurs both in the workplace and in settings outside the workplace, such as business trips, events or social functions organised for or on our behalf and whether on or off our premises.

All employees are expected to comply with this policy. Failure to comply with this policy may result in disciplinary action being taken against you and in serious cases dismissal.

3.3 Breaches of the Policy

Wherever possible, if you believe that you have been the subject of harassment or bullying you should, in the first instance, ask the person responsible to stop the harassing behaviour as it is unacceptable to you. Person-to-person reproof at an early stage will often be sufficient to stop the offending behaviour without involving third parties.

If you need help or advice, you may wish to seek the involvement of trusted friends. You are of course entitled to raise a formal complaint at any time and in such

circumstances you are asked to use the School's Grievance Procedure, as set out in this Handbook.

If an investigation reveals that the complaint is valid, prompt and, if appropriate, disciplinary action designed to stop the harassment immediately and prevent its recurrence will be taken.

If the harasser or bully is an employee, the matter will be dealt with under our Disciplinary Procedure. If the harasser or bully is a third party, you should notify your line manager. The School will then decide what appropriate action will be taken.

Whether or not your complaint is upheld, we will consider how best to manage the ongoing working relationship between you and the alleged harasser or bully. It may be appropriate to arrange some form of mediation and/or counselling, or to change the duties, working location or reporting lines of one or both parties.

Whilst the aims of this policy are clearly stated and are to be upheld, any employee who raises a complaint which upon investigation is proven to be deliberately vexatious may be subject themselves to disciplinary action and, in serious cases, dismissal.

4 Whistleblowing policy

We are committed to conducting the School with honesty and integrity, and we expect all employees to maintain high standards. However, all organisations face the risk of things going wrong from time to time, or of unknowingly harbouring illegal or unethical conduct. A culture of openness and accountability is essential to prevent such situations from occurring or to address them when they do occur.

The aims of this policy are:

- To encourage employees to report suspected wrongdoing as soon as possible, in the knowledge that their concerns will be taken seriously and investigated as appropriate, and that their confidentiality will be respected.
- To provide employees with guidance as to how to raise those concerns.

To reassure employees that they should be able to raise genuine concerns without fear of reprisals, even if they turn out to be mistaken.

4.1 What is whistleblowing?

Whistleblowing is the disclosure of information which relates to suspected wrongdoing or dangers at work. This may include:

- a) criminal activity;
- b) miscarriages of justice;
- c) danger to health and safety;
- d) damage to the environment;
- e) failure to comply with any legal obligation or regulatory requirements;
- f) financial fraud or mismanagement;

- g) negligence;
- h) breach of our internal policies and procedures;
- i) conduct likely to damage our reputation;
- j) the deliberate concealment of any of the above matters.

A whistle-blower is a person who raises a genuine concern relating to any of the above. If you have any genuine concerns related to suspected wrongdoing or danger affecting any of our activities (a whistleblowing concern) you should report them under this policy.

This policy should not be used for complaints relating to your circumstances, such as the way you have been treated at work. In those cases, you should use the Grievance Procedure.

If you are uncertain whether something is within the scope of this policy, you should seek advice from the HR Officer.

4.2 Raising a whistleblowing concern

We hope that in many cases you will be able to raise any concerns with your line manager. You may tell them in person or put the matter in writing if you prefer. They may be able to agree on a way of resolving your concern quickly and effectively. In some cases, they may refer the matter to the HR Officer.

However, where the matter is more serious, or you feel that your line manager has not addressed your concern, or you prefer not to raise it with them for any reason, you should contact the HR Officer.

We will arrange a meeting with you as soon as possible to discuss your concern. You may bring a colleague or union representative to any meetings under this policy. Your companion must respect the confidentiality of your disclosure and any subsequent investigation.

We will take down a written summary of your concern and provide you with a copy after the meeting. We will also aim to give you an indication of how we propose to deal with the matter.

4.3 Confidentiality

We hope that employees will feel able to voice whistle-blowing concerns openly under this policy. However, if you want to raise your concern confidentially, we will make every effort to keep your identity secret. If it is necessary for anyone investigating your concern to know your identity, we will discuss this with you.

We do not encourage employees to make disclosures anonymously. That is because proper investigation may be more difficult or impossible if we cannot obtain further information from you. It is also more difficult to establish whether any allegations are credible. Whistle-blowers who are concerned about possible reprisals if their identity is revealed should come forward to the HR Manager one of the other contact points

listed in this policy and appropriate measures can then be taken to preserve confidentiality. If you are in any doubt you can seek advice from Public Concern at Work, the independent whistleblowing charity, which offers a confidential helpline (helpline: 0207404 6609, email: whistle@pcaw.org.uk and website <http://www.pcaw.org.uk>).

4.4 External disclosures

This policy aims to provide an internal mechanism for reporting, investigating and remedying any wrongdoing in the workplace. In most cases, you should not find it necessary to alert anyone externally.

The law recognises that in some circumstances it may be appropriate for you to report your concerns to an external body such as a regulator. It will very rarely if ever be appropriate to alert the media. We strongly encourage you to seek advice before reporting a concern to anyone external. The independent whistleblowing charity, Public Concern at Work, operates a confidential helpline. They also have a list of prescribed regulators for reporting certain types of concern.

Whistleblowing concerns usually relate to the conduct of our employees, but they may sometimes relate to the actions of a third party, such as a visitor, supplier or service provider. The law allows you to raise a concern with a third party, where you reasonably believe it relates mainly to their actions or something that is legally their responsibility. However, we encourage you to report such concerns internally first. You should contact your line manager or one of the other individuals set out in this policy for guidance.

4.5 Investigation and outcome

Once you have raised a concern, we will carry out an initial assessment to determine the scope of any investigation. We will inform you of the outcome of our assessment. You may be required to attend additional meetings to provide further information.

In some cases, we may appoint an investigator or team of investigators including employees with relevant experience in investigations or specialist knowledge of the subject matter. The investigator(s) may make recommendations for change to enable us to minimise the risk of future wrongdoing.

We will aim to keep you informed of the progress of the investigation and its likely timescale. However, sometimes the need for confidentiality may prevent us from giving you specific details of the investigation or any disciplinary action taken as a result. You should treat any information about the investigation as confidential.

If we conclude that a whistle-blower has made false allegations maliciously or with a view to personal gain, the whistle-blower may be subject to disciplinary action.

4.6 If you are not satisfied

While we cannot always guarantee the outcome you are seeking, we will try to deal with your concern fairly and in an appropriate way. By using this policy, you can help us to achieve this.

If you are not happy with how your concern has been handled, you can seek guidance from Public Concern at Work, the independent whistleblowing charity, which offers a

confidential helpline (helpline: 0207404 6609, email: whistle@pcaw.org.uk and website <http://www.pcaw.org.uk>).

4.7 Protection and support for whistle-blowers

Understandably, whistle-blowers are sometimes worried about possible repercussions. We aim to encourage openness and will support employees who raise genuine concerns under this policy, even if they turn out to be mistaken.

Employees must not suffer any detrimental treatment as a result of raising a concern. Detrimental treatment includes dismissal, disciplinary action, threats or other unfavourable treatment connected with raising a concern. If you believe that you have suffered any such treatment, you should inform the HR Officer immediately. If the matter is not remedied, you should raise it formally using our Grievance Procedure.

Employees must not threaten or retaliate against whistle-blowers in any way. Anyone involved in such conduct will be subject to disciplinary action.

5 School Employment Policy

5.1 Recruitment, Staffing Philosophy and Goals

The Managing Director of ISL is given the responsibility of recruiting the Head of School.

The Head of School has responsibility for the everyday management of the school. The Head of School with the help of the School's Senior Leadership Team makes the day-to-day decisions relating to staff management.

The Head of School will devise and recommend a staffing plan for the School's programme of instruction.

It is the responsibility of the Head of School, with the help of the Divisional Heads, to recruit and employ all employees.

The School endeavours to recruit excellent teachers from around the world to form a dynamic, effective, well-qualified and efficient staff able to implement a sound educational programme based on the International Baccalaureate framework.

5.1.1 Personnel aims are to:

Recruit, employ and retain the best-qualified individuals available;

Foster human relationships conducive to high levels of staff performance and satisfaction;

Assign available staff as effectively as possible to achieve the School's stated mission;

Update job descriptions and Handbooks per the School's Development Plan;

Conduct an employee appraisal programme that contributes to the improvement of staff performance and professional development;

Provide an appropriate remuneration and benefits package.

5.1.2 Induction

When you start with us we will provide you with an appropriate induction. This induction will inform you about the School's structure and the mission and goals it is working toward. You will be inducted into the School's policies and procedures and it will be explained to you how your role contributes to the success of the School. As part of this induction, you will be asked to familiarise yourself with the following documents.

5.1.3 Other rules and procedures

Other notices of rules and procedures, which will be provided to you during your employment and are available from Human Resources and/or displayed in school e.g. In the staff room also make up the terms and conditions of your employment.

5.1.4 Variations to Terms of Employment

Mobility and relocation

The requirements of the School may change during the course of your employment and you may be asked to transfer to another location. As a condition of your employment, you agree to transfer to another location subject to:

- The proposed transfer being discussed with you;
- Your domestic circumstances being taken into account;
- Relocation is necessary in your case;
- Suitable work is available at the new location; and
- The proposed new area is realistically accessible from your normal residence.

5.1.5 Temporary relocation

You may be required to relocate temporarily to cover short-term requirements at other locations. In deciding whether such temporary relocation is justified, we will balance any inconvenience this may cause you with the legitimate business interests of the School.

5.1.6 Other suitable work

Without in any way qualifying or altering your contractual status and the work which you are required to undertake in that capacity whenever such work is available if temporarily there is little or no work for you to do in that capacity you will be expected to carry out other suitable work.

5.1.7 Qualifications and documentation

Primary Section and Secondary Section teachers are expected to possess a relevant degree and teaching qualification.

Early Years teachers are expected to possess a certificate, diploma or degree related to Early Childhood education.

Beyond professional qualifications, teachers are expected to perform their duties to a high standard and be able to work successfully with students, parents, school administrators and School Board members.

Teachers are to familiarise themselves with all official school documents and ensure that their professional aims are in harmony with the Mission, Philosophy, Aims and Objectives of the School.

5.1.8 Requirements for our Safeguarding Policy

All employees must have a DBS check. If they have been working outside of the UK, they will also need a police check from each country they have worked.

The HR department must see at least three forms of identification to process the disclosure form.

The result of the disclosure check is sent directly to the applicant and the school is sent a copy.

5.1.9 Offer of Employment/Contract of Employment

Each prospective employee will receive an offer letter, stating conditions subject to DBS references and medical checks (where necessary). Once all requested documents are received a separate Contract of Employment will be provided containing the terms and conditions of employment.

5.1.10 Preconditions of Employment

All offers of employment are subject to the satisfaction of preconditions specified in the offer letter including the receipt of satisfactory references and medical checks (if required).

5.1.11 Membership of Professional and Similar Bodies

Where membership in a society is beneficial to the School, the School will take out organisational membership. Individual subscriptions to professional bodies are only paid where the individual's membership forms part of his/her job. An employee may be required to disseminate relevant literature and participate in activities of the professional body as part of his/her ordinary duties.

Individual subscriptions to associations are not paid where the School is already a member in its name.

5.1.12 Staff Allocations

The Heads of Division, in conjunction with the members of the Senior Leadership Team, will determine individual teaching assignments. Assignments will be made on a fair and equitable basis taking into account:

- The professional background and preparation of each teacher;
- The best interests of the students and/or instructional programme;
- The preference of the teacher.

After recommendations by the Division Heads and careful consideration, the final decisions regarding teaching assignments are made by the Head of School.

5.1.13 Employment of Relatives

Whilst there is no objection to the employment of relatives, the School may need to avoid inappropriate job relationships and conflicts of interest.

5.2 Confidentiality

Unless for the School's legitimate business interests or where expressly authorised in writing by your manager, you must not, during or after your employment with the School, use or disclose to any unauthorised person:

- Confidential or sensitive information relating to the business affairs or trade secrets of the School;
- Confidential or sensitive information relating to individuals affiliated with the School, whether employees, contractors, consultants, clients or any other person.

Confidential and sensitive School information includes, but is not limited to, any details about the following:

- Staffing;
- Students and employees (actual, potential and past);
- Information on the School's database(s);
- Planning;
- Policies;
- Rules and manuals;
- Services;
- Products;
- Technical data;
- Research;
- Other information that could be likely to compromise the business interests of the School or invade the privacy of its personnel and/or its clients.

5.2.1 Unauthorised media contact

Unless authorised by your manager and subject to statute, you are not to have any contact with the media or to discuss with anyone who is not an employee of the School, any matter relating to your employment or matters relating to the business activity of the School.

5.2.2 Disciplinary action for violation of policy

If you disclose or misuse the information described in this section the School will treat such conduct as gross misconduct and your employment may be terminated without notice or payment in lieu of notice.

6 Professional Conduct & Demeanour

All members of staff are expected to maintain professional standards of behaviour at all times: upholding the School's Mission Statement and educational goals as well as the IB Learner Profile, implementing the school's policies and rules and showing respect for each other and their students. Each of us is a representative of the school and contributes through our individual and collective professional practice to upholding and furthering the mission of the school.

6.1 Appearance

Just as with students, there is no 'uniform' for staff but all staff should ensure that their dress is appropriate for a professional, working environment in a temperate climate. Overly casual clothing e.g. sleeveless vests, shorts and flip flops are to be avoided. Members of staff who ignore this guidance may be required to leave the premises and return suitably attired. Please refer to Guidance for Safer Working Practice for Adults who Work with Children and Young People -section 8. Care should be taken with items of dress which may be politically or ideologically controversial. Generally, any items which are politically partisan in nature should not be worn (unless as part of an approved and structured school activity e.g. mock election) -see Independent School Standards 2015 Part 2. Whilst we are a diverse community, the school is also a public domain in which teachers play an influential role with young people. In cases of dispute, the decision over appropriate dress lies with the Principal. Some members of staff may require special clothing in specific work conditions e.g. Science laboratories, PE, Design room or the kitchen. Any queries over the staff dress code should be addressed with the Principals. It is assumed, of course, that staff will pay due attention to their personal hygiene and grooming.

6.2 Eating & drinking

Staff should eat or drink in areas set aside for such i.e. dining room, cafeteria and certain school offices. In particular - for health and safety reasons, hot drinks etc. should not be carried or consumed by staff in the corridors or in classrooms during the school day or when the school is otherwise in session or by members of staff while on duty.

6.3 Mobile Phones

The use of mobile phones and the internet for personal purposes is not permitted while teaching/supervising a class or a group of students. Unless vital teachers should refrain from using mobiles etc. for personal purposes in areas where students should not use mobiles. There is a mobile phone policy for students.

6.4 Communication

Open communication and discussions are encouraged in the correct professional forums: privately with the relevant manager or by participation in departmental and/or staff meetings. Staff members are expected to actively contribute to maintaining a safe, healthy and positive working environment at the school. Under no circumstances, however, should members of staff discuss their own personal, school-related concerns or possible dissatisfactions with parents and/or students or seek to canvass support from students and/or parents regarding such matters. Such conduct is regarded as- at the very least - unprofessional and may be subject to the school's staff disciplinary

procedures as it could be seen as bringing the school into disrepute. Methods of address between staff should remain formal in the presence of parents and students as a means of maintaining professional relationships.

6.5 School Attendance- Arrival at School

All staff should sign in on arrival and sign out on departure by whatever method is in place. This is a health and safety requirement. All full-time teachers are required to be in school for the duration of the school day. Part-time teachers will be informed of the specific attendance requirement concerning their contract. Teachers should allow enough time at the beginning of the day to attend Morning duty, consult the staff bulletin board, and check for cover before school begins. Teachers who have supervisory duties before or after school will need to be present earlier or stay later as their duties may require.

6.6 Late arrival

Punctuality is important. If you are going to be late for school, please email cover@isllondon.org Teachers who are going to be late should contact their Head of Section or the Deputy Principal Diploma College to ensure they can make necessary arrangements. Persistent lateness will be dealt with under the school's disciplinary procedures.

6.7 Absence & Cover

Primary School teachers must send an email to Primary Principal before 7:15 am so that arrangements can be made for the class, and they should advise the Primary Principal in the afternoon if returning to school the next day. Primary teachers should send all cover work to cover@isllondon.org.

Secondary teachers, full-time and part-time, email cover@isllondon.org before 7:15 must be and check for cover. If Secondary teachers have a scheduled absence, e.g. for an educational visit, they must arrange work for the classes they will miss. This work should be given to the Senior Teacher one working day before the visit. The appropriate form should be completed and approved for known absences.

In the case of unexpected absence, teachers should give work to be done via email or have their planning file made available to the Head of the Department. Teachers should also check for cover. In the event of an absence of more than a few days, a plan of action should be discussed with the Division Principal.

6.8 Leave Requests

If you need to be absent for other reasons, requests must be made- using the Leave Request Form. Consideration will be given to requests for compassionate leave and attendance at courses etc. (see professional development).

The school's decision on staff absence is final.

6.9 Professional Reference Request (Staff)

All professional references must be approved by the Primary Principal, Secondary Principal or Head of School.

6.10 Meeting & Events

Staff and other meetings are held after school on various days of the week as published in the calendar. Please avoid arranging activities/appointments etc. other than scheduled and agreed co-curricular activities at these times. The agenda for meetings may be arranged or posted in advance but occasionally it may be necessary to call a meeting at short notice.

Parent/teacher meetings are held as shown in the school calendar. These meetings take place during or after school and involve all teachers who teach the relevant Grade. In addition, several general meetings are given for parents, with presentations about the curriculum, organisation of teaching/learning and homework, in which teachers will be involved. Dates for the above meetings will be scheduled in advance so that teachers may make the necessary personal arrangements.

In addition, to the calendar of the school year for students and co-curricular activities, all teachers are required to participate in professional learning days as indicated in the school calendar. Teachers should also allow adequate time at the beginning and end of the school year to organise classrooms and to finalise any outstanding matters.

Part-time teachers will attend school on a pro-rata basis depending on the particular requirements of their contract. For example, a part-time teacher who works for three days per week would be expected to be at school during school hours for the three days concerned. Hourly paid teachers are expected to attend their lessons and required meetings. They are of course welcome to use the school's facilities for planning, preparation and marking. Non-contact periods during the day are intended for planning, preparation, cover, collaborative planning and marking. Teachers must sign in and out at all times. It is assumed that teachers will remain on the premises during the school day. If a teacher needs to leave the premises, the office should be notified and where the absence is significant e.g. longer than 45 minutes, please consult with:

- The Primary Principal for Primary School Class Teachers and Primary School Teaching Assistants
- The Secondary principal or Deputy Diploma College Principal for Secondary Teachers

6.11 PTA Activities

All teachers become members of the PTA upon joining the school. Teachers are an important part of the Parent Teacher Association and should make an effort to attend the PTA events and functions.

6.12 Bulletin & Staff Notice Boards

The staff-room notice boards are a vital link in the day-to-day communication within the school. Please make a point of checking your pigeon holes (Primary & Middle School only) every day. These are located in the staff room. Information on the staff room notice-board is confidential [i.e. for the eyes of staff only].

7 Conflicts of Interest

7.1 General

Conflicts of interest can arise between the School's activities and the employee's share in them, or between the School's interest and the employee's activities outside the School. The School requires the employee to discuss with the Head of School, at an early stage, any proposed course of action where the employee's private interests or objectives may conflict with his/her obligations to the School.

7.2 Tutoring

In some cases, teachers may recommend to parents that a student would benefit from academic tutoring outside school hours. A parent may also request tutorial help for their child. A teacher must not tutor one of his or her regular students for pay. If paid tutorial help is requested by a parent, or suggested by a teacher, a written request outlining the proposal must be submitted to the Principal for each section for approval.

7.3 Other Employment/Outside Interests/Civic Activities

During your working hours, employees are expected to devote their whole time and attention to their duties for the School. Outside these hours, employees may engage in other employment or interests, provided that these do not conflict in any way with the School's interests.

An employee intending to use knowledge, information, experience or position gained through his/her association with the School to further himself/herself materially in some outside capacity has a duty to disclose that intention to the School. Additionally, employees may contribute lectures and articles to technical institutions and journals subject to the requirements regarding Conflicts of Interest. Since in some instances there may be a reciprocal advantage in employees associating the School with their outside activities it is necessary that in all cases the School should be consulted at an early stage and details of the outside activities and proposed contributions should be submitted well in advance and agreement in writing reached. The same conditions apply to contributions to the general press and broadcasting. If an agreement cannot be reached, the School's decision will be final.

Subject to these conditions, an employee may retain any payment for extra-mural activities connected with his/her position in the School or made possible by the knowledge and experience acquired in the School's service, provided that the work is undertaken on his/her own time. Where such work is partly undertaken in the School's time, it is left to the Campus Principal's discretion whether the employee should retain any payment received.

8 Professional Development, Mentoring and Decision Making

The Section principals are the holders of the Professional Development (PD) Budget in the annual budget. Training will be supported where required and agreed upon with the Principals. This may include time off during term time where feasible and/or the payment of a course relating to educational needs and career development.

All professional development requests must be submitted to the Senior Leadership Team. All requests must be accompanied by the:

- Personal Development Form (showing how individual development is aligned to the School's development)
- Head of Division/Department endorsement (showing how the request is aligned with School goals)
- Head of Division endorsement (showing how the request is aligned to the School Strategic Plan)

8.1 Staff Orientation, coaching and mentoring

It is the responsibility of the Division Principal to conduct an orientation programme for new personnel in their division.

8.2 Decision-making

Employees are encouraged to participate in the school's decision-making process. Such participation might include involvement in policy development, development of Essential Agreements, placement of students, and planning of facilities and timetables.

In the development of rules and regulations for school operations, the Head of School and the appropriate Division Principal will make every effort to consult with those employees who are directly affected.

The teaching staff will be given every opportunity to participate in curriculum and educational programme reviews.

For information on Appraisals please see the Appraisal policy.

9 Remuneration

9.1 Additional benefits

Staff may be eligible for one or more of the following benefits which are paid at the School's absolute discretion. These benefits will be reviewed periodically. These items are added to those benefits already mentioned in your Contract of Employment.

Full-time Teachers are entitled to a 75% discount on education fees for their child or children attending the school. Part-time Teachers will be entitled to a pro-rata discount depending on their contractual agreement with the school. Support and Administrative staff are allowed to apply for a means-tested bursary. This is not a staff benefit entitlement but would be considered and approved by the Managing Director.

Travel on school business may be reimbursed at the following rates, which are subject to amendment and prior approval:

- Use of private car: current HMRC rate
- Actual costs for public transport
- Reimbursement of economy flights or ferry travel when necessary

9.2 Taxation and Payment Arrangements

On or before the commencement of your employment you will be asked to complete a form giving your full personal details together with details of your bank, sort code and account number.

Your earnings are subject to UK income tax and national insurance contributions.

Tax affairs are a personal matter, and employees with a specific tax problem should liaise directly with HM Revenue and Customs (HMRC). Information, including contact details, is available from HMRC's website:

<https://www.gov.uk/government/organisations/hm-revenue-customs>

Pay As You Earn and Self-Assessment

HM Revenue and Customs

BX9 1AS

United Kingdom

Telephone: 0300 200 3300

An itemised pay statement of your earnings and deductions will be available for you to download from SDWorx.

If you are overpaid for any reason you must immediately inform the HR Officer. The total amount of the overpayment will normally be deducted from your next salary but if this would cause hardship arrangements may be made for the overpayment to be recovered over a longer period.

At the end of each tax year, you will be given a form P60 showing the total pay you have received from us during that year and the number of deductions for income tax and National Insurance. You may also be given a form P11D showing non-salary benefits. You should keep these documents in a safe place as you may need to produce them if making enquiries with HM Revenue & Customs or the Department for Work and Pensions or if completing a self-assessment form.

10 Leave policy

The purpose of the policy is to give clarity and information to staff on leave matters at the International School of London. Ensure that employees know their entitlement concerning the allocation of leave and their responsibility to apply for leave in the prescribed manner.

All Leave as below is covered in the ISL Leave Policy which is the guide for employees on leave matters:

- Annual Leave
- Sick Leave
- Maternity, Paternity & Adoption Leave
- Dependant/Compassionate Leave
- Parental Bereavement Leave

- Personal Development Leave
- Jury Duty & Court Appearances Leave
- Legal Custody/Imprisonment
- Inclement Weather
- Moving Leave
- Interview Leave & Job Transition Leave
- Marriage or Civil Union Ceremony Leave
- Unpaid Leave

10.1 Sickness absence reporting procedure

Managing sickness absence is of significant importance to the School as the education of our students will be most effective when the regular teacher is in the classroom.

As it is often difficult to find a last-minute supply teacher, teachers may be asked to cover classes or duties of their colleagues.

11 Data Protection Policy

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- a) Equality Act 2010
- b) Data Protection Act 2018 (DPA 2018)
- c) UK General Data Protection Regulations 2021 (UK GDPR 2021)

The following documentation is also related to this policy:

- a) Equality Act 2010: Advice for Schools (DfE)
- b) Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)
- c) Guide to the UK General Data Protection Regulation (UK GDPR) - Information Commissioner's Office
- d) We are aware that the UK General Data Protection Regulations 2021 (UK GDPR 2021) has entirely replaced the EU General Data Protection Regulation (GDPR) by making changes to data protection rules and regulations that schools, academies and other educational establishments adhere to under the UK GDPR. The principal aim of the UK GDPR is to strengthen and unify the safety and security of all data held within an organisation.

We must ensure that we comply with the UK GDPR and consider the impact it has on this school and ensures policies and procedures are in place.

We believe that we comply with the UK GDPR. We understand that under the UK GDPR:

- a) data management is strengthened and unified;
- b) it is illegal not to have a formal contract or service level agreement with a chosen data processor;
- c) the data processor must be UK GDPR compliant;
- d) there are penalties for non-compliance with the UK GDPR;

- e) data breaches must be reported within 72 hours;
- f) individuals have greater control over their data.

We are committed to the protection of all personal and sensitive data for which we hold responsibility as the Data Controller. We believe the handling of such data is in line with the data protection principles and that access to such data does not breach the rights of the individuals to who it relates.

We acknowledge the UK GDPR's definition of personal data as 'information that relates to an identified or identifiable individuals such as name, identification number, location data or online identifier. It applies to both automated personal data and to manual filing systems where personal data are accessible according to specific criteria.

The UK GDPR refers to sensitive personal data as 'special category data, which includes:

- personal data revealing racial or ethnic origin;
- personal data revealing political opinions;
- personal data revealing religious or philosophical beliefs;
- personal data revealing trade union membership;
- genetic data;
- biometric data (where used for identification purposes);
- data concerning health;
- data concerning a person's sex life;
- data concerning a person's sexual orientation.

At all times, we ensure the principles of the DPA and UK GDPR are applied and that all data is:

- processed lawfully, fairly and in a transparent manner;
- collected for specific, explicit and legitimate purposes;
- adequate, relevant and limited to what is necessary;
- sufficient, appropriate and not excessive concerning the precise purpose;
- accurate and kept up to date;
- not kept for longer than necessary;
- processed securely using 'appropriate technical and organisational measures;
- protected against unlawful processing, accidental loss, destruction or damage.

We have the responsibility to ensure that all changes to data protection legislation are monitored and implemented to remain compliant with all requirements. All school personnel will attend training to be made aware of data protection policies and legal requirements. All contracted service providers will also be notified of our data protection policies and legal requirements.

All our data processing activities are registered with the Information Commissioner's Office (ICO). The ICO is notified of any changes to the type of data processing activities being undertaken and the register will be amended accordingly.

We are aware that the UK GDPR places great emphasis on accountability and therefore the Data Protection Officer will keep up-to-date documentation of all data protection activities.

We all have a responsibility to ensure equality permeates into all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment and the criminal justice system.

The educational section of the audit that covers: differences by region; attainment and economic disadvantage; exclusions and abuse; and destinations, has significant importance for the strategic planning of this school.

We believe it is essential that this policy identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that are connected with this policy.

11.1 Aims

- To strengthen and unify the safety and security of all data held within the school.
- To ensure the protection of all personal and sensitive data for which we hold responsibility as the Data Controller.
- Ensure the handling of all personal and sensitive data is in line with the data protection principles.
- To work with other schools and the local authority to share good practices to improve this policy.

11.2 Responsibility for the Policy and Procedure

11.2.1 Role of the Director

The Director has:

- a) the responsibility to comply with the legal requirements of the UK General Data Protection Regulation 2021;
- b) per the UK GDPR appointed a Data Protection Officer who has expert knowledge of data protection law and practices;
- c) the responsibility to ensure the DPO:
 - operates independently and is not dismissed or penalised for undertaking their role;
 - has adequate resources to meet their UK GDPR obligations;
 - keeps up-to-date documentation of all data protection activities.
- d) the responsibility to ensure data is processed per the right principles of the Data Protection Act 1998:

- e) delegated powers and responsibilities to the Headteacher as 'Data Controller for the school;
- f) delegated powers and responsibilities to the Headteacher to maintain an updated data protection system that fits the needs of the school and complies with the UK GDPR;
- g) delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- h) responsibility for ensuring that the school complies with all equalities legislation;
- i) Nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice-related incidents or incidents which are a breach of this policy;
- j) responsibility for ensuring funding is in place to support this policy;
- k) responsibility for ensuring this policy and all policies are maintained and updated regularly;
- l) responsibility for ensuring all policies are made available to parents;
- m) Director to:
 - visit the school regularly;
 - work closely with the Headteacher;
 - ensure this policy and other linked policies are up to date;
 - ensure that everyone connected with the school is aware of this policy;
 - attend training related to this policy.
- n) responsibility for the effective implementation, monitoring and evaluation of this policy.

11.2.2 Role of the Headteacher

The Headteacher will:

- a) act as 'Data Controller for the school;
- b) ensure the UK General Data Protection Regulation is implemented per the advice from the Information Commissioner's Office:
- Awareness
 - ❖ To organise awareness training to inform all school personnel and governors:
 - ❖ that data law has changed to UK GDPR;
 - ❖ to appreciate the impact it has on the school;
 - ❖ how the impact will affect the school;
 - ❖ by identifying areas that could cause compliance problems under the UK GDPR.
 - ❖ To hold refresher training for all school personnel and governors when necessary.
- Information we hold

- ❖ To organise an information audit of data held on pupils, school personnel, parents, governors/trustees and suppliers.
- ❖ The audit will be undertaken under the following headings:
 - ❖ The type of data.
 - ❖ How is the data collected?
 - ❖ How is it processed?
 - ❖ Where did it come from?
 - ❖ Where is it located?
 - ❖ How is it secured?
 - ❖ Who is it shared with?
- Communicating Privacy Information
 - ❖ To review privacy notices and to undertake any necessary changes.
- Individuals' Rights
 - ❖ To check current procedures to ensure they cover all the rights of individuals including:
 - ❖ how to delete personal data; and
 - ❖ how to provide data electronically in a commonly used format.
- Subject Access Requests
 - ❖ To update present procedures and plan how to handle requests within the one-month timescale and provide any additional information.
- Legal basis for protecting personal data
 - ❖ To review the various types of data processing that the school carries out and then identify and document the legal basis for carrying it out.
- Consent
 - ❖ To review how the school seeks obtains and record consent and consider any changes that are required.
- Children
 - ❖ To 'start thinking about whether we need to put systems in place to verify individuals' ages and to obtain parental or guardian consent for any data processing activity.'
- Data breaches
 - ❖ Ensure the right procedures are in place to detect, report and investigate a personal data breach.
- Data protection by design and data protection impact assessments
 - ❖ To consider when to implement the Privacy Impact Assessments.
- Data Protection Officers

- ❖ To have in place a designated Data Protection Officer to take responsibility for data protection compliance.
- ❖ To assess where this role sits within the school's structure and governance arrangements.
- International
 - ❖ To determine (if the school operates internationally) under which data protection supervisory authority applies to the school.
 - ❖ keep a detailed record of all data activities;
 - ❖ ensure the school complies with the UK GDPR;
 - ❖ work closely with the Data Protection Officer and the nominated governor;
 - ❖ ensure the school complies with the eight data protection principles;
 - ❖ ensure all data is processed fairly and lawfully;
 - ❖ ensure security measures and confidential systems are in place to protect personal data and pupil records;
 - ❖ ensure data is obtained for specific and lawful purposes;
 - ❖ ensure data is adequate, relevant and not excessive;
 - ❖ ensure all personal data is accurate and that inaccurate data is corrected or erased;
 - ❖ ensure procedures are in place to deal with requests for access to personal data;
 - ❖ ensure data is not kept longer than is necessary;
 - ❖ ensure school personnel are aware of their rights;
 - ❖ ensure school personnel are aware of their responsibilities;
 - ❖ ensure a pupil's educational records will be made available to their parents or carers on receipt of a written request;
 - ❖ ensure a Common Transfer File is sent when a pupil joins another school;
 - ❖ make effective use of relevant research and information to improve this policy;
 - ❖ provide leadership and vision in respect of equality;
 - ❖ provide guidance, support and training to all staff;
 - ❖ monitor the effectiveness of this policy by speaking with pupils, school personnel, parents and governors;
 - ❖ annually report to the Director on the success and development of this policy.

11.2.3 Role of the Data Protection Officer

The Data Protection Officer will:

- ❖ have expert knowledge of data protection law and practices;
- ❖ inform the school and school personnel about their obligations to comply with the UK GDPR and other data protection laws;
- ❖ ensure data management is strengthened and unified;
- ❖ monitor compliance with the UK GDPR and other data protection laws;
- ❖ manage internal data protection activities;
- ❖ ensure risk and impact assessments are conducted per ICO guidance;
- ❖ report data breaches within 72 hours;

- ❖ ensure individuals have greater control over their data;
- ❖ ensure that before the processing of an individual's data that:
 - the process is in line with ICO guidance;
 - the process is transparent;
 - the individual will be notified;
 - the notification is written in a form that is understandable to children;
 - when sharing an individual's data with a third party outside of school the details for the sharing are clearly defined within the notifications.

- ❖ share an individual's data where it is a legal requirement to provide such information;
- ❖ process all written subject access requests from individuals within 30 days of receiving them;
- ❖ have in place a formal contract or service level agreement with a chosen data processor who is UK GDPR compliant;
- ❖ ensure the secure disposal of redundant data and IT hardware holding data in compliance with ICO guidance;
- ❖ train school personnel;
- ❖ conduct audits;
- ❖ be the first point of contact for supervisory authorities and for individuals whose data is processed;
- ❖ keep up-to-date documentation of all data protection activities;
- ❖ work closely with the Headteacher and nominated governor;
- ❖ periodically report to the Headteacher and the Director;
- ❖ annually report to the Director on the success and development of this policy.

11.2.4 Role of School Personnel

School personnel will:

- ❖ attend data protection awareness training;
- ❖ comply with all aspects of this policy;
- ❖ be aware of all other linked policies.

11.2.5 Role of Parents/Carers

Parents/carers will:

- ❖ be invited to attend data protection awareness training;
- ❖ comply with all aspects of this policy;
- ❖ be aware of all other linked policies.

11.3 Training

All school personnel:

- ❖ have equal chances of training, career development and promotion
- ❖ receive training on this policy on induction which specifically covers:
 - The UK General Data Protection Regulation
 - Data Protection Act 2018
 - Freedom of Information 2000
 - Access to Personal Records
 - E-safety
 - Grievance Procedure
 - Equality
- ❖ receive periodic training so that they are kept up to date with new information
- ❖ receive equal opportunities training on induction to improve their understanding of the Equality Act 2010 and its implications

11.4 Equality Impact Assessment

Under the Equality Act 2010, we have a duty not to discriminate against people based on their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

11.5 Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the Data Protection Officer, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Director for further discussion and endorsement.

12 Electronic information and communications systems policy

The School encourages all employees in the use and development of its IT systems and facilities that enhance the School's efficiency. However, the availability of email and the Internet can lead to problems ranging from "email overload" and computer viruses to matters that could cause legal claims against the School. This policy outlines the standards we require users of these systems to observe, the circumstances in which we will monitor the use of these systems and the action we will take with respect to breaches of these standards.

12.1 Introduction

Electronic information and communication is a powerful asset to the School, both in terms of accessing information and in communicating externally. It can, however, also

expose the School to potential liabilities. These could arise in several areas, for example:

- Defamation** Users tend to view Email and other electronic communication (such as instant messaging) in the same light as a telephone call. They also tend to be more indiscreet than if they were sending a letter or memo. This increases the risk of liability for defamatory statements in employee Emails. There is also possible direct liability for the School as the publisher of the message. You should not commit anything to email that you would otherwise not wish to put in writing.
- Pornography** There is no legitimate business interest in employees accessing or transmitting pornography on the Internet. Contravention of this policy may result in disciplinary action being taken against you and, in serious cases, dismissal and/or criminal prosecution.
- Viruses** All software downloaded from the Internet must be subjected to rigorous anti-virus checks. You should not, therefore, download any software without the prior consent of the IT Manager. Contravention of this policy may result in disciplinary action being taken against you and, in serious cases, dismissal.
- Copyright infringement** The main risk of copyright infringement applies to downloading files from the Internet. Copyright infringement can also occur with Email attachments. If in doubt you should seek advice from your manager.

12.2 The scope and purpose of the policy

This policy deals mainly with the use (and misuse) of computer equipment, email, instant or text messaging, the internet, telephones, and voicemail, but it applies equally to the use of, copiers, scanners, CCTV, and electronic key fobs, security passes and cards.

All employees are expected to comply with this policy at all times to protect our electronic communications systems and equipment from unauthorised access and harm. Breach of this policy may be dealt with under our Disciplinary Procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

The IT Manager will deal with requests for permission or assistance under any provisions of this policy, subject to the primary tasks of maintaining our core systems and may specify certain standards of equipment or procedures to ensure security and compatibility.

All managers have a specific responsibility to operate within the boundaries of this policy, ensure that all employees understand the standards of behaviour expected of them and take action when behaviour falls below its requirements.

12.3 Equipment security and passwords

You are responsible for the security of the equipment allocated to or used by you. You must not allow it to be used by anyone other than per this policy.

If given access to the email system or the internet, you are responsible for the security of your device(s). If leaving a device unattended or on leaving the office you should ensure that you lock your device or log off to prevent unauthorised users from accessing the system in your absence. Employees without authorisation should only be allowed to use devices under supervision.

Desktop PCs, cabling, telephones or computer equipment should not be moved or tampered with without first consulting the IT Manager.

Passwords are unique to each user and must be changed regularly to ensure confidentiality. Passwords must be kept confidential and must not be made available to anyone under any circumstance. For the avoidance of doubt, on the termination of your employment (for any reason), you must return any equipment, key fobs or cards.

If you have been issued with a laptop, phone or another electronic device you must ensure that it is kept secure at all times, especially when travelling. Passwords must be used to secure access to data kept on such equipment to ensure that confidential data is protected in the event of loss or theft. You should also be aware that when using equipment away from the workplace, documents may be read by third parties, for example, passengers on public transport.

12.4 Systems and data security

You should not delete, destroy or modify existing systems, programs, information or data which could have the effect of harming the School or exposing it to risk.

You should not subscribe to new online platforms, or download or install software from external sources without authorisation from the IT Manager. This includes, but is not limited to, cloud file sharing platforms, software programs, instant messaging programs, screensavers, photos, video clips and music files. Incoming files and data should always be virus-checked by the IT Department before they are downloaded. If in doubt, you should seek advice from the IT Manager

No device or equipment should be attached to our systems under any circumstance. This includes any USB flash drive, MP3 or similar device, PDA or telephone. It also includes the use of the USB port, infra-red connection port or any other port.

We monitor all emails passing through our system for viruses. You should exercise caution when opening emails from unknown external sources or where, for any reason, an email appears suspicious (for example, if its name ends in. ex). The IT Manager should be informed immediately if a suspected virus is received. We reserve the right to block access to attachments to emails for effective use of the system and compliance with this policy. We also reserve the right not to transmit any email message.

You should not attempt to gain access to restricted areas of the network, or any password-protected information unless specifically authorised.

If you use laptops or Wi-Fi-enabled equipment, then you must be particularly vigilant about its use outside the office and take any precautions required by the IT Manager from time to time against importing viruses or compromising the security of the system. The system contains information which is confidential to our business and/or which is subject to data protection legislation. Such information must be treated with extreme care and per our Data Protection Policy.

12.5 Email etiquette and content

An email is a vital tool, but an informal means of communication, and should be used with great care and discipline. You should always consider whether an email is the appropriate means for a particular communication, and correspondence sent by email should be written as professionally as a letter. Messages should be concise and directed only to relevant individuals.

You should ensure that you access your emails daily during working hours. You should endeavour to respond to emails marked "high priority" within 24 hours.

You should not send abusive, obscene, discriminatory, racist, harassing, derogatory or defamatory emails. If you feel that you have been harassed or bullied, or are offended by material received from a colleague via email you should inform your line manager.

You should take care with the content of email messages, as incorrect or improper statements can give rise to claims of discrimination, harassment, defamation, breach of confidentiality or breach of contract. You should assume that email messages may be read by others, and not include anything which would offend or embarrass any reader, or yourself if it found its way into the public domain.

Email messages may be disclosed in legal proceedings in the same way as paper documents. Deletion from a user's inbox or archives does not mean that an email cannot be recovered for disclosure. All email messages should be treated as potentially retrievable, either from the main server or using specialist software.

In general, you should not:

- a) send or forward private emails at work which you would not want a third party to read;
- b) send or forward chain mail, junk mail, cartoons, jokes or gossip;
- c) sell or advertise using our communication systems or broadcast messages about lost property, sponsorship or charitable appeals;
- d) agree to terms, enter into contractual commitments or make representations by email unless the appropriate authority has been obtained. A name typed at the end of an email is a signature in the same way as a name written at the end of a letter;
- e) download or email text, music and other content on the internet subject to copyright protection unless it is clear that the owner of such works allows this;

- f) send messages from another worker's computer or under an assumed name unless specifically authorised; or
- g) send confidential messages via email or the internet, or by other means of external communication which are known not to be secure.

If you receive a wrongly-delivered email you should return it to the sender. If the email contains confidential information or inappropriate material (as described above) it should not be disclosed or used in any way.

12.6 Use of the internet

When a website is visited, devices such as cookies, tags or web beacons may be employed to enable the site owner to identify and monitor visitors. If the website is of the kind described in the 'Inappropriate use of equipment and systems' section below, such a marker could be a source of embarrassment to the visitor and us, especially if inappropriate material has been accessed, downloaded, stored or forwarded from the website. Such actions may also, in certain circumstances, amount to a criminal offence if, for example, the material is pornographic.

You should therefore not access any web page or any files (whether documents, images or other) downloaded from the internet which could, in any way, be regarded as illegal, offensive, in bad taste or immoral. While content may be legal in the UK, it may be in sufficiently bad taste to fall within this prohibition. As a general rule, if any person (whether intended to view the page or not) might be offended by the contents of a page, or if the fact that our software has accessed the page or file might be a source of embarrassment if made public, then viewing it will be a breach of this policy.

12.7 Personal use of systems

We permit the incidental use of internet, email and telephone systems to send a personal email, browse the internet and make personal telephone calls subject to certain conditions set out below. Personal use is a privilege and not a right. It must be neither abused nor overused and we reserve the right to withdraw our permission at any time.

The following conditions must be met for personal usage to continue:

- a) use must be minimal and take place substantially out of normal working hours (that is, during lunch hours, before 9 am or after 5.30 pm);
- b) personal emails must be labelled "personal" in the subject header;
- c) use must not interfere with business or office commitments;
- d) use must not commit us to any marginal costs; and
- e) use must comply with our policies including the Equal Opportunities Policy, Anti-harassment and Bullying policy, Social Media Policy, Data Protection Policy and Disciplinary procedure (see the sections of this policy relating to Email etiquette and content and use of the internet).

You should be aware that personal use of our systems may be monitored and, where breaches of this policy are found, action may be taken under the disciplinary

procedure. Use of school email for personal correspondence must be kept to a minimum. We reserve the right to restrict or prevent access to certain telephone numbers or internet sites if we consider personal use to be excessive.

12.8 Monitoring of use of systems

Our systems enable us to monitor telephone, email, voicemail, internet and other communications. To ensure the appropriate use, and to carry out legal obligations in our role as an employer, the use of our systems including the telephone and computer systems, and any personal use of them, is continually monitored. Monitoring is only carried out to the extent permitted or as required by law and as necessary and justifiable for the School.

We reserve the right to retrieve the contents of messages or check searches which have been made on the internet for the following purposes (this list is not exhaustive):

- a) to monitor whether the use of the email system or the internet is legitimate and per this policy;
- b) to find lost messages or to retrieve messages lost due to computer failure;
- c) to assist in the investigation of wrongful acts; or
- d) to comply with any legal obligation
- e) Inappropriate use of equipment and systems

Access is granted to the internet, telephones and other electronic systems for legitimate business purposes only. Incidental personal use is permissible provided it is in full compliance with our rules, policies and procedures (including this policy, the Equal Opportunities Policy, Social Media Policy, Anti-harassment and Bullying Policy, Data Protection Policy and Disciplinary Procedure).

Misuse or excessive use or abuse of our telephone or email system, or inappropriate use of the internet in breach of this policy will be dealt with under our Disciplinary Procedure. Misuse of the internet may, in certain circumstances, constitute a criminal offence. In particular, misuse of the email system or inappropriate use of the internet by participating in online gambling or chain letters or by creating, viewing, accessing, transmitting or downloading any of the following material will amount to gross misconduct (this list is not exhaustive):

- a) pornographic material (that is, writing, pictures, films and video clips of a sexually explicit or arousing nature);
- b) offensive, obscene, or criminal material or material which is liable to cause embarrassment to us or our clients;
- c) a false and defamatory statement about any person or organisation;
- d) material which is discriminatory, offensive, derogatory or may cause embarrassment to others;
- e) confidential information about us or any of our employees or clients (which you do not have authority to access);

- f) any other statement which is likely to create any liability (whether criminal or civil, and whether for you or us); or
- g) material in breach of copyright.

Any such action will be treated very seriously and is likely to result in summary dismissal.

Where evidence of misuse is found we may undertake a more detailed investigation per our Disciplinary Procedure, involving the examination and disclosure of monitoring records to those nominated to undertake the investigation and any witnesses or managers involved in the Disciplinary Procedure. If necessary, such information may be handed to the police in connection with a criminal investigation.

13 Social Media Policy

The ISL Group is committed to ensuring that all staff are aware of their responsibilities in connection with the growing use of social networking sites. It recognises that the use of such sites has become a very significant part of life for all members of the community. They provide a positive way to keep in touch with friends and colleagues and can be used to exchange ideas and thoughts on common interests.

Examples of such sites include, but are not limited to, blogs & vlogs, Facebook, Twitter, Snapchat, Instagram, YouTube, Pinterest, multiplayer online gaming, chat rooms and instant messenger.

Staff are expected to keep a professional distance from pupils and there should be a clear separation between the private social lives of staff and that of pupils. There is no need for social networking to go on between staff and pupils and should only be used for the benefit of educational enrichment.

Staff must be able to use technologies and services effectively and flexibly whilst ensuring that they do not make themselves vulnerable. However, it is also important to ensure that this is balanced with the International School of London safeguarding policy, the reputation of the school and the wider community.

13.1 Who does this policy apply to?

This policy applies to all contracted and permanent International School of London staff.

13.2 Aims

The policy aims to:

- Enable employees to use social networking sites safely and securely;
- Ensure that employees are aware of the risks associated with the inappropriate use of social networking sites;
- Safeguard employees in connection with the use of social networking sites and ensure they do not make themselves vulnerable;
- Ensure that the International School of London maintains its duty to safeguard children, the reputation of the school and the wider community.

13.3 Legislation

The following legislation must be considered when adhering to this policy:

- Human Rights Act 1998
- GDPR 2018
- Freedom of Information Act 2000
- Computer Misuse Act 1990, amended by the Police and Justice Act 2006
- Regulation of Investigatory Powers Act 2000 (RIPA)

13.4 Responsibilities

13.4.1 The International School of London shall:

- Ensure this policy is implemented and procedures are in place that deals with the use of social networking sites;
- Ensure that all employees have access to this policy and that new employees are made aware of it;

13.4.2 Headteachers/Line Managers shall:

- Be familiar with this policy and guidelines and ensure that employees understand the policy and their responsibilities;
- Ensure that staff are aware of the risks of the use of social networking sites and the possible implications of their inappropriate use of them;
- Instigate disciplinary procedures where appropriate to do so;
- Seek advice where necessary from Human Resources on the approach to be adopted if they are made aware of any potential issue;

13.4.3 Staff shall:

- Behave responsibly and professionally at all times in connection with the use of social networking sites;
- Co-operate with management in ensuring the implementation of this policy;
- Be familiar with this policy and guidelines and ensure they understand the policy and their responsibilities;
- Consult with the Marketing Department to clarify any uncertainties;

13.4.4 Marketing department:

- Hold responsibility and accountability for the appropriate use of all social channels and handles related to the schools;
- Permanently monitor social channels through specialist tools to ensure branding consistency and address misuse as appropriate;
- Approve and create any social handles or channels representing the school for both staff and students;

- Will delete or unpublish any ISL social accounts that are dormant for 3 months, as such dormant accounts poorly reflect ISL;

13.5 Use of Social Networking Sites

For employees' security all communication via social networking sites should be made with the awareness that anything said, shown or received could be made available, intentionally or otherwise, to an audience wider than that originally intended. It is therefore advised that staff follow the following procedures:

- Staff shall only use International School of London approved sites and pages that are adequately secured to communicate with students and shall not use personal email addresses or handles to do so;
- Staff must not accept pupils as friends – personal communication could be considered inappropriate and unprofessional and makes staff vulnerable to allegations;
- Staff are advised not to be friends with recent pupils. The potential for staff to be compromised in terms of wall content and open to accusations makes the risk not worth taking;
- Staff should not place inappropriate photographs on any social network space;
- Staff should not post indecent remarks;
- Staff is advised not to write about their work but where a member of staff chooses to do so, he/she should make it clear that the views expressed are his/hers only and do not reflect the views of the school. However, all other guidelines in this policy must be adhered to when making any reference to the workplace;
- Staff must not disclose any information that is confidential to the school or disclose personal data or information about any individual/colleague/pupil, which could be in breach of the Data Protection Act and the GDPR;
- Staff must not disclose any information about the school that is not yet in the public arena;
- In no circumstances should staff post photographs of pupils on personal accounts;
- Staff should not make defamatory remarks about the school/colleagues/pupils or the ISL or post anything that could potentially bring the school into disrepute;
- Staff should not disclose confidential information relating to his/her employment at the school;
- Care should be taken to avoid using language which could be deemed offensive to others;

- Staff are not permitted to create any social handles that represent the school, or act as a representative;

13.6 Breaches of the Policy

The International School of London does not discourage staff from using social networking sites. However, all staff should be aware that the International School of London will take seriously any occasions where the services are used inappropriately or without relevant approvals. If occasions arise of what could be deemed to be online bullying or harassment, these will be dealt with in the same way as other such instances. Under the Regulation of Investigatory Powers Act 2000 (RIPA), ISL does exercise its right to monitor the use of the school's information systems and internet access; ensure compliance with regulatory practices; to ensure standards of service are maintained; to prevent or detect crime; to protect the communication system and to pick up messages when someone is away from school. If any such monitoring detects the unauthorised use of social networking sites disciplinary action will be taken. If any instances of the inappropriate use of social networking sites are brought to the attention of the International School of London, depending on the seriousness of the allegations, disciplinary action may be taken. There may be instances where the School will be obliged to inform the police of any activity or behaviour for which there are concerns as to its legality.

14 Use of School Resources

School resources include all the School's property, facilities, know-how, goodwill and other assets, together with the services of its employees and others working for the School, all of which are intended to be used for achieving the School's objectives. Employees should not use School resources for private purposes or remove School property from School premises without proper prior authorisation.

This includes photocopy facilities, stationery, telephones, computers and educational equipment. Any school equipment that is assigned to and used outside school premises, for example laptops, must be returned to the school when the employee leaves employment or upon request by the Principal.

14.1 Copyright

Copyright legislation should be displayed next to photocopier machines and staff are required to adhere to the guidance provided about use of educational resources.

14.2 Confidentiality and propriety information

All employees at the school and the Governing Body come into contact with a significant volume of data and information in relation to students, staff, school activities and many other matters.

In the course of their work, employees may gain access to information and material that is confidential to the School's business. All such information, material and programmes are private and the property of the School and may not be discussed outside of the working environment without the approval of the Head of School.

Staff should not disclose sensitive information about the school, its employees or the governing body, parties associated with the School, including but not limited to

students and their parents, prospective students, and suppliers. There are particular exceptions to this; for example, disclosure of suspected or alleged abuse of a student to Child Protection officers; discussion with a person accompany or representing an employee in a formal meeting or disclosure under the Whistleblowing procedure.

"Sensitive information" includes but is not limited to School procedures, business affairs, the School's performance, any regulatory review, and any information about its students, their parents, staff and prospective students

All communication with the media must be directed through the Head of School or their designee.

15 Capability procedure (Non-Contractual)

15.1 Objectives

We recognise that during your employment your capability to carry out your duties may deteriorate. This can be for a number of reasons, the most common ones being that either the job changes over a period of time and you fail to keep pace with those changes, or you change (most commonly because of health reasons) and you can no longer cope with the work. This procedure is designed to help and encourage you to achieve and maintain standards of job performance.

As the capability procedure is non-contractual, this means the School may take action to address capability issues (including dismissal) without first following the procedure outlined below, in circumstances it deems appropriate.

15.2 Principles

If the nature of your job changes and/or we have concerns regarding your capability with regard to your role, we will make every effort to ensure that you understand the level of performance expected of you and that you receive adequate training and supervision. This will be done in an informal manner in the first instance and you will be given time to improve.

If your standard of performance is still not adequate you will be subject to a formal capability procedure. The procedure may result in a warning that a failure to improve and to maintain the level of performance required could lead to a further progression through the capability procedure. Throughout the process, we will also consider the possibility of more suitable work if any is available.

If we cannot transfer you to more suitable work and there is still no improvement after a reasonable time, or the standard of achievement is not maintained, you will be subject to further capability procedures that may result in your dismissal.

The meetings will normally be held by your manager. At all stages you will be advised, in writing, of the alleged unsatisfactory performance and the likely outcome if we decide after the meeting that your performance has been unsatisfactory. You will be given a reasonable opportunity to consider your response before any capability meeting.

We will also include the following where appropriate:

- A summary of relevant information gathered as part of any investigation;

- A copy of any relevant documents which will be used at the capability meeting;
- A copy of the outcomes from any previous capability meetings.

15.3 Right to be accompanied

You have the right to be accompanied throughout this procedure. For further information see the section dealing with the right to be accompanied in the chapter on Disciplinary Rules and Procedure in this handbook.

15.4 The capability meeting

The aims of a capability meeting will usually include:

- To set out the required standards that we believe you may have failed to meet, and to go through any relevant evidence that we have gathered;
- To give you an opportunity to state your case and present information and facts that you feel are relevant before any decision is made;
- To establish the likely causes of poor performance, including any reasons why any measures taken so far have not led to the required improvement;
- To identify whether there are further measures, such as additional training or supervision, that may improve performance;
- To discuss targets for improvement and a time-scale for review, where appropriate;
- To establish whether there is any likelihood of a significant improvement being made within a reasonable time and whether there is any practical alternative to dismissal, such as redeployment, where dismissal is a possibility.

15.5 Procedure

The procedure may be implemented at any stage if your performance warrants such action.

Stage one - written warning

Following a stage one capability meeting, if we decide that your performance is unsatisfactory, we will give you a first written warning.

The warning will normally remain active for 9 months from the end of the review period, after which time it will be disregarded for the purposes of the capability procedure. Your performance will be monitored during the review period and we will write to inform you of the outcome.

Stage two - final written warning

If your performance does not improve within the review period set out in a first written warning, or if there is further evidence of poor performance while your first written warning is still active, we may decide to hold a stage two capability meeting. Following a stage two capability meeting, if we decide that your performance is unsatisfactory, we will give you a final written warning. A final written warning will normally remain active for 12 months from the end of the review period.

Stage three - dismissal

If your performance has not improved to the required standard or is still unsatisfactory dismissal will normally result. As an alternative to the dismissal, the manager may consider demotion, which would involve a reallocation of duties on a salary commensurate with the post, as an appropriate sanction. You will be provided, as soon as reasonably practicable following the meeting, with written reasons for dismissal or any action short of dismissal, the date on which employment will terminate (if relevant) and the right of appeal.

15.6 The outcome

We will inform you in writing of our decision and our reasons for it, usually within one week of the capability meeting. Where possible we will also explain this information to you in person.

The warnings will set out:

- a) The areas in which you have not met the required performance standards;
- b) Targets for improvement;
- c) Any measures, such as additional training or supervision, which will be taken with a view to improving performance;
- d) A period for review;
- e) The consequences of failing to improve within the review period, or of further unsatisfactory performance.

15.7 Review periods

Following each warning there will be a review period. At the end of this review period we will write to inform you of the outcome, which will be one of the following:

- If your performance is satisfactory, no further action will be taken;
- If your performance is unsatisfactory, the matter may be progressed to the next stage of the capability process;
- If there has been a substantial but insufficient improvement, the review period may be extended.

15.8 Appeals

You may appeal against any capability decision by informing HR in writing within five working days of the decision.

All appeals must set out the grounds on which you are making the appeal.

You will be invited to an appeal meeting and you have the right to be accompanied at that meeting (and you will be notified of that right when you are invited to the appeal meeting). The appeal meeting will reconsider the original decision. You will have an opportunity to put forward, should you so wish:

- New evidence which was not available during the first meeting; and/or

- Complaints of a flaw in the original decision-making process, such as the failure to follow procedures or the failure to give you a fair meeting.

The outcome of any appeal will be confirmed to you in writing and will take one of three forms:

- The original decision may be upheld, in which case the sanction will be confirmed;
- The original decision may be overruled, in which case the sanction will be rescinded;
- The original decision may be substantially confirmed but a less severe sanction may be substituted for that originally imposed (usually in cases of appeals based on extenuating circumstances). The sanction cannot be increased.

The decision of the Managing Director is final, and there is no further right of appeal.

15.9 Alternative chairperson

There may be occasions that when following the capability procedure the School deems it appropriate for an alternative person of appropriate seniority to conduct a stage of the process. The alternative person may be an independent third party.

16 Disciplinary Procedure (non-contractual)

16.1 Objectives

This procedure is designed to help and encourage you to achieve and maintain standards of conduct. The aim is to ensure consistency and fair treatment for all.

Conduct and some capability issues will ordinarily be dealt with in accordance with the Disciplinary Procedure set out here. Capability or absence from work will usually be dealt with under the Capability Procedure that follows. If you are unclear as to which procedure is being followed, please ask your manager who will clarify this for you.

However, as the disciplinary procedure is non-contractual, the School may take action to address disciplinary matters, without first following the procedure outlined below, in circumstances it deems appropriate.

16.2 Principles

At all stages you will be informed of the basis of the problem and given an opportunity to put your case before any decisions are made.

The School will deal with the matter promptly and expect that you will not unreasonably delay the process.

Where the disciplinary process is utilised, employees will not normally be dismissed for a first breach of discipline except in the case of gross misconduct, when the sanction may be dismissal without notice or payment in lieu of notice. It should be noted that this does not mean that the dismissal is an automatic act. All facts will be considered before any action is taken.

There may be occasions that when following the below procedure the School deems it appropriate for an alternative person of appropriate seniority to conduct a stage of

the process. This could for example (although not exclusively) be because the relevant manager has already been involved in the process. The alternative person may be an independent third party.

16.3 Suspension

The School reserves the right, prior to disciplinary action, to suspend you with payment from your duties, in accordance with the terms and conditions in this handbook, whilst investigations are undertaken. Suspension is not disciplinary action.

During any period of suspension, you shall not attend your place of work other than for the purpose of attending disciplinary proceedings. You shall not contact any other employees, suppliers or customers of the School, except your companion in any disciplinary proceedings, without the School's consent and assistance.

16.4 Investigatory stage

Upon the receipt of an allegation against you the School will carry out an investigation into the matter.

This will normally involve having a fact finding meeting with you where you will be given the opportunity to give a full account of your interpretation of the matter.

Following this the School will make a decision as to whether formal disciplinary action is warranted.

In some circumstances the School may choose to deal with the matter informally.

If formal disciplinary action is warranted, the following procedure will apply.

16.5 The disciplinary procedure

Formal disciplinary meeting

You will be invited to attend a formal disciplinary meeting. At the meeting you will be given an opportunity to state your case and present information in your defence before any decision is made.

After the disciplinary interview, you will be informed of the disciplinary decision and of any disciplinary sanction imposed. The procedure may be implemented at any stage if your alleged misconduct or performance warrants such action.

16.6 Right to be accompanied

You have the right to be accompanied at any formal meeting (including an appeal meeting) by a single companion who is:

A work colleague; or

An official employed by a trade union; or

A trade union representative provided they have been certified in writing by their union as being competent to accompany a worker.

Your companion has the right to explain and sum up your case, ask questions, and to respond to any views expressed at the hearing. He or she may not answer questions on your behalf. If your companion cannot attend on the date set for the hearing or

appeal, then the date can be postponed for up to five working days. At its discretion, the School may postpone the meeting for longer.

16.7 Minor faults

Minor faults will be dealt with informally, but where the matter is more serious the following procedure and sanctions will apply.

Stage one - written warning

If conduct or performance does not meet acceptable standards you will normally be given a written warning. You will be advised of the reason for the warning, that it is the first stage of the disciplinary procedure and of your right of appeal. A copy of this written warning will be kept on your personnel file but it will be disregarded for disciplinary purposes after 9 months subject to satisfactory conduct and performance.

Stage two – final written warning

If there is a failure to improve and conduct or performance is still unsatisfactory or there is a further offence, or if the misconduct is sufficiently serious to warrant only one written warning but insufficiently serious to justify dismissal (in effect both the first and final written warning), a final written warning will normally be given to you. This will give details of the complaint, will warn that dismissal will result if there is repetition of such conduct, if there is a further offence or no satisfactory improvement and will advise of the right of appeal. A copy of this final written warning will be kept on your personnel file but it will be disregarded for disciplinary purposes after 12 months subject to satisfactory conduct and performance.

Stage three – dismissal

If conduct or performance is still unsatisfactory and you fail to reach the prescribed standards, if there is a further offence, or if you have committed a gross misconduct offence, dismissal will normally result. Only a senior manager can take the decision to dismiss. As an alternative to the dismissal, the senior manager may consider demotion, which would involve a reallocation of duties on a salary commensurate with the post, as an appropriate sanction. As soon as reasonably practicable following the disciplinary interview, you will be provided with written reasons for dismissal or any action short of dismissal, the date on which employment will terminate (if relevant) and the right of appeal.

16.8 Appeals Procedure

You may appeal against a disciplinary decision by informing a senior manager in writing within five working days of the decision.

All appeals must set out the grounds on which you are making the appeal.

You will be invited to an appeal meeting and you have the right to be accompanied at that meeting (and you will be notified of that right when you are invited to the appeal meeting). The appeal meeting will reconsider the original decision. You will have an opportunity to put forward, should you so wish:

- New evidence which was not available during the first meeting; and/or

- Complaints of a flaw in the original decision-making process, such as the failure to follow procedures or the failure to give you a fair hearing.

The outcome of any appeal will be confirmed to you in writing and will take one of three forms:

The original decision may be upheld, in which case the disciplinary sanction will be confirmed;

The original decision may be overruled, in which case the disciplinary sanction will be rescinded;

The original decision may be substantially confirmed but a less severe sanction may be substituted for that originally imposed (usually in cases of appeals based on extenuating circumstances). The disciplinary sanction cannot be increased.

Misconduct

The following (not exhaustive list) provides examples of offences which are normally regarded as misconduct

The decision of the senior manager is final, and there is no further right of appeal.

- Accidents
Failing to report an accident, no matter how minor/slight.
- Safe working environment
Failing to create and maintain a safe operating working environment.
- Punctuality
Failure to be punctual and work to the hours defined in your Principal Statement of Terms of Employment.
- Early departure
Leaving your place of work before your normal finishing time without permission whether verbal or written.
- Lateness
Lateness will be considered a breach of the terms of your Contract of Employment.
- Skill and aptitude for the job
Failing to show the skill or aptitude required for the job, particularly where those skills were claimed at the time of your commencing the job.
- Acting in interest of School
Failing to act wholeheartedly in the interest of the School at all times.
- Undertaking reasonable duties

Not being prepared to undertake reasonable duties other than those for which you have been specifically employed.

- Reporting absence
Failure to follow the correct absence reporting procedures or to keep us informed of the reason for your absence and your likely return date (see earlier Chapter for guidelines).
- Continued absence
Where an absence is expected to continue for more than seven days failing to obtain and send a medical certificate to the School.
- Persistent absenteeism
Regular and persistent absenteeism.
- Independent medical examination
Refusal to undergo an independent medical examination in the event of persistent absence for reasons of ill health.
- Inform School of infectious or contagious diseases
Failure to inform the School if you contract an infectious or contagious illness.
- Removal of material from work
Removal of any material or equipment from your place of work without prior permission.
- Carelessness of others property
Carelessness with the property of other employees, the School, students, or other third parties
- Unauthorised work
Using School time, materials or equipment for unauthorised work.
- Follow School procedures or School rules
Failure to follow School working or operating procedures.
- Health and safety of colleagues
Endangering the health and safety of any other employee whilst at work.
- Protective clothing
Where you are issued with any protective and/or safety clothing, equipment etc., failure to use this as instructed, unless you have good reason not to.
- Unauthorised use of computers, email and internet usage
Failing to follow the Computer policy

- Unauthorised personal usage of computers, email and internet
Emailing or using the internet for personal use outside of break times.

Gross Misconduct

Gross Misconduct includes matters relating to serious breaches of School policy. The following is a non-exhaustive list which normally regarded as gross misconduct

- Fighting
Fighting, assault on another person, bullying, harassment, victimisation or discrimination, including dangerous horseplay.
- Failure to carry out instruction
The failure to follow a reasonable instruction and/or request given to you.
- Insubordination
Serious act(s) of insubordination.
- Offensive language
Single or repeated use of offensive or excessive bad language.
- Offensive behaviour
Single or repeated use of offensive behaviour on School premises, or in front of customers.
- Smoking/ using electronic cigarettes
Serious breach of the rules dealing with smoking/using electronic cigarettes.
- Theft
The theft of the School's property and/or the property of others.
- Damage to property
Deliberate damage to School property.
- Damage to School business
Being concerned or interested in action which is damaging to or competes with the business of the School.
- Interest in other companies
Having interest in any other business, associating with contentious organisations or engaging in any activities which may interfere with the performance of your duties or cause a conflict of interest.
- Bringing School into disrepute

Bringing the School into serious disrepute by your actions and/or negligence of your duties or any adverse personal publicity that could potentially damage the School's reputation or business interests.

- Being at work under the influence of alcohol or drugs
Serious incapability/intoxication through alcohol or being under the influence of illegal or non-prescribed drugs or other substances such as but not limited to 'legal highs' whilst at work.
- Breach of the rules regarding driving and drugs or alcohol
Driving or being in possession of a vehicle whilst under the influence of alcohol, illegal or other drugs such as but not limited to 'legal highs', driving or being in possession of a vehicle where prescription or over-the counter medication impairs your ability to drive or any breach of drug driving law.
- Seriously endangering health and safety
Seriously endangering the health and safety of yourself and/or others on School premises or representing the School.
- Falsifying official School records
Knowingly and deliberately placing false information, or inducing another person to place false information, in School records with a view to gaining a pecuniary advantage or which proves harmful to another.
- Fraud
Participating in fraudulent activity against the interests of the School.
- Bribery
Offering, promising or giving a bribe to another person to bring about or reward the improper performance of a function or activity or to obtain or retain business or an advantage in the conduct of business for this School.
- Receiving bribes
Requesting or receiving a bribe or inducement to place business with a supplier of goods or services.
- Failure to comply with anti-bribery policy or procedures
Failure to comply with School policy or procedures regarding the receipt of gifts, giving of gifts to third parties, hospitality or third party expenses.
- Negligence
Serious or gross negligence which causes unacceptable loss, damage or injury.
- Intentional or multiple acts of misconduct
Intentional breach of any rule or procedure or multiple acts of misconduct.

- Inappropriate use of the Internet
Using an internet enabled School device to deliberately access internet sites containing, or to store and/or transfer pornographic, offensive or obscene material.
- Inappropriate postings on social media sites or social media applications ('apps')
Postings that damage, offend or embarrass the School, clients or colleagues or which otherwise seriously breach the School's social media policy.
- School property
Unauthorised possession of the School's property.
- Criminal offence affecting School business
Commission of a criminal offence (which affects the School's business either directly, or where the impact is to bring the School's reputation into disrepute).
- Subjecting a colleague to any detriment on the ground that they have raised a whistleblowing concern
Harassing, threatening or taking any other retaliatory action against a whistleblower.
- Serious/deliberate breach of School policy
Serious or deliberate breach of any rules/policies contained in School documentation.

If you are accused of an act of gross misconduct, you may be suspended from work on full pay, normally for no more than five working days (although in some cases this period may be longer, for example in order to carry out a full investigation), while the School investigates the alleged offence. If, on completion of the investigation and the full disciplinary procedure, the School is satisfied that gross misconduct has occurred, the result is likely to be summary dismissal without notice or payment in lieu of notice.

17 Dismissal Procedure

17.1 Purpose and scope

This procedure sets out the steps that will ordinarily be followed when the School is contemplating the dismissal of any employee in circumstances where the dismissal is not specifically covered by another of the School's procedures.

Examples where this procedure may apply, although not an exhaustive list, are when the School has reason to consider dismissing an employee for any of the following reasons:

- Where your employment places the School in breach of a statutory duty; or
- Dismissal for some other substantial reason (e.g. substantial business reasons) unless a specific exemption applies (e.g. dismissing employees and offering to re-engage them on different terms).

However, as this procedure is non-contractual, the School is not required to follow it at all times when contemplating dismissal. There may be occasions where the School deems it appropriate to take the decision to dismiss without first following the procedure below.

17.2 The Procedure

Right to be accompanied

You have the right to be accompanied throughout this procedure. (See the section dealing with the right to be accompanied in the Chapter on Disciplinary Rules and Procedure in this handbook.)

There are three stages to the procedure:

Stage one

You will be advised in writing of the proposed dismissal and the reasons, circumstances and characteristics, as appropriate, which led to the proposal. You will be invited to a meeting to discuss the proposal. Prior to any meeting, you will be given a reasonable opportunity to consider your response to the proposed dismissal.

Stage two

At the meeting, you will be given the opportunity to discuss the proposed dismissal and any points you may want to raise in respect of the proposed dismissal. You will then be informed in writing of the outcome of the meeting and your right to appeal against that decision.

Stage three

If you wish to appeal against a decision to dismiss, you should inform a senior manager within five working days in writing. You will then be invited to attend an appeal hearing. A senior manager will hear the appeal and his/her decision is final. After the appeal, you will be informed of the appeal decision.

For more details on the right to appeal, please refer to paragraph below.

17.3 Right of appeal

All appeals must set out the grounds on which you are making the appeal.

You will be invited to an appeal hearing and you have the right to be accompanied at that hearing. You will be notified of that right when you are invited to the appeal

hearing. The appeal hearing will reconsider the original decision. You will have an opportunity to put forward, should you so wish:

- a) New evidence which was not available during the first hearing; and/or
- b) Complaints of a flaw in the original decision-making process, such as the failure to follow procedures or the failure to give you a fair hearing.
- c) The outcome of any appeal will be confirmed to you in writing and will take one of two forms:
 - The original decision may be upheld, in which case the dismissal will be confirmed; or
 - The original decision may be overruled, in which case the dismissal will be rescinded.

There is no further right of appeal from the decision of a senior manager.

17.4 Alternative Chairperson

There may be occasions that when following this procedure the School deems it appropriate for an alternative person of appropriate seniority to conduct a stage of the process. This could for example (although not exclusively) be because the relevant manager has already been involved in the process. The alternative person may be an independent third party.

18 Grievance procedure (non-contractual)

18.1 The grievance procedure in operation

It is our policy to ensure that all employees have access to a procedure to help deal with any grievances relating to their employment fairly and without unreasonable delay. We aim to investigate any formal grievance you raise, hold a meeting to discuss it with you, inform you in writing of the outcome, and give you a right of appeal if you are not satisfied.

18.2 The grievance procedure

Most routine complaints and grievances are best resolved informally in discussion with your Manager. Dealing with grievances in this way can often lead to a speedy resolution to problems and your Manager may well be able to resolve the matter directly. Both you and your Manager may find it helpful to keep a note of each informal meeting. Where the grievance cannot be resolved informally it should be dealt with under the formal Grievance Procedure.

The School will attempt to ensure that each stage of the procedure is carried out without unreasonable delay that the timing and location of meetings is reasonable and that meetings are conducted in a manner that enables both you and us to explain our cases.

18.3 Step 1: putting your grievance in writing

You should let the School know about the nature of your grievance by putting it in writing to your Manager. Where the grievance is against your Manager the matter should be raised with the next level of management.

The written grievance should contain a brief description of the nature of your complaint, including any relevant facts, dates, and names of individuals involved. In some situations, we may need to ask you to provide further information.

18.4 Step 2: grievance meeting

Your Manager will invite you to attend at least one meeting in order to discuss the grievance. You may be accompanied by a work colleague or trade union representative of your choice.

The meeting will not take place until you have informed us what the basis for the grievance is and we have had a reasonable opportunity to consider our response to that information.

You should make every effort to attend the meeting.

18.5 Investigations

In some cases, it may be necessary for us to carry out an investigation into your grievance. The amount of any investigation required will depend on the nature of the allegations and will vary from case to case. It may involve interviewing and taking statements from you and any witnesses, and/or reviewing relevant documents. The investigation may be carried out by your line manager or someone else appointed by us.

You must co-operate fully and promptly in any investigation. This may include informing us of the names of any relevant witnesses, disclosing any relevant documents to us and attending interviews, as part of our investigation.

We may initiate an investigation before holding a grievance meeting where we consider this appropriate. In other cases, we may hold a grievance meeting before deciding what investigation (if any) to carry out. In those cases, we will hold a further grievance meeting with you after our investigation and before we reach a decision.

18.6 Step 3: grievance outcome

Following the meeting, the School will decide on appropriate action. You will be informed of the School's decision and any action that we intend to take to resolve the grievance, usually within & 7 working days of the final grievance meeting. Where appropriate we may hold a meeting to give you this information in person.

If it is not possible to respond within 5 working days that time you will be given an explanation for the delay and told when a response can be expected.

You will be notified of your right to appeal against the decision if you are not satisfied with it.

18.7 Step 4: appeal

If you wish to appeal you must do so in writing to the HR Officer within 5 working days of receiving notification of the decision.

HR will subsequently invite you to attend a further meeting. You must take all reasonable steps to attend the meeting. You may be accompanied by a work colleague or trade union representative of your choice.

After the appeal meeting the employee will be informed of the decision and that it is final.

Where possible, appeal meetings will be conducted by a more senior Manager than attended the first meeting (unless the most senior Manager attended that meeting).

18.8 Confidentiality

Confidentiality is an important part of the procedures provided under this policy. Everyone involved in the operation of the policy, whether making a complaint or involved in any investigation, is responsible for observing the high level of confidentiality that is required.

Breach of confidentiality may give rise to disciplinary action under our Disciplinary Procedure.

19 Trade Union Representation

The School will not prevent or obstruct Trade Union membership on the part of employees who are free to join the Union of their choice. Such membership in itself will not, however, mean that the employees concerned will be represented by the Union they join.

20 Pensions

20.1 Introduction to Pension Provision

The School does not accept responsibility for the provision of any form of general insurance coverage relating to death, injury or disability of staff, spouses, children, other family members or dependents of employees. It is staff responsibility to ensure that separate life, accident and/or disability insurance coverage is maintained, as appropriate to the needs of the employee's personal situations.

20.2 Pension Schemes

The school sponsors a pension scheme. Any questions regarding the scheme should be directed to the school's business office.

21 Code of Conduct

It is necessary for the maintenance of good working relationships in any organisation and the efficient running of any business that there should be recognised and accepted standards of conduct. This, in employment, is a matter of mutual obligations; on the part of the employee to meet required standards of conduct and to act responsibly in all circumstances; and on the part of the School to ensure that standards, rules and regulations are reasonable, known and understood, and to act fairly and consistently in dealing with cases where these are not met. The School will enforce these guidelines in a fair and reasonable manner.

21.1 Obligations on the Part of the School

The obligations of the School can be broadly in the following terms:

- The School will ensure through this code and by other means that standards, rules, regulations and procedures are known and reasonable.
- The School will also ensure that each employee is given information about the requirements of his/her job and the person to whom he/she is directly responsible.
- The School accepts the need to maintain and publish different procedures to deal fairly and consistently with employees who have failed to meet required standards and those who have failed to comply with some rule or regulation.
- The School has a general obligation to ensure that no-one is unfairly dismissed; this concerns both the reason for dismissal and the manner of dismissal.
- The School will ensure that no one is discriminated against on grounds of gender, marital status, race, colour, national or ethnic origin, religion, sexual orientation, fixed-term or part-time status, gender reassignment, or disability.
- The School will ensure that no formal disciplinary action is taken without a full and detailed investigation of all the relevant facts.
- Employees have the right of appeal against formal disciplinary action taken by the School or its representative(s).

21.2 Obligations on the Part of Employees

The general obligations of employees can be stated broadly in the following terms:

- Employees must carry out all lawful and reasonable instructions of the School given through its representatives in the course of its business.
- Employees are expected to behave in a way which is consistent with efficient performance of their duties.
- Employees must carry out their duties in such a manner so as not to infringe or jeopardise the interests of the School and other School employees.
- Employees must adhere to procedures and to rules and regulations including, for example, those dealing with discipline in general, safety, security, sickness, lateness and absence in general, with which they must make themselves familiar.

In addition to these general obligations there are a number of specific rules and regulations issued either on a standing basis or from time to time. Employees are required to comply with the policies set out in this handbook, or issued separately from time to time.

The School aims to develop an attitude of individual responsibility in our students and therefore expects staff to model exemplary behaviour. The code of conduct expected from teachers, staff, and administrators rests on principles of honesty, responsibility, respect, self-control, cultural sensitivity, and equality.

A list of School rules, which is not exhaustive are as follows:

21.2.1 Duty of care to students

School employees are expected to act in an open and transparent way that would not lead any reasonable person to suspect their actions or intent. Employees in schools are in a position of trust and have a duty to protect young people from discrimination and harm and to maintain appropriate professional boundaries. It is equally important for staff to avoid behaviour that might be misinterpreted by others in order to protect both young people and themselves. Staff are required to read and understand school policies on child protection.

21.2.2 Outside Employment and Interests

When accepting employment within the School, it is expected that an employee's wholehearted interest and attention will be directed to the job during working hours. Experience has shown that when an employee holds an additional job with another employer or becomes involved in personal business interests, his/her job performance is adversely affected.

Any financial participation or employment in an outside activity, which to any significant extent is competitive with or related to School business, or which to any extent has dealings with a supplier, contractor, or otherwise with the School is unacceptable without prior written approval from the Head of School. Normal share holdings in companies quoted by the Stock Exchange are clearly acceptable.

If an employee is engaged in, or is considering outside employment or a business undertaking that may be in conflict with the foregoing principles, he/she should bring the matter to the attention of the Head of School.

21.2.3 Personal Integrity

A dishonest or fraudulent act during the course of work will be regarded as gross misconduct and will normally lead to dismissal and to criminal prosecution when warranted. Such acts include, but are not limited to, the misappropriation of money or other assets and any manipulation or falsification of records that distorts financial reporting or operational control whether or not for financial gain.

21.2.4 Gifts and Entertainment

Accepting gifts that might place an employee under obligation is prohibited. This applies to gifts in any form, including entertainment, merchandise, payments, loans and services. It does not bar courtesies of nominal value which are in keeping with good business ethics, and which do not place the employee under any obligation.

21.2.5 Third Parties

Third Parties include those who supply goods or services to the School or to whom the School supplies goods and services

The School expects employees to guard the School's interests with Third Parties and to bring to those relationships sound commercial judgment as well as high standards of integrity. Employees may not try to gain from Third Parties advantages for themselves arising from their position in the School, or from their access to information about the School and its affairs obtained in the course of their employment.

If in doubt as to the propriety of accepting a gift, the Head of School should be consulted.

21.2.6 Expenses

If you are required to travel away from your home on company business, you are entitled to claim reasonable travel expenses of which you will be notified. In addition, should you require to purchase materials for the purpose of undertaking your role, you must first seek the permission of the Head of School. All claims for expenses must be made on expenses forms and accompanied by corresponding vouchers and/or receipts and VAT receipts as appropriate. Claims should be submitted to your manager by the end of the month in which expenses were incurred.

21.2.7 Disclosure of Information

Employees are expected to safeguard confidential information and must not, without authority, disclose such information about School activities to the press, to any outside source, or to employees who are not entitled to such information.

21.2.8 Electronic Information and Communications Policy

Employees are expected to comply with the School's Electronic Information and Communications Policy and any supplementary policy issued by the School.

21.2.9 School and Other Property

Unauthorised possession or removal from School premises of any property or effects belonging to the School or to its employees, without prior approval, is prohibited.

Using materials or equipment belonging to the School for purposes other than school related purposes is misconduct. This includes the copying of proprietary or School-owned software for any purpose other than authorised School business.

Employees are responsible for exercising due care of School property which includes allowing others to use the automated security access fob to enter the school when it is not in session. Please refer to the Use of School Resources Policy above for more information.

21.2.10 Personal relationships whilst at work

The School recognises that employees who work together may form personal friendships and, in some cases, close personal relationships. Whilst it does not wish to interfere with these personal relationships, it is necessary for the School to ensure that all employees behave in an appropriate and professional manner at work. Therefore, the following principles have been devised, and apply to all employees regardless of their job or level of seniority:

- Any employee who is involved in a close personal relationship with a colleague, contractor, client, customer or supplier must not allow that relationship to influence his/her conduct whilst at work;
- Intimate behaviour during working hours is expressly prohibited;
- Any employee who embarks on a close personal relationship with a colleague for whom they have line management responsibility must declare the relationship to his/her manager or the next most senior manager if appropriate.

In these circumstances, the School will consult both of the employees and seek to reach a satisfactory agreement. This may involve a transfer of one or both of them if considered appropriate.

21.2.11 Personal mobile phones

Unless you are anticipating an emergency call you must switch your personal mobile phone to silent whilst at work. You may use your mobile phone on your breaks provided that you do not disturb or disrupt your colleagues.

21.2.12 Attendance at Work

The importance of arriving and departing regularly, at agreed times, needs no explanation. Everyone is part of a team, and good teamwork calls for every employee to be punctual and regular in their attendance at work. If a Teacher or TA is unable to get to work for any reason, the Principal, Cover coordinator and Senior Teacher should be advised as soon as possible. If an employee is unable to contact their Head of Section, they should try to contact the Head of School. If a non-teaching staff member is unable to get to work for any reason, they should notify their manager and HR.

Persistent lateness, absenteeism and leaving work early, without adequate explanation, is very serious and will lead to disciplinary action.

Please refer to the Sickness Absence Policy above for more information.

21.2.13 Health, Safety and Security

The safety of students, staff and administration is a critical concern of the School. The Head of School or his/her designee, will ensure that procedures are in place to minimise the risks to safety and security at school, on field trips, visits and excursions, as well as, in activities organised by employees or by third parties.

Employees should familiarise themselves with the rules and regulations applicable in the case of fire.

Similarly, employees should be familiar with any health and safety precautions for the prevention of accidents, and the preservation of healthy working conditions.

Serious infringement or deliberate refusal to comply with Health and Safety Regulations or School Health and Safety and Security policies constitutes gross misconduct.

21.2.14 Alcoholic Drinks

The School, as your employer, has a legal duty to ensure so far as is reasonably practicable the health, safety and welfare at work of all our employees. Similarly, you have a responsibility not to do anything that will endanger the health, safety and welfare of you or your colleagues or students. The use of alcohol may impair the safe and efficient running of the business and/or the health and safety of the School's employees.

Employees are not permitted to drink alcoholic beverages in school or on school trips unless in widely acceptable social situations. In such social situations, the School expects you to demonstrate responsible behaviour at work, work-related functions and

work-related social events and to act in a way that will not have a detrimental effect on our reputation. If you represent us at external events where alcohol is served, you are considered to be "at work" regardless of whether you do so outside normal working hours. Consequently, we will expect you to remain professional and fit for work at all times and should ensure that in such circumstances you do not consume excessive amounts of alcohol. Inability to perform one's duties at work satisfactorily because of an excess of alcohol consumption will be considered gross misconduct.

Alcohol is not normally available or permitted to be consumed on School premises during working hours up to 4:30p.m.

School celebrations, during a teacher work day when students are not present, such as special lunches or parties, are not subject to blanket prohibition. There may be exceptional business occasions at which it is appropriate to provide hospitality in the form of alcoholic drinks.

Any alcohol supplied at such School sponsored entertainment requires the advance approval of the Head of School in line with ISL group policy. The PTA chair will consult the Head of School in advance of each event.

Failure to comply with this policy may result in disciplinary action being taken against you and in serious cases may result in your dismissal

21.2.15 Drugs

When using the term Drugs, we mean any substances regulated by the Misuse of Drugs Acts 1971 and any other drugs (including prescription drugs and solvents) being used for non-medical purposes.

The School, as your employer, has a legal duty to ensure so far as is reasonably practicable the health, safety and welfare at work of all our employees. Similarly, you have a responsibility not to do anything that will endanger the health, safety and welfare of you or your colleagues or students. The use of drugs may impair the safe and efficient running of the School and/or the health and safety of the School's employees and students.

The School reserves the right to require you to take a drugs test and you agree that you will consent to take such a test where there is reasonable cause to suspect that your performance is impaired as the result of illegal drugs. Failure to provide consent may result in disciplinary action up to dismissal.

The possession, use and selling or trafficking of illegal drugs or legal drugs obtained illegally on School business or at school premises will be considered gross misconduct and will normally lead to dismissal.

Employees should also be alert to possible side effects of prescribed medication as they may generate a condition hazardous to the individual employee and/or to students. The employee should be mindful of these possibilities and advise the Head of School accordingly. Such information will be treated on a "need to know" basis within the School.

21.2.16 Gambling

All forms of organised gambling or betting on the School's premises are forbidden. The running of any form of sweep, lottery or raffle, or collections on the premises for national charities or other institutions etc. is strictly controlled and in all cases permission should be sought and obtained from the Head of School. .

21.2.17 Rude, Indecent or Obscene Conduct

Any form of rude, indecent or obscene conduct likely to cause serious offence, or a breach of common decency is gross misconduct and may lead to dismissal.

21.2.18 Discrimination

The School has a longstanding commitment to the principle of equal opportunity (non-discrimination) in employment. The School is opposed to any discriminatory action on the basis of a person's gender, marital status, race, colour, national or ethnic origins, religion, sexual orientation, gender reassignment, pregnancy and maternity, fixed-term or part-time status, and disability. Any form of discrimination is regarded as gross misconduct and may lead to your summary dismissal.

Please refer to the School's Equal Opportunities Policy for more information.

21.2.19 Dress Code

When school is in session, administrators, teachers, learning facilitators, and office personnel are required to follow a basic dress code. The purpose and intent of the dress code is to assure that the school system staff projects a professional image to the public as well as to the students.

We encourage everyone to maintain attire and personal appearance in a manner that is professional for our School environment and to a high standard.

If you are unclear as to what the School regards as an appropriate standard of dress, you should seek guidance from the HR Manager.

Failure to comply with our rules on appearance and dress may lead to disciplinary action and in serious cases, may result in your dismissal.

21.2.20 Other Activities

The following activities are prohibited on School premises and are acts of misconduct:

- Private transactions of a business nature e.g. the buying or selling of goods for commercial gain.
- Private lending or borrowing money for commercial gain.
- Unauthorised distribution or posting of literature, advertisements, handbills, etc.

If in doubt, consult the Head of School.

21.2.21 Smoking

Under the Health and Safety at Work Act 1974 the School has a general 'duty of care' responsibility as well as a specific duty to maintain a working environment that is safe and without risk to health.

In line with this, the smoking policy is designed to give individuals as far as is reasonably practicable, the opportunity of having a working environment that is smoke free. .

Smoking is banned at the School. The ban applies to anything that can be smoked, which includes cigarettes, pipes (including water pipes such as shisha and hookah pipes), cigars, e-cigarettes and herbal cigarettes. The school grounds, buildings, areas adjacent to the school gates and playground are therefore designated as “No Smoking Areas”

21.2.22 Fighting, Assault and Verbal Abuse on School Premises or at School Sponsored Events

Fighting or physical assault on School premises or at School sponsored events is strictly forbidden and is regarded as gross misconduct.

21.2.23 Criminal Offences Inside and Outside of Employment

If an employee commits a criminal offence inside or outside his/her employment and the offence is one that makes the employee unsuitable or unavailable for his/her employment or unacceptable to the School or other employees, the employee may be summarily dismissed.

21.2.24 Refusal to Carry Out Instructions

Refusal to carry out reasonable instructions by authorised personnel may be considered as gross misconduct.

22 Use of our Premises

22.1 Housekeeping

For security and safety reasons ensure that your workspace is uncluttered, clean and sanitary.

22.2 Break rooms

You and your colleagues are responsible for ensuring that the places where you take your rest breaks are kept clean (disposing of any rubbish and cleaning up any perishable food stuffs). After use, ensure that the condition of these areas is clean and tidy in appearance.

22.3 Keys, key fobs and passes

You must take all necessary steps to ensure that if issued with School keys, key fobs or passes, you do not let another person take control of them unless that person is a manager. If you lose any School key you should immediately report this to your manager and if necessary, take all other steps to secure the premises.

23 Security Policy

The School adopts a proactive approach to security. The Managing Director is committed to the protection of the business assets of the School.

We take every reasonable step to ensure the physical security of our employees, premises, vehicles, plant, equipment and product. If any employee has any concerns in respect of the security of any area of the business, they should present full details

of their concerns to a manager. Such concerns will be taken seriously and action will be taken if considered reasonable and necessary after investigation.

Everyone has an individual responsibility to be alert to strangers who appear to have no obvious reason for being on the premises. If in doubt, contact your manager.

23.1 Right to search

The School may inspect the contents of any vehicle, bag, parcel, handbag, case or similar article before it is brought on to or taken away from the premises. The School also reserves the right to request any employee to empty pockets etc. while on the School premises.

A refusal to co-operate may result in disciplinary action and/or the police being involved

Searches will be carried out on a random basis, and a search does not imply any dishonesty on the part of the employee.

24 Parking

Parking is provided for employees. The School is not responsible for the security of personal vehicles and accepts no liability should your vehicle or its contents be damaged, stolen or lost.

25 Leaving Employment

25.1 Resignation

Unless specified and agreed by contract at the time of hiring, you may terminate your employment at any time by giving written notice as detailed in your contract of employment.

A minimum of a terms notice is requested in order for the school to find a suitable replacement. You will be paid your salary up to the date that your employment terminates, together with any payment for accrued leave that is not taken if applicable.

If you leave the School without working your complete notice period, you will only be paid for the days you attended work.

If you leave the School without working your full contractual notice and without authorisation, the School reserves the right to seek reimbursement from you for any additional expense incurred by the School in covering your duties during this period. You expressly agree that ISL may deduct the additional cost of hiring a replacement for this period from your final pay.

In special circumstances, you may be permitted to leave before the end of your contractual notice period, depending on work requirements. In this case your contract of employment will come to an end early and you will be paid your salary up to the revised date that your employment terminates, together with any payment for accrued leave that is not taken.

The Head of School may accept or request resignations, in accordance with the written contract. In the event that the employee decides not to return for the next academic

year, she or he is requested to inform the Head of School no later than 15 February in writing, to facilitate the School's recruitment procedure.

25.2 School dismissal without notice

Circumstances

The School shall be entitled to dismiss you at any time without notice or payment in lieu of notice if you commit a serious breach of your obligations as an employee.

Fundamental breach of trust and confidence

If either party does something which makes the working relationship untenable the other party may accept that act as a repudiatory breach and terminate the Contract of Employment without notice.

Recovery of School losses

You agree that if the disciplinary action or gross misconduct leading to the dismissal has resulted in School Name incurring financial loss, such loss may be offset by any payments to which you are otherwise entitled. In addition, the School reserves the right to pursue you for recovery of such losses by passing the matter to an appropriate court.

25.3 Garden Leave

On receipt of your notice or on the termination of your employment with notice the School reserves the right for the duration of your notice period to require you not to work, and is not under any obligation to provide you with work. This is to protect our [client lists, sales lists, client contracts, designs, confidential information, manuals, intellectual property etc.]. Garden leave will be implemented for business purposes only and does not imply a lack of trust or confidence in you as an employee.

Specifically unless directly requested to by the School you:

- Will not attend School premises or any subsidiary premises;
- Will not contact or deal (or attempt to contact or deal with) clients/contractors/agents/staff unless directly requested to by the School;
- Will inform the School of where you can be contacted every day.

You will not during the garden leave period be directly or indirectly involved, concerned or engaged in any other business activity that, directly or indirectly, competes, interferes or conflicts with your contractual obligations to School Name.

The implementation of garden leave does not affect any of your other contractual or statutory rights. You will be entitled to full contractual pay and benefits during your notice period and will remain an employee and bound by the terms of your employment.

25.4 Administration on Leaving the School

Application of holiday policy to employees leaving the School-

Should you have holiday time owing to you in excess of your notice requirements unused accrued holiday pay will be paid in lieu as part of your final pay.

Application of excess holiday taken by employees leaving the School-

If you have taken more than your pro rata holiday entitlement the School reserves the right to recover a sum equal to the amount of overpaid holiday and deduct it from your final pay.

Pay entitlement during notice period-

You will be entitled to full pay if you work your notice period. If you are absent from work due to sickness, maternity or paternity leave then there are specific regulations that apply to your pay entitlement. You will be notified of these at the time.

Surrender of School property-

If you have given notice of your resignation, or your employment is terminated with or without notice, we may at our sole discretion request you to immediately surrender all property and materials in your possession. That is the intellectual, personal and real property of the School.

Subject to your statutory rights, these may include, but are not limited to:

- School car;
- School computer, laptop and passwords;
- School mobile telephone;
- School credit and/or debit cards;
- Equipment supplied by or purchased on your behalf by the School for your use;
- Computer software;
- All training manuals;
- All management and employee manuals;
- All sales and marketing materials; and
- All written or otherwise recorded information relating to your employment with the School.

Inventory

An inventory and accounting of School property identified in this section may be conducted prior to your receiving your final settlement payment. You are not entitled to refuse to surrender School property while waiting to receive salary/wage payment, as these will be paid to you in the normal way.

25.5 References

References can be either professional or personal in response to requests from third parties. A professional reference is one that is given on behalf of the School, on paper with a School letterhead.

A personal reference is given by someone in a personal capacity and should not be provided on School letterhead. The terms of the letter should clearly stipulate that the reference contains the views of the author in a personal capacity and does not represent or reflect the views or opinions of the School.

School policy is generally not to give open references or testimonials to individuals. When requested, HR will provide a certificate of service. Requests for certificates of service from prospective employers will be answered within a reasonable period of time.

25.6 Death In Service

If an employee dies whilst in the employment of the School, the contract of employment automatically comes to an end. Outstanding salary up to the date of death and any payment for outstanding annual leave will be paid into the deceased's estate.

Should an employee die whilst in School employment, leaving a Spouse, Civil Partner, or a surviving dependent, then an immediate ex-gratia lump sum may be paid directly to them. This may be up to two months' basic salary, payable at the School's discretion. Any payment does not form part of the deceased's estate.

25.7 Death by accident in the course of School business

When an employee of the School dies as a result of an accident in the course of School business, the School may exercise its discretion and make an ex-gratia payment.

26 Redundancy Policy

ISL intends to develop and expand its business activities and provide a stable work environment with reasonable security of employment for its employees. That said the School may nevertheless find itself in a redundancy situation. Whilst we will always try to avoid the need to make compulsory redundancies, unfortunately th

is may not always be possible.

Below is the procedure that the School may follow should a redundancy situation arise. However, as this procedure is non-contractual, the School is not required to follow it at all times.

26.1 Procedures Prior to Reducing Staffing Levels

In the first instance we will consider steps that might, depending on the circumstances, be taken to avoid the need for compulsory redundancies. Examples of such steps include:

- Reducing overtime working to an absolute minimum;
- Ensuring recruitment in areas that affect the redundancy situation is restricted;
- Considering the possibility of short-time working or lay-off;
- Considering inviting applications for voluntary redundancy

Prior to making redundancies the School will usually consult with employees as to the reasons for possible redundancies and the procedures that will be employed as well

as investigating and discussing with affected employees any suitable alternative employment. However, there may be exceptions to this. The criteria used to select employees who will potentially be made redundant will be reasonable and appropriate in the circumstances.

Where the School's proposals trigger statutory collective consultation obligations, the School will comply with these.

26.2 Redundancy Payment

Qualification for and calculation of redundancy payments will be in accordance with statute.

At ISL London, Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.