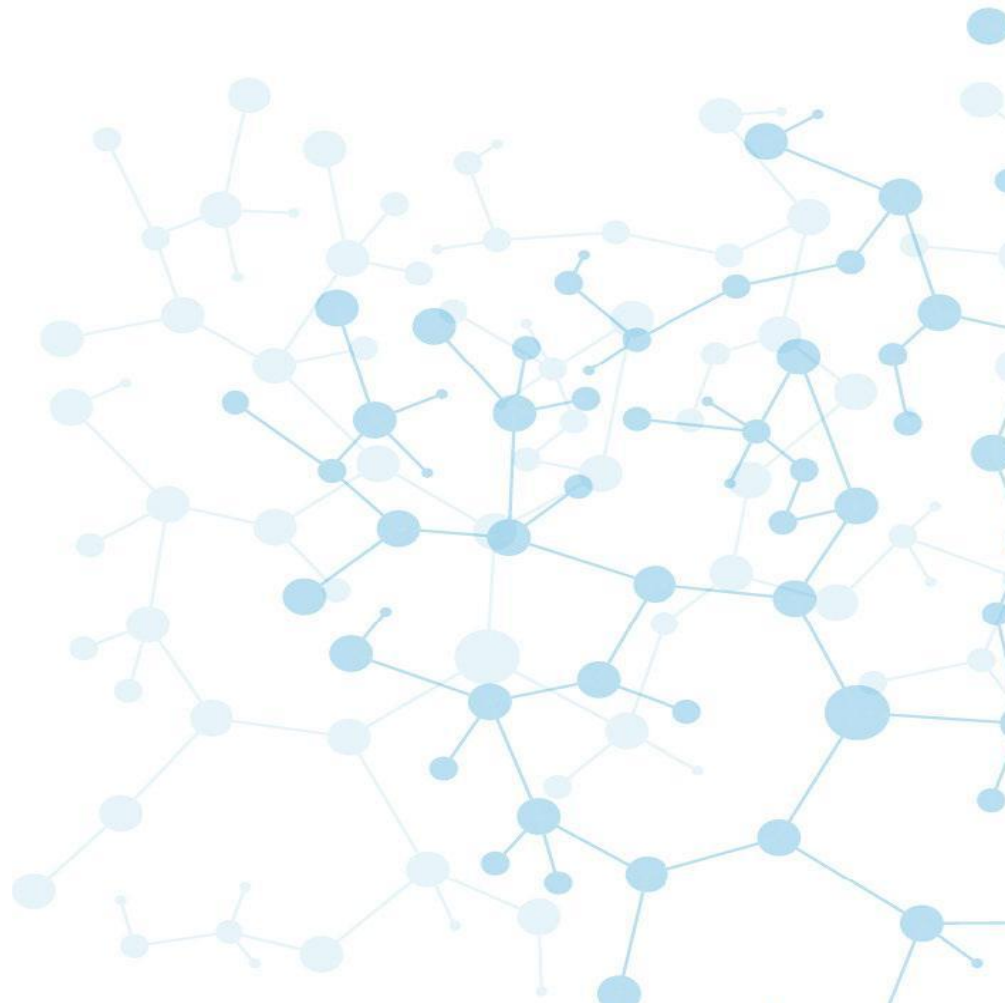


Code of Conduct

June 2023



The aim of this Code of Conduct is to ensure that the Head and senior leaders of each member school, along with the relevant governing body, for example, Board of Governors, Board of Directors, or controlling company or owner, adhere to and actively promote a high standard of ethical practice within their own school and in their school's relationship with other BSME schools.

The Head of School is required to indicate full agreement to the Code of Conduct as a condition of membership. If a breach of the Code is drawn to the attention of the Executive Committee an investigation will be undertaken by the BSME Chief Executive Officer. Recommendations arising from such an investigation may result in actions which might, in serious instances, include discontinuation of the school's membership of BSME. This will be determined by the BSME Executive Committee.

In agreeing to this document, a member school agrees to accept any decision of the BSME Executive Committee regarding membership or continued membership, following due process, in relation to any breach of the Code of Conduct.

Key Principles

1. As leaders of British-style schools in BSME, we have much in common and share many similar challenges. We agree to communicate openly over any issues that may breach this Code of Conduct.
2. As members of BSME we understand that we have professional obligations that extend beyond our individual schools.
3. We accept a responsibility to make every effort to ensure that BSME is not brought into disrepute by the actions of individuals or groups associated with our school. In recognition of this, we are committed to a Code of Conduct which balances our individual schools', students' and employees' needs with corporate responsibility for the standing of BSME and respect for the needs of other BSME schools and their students and employees.

Key Commitments

A. Overall Integrity of our School

1. Information we publish and use to promote our individual schools and about the school's status and operations will be accurate and will not include criticism of, or disparaging comparisons about, other BSME schools.
2. Our school will honour promises and contracts made with persons, organisations or communities, assuming honourable commitment by the other contractual party, excluding situations of force majeure.
3. We will respect normally accepted conventions regarding confidentiality with regard to the internal or external dealings and operations of our school.
4. As a new member school we commit to meeting BSME accreditation requirements within two years of commencing membership, and as a continuing member school we commit to maintaining accredited status throughout the duration of our membership.

B. Recruitment Practices

1. We accept that both employees and member schools have the right to consider alternative employment or recruitment in confidence without initially notifying the current employer. However, it is expected that, as soon as procedures progress beyond any preliminary stage, the recruiting Headteacher will contact the employee's current school to ascertain the contractual situation in a transparent and open manner.
2. We will not directly approach staff from other schools in order to recruit them to our own school without prior consultation and agreement with the current employer.
3. If we receive an approach from an employee of a BSME school and this proceeds towards discussion of employment, that person will be informed that their current employer will be consulted.

4. Unless agreed by all concerned, we will not appoint a person who, under the terms of a current contract with another BSME school, would not be available by the date on which he or she would be expected to commence duties at a new school. We will not attempt to influence a person to break a contract already signed with another BSME school.
5. Our school will make appropriate background checks in order to ensure any potential member of staff is suitable to work with children, to include requesting references from their current/last employer.

N.B. Principals/Headteachers are responsible for sharing these requirements with any other senior leaders involved in recruitment and are encouraged to share them with staff in general.

C. Employment Practices

1. All staff in our school are issued with written contracts and associated documents which clearly state the terms and conditions of employment.
2. We will endeavour to treat all employees fairly and equitably.
3. Our school has in place (or will have within six months of signing the Code of Conduct), clear procedures (which have been disseminated to employees) for dealing with claims of unjust treatment, grievances, or claims of unfair dismissal or non-renewal of contract.

D. Transfer and Enrolment of Students Practices

1. We will not approach students (or parents of students) from other member schools in order to recruit them to our own school.
2. We will respect the confidentiality of students who wish to consider entering another member school, whilst providing an acceptable level of assistance and support to students and parents when students leave our school. This will include the timely production of references, reports, grades and transcripts as well as sharing of required medical and child protection reports with the receiving school.
3. We will not knowingly accept a student from another school if the student (or family) owes money to that school unless an agreement has been reached with all concerned.

Closing statement

Membership of BSME is subject to agreement and compliance with BSME School Membership Terms and Conditions. This includes the holding of a valid licence to operate as a school by the local Ministry of Education as well as compliance with this Code of Conduct. The current Head of School must pledge to inform and advise the relevant staff and Board of Governors, or controlling company, of the details within this Code and the commitment required to the ethical practices contained herein.