

ISK Employee Code of Conduct

Introduction

This Code of Conduct provides clear standards of behavior expected from all employees working within the school environment at the International School of Krakow. The term 'Employees' encompasses all adults who work at the International School of Krakow, whether in teaching or non-teaching roles, paid or unpaid, and regardless of whether these activities take place on or off campus.

The well-being and safeguarding of students must be the primary consideration in all actions. Employees should recognize their position of trust and uphold the highest ethical standards in behavior when interacting with students, other staff members, and ISK community members.

This Code aims not to diminish the valuable positive relationships between employees and students, and between employees and other employees, but rather to provide guidance and expectations around maintaining the highest professional standards while minimizing the possibility of inappropriate conduct.

Code of Conduct

Setting an Example

Language - School employees serve as behavioral role models for students. It is expected that employees avoid using profanity, inappropriate language, or offensive language. Instead, employees should use language that is aligned with our school values. Employees should also be cognizant of the impact words can have on others, particularly on students.

Dress - All employees should wear safe and professional attire for their assigned roles and tasks. Examples include proper sportswear for athletics staff and appropriate workwear for maintenance staff.

Alcohol, Tobacco, and Drugs - Employees should never give alcohol, drugs, cigarettes, vaping products, or any illicit substances, or buy them on their behalf, and give them to students. During the chaperoning of students on off-campus school trips, employees should not use alcohol or any illicit drugs for the entire duration of the trip. Employees may only use cigarettes or vaping products in an area out of the view of students, and never on the physical campus.

Employee-to-Employee Interactions - Our ISK Values should guide all employee-to-employee interactions and collaboration.

Communication and Social Networking

All employees should proactively safeguard themselves by implementing precautions when communicating on electronic communication platforms, the internet, and/or social networking platforms. The school reserves the right to monitor information sent over school networks or equipment, including internet access and email communications. Maintain professional language in all digital correspondence.

- When uncertain about the appropriateness of a communication, err on the side of caution and do not send it.

Additionally, the school may implement measures to identify any past or current inappropriate or unauthorized use of school information systems, including storage of unlawful or unauthorized content (text, audio, images, or other irregularities).

Communicating with Students

- Employees should not individually or privately connect (1:1) with current students on social media platforms, text, or by phone. Employees should never engage in private (1:1) non-school-related communications with current students via text messaging, chat, or social media messaging.
- If there is a need for an employee to engage through text or chat with a student (for example, to arrange babysitting), a second adult (employee or parent/guardian) should be included in the text or chat.

Social Media Connections

- Consider carefully before connecting with former students or parents on social media.
- Employees should not access personal social media during class time or when supervising students.

Child Safeguarding

Reporting: Any staff-student conversations concerning student safety or welfare issues should be brought to the attention of the Designated Safeguarding Lead. Employees should never promise students that they will keep information confidential or that they won't take action on information received from a student.

Private Meetings with Students

Employees should be mindful of potential risks during one-on-one meetings with students. While confidential conversations are sometimes necessary, employees should conduct these in rooms or areas with clear visual access or with the door open whenever possible.

When visual access isn't feasible, employees should ensure another adult is aware that the meeting is taking place. Using a sign to indicate the room is occupied may be appropriate, but signs prohibiting entry should be avoided. When possible, another student or, preferably, another employee should be present or nearby during private meetings.

Rides: It is not appropriate for employees to give rides to students without written permission from the approved parent or guardian, unless in the case of an emergency.

Tutoring: Employees should never tutor a student who is on their class roster. Employees may tutor ISK students only with prior approval from the student's divisional leader, providing full details and updates of the arrangement, ensuring it occurs outside school hours.

Safe Touch: Employees must show discretion before touching another person, especially children and youth, and be aware of how physical touch may be perceived or received, and whether it would be an appropriate expression of greeting, care, concern, or celebration. Employees are prohibited at all times from physically disciplining a student.

Relationships and Gifts

Employees should conduct themselves in ways that avoid the potential for misinterpretation or speculation by others. Professional communication, behavior, and demeanor require particular attention and thoughtfulness, especially when working with adolescent students.

- Employees should not engage in romantic relationships with students.
- Employees should not give personal gifts to individual students without the knowledge of their parents or guardians. Classwide or group/team gifts are acceptable.
- Employees should not expose students to inappropriate or offensive materials.

Confidentiality and Gossiping

Employees with access to confidential information must only share this in the context of an official meeting and/or with colleagues who have a professional need to know. Sharing confidential information outside of these venues is considered gossiping and not acceptable in a professional environment. Gossiping is defined as informal conversations about other people's private affairs.

Conclusion

It is neither feasible nor appropriate to establish rigid rules that account for every situation in which employees interact with students or other staff members, or where their actions might be misinterpreted. In all cases, employees are expected to use their professional judgment.

This Code of Conduct simply reaffirms practices that prioritize the best interests of our students, our employees, and the school. If employees are uncertain about any aspect of this policy or how to act in specific situations, they should consult or seek guidance from the Principal or Director. Any breach or failure to adhere to this policy may result in disciplinary action under the school's procedures, including dismissal.

References:

The development of this ISK Code of Conduct has been informed and guided by resources from:

- [Global Safeguarding Collaborative](#) (GSC)
- [International Centre for Missing and Exploited Children](#) (ICMEC)
- [International Taskforce on Child Protection](#) (ITFCP)