



Staff Code of Conduct Policy

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1. Introduction

Reigate Grammar School Riyadh (RGSR) has an international profile and expects the highest standards from its students. Accordingly, it is important that teachers set an appropriate example in their appearance, behaviour and professionalism.

Staff members should devote all of their business time, efforts, ability, skill and attention to their duties as an employee of RGSR. Staff members should comply with all of the school's policies and rules, as may be in effect from time to time, and all applicable laws and regulations, and shall be responsible for knowing such policies, rules, laws and regulations.

2. Attendance

For staff with long school holidays and the necessary commitment to teaching, the expectation is that they will be in school each day that RGSR is in session. However, all staff are entitled to leave as outlined in the RGS Leave Policy.

3. Hours of Work

Staff members are expected to work the hours necessary to fulfil his/her duties and meet the general professional expectations accepted by all staff members. This includes, but is not limited to, ECAs and meetings, where required.

Staff members should be on duty in school and in professional attire (in line with the staff appearance policy), from 7:30am each day. No academic staff member is permitted to leave school prior to 3:10 pm each day, unless they have received prior approval from the Heads of Schools.

The Standard working hours are:

- Teachers: 7:30am - 3:30pm, Sundays to Thursdays
- Teaching Assistants, Learning Support Assistants and SEN Teachers: 7:30am – 3:10pm, Sundays to Thursdays

Working hours for staff might change for school events, at the Principal's request or according to school needs. However, prior notice will be given.

Any commitment by a staff member to activities not part of his/her work with the school, whether for remuneration or not, must not impinge, interfere or otherwise detract on the staff members work for the school.

4. Signing In and Out

All staff members are required to sign in and sign out using their biometric tag every time they come to work and leave from work. If the staff member does not sign in, he/she may be considered absent. If the sign in machine does not work, or if the staff member has forgotten his/her biometric tag the staff member must inform HR immediately, either in person or via hr@rgs.edu.sa. If a staff member forgets his/her biometric tag on consecutive days he/she will be counted as absent.

Replacing a lost biometric tag will cost 50 SAR, which will be charged to the employee.

5. Late Arrival/Early Departure

It is expected that all staff members will be present in school during their contracted hours. If it becomes apparent that a staff member will be late any morning, he/she should contact their appropriate member of SLT to inform them (Head of Prep, Head of Secondary or the Principal).

Late arrival/early departure may be taken from the staff member's entitled sick leave, at the discretion of the Head of School. Should a member of staff repeatedly arrive at school late and/or depart early he/she may face a salary deduction and disciplinary action.

On every occasion a staff member arrives late/departs early a leave form should be completed. For early departure requests, these should be made to the appropriate member of SLT in good time prior to the requested date of early departure.

Any decision to grant early departure from school, and if this is counted as paid/unpaid leave, is at the discretion of the Head of School. The school is most likely to grant paid leave to someone with an outstanding attendance and punctuality record, who has not had similar grants in the past and whose cause for application is unarguable.

At the discretion of the Head of School, early departure or late arrival prior to or following a holiday (weekend, school holiday or public holiday, etc.) will be counted as two days absence at discretion of Principal. Disciplinary action may also be taken.

6. Staff ID

All staff must wear their RGSR issued staff ID at all times. This should be worn around the staff members neck using the blue RGSR staff lanyard. If a member of staff forgets to bring his/her RGSR staff lanyard to school he/she should contact HR. Replacing a lost school ID or lanyard will cost 50SAR, which will be charged to the employee.

7. Duty

All staff are responsible for monitoring the students either before or after school, or during designated break times. Staff members should refer to the duty rota for their scheduled duties.

It is expected that staff members will be punctual and begin duties promptly. In the Prep School, students should be escorted to the designated play area by a teacher or teaching assistant. This staff member should remain with his/her students until the staff member on duty has arrived. At no point should students be left unattended. Failure to arrive on duty at the required time and/or not complete a duty may result in disciplinary action.

It is the duty of all staff members to approach any adult not wearing a lanyard and challenge them. All adults on campus should wear either a blue (staff), green (parent/guardian) or red (visitor) lanyard.

8. Attendance Register

The attendance register is an important document, which must be taken daily using isams, both in the morning and afternoon. For full details and guidance please refer to the RGSR Student Attendance Policy and Procedure.

9. Tidiness

Teaching should not be started in a room that is cluttered and/or littered with debris. Similarly, it is a courtesy to other staff members to leave rooms in suitable order at the end of a lesson and at the end of the school day.

Staff members should set an example to students and support the facilities staff by ensuring the school is kept free of litter where possible. It is expected that any staff member who sees litter around school, bags in corridors or misplaced clothing will ensure items are relocated.

Staff members are expected to ensure the staff room is clean and tidy and that they clean up any spillages or mess created.

10. Punctuality (Excluding Morning Sign In)

It is important that colleagues, as professionals, are not late in meeting the expectations required by the school. For example, failure to provide assessment data or reports on time and of the appropriate standard, does not reflect professional standards. Similarly, being late for meetings shows poor standards of punctuality.

11. Extra-Curricular Activities (ECAs)

An extended day is available to students at RGSR through a wide range of ECAs that are driven by the interests of the students and the staff. Staff members should refer to their own contracts for individual ECA commitments, however this is generally:

- A minimum of 1 x ECA per term for teachers
- 1 x ECA per term for TAs and LSAs

*SEN Teachers are exempt from leading ECAs.

At the end of the ECA the staff member leading the ECA should remain with the students until all students have been handed over to the parent or carer.

12. Appearance and Personal Hygiene

Staff members should refer to the Staff Appearance Policy for RGSR expectations and requirements relating to appearance. Clothing should be clean and not soiled. Staff members should ensure high levels of personal hygiene, including clean hair and an odour free body.

13. Food and Drink

Staff members are expected to show consideration for their colleagues when preparing and consuming food in school. Foods with strong smells are discouraged. All drinks in classrooms or shared spaces must be in cups/holders with lids.

Staff members are expected to model healthy living and a healthy, balanced diet. Food and drink consumed in school by staff members should be in line with the RGSR Healthy Eating Policy.

14. Toilets

All toilets at RGSR are clearly labelled as either 'Adult' or 'Student.' Staff members are not permitted to use student toilets and students should be informed to only use student toilets.

15. Smoking, Alcohol and Drugs

Smoking, including the use of e-cigarettes, vaping devices and related products, is prohibited on school premises and within close proximity to school (for example outside the school gates). Their use is also prohibited whilst in the company of students outside of school, for example whilst on school trips.

RGSR does not tolerate the use or possession of any illegal or prohibited substances, inside or outside of school, as per KSA law.

16. Mobile Phones

Staff members should not use their personal mobile phones in classrooms or around school when students or parents are present. The exception to this is the Senior Management Team (SMT), Senior Leadership Team (SLT), and the Designated Safeguarding Lead (DSL) who are permitted to use their mobile phones to support the smooth running of the school.

Staff members are permitted to use their mobile phones in staff rooms and offices, and when students are not present in classrooms, for example at break times. Staff members are expected to put their mobile phones on silent whilst in the classroom with students, unless permission is provided from the Head of School in exceptional circumstances.

There is a comprehensive set of guidelines for staff members relating to the use of mobile phones in school. Staff members should refer to both the RGSR Acceptable Use Policy and RGSR Safer Working Practice Code of Conduct for more information.

Staff should not give their personal mobile phone numbers to pupils, nor should they communicate with them by message or personal email.

17. Social Media

Staff members are expected to be careful when posting items on social media, especially in relation to the professional image that they could portray to the community. Staff members should refer to both the RGSR Acceptable Use Policy and RGSR Safer Working Practice Code of Conduct for more information.

18. Religion and Politics

Staff should at all times endeavour to present a neutral perspective when it comes to personal matters and not attempt to promote any faith, political party or other issue of personal choice. It is our responsibility to teach our pupils how to think rather than what to think.

19. Communication With Students and Parents

The majority of communication should be via email, using professional language to address parents, even when they may also be a friend. Staff members should not use personal phones, social media or messaging (e.g. WhatsApp) to contact parents about school matters. Should a parent need to be contacted via phone, the staff member should use the school phone.

Should a parent contact a staff member via email it is expected that the staff member will acknowledge the email within 24 hours of it being received during school working days, and within 24 hours of school recommencing after a holiday (weekend, school holiday, public holiday, etc.).

Staff members should not give out their personal phone number or email address to students, nor contact students via social media, message (on a personal phone), or phone (on a personal phone). Staff members should refer to both the RGSR Acceptable Use Policy and RGSR Safer Working Practice Code of Conduct for more information.

At all times, staff are expected to encourage and model the use of correct English in communication.

20. School Events

The school provides many social occasions and interaction with students and parents occurs regularly on an informal basis. It is expected that colleagues will support public occasions and school events, such as plays and concerts, as a matter of professional pride and to celebrate student's achievements (especially as class teachers/tutors). Attendance at certain major school occasions is compulsory for teaching staff, however, it is important always to keep a professional distance from students. Staff members should refer to the RGSR Safer Working Practice Code of Conduct for more information.

21. Meetings

If a staff member requires support to prepare for a meeting, he/she should contact Jessica Mahinay (resources@rgs.edu.sa) to discuss the requirements. This should be done in good time and at least five working days prior to the scheduled meeting date. Requirements might include the need for AV equipment, furniture, refreshments

and stationery. Any refreshments must be pre-approved by the COO prior to ordering. For regular meetings, for example SLT and departmental meetings, it is expected that refreshments will not be provided or paid for by the school.

22. Physical Contact

Staff need to ensure that their behaviour does not inadvertently lay them open to allegations of abuse. They need to treat all students with respect and try, as far as possible, not to be alone with a student. Where this is not possible, for example, in an instrumental music lesson, or sports coaching lesson, it is good practice to ensure that others are close by and that doors are kept open. Where possible, a gap or barrier should be maintained between teacher and student at all times. Any physical contact should be the minimum required for care, instruction or restraint. Staff should refer to the RGSR Safeguarding and Child Protection Policy, and the RGSR Safer Working Practice Code of Conduct for more information.

23. Conduct and Contact Out of School

Although staff members may see students outside of school when socialising with parents, inappropriate relationships may constitute misconduct or gross misconduct. The maintenance of the highest professional standards at all times is expected. Staff should refer to the RGSR Safer Working Practice Code of Conduct for more information.

24. Visitors

Family or friends who might be visiting Riyadh on occasion and who might wish to come to RGSR are most welcome, however the staff member inviting the visitor must inform the appropriate member of SLT prior to the visit (Head of Prep, Head of Secondary or the Principal) and the visitor must bring a photo ID to show our security staff. Staff should refer to the RGSR Security Policy for more information.

25. IT Support and Photocopying

IT support at RGSR is provided by our IT department. Staff members are requested to email the IT Help Desk via helpdesk@rgs.edu.sa.

If photocopying is required, staff members should email juanito.binamira@rgs.edu.sa.

For both IT support and photocopying, staff members are requested to email in good time and show courtesy and consideration towards their colleagues in these departments.

26. Disciplinary Procedures

Staff members who are found to have acted inappropriately and/or against the RGSR Code of Conduct or any RGSR Policy may be subject to disciplinary and dismissal procedures. Staff should refer to the RGSR Disciplinary and Dismissal Policy for more information.

27. Sponsored Staff Documents

26.1 Entry and Exit Visa

The school only issues single entry visas to staff members. If a staff member plans to leave KSA (for example to travel on holiday), he/she must apply for an exit visa at least 2 weeks prior to the date of leaving the country and pay the required fee.

If, after applying for the exit visa, the staff member decides not to travel and therefore does not need to use the exit visa, the exit visa must be cancelled. The visa fee will not be refunded.

If the exit visa is not cancelled a penalty of 1,000 SAR will be issued to the staff member. If a second exit visa is not cancelled the penalty will rise to 2,000 SAR, followed by 3,000 SAR for the third exit visa not cancelled.

26.2 Iqama

This is the government issued ID card/residence card. Every person living in Saudi is required to have one. If a staff member loses his/her Iqama card he/she should inform HR immediately. The cost of a replacement card is 500 SAR the first time the card is lost and 1,000 SAR for the second.