

MosaLira Code of Conduct including appendices

Board of Directors	Positive Recommendation	27 February 2008
AD	Decision	3 March 2008
GMR	For consent (Art. 21 b)	By 18 May 2008

Introduction

The aim of this Code of Conduct

MosaLira is working towards a safe school, which provides a pleasant working and learning environment. Good relationships between everyone who works in the school and agreements about how we behave towards each other are vital. It is therefore useful to revisit these agreements and clearly define what we expect from each other in school. Rules about what is and what is not allowed are also described in other texts. These documents* and the MosaLira Code of Conduct will naturally continue to form the basis for relationships in MosaLira schools, but they are hereby included in a practical and easily readable form for anyone working in the school or in school-related activities professionally or as a volunteer in a permanent or temporary capacity.

First and foremost, it is important to state that everyone in school is equal and that no distinction is made in the way in which we approach each other. By "each other", we mean relationships between pupils, relationships between pupils and adults and relationships between adults. By adults, we mean parents, staff, work placement trainees and volunteers at school.

A MosaLira school is a professional organisation, i.e. a school that sets high standards. One of these standards is that people can call each other to account on behaviour issues. In order to do this safely and responsibly, there must be clearly defined rules and good relationships. If in doubt, you can always consult the rules again or talk to a teacher or board member. In exceptional cases, you can use the complaints procedure, which is available at school.

The aim of the MosaLira Code of Conduct is:

that

- it is clear what we expect of each other in school;
- it is clear what behaviour is permitted and what is not;
- we can call on each other to comply with the agreements;
- the staff at school can explain to parents or carers how they deal with the pupils;
- before a problem arises, it is clear what the rules are;
- the Code of Conduct can be consulted in the case of violation of the rules;
- the right measures can be taken in the case of violation.

The golden rules

These are the Golden Rules at MosaLira schools:

1. We work towards providing a good and safe learning and working climate.
2. We share the tasks and responsibilities with all involved in our school.
3. We work in open communication. We solve problems by discussing them.
4. We take each other seriously and help each other when necessary.
5. We respect the personal convictions of the other person.
6. We are aware of the vulnerable and dependent relationship between pupil and adult.
7. We keep to the Code of Conduct, the ICT and privacy protocols and address each other when these are violated.

These golden rules are adapted by each individual school to the level of the children.

In the following texts, the MosaLira Code of Conduct is clarified and made concrete through examples and situations.

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- **MosaLira ICT Protocol**
- **MosaLira Privacy Protocol**
- **Internal declaration of good behaviour**

Language

Respect for each other is reflected in our language. You do not make comments about someone's appearance, character, religious convictions or clothes which could be considered hurtful, degrading, racist, sexist, intimidating or provocative.

Jokes

You do not make jokes with sexual connotations or jokes which could be considered degrading or intimidating.

Physical contact between adult and pupil

Any physical contact between an adult and a pupil must have an educational purpose and be appropriate to the child's development. Physical contact between an adult and a child is not permitted if the child indicates that it is undesirable.

Toilet visits

If pupils cannot go to the toilet by themselves, assistance may be given.

Expressing feelings

Pupils must always be given the opportunity to express their feelings, e.g. feelings of dissatisfaction or anxiety. Explain to pupils that they can also talk about their feelings with an adult or contact person.

Pupils with a disability

Arrangements are made with the parents or carers of pupils with a disability and with the pupils themselves about how extra help will be offered. This will preferably be recorded in writing. The staff at the school must know these arrangements.

Punishing pupils

Physical punishment is naturally forbidden. Fighting children must first be separated with words. If this is not successful, the adult can separate them with minimum physical contact.

Detention

If a pupil has to remain in school longer than 10 minutes after normal school hours, the parents/carers will be informed in writing or by telephone.

Alone with a pupil

If, as an adult, you are alone with a pupil in a room, leave the door open or ensure that you can be seen from outside.

Address, discuss

If you witness unacceptable behaviour as described in this Code of Conduct, address the person concerned. Depending on the situation, discuss this privately or in a group. If pupils do not comply with the Code of Conduct, involve the parents/carers. Depending on the seriousness of the behaviour, this will be recorded in the pupil dossier.

PE and swimming lessons

From group 6 (children aged 9-10), girls and boys change, wash and shower separately. Pupils who cannot shower or dress themselves will be assisted by adults. As an adult, you only enter a pupils' changing room or shower room when strictly necessary. Adults change and shower in their own room and not with the pupils.

As an adult, you respect pupils' privacy and feelings of embarrassment and show that you understand. If physical contact with pupils is required during exercises, e.g. for reasons of safety, be aware of how you are touching a pupil. As an adult, you must act immediately in emergencies, particularly if the situation requires First Aid to be administered. Inform the parents or carers later.

School camp, trips and excursions

During a school camp or trip, the agreements in this Code of Conduct also apply. With respect to sleeping arrangements: from group 6, boys and girls sleep in separate rooms. *Adult men sleep near the boys or if this is not possible in the boys' dormitory. Women accompanying the pupils sleep near or in the girls' dormitory. If at all possible, both men and women accompany the pupils.

* In view of the population of the ZMLK and the staff, ZMLK Jan Baptist deviates from this point.

Contact outside school

Outside school, staff and work placement trainees at the school have no contact with pupils. They do not invite pupils home. This naturally applies to volunteers too. Arrangements made by teachers with pupils for extra curricula activities are only permitted at the request of parents/carers but never without the agreement of the board of directors. In these situations, this Code of Conduct also applies. If staff or volunteers are also parents or carers of pupils at school, they may invite friends of their child home in their role as parent or carer.

Internet contact is only permitted via school mail and in relation to school business. Read more in the ICT protocol.

Undesired behaviour

In a safe school climate, physical contact which someone experiences as undesired or intimidating is not permitted. Distributing magazines, hanging up posters, etc. which could be considered intimidating, hurtful or controversial are also forbidden. The same applies to teasing or bullying (also online) and physical and verbal aggression, discrimination, abuse of power and racism. Audio and video recordings are only permitted with the explicit agreement of those involved.

If you have suffered alleged sexual abuse or sexual intimidation, report this as soon as possible to the competent authority of MosaLira. The competent authority is then obliged to report this to the inspector (Central reporting number 0900-1113111).

Privacy

MosaLira handles all personal data which can be directly or indirectly linked to people (e.g. name, addresses, medical records, results, etc.) with maximum care. See also the privacy regulations mentioned above which are always available at school.

ICT protocol

MosaLira also has an ICT protocol, referred to previously in this Code of Conduct. This protocol is also available in every school.

Clothing

The clothes you wear must reflect self respect and respect for your environment. Clothing and physical adornment must be safe and may not hinder communication. See also the "Clothing Guidelines of OCW".

Stimulants

Smoking, alcohol, gambling and drugs are not tolerated at our schools.

During and between classes and during breaks, the use of alcohol by staff is forbidden. Light alcoholic drinks are permitted at parties, but only for people over the age of 16. The number of alcoholic drinks must be limited. Strong alcoholic drinks are not permitted.

Finally

This code highlights a number of concrete situations. It is naturally impossible and undesirable to create a rule for every eventuality. If, however, as a volunteer or teacher you find yourself wondering how to act in a certain situation, you should consult a colleague or member of the board. This also applies if certain knowledge or situations are stressful for you.

* www.minocw.nl/documenten/onderwijs-download-kledingleidraad2003.pdf