



POLICY TITLE:	School Policy on Professional Code of Ethics
DEPARTMENT:	Human Resources
Policy Contact: Human Resources	Issue Date: 24/03/2024
School: Al Ain Juniors School	Revision Date: 28/06/2027
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Introduction

At AL AIN JUNIORS SCHOOL, we uphold the highest standards of professional conduct and ethical behavior. This policy outlines the expectations and responsibilities of all staff members to ensure a positive, respectful, and inclusive environment conducive to learning for all students. This policy applies to all staff members, including teachers, administrators, support staff, and other personnel, across the dual curriculum (Indian and Cambridge) for KG to Grade 12/FS2 to Year 13.

This code of ethics has been developed in alignment with the **Abu Dhabi Department of Education and Knowledge (ADEK)** guidelines, as well as international best practices, to promote professionalism, respect, and ethical responsibility.

Commitment to Student Welfare

Student-Centered Approach: All staff members are committed to the well-being, development, and safety of every student. Staff must prioritize the emotional, psychological, and academic needs of students and foster a supportive learning environment.

Equal Opportunity: Ensure that all students, regardless of background, gender, nationality, or abilities, are treated with fairness and respect.

Confidentiality: Maintain confidentiality concerning sensitive information about students, parents, and colleagues, except in situations where disclosure is required by law or in the best interest of student welfare.

Professional Competence

Continuous Learning: All staff are encouraged to pursue professional development opportunities, including workshops, certifications, and courses, to continually improve their teaching and leadership skills.

Knowledge and Curriculum Adherence: Staff members are expected to stay updated with both **Indian** and **Cambridge** curricula, ensuring effective and engaging lesson plans and assessments are delivered in line with educational standards and frameworks.

Quality of Work: All staff should perform their duties with due diligence, respect for deadlines, and quality standards in mind. Staff must ensure their professional responsibilities are fulfilled to the highest standards.



Integrity and Accountability

Honesty and Transparency: Staff members must demonstrate honesty and transparency in all professional dealings, whether with colleagues, parents, or students.

Conflict of Interest: Avoid situations where personal interests conflict with professional duties. Staff must act in the best interest of the school and its community.

Accountability: Staff members are accountable for their actions and decisions. They should take responsibility for their work and behavior, both inside and outside the classroom, reflecting the values of the institution

Respect and Dignity

Respect for Diversity: Recognize and respect the diversity of the school community, including different cultural, social, and educational backgrounds. Promote inclusivity in all activities, ensuring a non-discriminatory environment.

Professional Interactions: All staff are expected to engage with students, parents, colleagues, and other stakeholders in a professional, respectful, and courteous manner.

Respect for Authority: Staff members should respect the roles and responsibilities of colleagues, leadership, and school governance, fostering a collaborative and cooperative work environment.

Ethical Behavior and Relationships

Boundaries and Professionalism: Maintain clear and appropriate boundaries with students, both within and outside the classroom. Avoid any behavior that could be perceived as inappropriate or unprofessional.

Conflict Resolution: Staff should resolve conflicts with colleagues or students in a professional, respectful, and constructive manner. Seek to resolve disagreements with a focus on positive outcomes for all parties involved.

Relationships with Students: Staff should be role models for students, upholding high standards of ethical behavior in all personal and professional interactions.

Communication and Reporting

Clear Communication: Maintain clear, timely, and transparent communication with students, parents, and colleagues. Provide constructive feedback, addressing concerns with sensitivity and respect.



Reporting Concerns: Any unethical conduct, concerns about student welfare, or violations of the code of ethics should be reported promptly through appropriate channels. Staff must cooperate fully with investigations into violations of policies or misconduct.

Compliance with Laws and Policies

Adherence to Local and International Regulations: All staff members must comply with the laws and regulations set by the **Abu Dhabi Department of Education and Knowledge (ADEK)**, as well as international standards and practices governing private educational institutions in the Emirates.

School Policies: Staff must adhere to all school policies and procedures, including those relating to safeguarding, attendance, curriculum delivery, assessment, and behavior management.

Professional Development and Evaluation

Self-Reflection and Growth: All staff members should actively engage in self-reflection and seek constructive feedback to improve their professional practice.

Regular Evaluations: Staff performance will be regularly evaluated based on their adherence to this code of ethics, teaching performance, and contributions to the overall school environment.

Support for Growth: The school will provide opportunities for professional development to ensure that staff can achieve their full potential and contribute meaningfully to the academic community.

Commitment to the School's Mission and Vision

Alignment with School Values: Staff members are expected to align their personal and professional conduct with the school's mission, vision, and values. This includes fostering a culture of excellence, respect, and collaboration in both academic and extracurricular activities.

Promotion of a Positive School Culture: Contribute to a safe, welcoming, and positive school culture, ensuring that all students and staff feel valued and supported.

Disciplinary Actions and Enforcement

Violation of Code: Any violation of this Code of Ethics may result in disciplinary action, as outlined in the school's disciplinary policy. This may include counseling, professional development, suspension, or termination of employment, depending on the severity of the violation.

Ongoing Review: This policy will be reviewed regularly to ensure it remains aligned with the latest educational regulations, ADEK guidelines, and international best practices.



Conclusion

At AL AIN JUNIORS SCHOOL we believe that maintaining a high standard of professionalism is essential to the success of our students and the positive environment of our school community. By adhering to the principles outlined in this Professional Code of Ethics, all staff members contribute to the achievement of our educational objectives and uphold the integrity of our institution.

Review:

Version no.	Description of change	Owner	Date of Issue
1.0	Adoption of Policy	Principal	24.3.2024
2.0	Significant changes to align more closely ADEK School Policy On Professional Code of Ethics	HR	24.6.2024
3.0	Review	HR	8.3.2025