

**Centre for Arab-West Understanding Learning Centre (CAWU)**

**Code of Conduct Policy**

1. **Introduction and purpose**

Centre for Arab-West Understanding (CAWU) Learning Centre’s Code of Ethics and Conduct requires our students, employees, and other representatives of our organization to act in compliance with our values of integrity, respect and responsibility. CAWU Learning Centre wants to sustain a safe and inclusive learning and teaching environment through the adaptation of this Code of Conduct. We set clear standards of behaviour for the entire school community. Our main objective is to promote child safety in the school environment.

The code of conduct concerns specific measures that apply to all staff, paid and volunteer. It concerns equality, registration, environment/hygiene, food/nutrition, use of children’s and student’s images for work-related purposes, behaviour of teachers/supervising staff, educational, medical and disputes. It also concerns the behaviour of male children and students to their fellow female students.

1. **Scope**

This policy applies to all part-time, full-time, and *ad hoc* CAWU employees, freelance and other experts, interns and volunteers as well as anyone working with CAWU on the implementation of development assistance projects.

1. **Values**

Our code of ethics and conduct is based on common principles of ethics, the Code of Conduct Policy of Cambridge International School, the Code of ethics policy of Workable and the Code of Ethics of Safe the Children.

* **Respect for others**. Treat people as you want to be treated.
* **Integrity and honesty**. Tell the truth and avoid any wrongdoing to the best of your ability.
* **Justice**. Make sure you’re objective and fair and don’t disadvantage others.
* **Lawfulness**. Know and follow the law – always.
* **Competence and accountability**. Work hard and be responsible for your work.
* **Teamwork**. Collaborate and ask for help.

**Transparency and accountability**

CAWU values transparency and accountability regarding our actions. Transparency enables accountability.

**Equality**

Article 1: CAWU and CIDT believe that all children and students are equal regardless of their background. CAWU and CIDT staff will:  treat children and students with respect regardless of race, color, sex, language, religion, political or other opinions, national, ethnic or social origin, property, disability, birth or other status.

**Environment/hygiene**

Article 3: CAWU and CIDT guarantee safe classrooms with sufficient air circulation.

Article 4: CAWU and CIDT guarantee cleaning the classrooms after lessons.

Article 5: Temperatures are taken upon arrival. Students or teachers with a temperature of 38° or more will be asked to leave.

Article 6: Students and teachers are told to wear mouth masks in crowded areas.

Article 7: All students, staff and visitors are asked to wash hands with soap upon arrival.

Article 8: CAWU and CIDT provide a hand gel sanitizer in case water is not available. Water is kept in containers for flushing toilets if needed.

Article 9: CAWU and CIDT try as much as possible in the limited space we have to adhere to a social distance of 1.5 meters between people.

**Discipline & Classroom Management**

Article 10: The following forms of punishment will not be permitted:

* Corporal punishment of a child or youth by a staff person, student or volunteer;
* Deliberately harsh or degrading measures which humiliate a child or youth or undermine a child's or youth’s self-respect;
* Deprivation of a child or youth of his/her basic needs;
* Locking or confining a child or youth in a room separate from other children, youths or adults;
* All discipline and group management will be conducted in a loving and caring environment;
* All attempts will be made to prevent discipline problems from arising and to avoid the need for remedial discipline. All attempts are to be taken to adhere to the following:

**Preventive Discipline:**

* Create a loving, caring atmosphere;
* Grant respect to gain respect;
* Model self-discipline and structure in your own life;
* Arrange our environment for children and youth for learning;
* Establish and communicate realistic expectations for the children and youth;
* The activities we provide will be meaningful and age-appropriate;
* All staff and volunteers will be fair and consistent with all children and youth;
* All staff and volunteers will focus on positive actions and reward positive behaviour;
* All staff and volunteers will be aware of children and youth with special needs and bring their needs to the attention of the Learning Center principles.

**Remedial Discipline:**

* Deal with problems individually;
* Explain to the child or youth why the behaviour is unacceptable and instruct them in how to act correctly;
* Redirect the child or youth to positive action;
* Explain the consequences of unacceptable behaviour by defining the correct way to behave as well as the result of the wrong behaviour;
* Offer choices that are acceptable to both you and the child or youth.
* Group rules will be established to clearly communicate the expectations required of children and youth. Some rules are:

∙ One voice talking at a time, and always use inside voices;

∙ Use good manners;

∙ Respect each other;

∙ Quiet hands get answered;

∙ Obey directions the first time;

∙ Keep your hands and feet to yourself;

∙ Be friendly.

Article 11: The teacher has the right to ask a student to leave the classroom. The administrator will make a record of this including reporting why this has happened and inform the Principal.

**Food/nutrition**

Article 12: CAWU provides students with nutritious lunches and sufficient drinking water.

**Use of children’s images for work-related purposes**

Article 13: Parents/guardians have been asked upon registration of their child/student at the Learning Center to approve making photos for our Learning Center Facebook page as well as presentations about our Learning Center. If upon registration, an objection has been made, CAWU staff and volunteers are required to honor such requests.

Article 14: When photographing or filming a child or student for work-related purposes, CAWU and CIDT staff and all visitors to the CAWU Learning Center and CIDT must:

* before photographing or filming a child or student, assess and endeavor to comply with local traditions or restrictions for reproducing personal images;
* ensure photographs, films, videos and DVDs present children and students in a dignified and respectful manner and not in a vulnerable or submissive manner. Children and students should be adequately clothed and not in poses that could be seen as sexually suggestive;
* ensure images are honest representations of the context and the facts; and ensure file labels do not reveal identifying information about a child when sending images electronically.

Article 15: CAWU and CIDT staff will use common sense to avoid actions or behaviours that could be construed as a child or student abuse, and will report any suspected cases of child or student abuse to the Principal when implementing development aid activities.

**Use of information about the family and children for work-related purposes**

Article 16: CAWU invited children/students and their families to write about the hardships they have experienced in their escape to Egypt. Texts will only be shared with potential sponsors, partners and media after explicit written permissions have been obtained from both the child or student and their parent or guardian. Identifying content will be stripped out if this is desired by the student and his/her parent/guardian.

**Behaviour of teachers/supervising staff**

Article 17: All forms of child and student abuse are subject to these rules, be it physical abuse, emotional abuse, sexual abuse, neglect or bullying.  CAWU and CIDT will not condone any form of child or student abuse, nor will CAWU and/or CIDT hesitate to intervene as outlined in these guidelines.

**Educational**

Article 24: All students have the right to education as well as the attention of their teachers and administrative support staff.

Article 25: All students must pay attention in class, be on time in class before lessons start, and do their homework.

Article 26: The CAWU Learning Center has the right to dismiss a student from class upon the third warning. The responsible parent/guardian will always be invited for a meeting before such dismissal.

Article 27: If a student is dismissed, he/she will receive advice to attend a different school or learning center.

**Health and medical issues**

Article 28: CAWU has a basic first aid kit at the Learning Center.

Article 29: Teachers are aware of how to deal with children/students with existing health issues.

Article 30: CAWU is adjacent to Dr. Albert Zaki’s medical clinic, and can call upon him for medical support if needed.

**Reporting**

Article 31: Staff will immediately report concerns or allegations of child or student abuse in accordance with appropriate procedures.

**Harassment (bullying, sexual harassment)**

Article 32: To assure an environment in which students and staff can develop their full potential, CAWU Learning Center is committed to ensuring that everyone can work and to participate in the life of their school without fear of harassment, bullying or intimidation. Everyone in the School has a part to play by ensuring that his/her behaviour does not constitute harassment.

**Health and safety**

Article 33: CAWU Learning Center places high importance on providing a safe working and learning environment and will act positively to minimize the incidence of all workplace risks.

**Performance**

Article 34: CAWU Learning Center expects individuals to follow all reasonable rules and instructions given by those supervising or managing their activities and/or work areas.

**Drugs and alcohol**

Article 35: CAWU Learning Center prohibits any use of alcohol or non-medically prescribed drugs.

**Conduct outside work**

Article 36: CAWU Learning Center does not seek to interfere in how employees conduct themselves in their personal lives outside work. However, anti-social or other conduct against the law by employees, which may harm the School’s reputation, will be dealt with through the disciplinary procedure.

**Dress code**

Article 37: CAWU Learning Center does not operate a formal dress code for its employees, however, employees must ensure that their dress is appropriate for the situation in which they are working and that they present a professional image and one that reflects sensitivity to parent perceptions.

 The following guidance should be observed: • Denim clothing is not permitted • Trainers should not be worn by any staff except PE staff • Female staff should not wear revealing clothing, including spaghetti straps. Skirts should not be too short • Flip flops should not be worn • Chewing gum is not permitted on school premises

**Data protection**

Article 38: CAWU Learning Center holds and processes information about employees, students, and other data subjects for academic, administrative and commercial purposes. When handling such information, the school, and all staff or others who process or use any personal information, must comply with the Data Protection Principles, which are set out in the Data Protection Act 1998.

**Confidentiality**

Article 39: Although CAWU Learning Center strives to conduct its business openly there will be times when individuals, through their positions, become aware of confidential information, either about other individuals or in connection with the School’s activities. Individuals should be aware of the need to keep such matters confidential and to respect the proper channels of communication for such information.

**Anti-Violence**

Article 40: CAWU Learning Centre does not tolerate any form of violence. We immediately take action if such behaviour occurs.

“**Workplace violence**” refers to physical acts of violence or threats to harm a person or property. Abusive behaviours, whether verbal, psychological or physical, are also considered violence. More specifically:

* Verbal abuse can be using unwelcome, embarrassing, offensive, threatening or degrading language.
* Psychological abuse is an act that provokes fear or diminishes a person’s dignity or self-esteem.
* Sexual abuse is any unwelcome verbal or physical assault.

We can’t always predict violent acts, but we ask managers and team members to be vigilant. Report any concerns or violent acts to HR as soon as possible. Examples of violent behaviour among co-workers include but are not limited to:

* Intimidating or bullying others
* Abusive language
* Physical assault
* Threatening behaviour
* Concealing or using a weapon
* Sexual harassment
* Racial harassment

**Breaches of this code**

This code of conduct has been drawn up to provide a source of guidance to the School’s employees. It is not a contractual document and can be amended at any time by the School. All staff must comply with both the provisions of this code and the School’s policies and procedures, breaches of which will be taken seriously and may result in disciplinary action up to and including dismissal.