



**7 HILLS**  
INTERNATIONAL  
SCHOOL  
ADVENTURE IN LEARNING

**Staff**  
**Code of Conduct**  
**2025-26**

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## Introduction

At 7Hills International School (7Hills), every adult contributes to the culture, safety and reputation of the school. Students learn not only from lessons and curriculum content, but also from the behaviour, attitudes and professionalism demonstrated by the adults around them each day.

This Staff Code of Conduct sets out the standards of professional behaviour and ethical conduct expected of all staff working within the 7Hills community. It is designed to support a safe, respectful and high-performing environment where students can thrive academically, socially and emotionally.

The expectations outlined in this document apply to all employees, volunteers, contractors, interns and visiting professionals working on behalf of the school. These expectations apply both within and beyond the school environment, including during educational visits, online communication and situations outside work where conduct may affect safeguarding, professional trust or the reputation of the school.

This Code should be read alongside the Staff Handbook, Safeguarding and Child Protection Policy, ICT Acceptable Use Policy and other relevant school policies and procedures.

## 1. Professional Conduct and Responsibilities

Professional conduct is fundamental to maintaining trust within the school community. Staff are expected to demonstrate integrity, honesty, respect and professionalism in all interactions with students, colleagues, parents and visitors.

All staff are expected to contribute positively to the culture of the school by behaving in a manner that reflects the values and ethos of 7Hills. Professional disagreements may occur in any workplace, however these must always be addressed respectfully and through appropriate professional channels.

Staff are expected to:

- act honestly, professionally and respectfully at all times
- follow school policies, procedures and reasonable instructions
- communicate constructively and courteously
- maintain punctuality, preparedness and reliability
- contribute positively to teamwork and collaboration
- support a culture of mutual respect and professionalism

Staff must not behave in ways that undermine the school community or damage professional trust. This includes gossip, intimidation, aggressive behaviour, discriminatory language, public criticism of colleagues or behaviour that may negatively affect morale or working relationships.

As professionals working with young people, staff are expected to recognise that their conduct both inside and outside school may influence how students, families and the wider community perceive the school.

## 2. Safeguarding Responsibilities

Safeguarding is the responsibility of every adult working at 7Hills. The welfare and safety of students must always take priority over personal, professional or reputational concerns.

All staff are expected to maintain professional boundaries and remain alert to signs that a student may be at risk of harm, neglect, abuse or exploitation. Concerns must be reported immediately in accordance with school safeguarding procedures.

Staff are expected to:

- complete safeguarding training as required
- follow the Safeguarding and Child Protection Policy
- report concerns promptly and accurately
- maintain professional boundaries at all times
- act in ways that prioritise student safety and wellbeing

Staff must never ignore safeguarding concerns, investigate concerns independently or promise confidentiality to students where safety concerns exist. Failure to report safeguarding concerns may be treated as serious misconduct.

## 3. Professional Boundaries with Students

Positive professional relationships between staff and students are essential to effective teaching and pastoral care. However, staff must ensure that boundaries remain appropriate, transparent and professional at all times.

Students must never be placed in situations where relationships become overly personal, dependent, secretive or open to misinterpretation. Staff should remain aware that behaviour intended as supportive or friendly may sometimes be misunderstood by students, parents or colleagues.

Staff are expected to:

- communicate respectfully and appropriately
- maintain clear professional boundaries
- avoid favouritism or excessive familiarity
- ensure interactions remain professional and transparent
- use approved school communication systems only

Staff must not:

- form personal or secretive relationships with students
- communicate through personal social media accounts or private messaging platforms
- engage in flirtatious or suggestive behaviour
- arrange private meetings off-site
- exchange inappropriate gifts with students

Romantic or sexual relationships with students are strictly prohibited and will result in immediate investigation and possible referral to external authorities.

#### **4. One-to-One Situations and Visibility**

There are occasions where staff may need to work individually with students for academic, pastoral or wellbeing reasons. In such situations, staff must ensure that professional boundaries and safeguarding expectations remain fully in place.

One-to-one meetings should, wherever possible, take place in visible and appropriate locations. Staff should avoid situations where their conduct could be misinterpreted or where transparency is reduced unnecessarily.

As a general principle:

- doors should remain open where appropriate
- another adult should be aware that the meeting is taking place
- isolated situations should be avoided unless professionally necessary
- staff should exercise sound professional judgement at all times

Staff must never invite students to private homes or accommodation unless formally authorised as part of an approved school programme.

#### **5. Professional Conduct Between Staff**

The quality of relationships between staff directly affects school culture, morale and effectiveness. Professional conduct between colleagues should therefore reflect mutual respect, cooperation and professionalism.

Staff are expected to communicate calmly, respectfully and constructively, particularly during periods of pressure or disagreement. Differences of opinion are a normal part of professional life, however these should be managed professionally and never allowed to become personal or divisive.

Staff are expected to:

- treat colleagues with dignity and respect
- communicate professionally in meetings and written communication
- maintain confidentiality where appropriate
- support a collaborative and solution-focused culture

- raise concerns through appropriate channels

Behaviour that undermines colleagues, creates hostility or damages professional trust is not acceptable. This includes gossip, public criticism, exclusionary behaviour, intimidation or deliberate non-cooperation. Leaders at all levels are expected to model professionalism, fairness and emotional self-control.

## 6. Digital Professionalism and Online Conduct

Technology and online communication form an important part of modern school life. Staff are therefore expected to demonstrate the same standards of professionalism online as they would in person.

Digital communication with students and parents must remain professional, transparent and school-related at all times. Staff should recognise that online behaviour may affect safeguarding, professional credibility and the reputation of the school.

Staff are expected to:

- use approved school communication systems
- maintain professional language and tone online
- use privacy settings appropriately on personal accounts
- protect confidential information and student privacy
- exercise sound professional judgement when posting online content

Staff must not:

- communicate with students through personal messaging applications
- share confidential school matters online
- post inappropriate or offensive content
- engage in online behaviour that could damage professional credibility or the reputation of the school

Online conduct may be treated as professional conduct for disciplinary purposes.

## 7. Artificial Intelligence and Emerging Technologies

7Hills recognises that artificial intelligence and emerging technologies can support learning, creativity and professional efficiency when used responsibly and ethically.

Staff may use AI tools to support planning, resource development, differentiation, research and administrative efficiency. However, professional judgement remains the responsibility of the staff member at all times.

All staff are expected to ensure that:

- AI-generated content is checked carefully for accuracy and suitability
- confidential or personally identifiable information is never uploaded to public AI platforms
- AI does not replace meaningful professional interaction or assessment
- academic integrity is maintained

Staff must not use AI or digital technologies to generate harmful, misleading, discriminatory or inappropriate content, nor use such technologies in ways that compromise safeguarding or professional responsibilities.

## 8. Cybersecurity, Confidentiality and Data Protection

Staff may have access to sensitive personal information relating to students, families, colleagues and school operations. Such information must be handled responsibly, securely and professionally at all times.

All staff share responsibility for protecting school systems, passwords, records and confidential data from misuse, loss or unauthorised access.

Staff are expected to:

- use secure passwords and protect login credentials
- store information using approved systems
- report suspicious emails or cybersecurity concerns promptly
- follow school procedures relating to confidentiality and data protection
- exercise care when handling sensitive information

Staff must not:

- share passwords or login credentials
- access information without authorisation
- install unauthorised software
- disclose confidential information inappropriately

Safeguarding responsibilities override confidentiality where a child may be at risk.

## 9. Photography, Images and Personal Devices

Images and recordings involving students must be managed carefully and professionally to ensure privacy, safeguarding and appropriate consent.

Staff may only take photographs or videos of students for legitimate educational or school purposes and in accordance with school procedures.

Where personal devices are used:

- images must be transferred promptly to approved school systems
- files must be deleted from personal devices immediately afterwards
- images must never be shared through personal social media or messaging platforms

Staff must never use student images for personal purposes or retain them unnecessarily on personal devices.

## **10. Equality, Inclusion and Respect**

7Hills is committed to creating an inclusive environment where all individuals are treated with dignity, fairness and respect.

Staff are expected to model inclusive behaviour and contribute positively to a school culture that values diversity, empathy and mutual understanding.

Discrimination, bullying, harassment, prejudice or degrading behaviour will not be tolerated. Staff are expected to challenge discriminatory language or conduct where appropriate and report serious concerns through the appropriate channels. All members of the school community should feel safe, respected and valued.

## **11. Dress and Professional Appearance**

Staff are expected to present themselves in a manner that reflects professionalism, cultural awareness and suitability for an international school environment.

Professional appearance supports positive role modelling, reinforces appropriate boundaries and contributes to the overall standards and reputation of the school.

Clothing should therefore be:

- professional and appropriate for the role
- safe and practical for school activities
- modest and suitable for working with students

Staff should avoid clothing or presentation that may undermine professional credibility or create unnecessary distraction within the learning environment.

## **12. Conflicts of Interest and Financial Conduct**

Professional judgement must never be influenced by personal, financial or commercial interests.

Staff are expected to avoid situations where conflicts of interest may arise or where professional boundaries with students and families may become compromised. Staff must not:

- enter inappropriate financial arrangements with students or families
- privately sell educational materials or services without approval
- use school resources or access for personal commercial gain

- accept gifts or hospitality that could influence professional judgement

Any external tutoring or educational services involving current students must be declared and approved by the Head of School.

### **13. Health, Safety and Fitness to Work**

All staff share responsibility for maintaining a safe and healthy working environment for students, colleagues and visitors.

Staff are expected to follow health and safety procedures, supervise students responsibly and report hazards or incidents promptly. Staff must not attend work:

- under the influence of alcohol or illegal substances
- in a condition that significantly impairs judgement, professionalism or safety

Where health or personal circumstances may affect fitness to work, staff are encouraged to speak with a senior leader so that appropriate support can be considered.

### **14. Conduct Outside Work**

Staff remain representatives of the school beyond the school environment. Conduct outside work may therefore affect professional trust, safeguarding confidence and the reputation of the school.

Staff are expected to behave responsibly and professionally in ways that do not undermine their suitability to work with children or damage confidence in the school community.

Conduct outside work that significantly affects safeguarding, professional trust or the reputation of the school may result in disciplinary investigation.

### **15. Whistleblowing and Reporting Concerns**

7Hills encourages a culture where concerns can be raised professionally, responsibly and without fear of retaliation. Staff are expected to report concerns relating to:

- safeguarding
- misconduct
- unethical behaviour
- breaches of policy
- illegal activity
- unsafe practices

Concerns raised in good faith will be treated seriously, sensitively and confidentially.

## 16. Breaches of the Code

Breaches of this Code of Conduct will be addressed in accordance with school procedures and may result in management guidance, disciplinary action or referral to external authorities where appropriate.

Serious breaches involving safeguarding, abuse of trust, dishonesty, discrimination or misconduct may constitute gross misconduct and may result in dismissal.

## 17. Monitoring and Review

This Code of Conduct will be reviewed annually by the Head of School and Board of Governors to ensure continued alignment with safeguarding expectations, CIS standards, Ugandan legal requirements and international best practice.

Staff will be informed of significant amendments and may be required to reconfirm their understanding annually.

## 18. Staff Declaration

- I confirm that I have read and understood the 7Hills International Staff Code of Conduct and agree to comply fully with the expectations outlined within this document.
- I understand that failure to follow this Code may result in disciplinary action.

| Staff Member Name | Staff Member Signature | Date |
|-------------------|------------------------|------|
|                   |                        |      |