



Asociación Civil Centro Educativo Internacional Anzoátegui

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# Centro Educativo Internacional Anzoátegui 2014



## Committed to Safeguarding Student and Staff Wellbeing: CEIA Code of Professional Conduct for Staff Policy and Procedures

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## Code of Professional Conduct for Staff Policy

### 1. INTRODUCTION

- 1.1. This Code of Conduct is intended as a guide and a help to all school staff. It sets out standards of conduct that staff are expected to follow when within, or representing the school. This code is not exhaustive, but is written to assist staff, and it is important that staff Conducttake advice and guidance if necessary. If in doubt, ask.
- 1.2. Staff are requested to read this Code carefully and consider the issues which it raises.
- 1.3. The principal should also ensure that all staff are aware of the Code's contents and are fully briefed on its implications.

### 2. CODE OF CONDUCT

- 2.1. English Speaking: Staff is expected to speak English at all times during school hours, with the exception of the Spanish teaching staff and maintenance.
- 2.2. Personal Time: Staff's off-duty hours are their personal concern; however, they should avoid a position where their private interests could harm the reputation of the school and/or the teaching profession.
- 2.3. Social Media: Staff members should not make online associations/friendships with current students via social networking sites such as Facebook, Instagram, or any other social media for personal reasons. Staff members should keep their social media accounts private so that no parent or student can access them.
- 2.4. Staff members should maintain the image of the school through standards of dress, general courtesy, and proper use of language.
- 2.5. Staff members should be fit for work and never under the influence of drugs, alcohol, etc. (not prescribed for a health problem). Failure to comply with this would result in contract termination.
- 2.6. Staff members should respect the rights and opinions of others.
- 2.7. Staff members should be respectful, caring members of the school community. Acting in a manner that could reasonably be regarded as rude, impolite, contemptuous, or lacking appropriate professional demeanor may be regarded as gross misconduct.
- 2.8. Data Protection: Personal data must only be used to assist you in carrying out your work; it must not be given to people who have no right to see it. All staff should maintain the security of all computerized databases of information on individuals, whether they are staff, pupils, or members of the general public. Staff should refer any queries to the principal.





- 2.9. Confidentiality: Staff members shall maintain the appropriate levels of confidentiality with respect to student and staff records, meetings, and other sensitive matters. They should not discuss issues or any particularly sensitive matters within the school community. Deliberate breaches of confidentiality would result in contract termination
- 2.10. Language: Staff must not swear, blaspheme, or use any sort of offensive or inappropriate language in front of students, parents, or staff. They should not use language that is discriminatory or demeaning in relation to gender, religion, race, nationality, ethnicity, sexual orientation, disability, or age. Staff should not make sexual remarks or insinuations, or patronize or humiliate students. Discussion of issues of a sexual nature (other than in the context of the curriculum) should be kept to a minimum and only conducted where necessary from a teaching perspective. Any concerns arising from such discussions should be reported to the Director. Staff should not use sarcasm or demeaning comments toward children.
- 2.11. Isolation and One-to-One Working: If an adult is alone with a student, he/she should ensure that any such meeting or lesson is as visible as possible and that it takes place in public or semi-public places such as the library or classrooms, leaving doors open. If this is not possible, then another adult must be close by. No member of staff must ever be behind a locked door with a student. Staff should never arrange a one-to-one meeting in a remote or secluded area.
- 2.12. Punishments: Corporal punishment, or the threat of corporal punishment, is not acceptable and is unlawful. Staff may not smack, strike, or otherwise physically punish a student; deprive a student of food or drink, and so on; staff should try to diffuse situations before they escalate (e.g., by distraction) and should not shout at children other than as a warning in an emergency situation.
- 2.13. Staff should communicate through the line management structure, and should ensure pupils do likewise.
- 2.14. Staff should attend their place of work punctually in accordance with their conditions of service and at the times agreed with their line manager. Those unable to avoid being late or absent should, whenever possible, give as much notice to the principal so that alternative cover arrangements may be made.
- 2.15. This list is not exhaustive, but the examples are given as a summary. If any member of staff is in any doubt with regard to the guidelines of this Code and how they apply in any particular situation, then please consult with the Director.

