

ISCA Staff Code of Conduct 2026

ISCA staff are responsible for ensuring the programme runs smoothly and safely. ISCA staff's number one concern during the programme is the safety of the students entrusted to our care. The following code of conduct will apply throughout the programme. ISCA staff are expected to:

Safeguarding & Student Safety

- Always prioritise the students - are they safe, are they happy?
- Comply fully with ISCA's Safeguarding Policy and duty of care to all students.
- Not be under the influence of drugs or alcohol during the programme.
- Not add, accept, or communicate with students via social media or retain their contact details at any time.
- Maintain appropriate professional boundaries with students at all times.
- Read and understand the relevant risk assessment documents and be ready to follow **ISCA's Emergency Response Policy** if required.
- Report all behavioural issues to the students' school chaperone and Head of House. More serious issues should be shared with the Programme Director and, if necessary, the Managing Director.
- Ensure that conversations when in the presence of international chaperones or students are of suitable nature.

Professional Conduct

- Work as part of a team to ensure the students and international chaperones have a truly memorable programme.
- Follow all reasonable instructions from senior staff.
- Have a working mobile phone (with UK access) for off-campus trips.
- Support the language of inclusion and **mobile phone policies**.
- Act as a positive role model in behaviour, language and attitude.

Responsibilities & Duties

- Lead a coach during off-campus trips when required. When not leading, support the coach leader.
- Prepare information on the places you will be visiting, to enable you to lead a group of students independently.
- Supervise the dining room at mealtimes and sit with the students as required.
- Lead sports and activities as required by the On-Campus Director.
- Supervise evening activities as required by the On-Campus Director.
- Wake up at least 15 minutes before students and ensure they are ready for the day ahead.
- Support the Head of House in running the boarding houses.

I understand and accept the ISCA Staff Code of Conduct for 2026:

Name:.....

Sign:.....

Date:.....