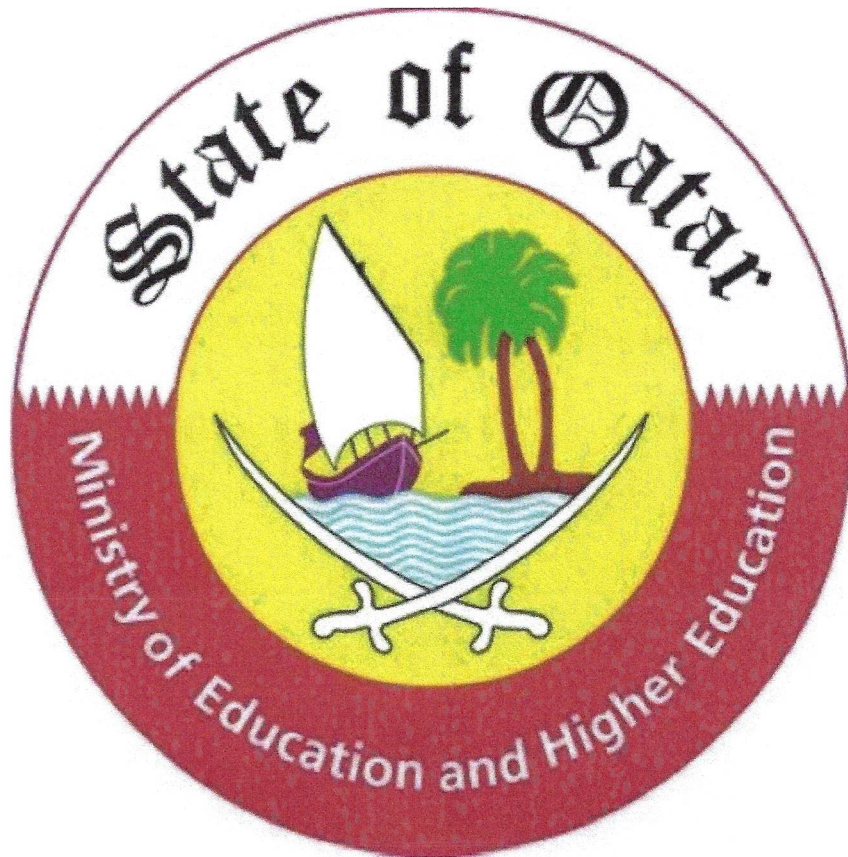




The Springfield Kindergarten, Qatar



Code of Ethics



# **The Springfield Kindergarten**

**Qatar**

## **Code of Ethics**



## Introduction

Professional ethics in education are key factors affecting the behavior of all stakeholders in education as it constitutes a supervisory measure that serves as a guide for their behavior.

All stakeholders in education should abide by and adopt these ethics to regulate their daily interactions and behavior. The extent of the stakeholders' affiliation to their profession is determined by their commitment to the standards and ethics of their profession in all situations as they deal with students whom will be the core of change and development in the society.

In this context, the Private Education Affairs Sector at the Ministry of Education and Higher Education was keen to benefit from the "Code of Ethics for Educators in the State of Qatar" (in public schools) and subsequently preparing an updated and customized version for private education sector. This is the "Code of Ethics for Private Schools and Kindergartens in Qatar" that regulates the relationship between all parties to the educational process and urges them to adopt Policies, ethical laws and positive behaviors, stemming from the heritage of Qatari society, the traditional Islamic values and the Universal Charter on Human Rights.

## Terminology

**Educator:** Any staff member in a school and whose job duties require regular interaction with students.

**Behavior:** Any word or action whether explicit or symbolic an individual makes during their interaction with others.

**Private School:** Any non-governmental institution whose primary mission is to provide education for different educational stages, starting from kindergarten until the end of high school (Secondary school).

**Education Quality:** Working in a proper and elaborate manner in accordance with a set of educational standards to achieve educational goals.



## I. Goals of the Code of Ethics:

1. Recognize the basic principles that a school community should observe;
2. Identify responsibilities and duties of owners, staff members and service beneficiaries.

## II. Importance of Code of Ethics:

1. Promoting the principles of the State of Qatar, and emphasizing respect for the Islamic religion and proper educational.
2. Promoting the national identity and Qatari heritage among all members of the educational system.
3. Promoting positive behavior among the target group of this charter.
4. Promoting the spirit of responsibility and accountability for adhering to the ethical and professional principles associated with the educational process.
5. Promoting ethics and controlling behavior in the educational facility.
6. Emphasizing the importance of respecting ethics and educational mission.
7. Spreading awareness amongst educators on their profession and role in building new generations.
8. Promoting relations and bonds among all stakeholders in education.

## III. Target Groups:

The Code of ethics targets all stakeholders in the educational process as follows:

Students

Owners

Parents

School Headmistress

Councils

Education Professionals



### Principles of the Codes of Ethics:

The Code of Ethics for private schools and Kindergartens in the State of Qatar is based on a number of fundamental principles, as follows:

Principle	Definition
National Identity	The characteristics and features of any society, derived from religion, history and culture, they promote sense of belonging and patriotism among members of society.
Discipline	A set of behavioral rules for maintaining order in schools, according to the laws of the State of Qatar.
Professional Integration	The contribution of everyone to benefit and serve the interest of the school community and support the school's mission and objectives, and avoid conflict of interest and respect others autonomy.
Honesty and Sincerity	Education professional need to love their work and create a conducive and safe environment at work for everyone and enhance accountability.
Transparency	Provide needed information to the relevant parties without bias for the good of public interest and appropriate decision making.
Equity	Treat everyone fairly and equally, without discrimination based on gender, religion, race, position, social or financial status.

## Code of Ethics for the School Headmistress:

### Article 2: Ethical Responsibility of School Headmistress towards their Profession:

1. Complying with the laws, regulations and instructions issued by the Ministry of Education and Higher Education.
2. Providing educational services as per the agreement concluded between the parents and the school.
3. Performing their duties in the best manner, taking into account religious values, customs, traditions and professional ethics.
4. Verifying the compatibility of all activities and learning resources (main and supportive), with religious values, customs and traditions of the community.



5. Adhering to approved syllabus, educational plans, and the policy on teaching the three compulsory subjects.
6. Taking all necessary measures to ensure the safety of students and educational staff.
7. Implementing accreditation and holistic quality standards on administration and various educational practices to ensure high quality outputs.
8. Inculcating values and principles amongst students as compatible with the values and customs of the country, and respect national figures and all that the state supports in the school community.
9. Running the school democratically where everyone participates in decision and contribute with suggestions and recommendations to overcome educational challenges.
10. Avoiding personal relationships aiming at personal benefits.
11. Providing healthy and safe learning environment based on trust, mutual respect and cooperation.
12. Maintaining confidentiality of information on students and staff members, and use such information only for professional purposes, in compliance with educational policies and administrative controls.
13. Observing credibility and transparency in presenting facts, data and statistics on students and educational staff.
14. Never accept any gift that may influence their decision.
15. Avoiding unprofessional practices that might derail the educational process.
16. Adherence to the appropriate and descent general appearance observed in the country.
17. Maintaining a healthy school community by providing all necessary health and preventive services.



### Article 3: Ethical responsibility of School Headmistress towards School Staff:

1. Meet the needs of the educational staff in terms of professional development, a stimulating work environment, and various services.
2. Respect the educational staff's point of view on various educational issues and never ignore or underestimate them, and accept constructive criticism aimed at developing the educational process.
3. Take into account the social, health and psychological conditions of the educational staff and try to cooperate with them to solve their problems in all possible ways.
4. Deal with everyone with respect, appreciation and love without discrimination or favoring a particular group or individuals.
5. Establish a system of financial and moral incentives to encourage members of the educational staff and invest in their capacities.
6. Spread a culture of quality education.
7. Implement a system of guidance, evaluation and accountability before initiating penal decisions.
8. Commitment to the stipulated standards when hiring or terminating contracts without personal judgement.

### Article 4: Ethical responsibility of School Headmistress towards Students:

1. Inculcate authentic Islamic values and tolerance to create a faithful and conscious generation.
2. Enhance constructive practices amongst students through activities and visits.
3. Integrate students into society through motivating voluntary work and social work to promote their skills and spirit of responsibility.
4. Provide appropriate and adequate educational services for everyone equally.



5. Spread awareness among students on the importance of social communication and expressing one-self positively.
6. Provide effective supervisory tools to guarantee the safety and wellbeing of students.

## Code of Ethics for Educational Staff members:

### Article 5: Ethical responsibility of School Staff towards their Profession:

1. Promoting Islamic values and positive societal customs and traditions.
2. Involve community members in the educational process through their participation in the school's activities.
3. Involve students and parents in making decisions and make room for dialogue and discussion.
4. Cooperation with various community institutions in order to build high quality educational outputs that meet the needs of the labor market.

### Article 6: Ethical responsibility of School Staff in relation their Profession:

1. Serve the goals and objectives of the school and achieve public interest.
2. Perform their job duties and all other tasks assigned to them with honesty, integrity, accuracy and professionalism.
3. Ensure familiarity with the laws and regulations and applying them without any abuse, violation or negligence.
4. Dedicate the official working hours to the tasks and duties of their job and avoid any activity that is not related to their official duties.
5. Constantly strive to improve their performance, develop their professional capabilities and be up to date with any developments in the field.
6. Submit proposals to improve work methods and help provide a safe and healthy work environment.



7. Avoid any behavior, practices or actions that violate the proper Islamic morals and behavior.
8. Avoid any sensitive political, religious or social issues that may cause chaos or confusion.
9. Respect the rights and interests of others without exception and dealing with them without discrimination based on race, gender, religious or political beliefs, social status, age, health and physical status, or any other form of discrimination.
10. Comply with public decency and appropriate appearance followed in the country.

#### Article 7: Ethical responsibility of School Staff towards their Superiors:

1. Adhere to the directions and orders of their superiors according to the administrative hierarchy.
2. Treat their superiors with respect.
3. Never insult their superiors or institution or defame them directly or indirectly in media or anywhere else.
4. Share any challenges at work with their superiors.

#### Article 8: Ethical responsibility of School Staff towards their Colleagues:

1. Deal with their coworkers with respect, tact and honesty and maintain cordial relations without discrimination.
2. Respect other coworkers' privacy and never exploit their personal information with the intent of offending.
3. Cooperate with fellow coworkers in a spirit of teamwork and taking the initiative to support them with opinions professionally and objectively.
4. Support fellow coworkers whenever possible, to overcome any problem they face at work to improve work performance.





5. Refrain from any immoral behavior, practices or actions that violate public morals and proper Islamic behavior.

#### Article 9: Ethical responsibility of School Staff towards Students:

1. Respect students and appreciate them without any discrimination.
2. Never use personal information or secrets of students to pressure or defame them.
3. Never have any individual relationship of students based on personal interest
4. Contribute to the establishment of security and tranquility within the school.
5. Never accept gifts that may influence their attitude towards students.
6. Refrain from any form of abuse by using obscene words or any physical assault.
7. Ensure that students are protected from any factors that may expose them to deviant behavior.

#### Article 10: Ethical responsibility of School Staff towards Society:

1. Promote Islamic values and positive societal customs and traditions.
2. Participate in various constructive community activities.
3. Deal with societal variables in his field of specialization.
4. Cooperate with students in supporting internal and external community activities.

### Code of Ethics for Teachers:

#### Article 11: Ethical responsibility of Teachers towards their Profession:

1. Be proud of their profession and preserving its honour.



2. Provide a positive example in the performance of his work inside and outside the school.
3. Keep abreast of changes and updates in the educational process.
4. Maintain the confidentiality of work-related issues.
5. Never use their position for any personal or financial gains.
6. Effective contribution towards self-development and creativity.
7. Comply with public decency and appropriate appearance followed in the country.
8. Commit to ideas and behaviors that comply and strengthen the values and traditions of society.

#### Article 12: Ethical responsibility of Teachers towards Students:

1. Respect students without any discrimination.
2. Follow a consistent principle in dealing with all students.
3. Prepare students to become leaders and productive in their society.
4. Promote mutual respect between them and the students.
5. Build a close relationship between them and their students, accept their inquiries with open arms, allow dialogue and discussion, and express their opinion carefully and politely.
6. Consider individual differences and provide care and support for students' needs.
7. Refrain from any form of abuse by using obscene words or any physical assault.
8. Provide a suitable learning environment with attractive teaching methods

#### Article 13: Ethical responsibility of Teachers towards School Community:

1. Comply with all laws and regulations.



2. Show fairness and objectivity in dealing with the administration and other coworkers.
3. Respect other coworkers and maintain friendly relationships with them.
4. Support other coworkers in knowledge and in work.
5. Carry out duties with sincerity and dedication to support the mission and vision of the school.
6. Advocate and preserve teachers' rights.
7. Contribute in promoting the educational process and school.
8. Never neglect anything that may harm school or teacher's profession.

#### Article 14: Ethical responsibility of Teachers towards Parents:

1. Provide authentic information about students and their academic progress.
2. Integrate the teacher's role with the parents' role in developing up students' characters.
3. Preserve parents' privacy and confidentiality of information.
4. Cooperate with parents to promote students' academic progress.
5. Maintain honesty, transparency and respect in dealing with parents.

#### Article 15: Ethical responsibility of Teachers towards Society:

1. Contribute to the development and progress of society.
2. Show dedication to serving the country.
3. Link the educational material to the community's interests, aspirations and values.
4. Preserve the school's status and its effective role in society.

### Code of ethics for students:



## Article 16: Ethical responsibilities of Students towards School:

1. Adhere to positive behaviors and deal with everyone in a kind and respectful manner.
2. Comply with school's rules and regulations
3. Interact positively with other classmates during school time.
4. Preserve school property and facilities

## Code of ethics for Parents:

### Article 17: Ethical responsibilities of Parents towards School:

1. Spread awareness amongst their children on the importance of education and respect those in charge of the educational process.
2. Show positive manner and behavior and deal respectfully with other school staff.
3. Wear a decent and appropriate outfit while visiting the school.
4. Never abuse your position or your social status to influence school's decisions.

## Code of ethics for Board of Trustees / Administration:

### Article 18: Ethical responsibilities of Board of Trustees / Administration:

1. Support the school to achieve its goals and objectives.
2. Actively participate in council meetings on a regular basis.
3. Find suitable and effective solutions to the difficulties that face the school and parents.
4. Supervise the academic performance of the school and suggest ways to develop it.
5. Preserve confidentiality and privacy of school members.