



TEACHING STAFF HANDBOOK

1. GENERAL INFORMATION

At the beginning of the school year, on September 3, the secretary will send this handbook to the non-teaching staff (general services and administration) by e-mail.

The provisions of the Statute of Workers of October 23 will be applicable in all matters not specifically provided for in this handbook.

2. WEEKLY SCHEDULE

Teachers' working hours at Gándara International School are established by the following provisions:

-X National Collective National Collective Agreement of private regulated education centers of general regime or regulated education without any subsidized subsidized level of June 22, 2018.

-Royal Legislative Decree 2/2015, of October 23, approving the revised text of the Workers' Statute Law.

2.1. Applicable regulations:

Article 28. Teaching Personnel.

The number of working hours per year and their normal weekly distribution, for each of the categories affected by this Agreement, have been specified below.

For the teaching personnel, the weekly teaching day shall be twenty-seven hours. Likewise, the school will have two hundred and thirty-seven complementary hours per year, which may be distributed throughout the year by the owner, according to the special characteristics and needs of the school, and may not exceed a daily working day of eight hours, including teaching hours.

The teaching staff will also dedicate another fifty hours per year to training, retraining and updating of knowledge to be carried out at the workplace or in any of the centers in which training plans agreed upon by the parties to the Collective Bargaining Agreement are provided. Training days shall be carried out in agreement with the company.

Always respecting the contractual weekly teaching hours and the annual count established in this Agreement, in accordance with the organization and needs of the company, the school management may transfer teaching hours to complementary hours, and vice versa.

Upon agreement between the company and the employee, the annual working day total may increase in a maximum of ninety hours, which shall not be considered as overtime, and shall be freely offered and voluntarily accepted, giving priority to part-time employees. Such hours shall be paid additionally, taking as a reference the price of the ordinary hour established in this Agreement.

Article 30. Additional working day due to temporary position.

Teaching staff members that hold the positions of Principal, Deputy Principal, Head of Studies or Head of Department, apart from the working hours corresponding to the type of school where they work, shall have five more hours of work per week for specific tasks related to their position.

The tasks assigned to coordinators and teacher-guides may be performed within the timetable established for the type of education corresponding to the teachers who hold such positions.

ANNEX II

Interpretation of the working day for teaching personnel.

- Teaching hours: It is the time not exceeding sixty minutes, during which the teacher performs teaching activities that may consist of oral explanations, tests or written exercises and questions to students.

- Complementary teaching hours: Complementary teaching hours are understood to be all those that, carried out within the school, are related to teaching, such as class preparation time at the school, assessment, planning, meetings, recess supervision, resits, preparation of work in laboratories and other support activities, as well as interviews with the students' parents and with the teaching staff, and other similar tasks. Complementary hours also include non-teaching time between classes according to the schedule established by the school.

Nonetheless, schools will be able to use those non-teaching periods to assign other tasks, such as Librarian, classification, slides, arrangement of laboratory material and substitution of another Teacher during teachers' non-teaching hours.

All the full-time teaching staff affected by this Agreement will have an hour per week to provide counseling/ guiding services to his or her students, as the owner of the school sees fit.

Article 32. Overtime.

It will be considered overtime the hours that exceed the amount of daily hours established in each case in this Agreement. The initiative to work overtime corresponds to the school and the free acceptance to the worker, in accordance with the applicable legislation at each moment.

As regards compensation for overtime, teachers may be compensated by equivalent break periods.

Article 33. Annual count and irregular distribution by the school.

a) Teaching staff:

- Teaching day total: 1,089 hours.
- Complementary working day total: 237 hours.
- Training day total: 50 hours.

In schools that do not hold summer courses, the annual teaching day total for teaching staff, except at the Early Childhood Education level, shall be 1,069 hours, the additional annual working day total shall be two hundred and fifty-seven hours and the annual working day total for training shall be fifty hours.

b) Qualified personnel providing complementary services: 1,396 hours.

c) Other complementary services personnel and administration and general services personnel: 1,724 hours.

By way of compensation, the internal personnel shall work forty hours more per year.

Teaching staff members holding the positions of Principal, Deputy Principal, Head of Studies or Head of Department, shall add two hundred and ten hours per year to their working day total in accordance with the type of school education they provide. They will use those hours to perform their tasks at school.

Likewise, the last paragraph of article 28 shall be applied as regards the teaching staff.

Article 34. Non-working hours at the workplace.

Non-working hours spent by workers at their workplace shall not be considered as part of the effective working day, nor shall they be counted for the purposes of the overtime limit.

Article 37. Continuous working day during school vacation periods.

The administrative and general services personnel, during school vacation periods, that is to say, July and August, shall work a continuous workday with a maximum of six hours a day and forty-eight uninterrupted hours of rest in the same months, except in boarding schools and the like when the performance of the continuous workday does not guarantee an adequate service in these, and shifts may be established so that the different services are attended to.

The administrative personnel shall work, during the non-teaching days corresponding to the Christmas and Easter school vacation period, a continuous workday of six hours a day, being able to establish shifts so that the different services are attended.

Article 39. Labor calendar.

The company and the workers' representatives may establish, if they so decide by mutual agreement, the internal work and vacation calendar, being able to modify their duration, the working holidays and special permissions, saving the due attention of the services that must work.

Article 40. Common regulation.

Vacations

All workers affected by this Agreement shall be entitled to have a one-month paid vacation, preferably in summer, for each full year of active service, taking into account the characteristics of the school and each worker's personal situation, or to the days that proportionally correspond to them, if the time worked is less.

All the personnel of the schools affected by this Agreement shall have the right to enjoy vacation on five days of those indicated as working days by the official calendar established in the territorial scope of the competent labor administration, preferably and if possible during the summer period, and always guaranteeing the normal operation of the school.

Article 42. Teaching Staff vacations.

All teaching staff members are entitled to have the same vacation period at Easter and Christmas that is established for the students.

Fifty percent of the teaching staff affected by this Agreement shall have two weeks of vacation during the summer period, the owner establishing the shifts on a rotating basis, according to the needs of the school.

Exempt from this obligation are boarding schools and schools that have summer courses. By way of compensation, 50% of the teaching staff of these schools will receive a single salary supplement of 35% of their gross salary corresponding to a single monthly payment. The payment of this allowance shall be made on a rotating basis, with 50% of the teaching staff receiving it the first year and the other 50% the second year, and so on.

In the event that the school does not require, in the opinion of its owner, the totality of the aforementioned 50% of the teaching staff, the excess will have two weeks of vacation without the right to the aforementioned 35% salary supplement."

2.1.1. Working day:

In view of the above, the weekly working day at Gándara will be 34 hours per week, of which 32h15' will be devoted to school activities at the premises, and 1h45' h to work at home. These 32h15' hours will be fixed hours at the school, out of which 25 hours will correspond to direct tuition to students, and will be distributed from Monday to Friday from 9:00 to 14:00 hours.

The teachers' schedule will be complemented with 7h15' hours of compulsory presence at the school, which will be considered as complementary and will be devoted to the following activities:

Coordination meetings for Elementary or Pre-school Teachers.

Meetings with the Governing Board.

Meetings with the Management Team.

Meetings and/or conferences with students' parents.

Planning.

Preparation and elaboration of learning resources.

Assessment.

Organization of NEASC work: the teachers and the Management Team will devote one hour per week to NEASC work meetings, which may be organized fortnightly or weekly according to the school's needs.

Accompaniment in arrivals and departures.

2.1.2. The 7h15' additional hours to be done at the school will be distributed according to the following schedule:

	MONDAY	WEDNESDAY	
15:00 to 16:00	Management Team Meeting (biweekly) Teacher-student guidance sessions and preparation of activities	School stage Meetings (weekly)	
15:00 to 16:00	Conferences/ Personal work	<ul style="list-style-type: none"> • Alternate (every 15 days, leaving one Wednesday for autonomous work and/or conferences). • R. Elementary school staff • R. Coordination teams • 	
1h45'	Individual work at home		

This is an approximate schedule, as important meetings may come up during the school year. Meeting dates will be recorded in the Google Drive calendar.

Teachers that work in two school stages (Xabier Rey and Miguel Lois), have a stage meeting every week, so they do 2 hours more per month. To compensate for this extra work, they have to write one biweekly report less than the rest of the assistants and have fewer parent-teacher conferences.

Personal work time is included for:

- Creating learning resources and designing activities
- Assessment and writing of individual reports
- Writing of the biweekly report

A two-hour NEASC working meeting will be organized every 15 days.

2.1.3. Teachers will devote at least 4 hours per week to meetings with their fellow teachers, with the governing bodies and/or assessments, and teacher guidance sessions, according to the needs of the school, as well as two hours per week to the preparation of learning resources at school.

2.1.4. From April 1 and until the end of the academic year on July 12, they will only devote 45 minutes at home to this activity, in order not to exceed the total annual number of complementary hours established in the Agreement. This additional hour and fifteen minutes of work at home must be done every week of the school year, regardless of whether or not there are holidays or long weekends in that week, with the exception of the weeks of January 24 to 30, January 31 to 6 and April 15 to 21, corresponding to Christmas and Easter vacations respectively.

2.1.5. The meeting hours of the Governing Bodies and of the teachers' coordination committees shall be of compulsory attendance, having for the purposes of absences and leaves the same consideration as the school hours or hours of attendance at the school. It is mandatory for the Principal to communicate absences to the Governing Board.

2.1.6. Overtime shall be recorded on the sheet provided for this purpose in the Administration Office on the day it is carried out, reporting it to the secretary or the Management Team.

2.4. PUBLICATION OF SCHEDULES

Once the teachers' complete schedules have been approved, the Principal shall post them on the Teachers' Board in the Teachers' Room.

3. STUDENT ATTENDANCE CONTROL

3.1. Student attendance control shall begin on September 9, when the final lists of students are provided to the teachers.

3.2. Attendance must be checked daily by filling out the attendance report posted on the attendance board in the office.

3.3. The attendance report must be available for inspection by the Xunta de Galicia educational authority.

3.4. At the time of registration at the school, parents/guardians of students must sign a document of commitment to monitor the absences of their children. The document is available in the office.

4. TEACHER ATTENDANCE CONTROL

4.1. Daily attendance record

Teachers must sign the daily attendance control sheet which will be found on the teachers' board in the Administration office. The attendance sheets will be kept in the office on a daily basis at the end of the school day by the secretary. If any faculty member had forgotten to sign, he or she would have to go to the office as soon as possible and sign attendance. Failure to sign within 3 days shall be considered as an absence.

5. PERMITS AND LEAVES OF ABSENCE:

5.1. Permits and leaves of absence

The regulations on leaves and leaves are collected in the "X Convenio Colectivo Nacional de Centros de Enseñanza Reglada Privada de Régimen General o Enseñanza Reglada Sin Ningún Nivel Concertado Subvencionado" dated June 22, 2018. There is a copy for consultation in the office.

In addition to the provisions of the agreement, the school employees shall be entitled to an annual day of paid leave for personal matters, without the need to justify it. Personal leave must be requested at least 10 days in advance, in writing and addressed to the Principal. In the event that two employees request the use of personal days on the same date or on dates which, due to the school needs, seriously affect its operation, the Principal may deny the use of such days, proposing other dates and seeking agreement with the employees. The school's annual business days cannot be accumulated, which means that if they are not taken during the current academic year, they shall not be claimed in the following academic year.

5.1.1. Unforeseen absences: Faculty members shall inform the Principal or the secretary as soon as possible, by telephone or in person, never by e-mail.

5.1.2. Planned absences: Faculty members must fill out the application form for the granting of leaves of absence, which will be available at the secretary's office at least 48 hours in advance.

5.2. Leaves of absence

The regulations on leaves and leaves of absence are regulated in the X National Collective Agreement of private regulated education centers of general regime or regulated education without any subsidized concerted

level of June 22, 2018. A copy of this document can be found in the office for staff to consult.

5.2.1. Faculty members must:

- Hand in their sick leave report at the secretary's office within 3 days of its issuance.
- Present the confirmation reports following the same procedure as for the cancellation.
- Submit the discharge report within 24 hours of its issuance.
- Sick leave of more than 15 days and all medical discharges must be communicated as far in advance as possible in order to request the incorporation and termination of the substitute teacher.

6. PERSONNEL TRAINING

6.1. Applicable legislation:

Article 49. Training.

When the teaching staff attend advanced and retrain courses organized by the school, tuition fees as well as travel and residence expenses shall be paid by the school.

Ongoing training shall be carried out according to the provisions of the National Agreement on Training for Employment for the private education sector or the agreement that replaces it and is in force at any given time. The company shall facilitate access to courses for employees who wish to learn the language of the Autonomous Community where the school is located.

Article 50. Training paid leave.

The personnel affected by this Agreement shall be entitled to:

- (a) paid leave required to attend official examinations, provided that these are not to aspire to a job in another school, as well as to a preference to choose a work shift, if such is the regime established in the Company, when regularly studying for an academic or professional degree.
- (b) adaptation of the ordinary working day to attend professional training courses or to the granting of the appropriate leave for training or professional improvement while preserving his or her position.

Article 64. Complement for professional development and improvement (CPP).

In order to encourage workers to keep improving the quality of services rendered and continue training, as well as to serve as a stimulus to their own professional and economic development, the worker shall accrue a supplement for training and knowledge acquired at the end of a five-year period, provided that such training is organized or expressly authorized by the company.

The employee will be entitled to receive the aforementioned allowance provided that he/she proves the completion, within the previous five years, of:

- One hundred hours of training, for teaching personnel (group I).
- Forty hours of training for complementary services personnel (group II).
- Forty hours of training for administrative personnel (group III).
- Fifteen hours of training for general services personnel (group IV).

These calculations shall include the training carried out by the employee for the development and retraining of his or her job, including the fifty hours of training established in Article 33 of this Agreement.

Should the worker be the one who provides training - not the one who receives it - to other colleagues in the school, through training organized or expressly authorized by the school, the training hours provided shall be equivalent to two hours of regular training.

The aforementioned supplement shall amount to what is stipulated in the corresponding salary charts, established in Annex III and Annex IV of this Agreement, multiplied by the number of five-year periods completed in the company, provided that the conditions referred to in this article are accredited. The payment shall be included in the payroll of the month following the expiration of the corresponding period.

For teaching personnel (Group I), the aforementioned allowance shall not exceed 20% of the base salary corresponding to each job position, as established in the salary charts of this Agreement.

For Group II complementary services personnel, the professional development allowance shall not exceed 30% of the base salary corresponding to each job position, as established in the salary charts of this Agreement.

For Group III and IV personnel, the aforementioned allowance may not exceed 40% of the base salary corresponding to each job position, as established in the salary charts of this Agreement.

Second Additional Provision. Professional development bonus.

The company shall be obliged to offer the training hours necessary to receive the professional development supplement, in accordance with the provisions of Article 65 of this Agreement.

If at the end of $\frac{3}{4}$ of the reference period (five years), the company has not offered the required training hours, it shall provide or authorize the

performance of such hours, respecting, in all other matters, the provisions of Article 65 of this Agreement.

In the event of non-compliance by the company with the above assumptions, the employee shall accrue this supplement after five years have elapsed, even if he/she has not completed the minimum number of hours required.

In the event of periods of suspension of the employment contract, which count for the purposes of seniority in the company in accordance with current legislation, the hours of training to be carried out shall be reduced proportionally to the period elapsed in such situation.

7.1. In accordance with the above, the school will regularly inform workers by email of the teacher training activities carried out at the school.

7.2. In the case of annual courses computable for the professional development allowance, the employees shall submit the documentation accrediting their completion, as soon as possible, to the secretary's office.

Article 28. Teaching personnel.

The teaching personnel shall also devote another fifty hours per year to training, retraining and knowledge update that will take place at the school or in any of the centers in which training plans agreed upon by the signatory parties of the Collective Bargaining Agreement are provided. This training day shall be carried out in agreement with the company".

7.1. In accordance with the above, the school will regularly inform workers by email of the teacher training activities carried out at the school.

7.2. During academic year 2021-2022 or at the beginning of the following one if the courses have been held in summer, faculty members shall hand in annually at the school office, the certificates accrediting the completion of the 50 annual hours of training, retrain and knowledge update, required by the Agreement within the annual working day.

7.3. Likewise, in the case of annual courses computable for the professional development allowance, faculty members shall hand in at the secretary's office the documentation accrediting the completion of such courses, as soon as they have it.

8. REPROGRAPHICS AND CONSUMABLES

8.1. Each teacher is allowed to make a maximum of 25 photocopies per month per student for workshops or other purposes, with the exception of copies needed for the elaboration of learning resources.

8.2. Students may request 1 color photocopy and 2 black and white photocopies per week.

8.3. All consumable material necessary for the realization of teaching activities must be requested from the secretary.

9. EQUIPMENT AVAILABLE TO THE TEACHING STAFF

9.1. The school has the following equipment available: laptop computers, tablets, camera, projectors, loudspeakers, laminating machine, guillotine, and paper cutter.

9.2. Equipment must be reserved and collected at the secretary's office. Booking forms must specify the place in the school where the equipment is to be used. It is important that all the accessories (cables, power supply, batteries...) are returned with the equipment, as well as the booklets with operating instructions.

9.3. IMPORTANT: Faculty members are responsible for the equipment until it is returned to the secretary's office. If any damage is observed, it must be reported in writing to the secretary's office, by means of the corresponding report.

8. MAINTENANCE OF PREMISES

8.1. It is advisable to check the premises once the staff schedule and teaching areas are known. If breakdowns or malfunctions are detected, a breakdown report should be filled out and requested from the secretary, so that it can be repaired as soon as possible. During the academic year, this will be the procedure to apply whenever a breakdown or damage is detected.

8.2. It should be remembered that upon leaving the premises, workers must leave electronic devices and computers turned off, tables and resources tidy, clean and organized, and wastebaskets empty, windows closed, blinds down and lights off.

11. STAFF INFORMATION POINTS

11.1. The faculty shall be kept informed through e-mail, preferably corporate e-mail, info@gandaraschool.com and the bulletin boards in the Administration Office or in the Faculty Lounge.

12. OPENING HOURS

12.1. The school is open for staff from 8:30 am to 2:30 pm on Tuesdays, Thursdays and Fridays, and on Mondays and Wednesdays until 6:00 pm.

12.2. The secretariat opening hours shall be from Monday to Friday from 9:00 am to 2:00 pm.

13. CENTER INFORMATION

For official telephone calls, employees may use the school's telephone to call national landline or mobile numbers. For calls abroad, please consult with the Principal.

Address: Moreira 1, Mañufe, 36380, Gondomar.

Telephone: 986369778-676369778

E-mail: info@gandaraschool.com

14. BEST PRACTICES

School personnel is encouraged to use non-violent communication in their interactions with the rest of the members of the learning community. They should also use active listening and emotional management skills with the students, always trying to adopt a neutral position in the resolution of conflicts, objectively describing the facts and facilitating that students reach their own agreements. They will not use physical or psychological punishments with children; instead, they will use the logical consequences derived from the action not allowed and applying positive discipline. Staff members will take into account the Child Protection Protocol, the Internal Rules and Regulations document and the Community Behavior Plan, which are all available in the school cloud (Drive), to ensure the students' protection and physical and emotional safety. They will be very aware of the Xunta's Abuse Prevention Protocol that we have adopted to prevent, detect and treat conflicts in which bullying may appear, and will apply the mechanisms described in the aforementioned agreement. They will be very cautious to tell the difference between everyday conflicts among children and actual bullying situations where immediate intervention and careful approach and protection of the victim will be essential.

15. LANGUAGES:

At Gándara we will use 3 languages: English, Galician and Spanish, indistinctly, facilitating a trilingual environment.

16. NON-SEXIST LANGUAGE

The school subscribes to the fifth final provision of the X National Collective Agreement of Private Regulated Education Centers of General Regime or Regulated Education Without Any Subsidized Subsidized Concerted Level of June 22, 2018:

"Fifth final provision. Non-sexist language.

The possibility that the use of non-sexist modes of expression, guarantors of the presence of women on an equal footing, could represent an added difficulty to the reading and understanding of this Agreement, moves to manifest to the signatories of this text, that any expression that defines an activity or condition, such as those of worker, employer, delegate, affiliate, etc. is used in the comprehensive sense of persons of both sexes, except in those cases correspond to women that by legal imperative."

17. CIVIL LIABILITY INSURANCE

"Third final provision. Civil liability insurance.

Schools shall take out civil liability insurance to cover their employees in the development and fulfillment of their obligations".

The school has taken out civil liability insurance with the company Mapfre Seguros.

18. PREVENTION OF OCCUPATIONAL HAZARDS

"Prevention of occupational risks.

In all matters affecting occupational health and safety, the provisions contained in Law 31/1995, of November 8, 1995, on Occupational Risk Prevention, and concordant regulations, shall be applicable.

For these purposes, the companies and workers subject to this Agreement shall address the application of the preceding paragraph, in line with the criteria and general statements provided for in the aforementioned Law."

In order to comply with Spanish legislation, the school has subscribed the annual periodic supervision of the center's occupational risks with the company Queirón. Once the supervision is completed, the school incorporates the recommendations by the supervising company, thus guaranteeing the safety of the workplace and the health of the workers. In addition, the school offers workers an annual medical check-up.

In order to ensure that the school complies with the Personal Data Protection Act and the European Data Protection Regulation, as well as its successive updates and reforms, the school has a contract with the company Vifordat for routine monitoring and inspection of the data protection measures and practices in place.

All teachers must sign the data protection agreement and ensure that students' personal data is kept under lock and key in the office, privately and securely.

19. GIS PERSONNEL CODE OF CONDUCT

GIS is committed to the safety and protection of children.

The purpose of this Code of Conduct is to protect children and adults by establishing clear standards of behavior and verbal/physical interaction between educators, school staff, employees, volunteers, and students while on school property, during transportation, or at GIS organized events and activities.

This Code of Conduct applies to all teachers, staff, employees, volunteers and other personnel representing the school who interact with children directly and/or unsupervised, notwithstanding the provisions of the Teacher and Non-Teaching Staff Handbook. All of them must sign, upon joining GIS or beginning their volunteer work, the statement of acknowledgment of the Code of Conduct contained in Appendix 6 of this Protocol.

The public and private conduct of faculty, staff, employees, and volunteers acting on behalf of GIS can inspire and motivate those with whom they interact, or can cause great harm if inappropriate. Therefore:

We must, at all times, be aware of the responsibilities that come with our work.

We must be aware of the vulnerability of ourselves and others, especially when working alone with children and youth, and be particularly mindful that

we are responsible for maintaining physical, emotional and sexual boundaries in such interactions.

Children's privacy should be respected in situations such as toileting, showering, and changing clothes. When it is necessary to supervise children in these situations, at least two adults should be present and intervene only to the extent that the health and safety of the children require. Adults should also preserve their own privacy in these situations.

Not initiate or participate in practices that are emotionally harmful, physically harmful, disrespectful, demeaning, degrading, dangerous, exploitative or intimidating to children.

We must speak to children in a respectful manner and communication that is demeaning or abusive is prohibited. Refrain from the use of inappropriate language/humor in the presence of children, including racial, racial, sexist or ethnic comments or jokes, or comments about physical appearance.

We must avoid any covert or overt sexual behavior with those for whom we have responsibility of care. This includes seductive verbal expressions or gestures, as well as physical contact that exploits, abuses or harasses.

We must provide safe environments for those in all GIS spaces.

We must show discretion and caution before touching another person, especially children, and be aware of how physical contact will be perceived or received, and whether it would constitute an appropriate expression of greeting, care, concern or celebration.

GIS staff and volunteers are prohibited from physical punishment of children at all times.

Physical contact with children such as high-fives, handshakes, pats on the back or shoulder, hugs, kisses etc. may be misinterpreted, both by the recipient and by those observing, and should occur only when absolutely asexual appropriate and never in private.

The following should be avoided: tickling, roughhousing, wrestling, piggyback rides, any form of massage and any form of affection and unwanted comments that relate to the child's physical and/or bodily development. Avoid touching areas that are normally covered by bathing suits; breasts, buttocks and groin. When hugging is appropriate, hug from the side over the child's shoulders, not from the front.

One-on-one meetings with a child will preferably take place in a public area; in a room where the interaction can be observed (or is being observed); or in a room with the door open, and another staff member or supervisor is notified of the meeting. We will attempt to minimize situations where a child is alone with a single staff member or volunteer, including transportation to/from activities accompanying a child to the restroom, changing facilities, or waiting with a child for pick-up, avoiding handing the child at school pick-up to anyone other than his/her family who is not authorized.

We must not accept or give gifts to children without the knowledge of their parents or guardians.

Communication between GIS (including volunteers) and minors outside the role of the professional or volunteer relationship (teacher, etc.) is prohibited. When possible, email exchanges between a minor and a person acting on behalf of the school will be conducted using a school email address.

Electronic communication conducted through the school platform may be subject to periodic monitoring.

We should not establish private communications with children through text messaging, email, Facebook, Twitter or similar forms of electronic/social media. In the case of communications related to school assignments, they will be sent to their family.

Use, possession or being under the influence of alcohol or illegal substances while working with children is prohibited.

Possession or giving children sexually oriented materials (magazines, cards, videos, books, clothing, music) or accessing similar materials on the Internet in the presence of children is prohibited.

When volunteering to supervise evening activities, adults should not share sleeping quarters with children other than their own.

It is never appropriate to disclose personal information about one's sex life to children.

It is the adult's responsibility to set and respect boundaries. When a child attempts to engage an adult in inappropriate behavior, the adult should refuse such behavior.

20. GIS WHISTLEBLOWER POLICY

When a child discloses inappropriate behavior by school personnel, the school will respond in the same as if the alleged offender were a family member. Disclosures of teacher wrongdoing should be handled immediately and seriously.

While it may be extremely disturbing to consider that a colleague may be abusing children, in the event that this occurs, children need special protection. If a child reports that he or she is being sexually, physically, or even emotionally abused by school personnel, the educator must remember that it takes courage for an abused child to talk to someone. All GIS adults and staff have a responsibility and obligation to report any concerns they have about any inappropriate or unsafe practices they observe at the school, including in relation to the care and protection of students, whether the abuser is a stranger or a school employee. If a GIS staff member believes that appropriate measures or practices are not being taken in this area or that such practices may put a student at risk, he or she should take the following steps:

- Consider the facts and circumstances. Older children may make up stories, but generally, in these cases, such stories contain obvious inconsistencies.

- Follow the GIS policy and procedures outlined in this Protocol in the event of domestic abuse and report it immediately to the Principal of GIS.
 - If the concern is related to the Principal himself/herself, they should report their concern or complaint to the Head of Studies.
- The situation should not be discussed with other staff members.

No staff member will suffer harm or be disciplined or retaliated against for raising a genuine concern about inappropriate or unsafe practices in dealing with children, provided they do so in good faith and follow the whistleblowing procedures described above.

Where the adult feels unable to raise a concern about inadequate protection within GIS or where they feel that their concern is not being addressed, they may raise it externally with the appropriate authorities.

The provisions of the Child Abuse Protocol will be taken into account in all matters relating to the handling of staff allegations of wrongdoing. Communication between GIS (including volunteers) and minors outside the role of the professional or volunteer relationship (teacher, etc.) is prohibited. When possible, email exchanges between a minor and a person acting on behalf of the school will be conducted using a school email address. Electronic communication conducted through the school platform may be subject to periodic monitoring.

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21. SAFE RECRUITMENT AND HIRING OF GIS PERSONNEL

Our school prioritizes incorporating a culture of safe recruitment and hiring as part of our strategy to prevent harm to children. Statutory procedures are

always followed to check the suitability of staff and other volunteers working with children.

GIS will ask all of them for a negative certificate of Sexual Offenses and two personalized letters of recommendation in order to verify the applicant's suitability to work with children. Therefore, these reference contacts should include the most recent employer, the most recent job in which the applicant has worked with children (if different) and cover a minimum work history of 5 years. References should be sought from all shortlisted applicants, including interns, and must be from a senior person within the organization.

Applicants will be subject to a basic internet search to help identify the applicant's online identity and determine if there may be any risk of disrepute to the school based on comments made by or about them online. Any information that requires further consideration should be discussed with the applicant and noted in a summary report. Information relating to the applicant's protected personal characteristics (e.g., race or sexual orientation) will not be taken into account when considering their candidacy. Searches should cover all countries where the applicant has lived and/or worked to ensure that a complete picture of the applicant's background is captured.

Offers of GIS employment will be contingent upon:

Receipt of at least two satisfactory written references.

Verification of the applicant's identity: In verifying identity, GIS will seek to corroborate the individual's full name, including first and last names, date of birth and full permanent address and social security number. Where necessary, applicants must also provide any official documentation regarding name changes.

Where an applicant claims to have changed his or her name, documentary evidence of the change must be provided.

A copy of the documents used to verify the successful applicant's identity and address should be maintained in his or her personnel file for record keeping purposes. The person verifying the documents must sign and date such copies.

Right to Work: GIS will verify the candidate's suitability to work in Spain in accordance with the local law in operation. Only original documents will be accepted.

Receipt of foreign criminal record checks for all countries in which the applicant has lived or worked for three months or more in the last ten years (if applicable).

Verification of country of origin (if applicable). Anyone born outside of Spain (and who does not hold a Spanish passport) must provide a copy of their birth certificate or a passport showing their place of birth. Copies of these documents must be verified (date and signature) and retained in the employee's personnel file.

Verification of prohibition from teaching (including EEA sanctions) (if applicable).

Verification of prohibition from holding administrative or school management positions (if applicable).

Verification of Applicant's Medical Fitness: All staff joining GIS will be required to complete a Health Declaration Form for each staff member, duly signed, that the applicant has no known mental or physical health reasons why they should not be able to perform their duties and responsibilities related to their position. Copies of the health declaration forms must be verified (date and signature) and filed in a separate file (not in the personnel file).

Verification of appropriate qualifications / professional status (where necessary): the candidate will be asked to provide evidence of any educational or professional qualifications necessary or relevant to the position he/she has applied for. Original or certified copies should be produced; where not available, written confirmation of qualifications should be obtained from the issuing agency.

Successful completion of a three-month probationary period: Employment will be subject to a probationary period, which will allow the candidate and the school to jointly familiarize themselves with the environment, work practices, routines and work performance standards. During this time GIS will help its hired personnel to develop positive relationships and achieve the required progress. New staff members will also receive a variety of training during their probationary period, including Child Protection and a review of the school's policies and procedures.

APPENDIX 1 : DECLARATION OF ACKNOWLEDGEMENT OF THE CODE OF CONDUCT

I promise to:

Strictly follow the rules and guidelines of this Code of Conduct as a condition of providing services to children and youth participating in Gandara International School programs.

Treat everyone with respect, patience, integrity, courtesy, dignity and consideration.

Never be alone with children at school activities without another adult being notified.

Use positive reinforcement rather than criticism, competitiveness or comparison when working with children.

Maintain appropriate physical boundaries at all times and only touch children, when necessary, only in an appropriate, public and non-sexual manner.

Comply with the mandatory regulations of the GIS Protocols and the GIS policy for reporting suspected child abuse.

Avoid engaging in private communications with children through text messaging, email, Facebook, Twitter, or similar forms of electronic or social media, except for activities strictly related to school business, which I will send to their families.

Avoid using profanity in the presence of children at any time.

Cooperate fully in any investigation of child abuse.

Not touch or talk to a child in a sexual or other inappropriate manner.

Not inflict any physical or emotional abuse such as hitting, spanking, shaking, slapping, humiliating, ridiculing, threatening or inferring degrading treatment of children.

Not smoke or use tobacco products, or possess, or be under the influence of alcohol or illegal drugs at any time while working with children.

Not take a child who is not mine home alone.

Not accept gifts or presents from children without the knowledge of their parents or guardians.

I understand that, as a person who works with and/or provides services to children and youth under the auspices of GIS, I am subject to a criminal background check. My signature confirms that I have read this Code of Conduct and that, as a person working with children and youth, I agree to follow these standards. I understand that any action or omission contrary to this Code of Conduct may result in disciplinary action up to and including dismissal from GIS.

Name:

Signature:

Date:

APPENDIX 2 : HEALTH DECLARATION FORM

I hereby declare that I am not aware of any mental or physical health reasons why I should be unable to perform the duties and responsibilities relating to my position at GIS and that any misrepresentation in this declaration may result in disciplinary action up to and including dismissal from GIS.

Name:

Signature:

Date: