

## **CODE OF ETHICS**

National Association  
of British Schools in Spain

Asociación Nacional  
de Colegios Británicos en España

CODE OF ETHICS

Revised and approved, March 1996.

"That Schools which are Members of the Association will agree to abide by the following Code of Ethics:

A. Integrity of the School

1. A school should meticulously carry out the promises and contracts made with any person, school, organisation or the general public.
2. A school should carefully avoid misleading or ambiguous statements about its work, situation and status.
3. A school should respect normally accepted conventions regarding confidentiality.
4. A school should avoid knowingly giving misleading information about members schools and avoid passing value judgements on them.

B. Recruitment Practices

1. The right of a person to visit and to consider employment in a school other than that in which he/she is currently employed without notifying the current employer should be respected.
2. The right of a school to hold preliminary discussions about possible employment with a teacher employed in another school without notifying such other school should also be respected.
3. Before a new contract is offered or accepted, a prospective employer seeking a teacher's services should ask the teacher's current school for a reference and verify that the teacher is free to change employment.
4. No school should attempt to influence a person to break a contract already signed with another school nor should it knowingly initiate attempts to employ a teacher currently employed elsewhere.

C. Employment Practices

1. The terms of contract for professional personnel should be clearly stated and in agreement with Spanish law.

D. Transfer and Enrolment of Students

1. The right of a pupil and his/her parents to visit and consider schools other than that which the pupil is currently attending is recognised, as is the right of such other schools to hold preliminary discussions about possible admissions without notifying the school of current attendance. However, a school shall not itself knowingly initiate attempts to enrol a pupil currently enrolled elsewhere.
2. When a pupil is transferring from one Member school to another, the receiving school should ask the other for an academic and character report. If the first school notifies the receiving school that some financial obligation due to the former remains outstanding, the receiving school should delay admission of the pupil until a satisfactory arrangement to settle the account has been worked out.
3. A school's most important consideration in enrolling a new pupil should be the welfare of the pupil.

Breach of this minimum Code of Ethics would be actionable under Article 16 (b) of the Statutes".