

# ISASA CODE OF ETHICAL PRACTICE

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## **INDEPENDENT SCHOOLS ASSOCIATION OF SOUTHERN AFRICA (ISASA)**

(Association incorporated under section 21)

Registration no. 99 196 55/08

Membership of ISASA is available to a school and not an individual. While ISASA recognises the autonomy of each independent school, member schools that join the Association undertake to abide by the following Code of Ethical Practice.

Should a member school be found to have been in material breach of this Code, the school's membership of ISASA shall come under review by the Executive Committee of ISASA and may be suspended or terminated.

It should be noted that in the following document, the word "must" indicates an obligation on the member; the word "should" is a suggestion of good practice.

### **A. GENERAL**

The member school should:

1. nurture and promote a commitment to a society based on democratic values, social justice and fundamental human rights;
2. act honestly and fairly, with due respect for the rights of staff, learners, parents and members of the governing body;
3. provide educational leadership and promote the professional development of the staff in order to improve the quality of learning and teaching;
4. ensure that sound administrative, business and financial principles are applied in the running of the school;
5. exhibit moral leadership, and as such, promote the adoption and practice of a sound value system in the school;
6. encourage a learner-centered philosophy in order to develop
  - each child to her/his full potential academically, emotionally, physically and spiritually,
  - a community of learners who are self-disciplined and have a sound work ethic, and
  - a code of conduct based on courtesy, mutual respect and acknowledgement of the rights of all groups in the school community;
7. foster good relations amongst all its stakeholders and with neighbouring schools and the education authorities;

8. ensure that it implements fair admissions and employment practices;
9. promote good citizenship in the school and social responsibility programmes in the wider community;
10. implement on-going quality assurance processes to maintain and improve the quality of education in the school.

## **B. ADMISSION OF LEARNERS**

In all matters of admission and transfer, the member school should act fairly and professionally towards other schools, and ensure good co-operation between schools.

1. A member school must not initiate the transfer of a learner from another school.
2. Member schools are encouraged to enter into local agreements with other member schools to govern the admission of learners and should honour such agreements, provided they are not in conflict with ISASA policy.
3. Rules governing the publication of the results of common entrance examinations must be observed in dealing with primary schools.
4. Schools operating in the same region and/or drawing from the same feeder schools should discuss mutual problems rather than announce changes at a time and in a manner which leaves other schools compromised.
5. Whenever a learner transfers from one independent school to another, the receiving school must consult with the sending school to confirm that there are no fees, fees in lieu of notice or other financial liabilities outstanding, or that an agreement has been reached for the repayment of such fees.

## **C. SCHOLARSHIPS, BURSARIES AND AWARDS**

A member school should ensure that relevant details regarding scholarships and other awards are available to the public, and should recognise the following:

1. Scholarships are awarded on the basis of merit;
2. Candidates do not need to have been registered for the school or schools at which they compete for a scholarship;
3. Bursaries are awarded on the basis of financial need; and
4. While sports and other awards may be made, ISASA strongly disapproves of the practice of “shopping” for and poaching learners from other member schools.

#### **D. STAFF**

A member school should observe the following code of conduct with regard to staff appointments:

1. In the interests of collegiality, it is not appropriate for it to make direct approaches concerning appointments to members of staff of other ISASA schools.
2. Where an applicant for a position, whether teaching, administrative or support staff, is already on the staff of another ISASA school, no appointment may be made until the applicant's present head has been informed.
3. Staff should be free to make inquiries about positions in other schools, without informing their own head, and without the need for consultation between the heads of the two schools.
4. Staff may ask for a reference and seek a position elsewhere without prejudicing their present position.
5. It should offer assistance to staff members for the education of their children at ISASA schools.

#### **E. CORPORAL PUNISHMENT**

A member school must not permit the practice of corporal punishment in its school.

#### **F. ADVERTISING**

A member school must ensure that advertising and articles published by it are governed by professional ethics and should in no way reflect adversely on any other school.

In its advertising, any active member of ISASA has the right to use the ISASA logo and to display its certificate of membership.

#### **G. INFORMATION TO NON-MEMBERS**

Where a member school is part of a group of educational institutions, whether or not operating from one or more than one campus, as contemplated in Article 1.3.3(a) of ISASA's Articles of Association, it must ensure that the services it receives from ISASA as a member school are not directly or indirectly disclosed to or shared with the other educational institutions within its group which are not member schools.