

# **REGULATIONS ON CO-EXISTENCE**

## **Bell-lloc del Pla**

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## **CO-EXISTENCE REGULATIONS**

Bell-lloc, October 2016

The education of freedom and the personal responsibility of each pupil, the respect for the truth and for everyone, the acceptance of the equal rights and duties of all men and women are the foundations of the Bell-lloc Educational Project.

All those persons who belong to the educational community have the right to live together in a positive school atmosphere and the duty to make this possible through their attitude and behaviour. Both the teachers and directors bear the special responsibility of acting as examples.

Of special relevance in the measures detailed in these regulations, are those that guarantee the safety and the protection of minors.

These regulations contain measures on the treatment and safety of pupils, practically all of whom are minors, in addition to measures of prudence when dealing with the pupils and their families, those corrective measures deemed appropriate and protocols concerning actions in the event of indiscipline, aggression or abuse.

Finally, it must be noted that in order to facilitate the reading of these regulations on coexistence, the words "father", "parents", "tutor" or similar expressions are used at all times in a generic sense and regardless of gender.

### **A. The treatment of pupils by teachers**

1. Teachers must address the pupils by their first name or family name. Nicknames may not be used.
2. Unnecessary physical contact must be avoided with minors, including any gesture used to show affection or approval.
3. Physical punishments may not be applied under any circumstances.
4. Nor are verbal punishments permitted, including insults, humiliating comments or any other form of action that places the pupil in ridicule. Such actions are never an educational solution and diminish the prestige and authority of the teacher.
5. Verbal corrections or the communication of a punishment must generally be made in private, such that they help the pupil to improve, without humiliation. These actions will only be undertaken in public if it is deemed that they will help both the person being corrected and his classmates, while avoiding slights and humiliation at all times.
6. As a general rule, and especially in an educational environment, it is behaviour that must be judged, and not people, this means that, one may say, "this is messy" for example, but not "you are messy".
7. In their relationships with pupils, teachers must not use, either visually or verbally, contents that may hurt the feelings of minors. They must not show them images, comment on situations



or recommend materials that have or which may have violent content (this being sensitive to each age group), xenophobic, discriminatory, political or erotic content. Teaching staff therefore have the obligation to follow these criteria on videos and texts, etc., which have been approved by the school's Board of Governors and which have been established as part of their educational project.

## **B. Common sense criteria when dealing with pupils**

1. All those college areas where pupils are received or talked to must have at least one transparent window that allows the area and its users to be seen from the outside.
2. Private conversations held between a teacher and a pupil must always take place in a public place, or in a place where both persons can be seen at all times (e.g. in an office with a glass door). These conversations must always take place during school hours.
3. Teachers will avoid contact during break periods with the same pupil or group of pupils, even if helping them with an educational matter. These well-intentioned actions may be interpreted in a negative manner.
4. If a pupil requires special, continual attention, for any reason, the means will be made available to ensure that this attention is provided by several teachers.
5. Teachers are not allowed to travel alone with any pupil, except in cases of force majeure. In such an event, a member of school management must be informed beforehand, in order to evaluate the situation. Nor will exclusive plans be made (trips, excursions, meals, etc.) of a teacher with a pupil.
6. Teachers will not share with pupils of any age group, games that involve the risk of physical contact, for both reasons of safety and possible misinterpretation. At infant school stages, teachers will attend to the pupils in accordance with their needs, which often require physical contact.
7. School employees may not take photographs of pupils for their own private use.
8. Caution must be taken when allowing pupils as 'friends' on social networking sites and great care must be taken with everything downloaded onto social networking sites.

## **C. Actions with respect to accidents and sick pupils**

1. With respect to a serious accident:
  - Never leave the pupil alone.
  - Call the emergency services on 112 and request an ambulance.
  - Notify the family.
2. Minor accidents will be dealt with by the Sections. Serious accidents and those that occur during breaks will be dealt with by the College Secretary. To this end a first aid cabinet and a fridge (to store those medicines required) are available in the Physical Education Department, in each Section and at the Secretary's Office.
3. If a pupil suffers an injury or blow, caution must be taken, both in the application of the immediate remedy applied, and with respect to the physical contact that may be required when administering attention. Regarding the application of the remedy, follow the instructions



established for the administration of medicines to school pupils, and with the authorisation of the family at all times.

4. Teaching staff may therefore only carry out actions that do not require any form of healthcare qualifications and which may be undertaken by parents, family members or carers in general, provided that previous training has been received. This includes the administration of medicines: insulin, glucagon, adrenalin and other pharmaceutical products used in paediatrics. As well as carrying out simple cures (scrapes and minor injuries), in addition to providing first aid during any unexpected incident. When physical contact is necessary in first aid procedures, there must always be two adults employed by the school or another pupil present. If this is not possible, healthcare/aid will be provided with the door open.

5. When dealing with a child with fever, the school must contact the father, mother or tutor and ask them to pick them up as soon as possible. Meanwhile, given that the written authorisation of the family has been given, if during a fever, body temperature is at 38 °C or above, the administration of an anti-pyretic is recommended – these are available in the college medicine cabinets.

6. Health insurance coverage at the school covers accidents and not illnesses.

7. If the pupil requires external healthcare treatment, the family will be notified so that they take care of the situation, and only when they cannot, and with their consent, will the pupil be accompanied to the corresponding healthcare centre. If contact cannot be made with any family member, the Head of Section must decide as to whether or not to transport the pupil to the hospital and notify this decision to a member of Management. Normally a person from the Secretary's Office will accompany the injured pupil with another pupil.

8. No pupil must leave the school to return home with an injury that requires attention, without their parents having been notified beforehand.

9. The parents must notify the school if their child suffers from an illness or if they require specific medical treatment during school hours (**Annexe VIII**).

10. Common sense must always be a priority when visiting an unwell pupil in his home. Always call the parents beforehand to see if a visit may be made and when.

11. If younger pupils need to be attended due to lavatory needs, as they are not able to control their bowel movements, or to clean them up and/or change their clothing, there is a shower and spare clothing available for these purposes. When an incident occurs the child will be told to clean himself up while the teacher waits outside. If the child cannot do this, and help is needed, two teachers should be on hand.

12. There is a registry book in each section and in the Secretary's Office, in which the circumstance of the medical assistance provided will be noted (the name of the pupil, the course, the day and the time, the diagnosis, the treatment and the names of the persons providing assistance).

13. The school must possess at least three defibrillators; one in the Physical Education Department, another in the Secretary's Office area and a third in the Infant Zone.

14. When notified that a pupil is suffering from a specific contagious disease, the relevant indications provided by the health authorities must be followed.





15. Pupils will be vaccinated and the school in accordance with health authority requirements.

16. Pupils will be clearly informed (at an appropriate age) of matters relating to road safety and all those matters relating to health that either affect or may affect them, and always in keeping with the philosophy of the school.

## **D. The relationship of teaching staff with parents or tutors**

1. Each class will have a course teacher, who will be responsible for it. The pupil group will, in theory, be created by the Board of Directors, however this task will often be delegated to the Section Advisors.

2. Each pupil will be assigned a preceptor, who will talk regularly with him and his parents. When families are welcomed into the school, this event will take place exclusively in the room assigned for this task, and always in view of the public. Family members will not be received at the school at times when there are no other people on the premises.

3. It is important that both the mother and the father of the pupil attend the interview. This benefits an analysis of the situation being dealt with and aids an effective and rapid decision-making process. It also prevents misinterpretations of the matters being dealt with or an excessive or improper emotional involvement by any of the parties. If, in exceptional cases only the mother or father of the pupil may attend, it is better to postpone the interview to a day on which both may be present. Those matters most urgent may always be discussed in a public place (for a few minutes and in a place open to the public), while postponing a more detailed discussion in a meeting with both parents. If only one parent is able to attend the interview alone, if the circumstances so demand, this parent will be received by two teachers (for example, the preceptor and the tutor, or another teacher). The motives are the same as those mentioned in this point and it is advisable to explain them to the parents.

4. In the event of families in the process of divorce or separation, the legal situation of the parents with respect to the child must be known, and to what information each parent has access. The parent without legal rights will not be received. Caution must be observed when dealing with people in this situation: they must be attended by teachers with experience. Judgement must never be made of the personal situation, nor must the role of mediator be adopted between the parents.

5. If a particularly delicate matter needs to be discussed with the parents of a pupil, two teachers will hold this interview and normally, one of them will be a member of the Section Council for this pupil.

6. The contents of interviews with pupils will have utmost respect for their privacy. Education is the responsibility of the parents. If at any moment it is necessary to deal with matters that may involve or interfere with this privacy, it is advisable to recommend that the parents talk to their children about these matters and later, with the parent's consent, the teacher will talk about them with the pupil.

7. Spanish Data Protection Laws (the LOPD) prohibits the provision of data concerning other pupils: address, telephone number, etc., with respect to invitations to birthdays, parties, or if the parents wish to resolve an inter-pupil conflict by contacting another family.

8. When a teacher needs talk to a family face-to-face, normally a meeting is organised. If written notification is made, caution must be taken with respect to content: that which is written remains



so and may be interpreted in different manners. If notification is made through the pupil's agenda, the same criteria must be followed. It is never advisable to respond in writing to offensive or aggressive messages from parents, nor notify in writing of episodes relating to children that may cause conflicts. The sending of any notification while under the effects of negative emotional reactions must also be avoided: it is advisable to wait until feeling calm again and consider what needs to be said in an objective manner in accordance with an educational philosophy, preferably in an interview.

9. Teachers must never give their private telephone numbers to students or family members, nor send them messages from their personal devices. If they need to contact the family using messages, these must normally be addressed to more than one person (e.g. both parents) using a corporate address. If messages need to be sent to pupils, the school address must be used. WhatsApp or similar applications and the social networks are not suitable means of communicating with families or pupils.

## **E. In out of school activities**

1. When school activities are undertaken with pupils outside of the school grounds, written consent from their parents or tutors will be required beforehand.

2. In order to guarantee the safety of pupils, all those activities and events organised outside of school grounds must be supervised. All facilities and/or buildings used must be checked for safety and adequacy.

3. In any activity, the bedrooms and changing rooms of the pupils must be separate from those of the teaching staff, monitors or helpers. Nor, in any event, may tents be shared with pupils.

4. If, due to a serious situation, a teacher or assistant has to share a room with a student, the teacher or assistant must notify this exception to another responsible adult, evaluate the seriousness of the causes and in all events avoid a situation in which an adult and a minor sleep together, alone in the same bedroom.

5. When a bedroom is to be shared by more than one pupil, efforts will be made to ensure that at least three pupils share the room.

6. Out of school activities will normally be attended by at least two teachers. If there are less than fifteen pupils, only one teacher may be required. There must be a minimum proportion of one teacher or helper for every fifteen pupils. With respect to journeys, there must be at least one teacher or one accompanying person.

7. The possible use of a first aid kit must be anticipated in any out of school activity. Therefore, if no first aid kits are available where the activity is being held, a school kit will be taken to the location.

8. If it is observed that the bus driver does not observe measures of caution and safety on the road, he must be notified and if necessary, requested to stop, before notifying the authorities.

9. External assistants in these activities (instructors, helpers, etc.) must be sufficiently able to undertake the task in hand (maturity, understanding of the educational project, etc.), must also be aware of the regulations that need to be observed and possess the accident insurance coverage facilitated by the college.



10. The person responsible for the activity will carry the documents with the basic health data for each pupil (allergies, medication taken, illnesses, etc.) and the authorisation given by the parents to the teacher, as, if necessary, under medical advice, the teacher may take decisions in the event of an emergency. This document will be requested from the parents of all pupils every year at the beginning of the course. The coaches of extra-curricular sport at the college will also possess this authorisation. In serious cases, all the teachers and directors of the pupils will be provided with this information in order to be able to act as appropriate, if problems of this type occur. The teachers, directors and trainers are required to maintain the utmost confidentiality with respect to this information. **(Annexe VIII).**

11. All pupils, especially those under the age of 12, will be reminded, before any outing, that on no account must they leave with strangers, even if they are requested to do so, unless they have the explicit permission of the teachers.

12. In theory, the school cannot compel its pupils to participate in out of school competitions in which the prize is a stay somewhere, unless this place offers guarantees and a teacher (or the pupils' parents) may go there with the pupils.

13. The college will only recommend stays abroad in order to learn a language in courses organised by the college itself. It does not recommend any other options.

14. When, with the authorisation of the college authorities, the *Matrimonis Encarregats de Curs*, (delegate parents of each class) former pupils or clubs of friends organise activities at the college, they must bear in mind that the college does not assume any responsibility for these activities.

## **F. Pupil transport**

The routes of school buses will be organised so that pupil travel to and from the college is carried out with those safety measures required and in strict fulfilment of the relevant regulations at all times. The buses will always be provided with an assistant or caregiver **(Annexe IX).**

## **G. Safety on school premises**

1. The driving of vehicles during school hours in the school grounds must be avoided as much as possible. In all events, drivers must take extreme caution and follow those safety measures appropriate.

2. Periodical checks of electricity, water and gas installations will be made to ensure that the corresponding safety measures are fulfilled.

3. In those practical exercises carried out in laboratories, teachers will demand compliance with all those safety measures established in each case, and which will be announced from time to time in order to remind pupils of their existence.

4. The evacuation and fired drills established in the Safety Plan will be undertaken as often as required by the corresponding regulations. The fire alarms will be located so that they can be heard from all points in each building.

5. The Maintenance Service will ensure that the installations are kept at an optimum safety level and will diligently carry out those repairs required at all times, especially if these affect the safety





of the installations and of persons. The teachers will communicate diligently to the Head of Maintenance, those repair issues they are aware of and will report the danger that, in their opinion these may have with respect to safety.

6. Teachers will be present in the pupil rest areas, they will ensure the safety of the pupils and will not permit games or activities that are dangerous or which may be harmful to the pupils or the facilities.

7. Pupils will not be allowed to have weapons of any kind at the college, nor any type of object that, due to its characteristics, may be dangerous, including matches, lighters, and similar objects.

8. Pupils who are minors may not abandon the school grounds during school hours without the authorisation of their parents. When pupils do not dine at the school, a card will be provided that allows them to leave. The guard at the entrance of the school grounds will check that those pupils who wish to leave the college during school hours have written authorisation from the head of the appropriate section. Bachillerat pupils with parental authorisation may leave the school premises during breaks and after lunch.

9. No person who is not a pupil or a staff member of the college may enter the school. If any staff member sees anyone that they do not recognise, this person may be requested, with due politeness, to identify themselves and justify the reason for their presence on the grounds. If a reasonable and satisfactory answer is not given, a college director must be informed. If required, the help of the police will be requested.

10. The teachers of the nursery school will ensure that each pupil leaves the school with one of their parents or guardians or a person authorised by the latter. In the event of doubt, the pupil's parents will be contacted and their instructions will be followed, and the child will not be allowed to leave the college on no account with an unauthorised person. The pupils of the nursery school who use the school bus will be picked up by the corresponding assistant/caregiver.

11. Dogs or any other animals that may pose a danger or threat to the safety of the pupils, the staff or the facilities or which may alter or compromise ordinary school life in any way are forbidden from entering the college.

12. Pupils may only use the swimming pool under the proper supervision of the teachers and with due respect for the applicable regulations at all times.

13. Before pupils use the swimming pool, the teachers must have checked that they know how to swim. If they see that a pupil cannot swim well enough, a life vest will be provided where necessary.

14. Teachers will avoid swimming in the swimming pool with the pupils. In the case of the Initial cycle, and with boys who need help, and if the activity so requires it, teachers may enter the water, provided that another staff member is in the swimming pool area.

## H. Sporting activities

1. During school sporting activities and in extracurricular sporting activities, Physical Education Teachers and/or trainers must ensure that the pupils warm up properly and take those measures necessary to prevent foreseeable injuries.
2. During school and extracurricular sporting events, any type of violence, whether physical or verbal will be stopped the instant it arises.
3. When Physical Education Teachers detect that a pupil has symptoms that may be related to an illness (bearing in mind that when pupils make a physical effort symptoms of neuromuscular problems, degenerative illnesses, heart problems, coagulation, absent seizures, or epileptic attacks, impaired vision, emotional lack of control, etc. may appear) they must inform the pupil's tutor, who in turn, must inform the family and the director of their section (**Annexe 8**).

## I. Toilets and changing rooms

1. The conservation and orderliness of toilets and changing rooms are an indication of the state and maintenance of school facilities. With respect to use, certain areas require specific cleaning procedures, and the adequate, regular verification of their maintenance (toilet paper, paper towels and soap, etc.).
2. Each pupil will go to the lavatories established for each section. Older pupils may not enter the lavatories of younger pupils on any account.
3. The teachers' lavatory facilities will be different from the pupils' lavatories.
4. In primary school facilities, changing room periods will be monitored by two teachers whenever possible. At a secondary school level, the teacher will monitor activities from the door and give warnings from the door with respect to any incident that may arise. A teacher will never be left alone with a pupil in a changing room, nor will he remain in the area when the pupils are getting changed.
5. Teachers will ensure that the pupils use the changing room with due diligence and for a reasonable time. They will never allow anyone to enter the changing rooms who does not belong to the class or the team using them at the time. On no account will photographs be taken or images recorded in the changing rooms.
6. If a girl is present in the opposing team during an out-of-school competition, she must be offered the chance to change in different facilities.
7. The showers in the school changing rooms are individual. If, during out-of-school activities, the showers are for groups, pupils will not be required to shower.
8. During sporting activities and rest periods, determined areas must be subject to special attention, which may be otherwise ignored. Among these areas are the lavatories and other places

that are out of sight. Caution and discretion must be observed to ensure that pupils behave with respect and modesty with respect to their classmates.

#### **J. The dining room and self-service facilities**

1. The college dining service must be up to date with corresponding regulations and be able to pass those periodical inspections scheduled. **(Annexe VII).**
2. Daily menus will be scheduled in order to fulfil pertinent dietary requirements.
3. Self-service staff, teachers and directors of the corresponding section and the Secretary's Office will be informed of food allergies that families of college pupils have previously notified to the school.

#### **K. Behaviour between pupils**

1. The education provided at the school must help the pupils to help each other, both inside and outside the school, with correct behaviour and mutual respect, which promote the desire to help other and the spirit of service.
2. Abuse or harassment (bullying) must be avoided, e.g.:
  - a. The publication or presentation of any items that may offend the sensitivities of others in any format.
  - b. The creation of situations of physical or moral endangerment for oneself or for others.
  - c. The creation in a pupil or member of the educational community of situations with the risk of harassment, such as insults, offensive behaviour, threats or humiliation, marginalisation for any reason, physical or psychological harassment, vindictiveness, rejection, etc. which affect another person's privacy, even when carried out using digital means, such as the social networks or similar methods.
  - d. The taking, storage, manipulation or publication by analogical or digital means of personal information, including images, videos, animation, texts or the voices of members of the educational community, without their express consent.
  - e. Threats/insults / harassment and/or physical violence against any member of the school community.
3. When the correction of any fault, the taking of any corrective measure or the sanctioning of a student is appropriate, the regulations in **Annexe II** will be applied, in addition to the Generalitat protocol on serious conflicts **(Annexe III).**
4. All teachers must pay particular and careful attention to possible cases of **bullying and cyberbullying** that may arise, and will immediately inform the Head of Section of their existence, who will notify the Director, so that the appropriate measures are taken. The course teacher for each course will be on hand to halt these matters from the start and will intervene in



order to prevent them from spreading, with the help, where necessary, of the Course Advisor. In all events, the protocols for action that are attached will be followed (**Annexes IV and V**).

5. With respect to any information that may indicate possible **mistreatment or the abuse of a minor**, the Director will be informed immediately (**Annexe VI**).

## **L. Tobacco and drugs**

1. In accordance with legal regulations, tobacco may not be smoked, nor may drugs of any type be consumed on the school premises, nor in open air locations in the school grounds, nor in those extra-curricular activities carried out inside and outside the school. Nor, under any circumstances, may tobacco, drugs or alcohol be sold to others.

2. The consumption, incitation to consume and the possession of substances that harm physical or psychological health are considered as being especially serious.

## **M. Academic grades**

The criteria used for the pupils' academic grades will be clear and known to everyone. All teachers will follow the instructions made to them from their section and department. The teachers will attend to complaints with patience and clarity and will bear in mind that grades are a matter of justice and are the most frequent motive for complaints from parents and pupils

## **N. Electronic devices and images**

1. Pupils will not be allowed to use mobile phones, smartphones, consoles, audio players, computers, tablets or any other similar device. The use of any of these devices during school hours for educational reasons must always be made under the supervision of a teacher.

2. The college will request written authorisation from families for the use of images in which pupils appear on the website and other similar digital formats, in the numerous magazines and multimedia productions published by the college, including the Pupils' Parents Association.

3. In order to protect personal image rights, taking photographs unauthorised by school authorities of the pupils or teachers of the college will not be permitted. If a teacher takes photographs of an activity or cultural trip using his mobile phone, camera or any other personal device, in which pupils appear, these photographs must be eliminated from their devices once transferred to the school.

4. If a media organisation seeks to photograph or record images at the school, the school authorities will grant the corresponding permission on a discretionary basis and will request a written statement, which assures that these images will only be used for a determined, specific programme. In any case, pupils may only be photographed or recorded after the written permission of their parents has been obtained.

## **O. Other measures**

1. The homes of those pupils who have not arrived at the college will be called every day when the cause of their absence is not verified.
2. All school computers will have filters installed in them to prevent access to content that is inappropriate or harmful to the pupils and teachers.
3. The school will take out an insurance policy that covers ordinary and extraordinary contingencies.
4. When a family informs the school that their child/children will no longer be attending, the school, they will be asked to sign the corresponding document that requests cancellation. They will also be asked to clearly specify the reason for this decision.
5. Only a person specifically authorised by the Board of Governors will be authorised to report to the media about events or circumstances related to the school, whether ordinary or extraordinary in nature.
6. The school authorities will provide the means necessary for maintaining a normal relationship with the educational authorities, the local council and the local and regional police forces and with the media.

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These regulations and its annexes have been approved by the Board of Governors on 13 October 2016, by the Administrative Council on 17 October 2016 and by the School Council on 27 October 2016.