

MNB COLLEGE

YOUR PASSION YOUR PROFESSION

POLICIES AND CODE OF CONDUCT

Institutional Standards for Learners, Staff and the School Community

Institution	MNB College
Location	Plot 6, Corleiner Farm, Chegutu - along the Chegutu-Chinhoyi Road
Revision	September 2026

Institutional draft prepared for MNB College. It should be read together with applicable Zimbabwean law, Ministry requirements, and examination-body regulations.

Document Guide

This guide is organised so that learners, parents, teachers and administrators can quickly identify responsibilities and procedures.

Section	Coverage
1	Policy framework and governance
2	Whole-school code of conduct
3	Learner safeguarding and child protection
4	Anti-bullying, harassment and discrimination
5	Staff professional conduct and boundaries
6	Academic integrity and assessment ethics
7	Attendance, duty of care and supervision
8	ICT, data protection, privacy and social media
9	Health, safety, medication and emergencies
10	Boarding and residential care policy
11	Financial integrity, fees and cash handling
12	Complaints, grievances and whistleblowing
13	Discipline, investigations and procedural fairness
14	Records, confidentiality and policy review

1. Policy Framework and Governance

MNB College policies are intended to create a safe, orderly and academically serious environment. Policies apply according to role: some provisions govern learners, some staff, and others all members of the school community.

Policy hierarchy

Where a school policy conflicts with applicable law, Ministry requirements, safeguarding duties or mandatory examination-body regulations, the higher legal/regulatory requirement prevails. Management should formally review and reissue the affected policy.

- Policies should be approved by authorised school leadership and communicated in accessible language.
- Material changes should be circulated to affected learners, parents and staff before enforcement wherever practicable.
- Implementation should be consistent across departments, forms, boarding houses and campuses.
- Records of serious incidents, disciplinary decisions and safeguarding actions should be securely maintained.

2. Whole-School Code of Conduct

Area	Requirement / Standard
Dignity	Treat every person respectfully; no humiliating, degrading, threatening or discriminatory conduct.
Integrity	Act honestly in finance, academics, attendance, records, communication and use of school resources.
Professionalism	Be punctual, prepared, appropriately dressed for role, and reliable in assigned duties.
Confidentiality	Protect personal, academic, financial, medical, disciplinary and employment information.
Accountability	Record decisions, correct mistakes promptly,

Area	Requirement / Standard
	disclose conflicts of interest and cooperate with lawful review.
Safety	Prioritise learner welfare, safe facilities, appropriate supervision and early reporting of risk.
Stewardship	Use school property, funds, systems, devices and facilities only for legitimate purposes.

3. Learner Safeguarding and Child Protection

Safeguarding is a school-wide responsibility. Any concern involving abuse, exploitation, grooming, neglect, sexual misconduct, serious violence, self-harm risk or unsafe adult/learner interaction must be treated as a protection matter, not merely a disciplinary inconvenience.

- Staff must maintain appropriate professional boundaries and avoid private, secretive or exploitative relationships with learners.
- One-to-one interactions should, where practical, occur in observable/professional settings, especially for counselling, discipline and after-hours support.
- Staff should not request or exchange sexual, romantic or otherwise inappropriate messages, images or personal content with learners.
- Suspected abuse or exploitation must be reported through the school safeguarding chain without conducting an amateur investigation that could compromise evidence or learner safety.
- The school should protect the privacy of the affected learner while sharing information on a need-to-know basis with appropriate authorities/personnel.
- Retaliation against a learner, staff member or parent who raises a genuine safeguarding concern is prohibited.

4. Anti-Bullying, Harassment and Discrimination

MNB College prohibits bullying in physical, verbal, relational and digital forms. Repeated conduct is not required before the school may act where a single incident is severe, threatening or humiliating.

Area	Requirement / Standard
Physical	Hitting, pushing, damaging property, blocking

Area	Requirement / Standard
	movement, forced activity, intimidation.
Verbal	Insults, threats, sexual comments, degrading nicknames, repeated ridicule.
Relational	Deliberate exclusion, spreading harmful rumours, coercing others to isolate a person.
Cyber	Abusive posts/messages, impersonation, non-consensual images, group harassment, doxxing or digital threats.
Discriminatory harassment	Targeting a person because of protected or personal characteristics, background, disability or perceived difference.

Responses should protect the affected person, stop the behaviour, establish facts, involve parents where appropriate, and use restorative or disciplinary interventions proportionate to risk and harm.

5. Staff Professional Conduct and Boundaries

- Teachers and staff must model the same honesty, punctuality, language and respect expected of learners.
- Corporal, degrading, humiliating or retaliatory treatment is not an acceptable substitute for proper discipline procedures.
- Staff must not solicit gifts, money, favours or private benefits from learners or parents in exchange for marks, admissions, preferential treatment or school services.
- Marks, attendance and reports must be based on genuine records, not convenience or pressure.
- Staff should use authorised school channels for learner data, assessment records and official communication where available.
- Romantic or sexual conduct between staff and learners is strictly prohibited and must be escalated as a safeguarding matter.
- Conflicts of interest, including private tutoring or procurement relationships that may affect impartiality, should be disclosed to management.

6. Academic Integrity and Assessment Ethics

- Learners must submit their own work unless collaboration is explicitly allowed.

- Teachers must set, supervise, mark and record assessments fairly and consistently.
- No person may alter marks without an authorised, traceable correction process.
- Assessment scripts, mark sheets and digital records should be retained for the period prescribed by school/examination procedures.
- Suspected cheating must be documented and investigated; the learner should be told the allegation and permitted to respond.
- Artificial intelligence, internet resources and calculators may only be used within the limits set by the teacher or examination rules. Presenting generated or copied work as original work may constitute academic misconduct.

7. Attendance, Duty of Care and Supervision

Attendance data is both an academic record and a safeguarding record. MNB College requires registers to reflect actual presence, not assumption.

- Class/subject attendance should be recorded at the required times and reconciled with QC/lesson records where the system supports this.
- Teachers should not simply ask whether “anyone is absent” and then mark the rest present without identifying actual learners.
- Newly enrolled learners who have not started attending must remain correctly recorded as not present until they physically attend.
- Unexplained absence, repeated lateness or unexplained disappearance from a boarding/lesson area should be escalated promptly.
- Staff on duty must remain actively responsible for the learners allocated to them and hand over supervision properly.

8. ICT, Data Protection, Privacy and Social Media

Area	Requirement / Standard
Authorised access	ERP, email, Wi-Fi, school devices and cloud services must be accessed only with authorised credentials.
Least access	Users should see only the records needed for their role. Directors/administrators may have broader rights with audit logging.
Passwords	Passwords must not be shared. Suspected compromise should trigger immediate reset/reporting.

Area	Requirement / Standard
Learner data	Academic, attendance, health, disciplinary and parent data should not be posted publicly or shared casually.
Images/media	Photos and videos should be captured and published only under school consent/safeguarding rules.
Social media	Staff and learners must not use social media to bully, disclose confidential matters, impersonate others or damage safety.
Audit trail	Critical changes to marks, attendance, fees, admissions and permissions should be traceable to a user and timestamp where technically possible.

9. Health, Safety, Medication and Emergencies

- Hazards, injuries, illness and unsafe facilities should be reported immediately and recorded appropriately.
- Emergency contact details should be maintained and accessible to authorised personnel.
- Medication should be handled under controlled school procedures; staff should avoid informal sharing or storage of medication.
- Fire exits, extinguishers, first-aid materials and emergency routes must remain accessible.
- Construction sites, electrical installations and machinery areas must be physically controlled and off-limits to unauthorised learners.
- Serious emergencies require prompt contact with emergency services and parents/guardians as appropriate.

10. Boarding and Residential Care Policy

Boarding is an extension of the school's duty of care. Residential supervision should combine structure, privacy, hygiene, pastoral support and strong safeguarding.

- Boarding registers and room allocations should be accurate and updated whenever a learner changes status or room.
- Night, morning, study and meal supervision duties should be clearly assigned.
- Visitors must be controlled; unauthorised access to learner sleeping areas is prohibited.

- Room inspections may be carried out for hygiene, safety and prohibited items, with respect for dignity and proper staff accountability.
- Laundry arrangements, washing-machine use and personal laundry periods should be supervised according to the school timetable.
- Food brought from home must comply with health, storage and hostel rules; optional items should not undermine dining standards or create unfair expectations.

11. Financial Integrity, Fees and Cash Handling

School financial processes should be transparent, receipted and traceable. MNB College has directed parents to use approved banking/payment channels rather than informal cash handling at school.

- Fees and approved charges should be paid only through official channels communicated by the school.
- No employee or learner should privately collect school money without written authority and a controlled receipt/accounting process.
- Digital receipts should remain linked to the correct learner account and be accessible for later verification where the system supports this.
- Adjustments, discounts, reversals and refunds should require appropriate authorisation and audit trail.
- Procurement and supplier decisions should avoid undisclosed conflicts of interest and should be supported by records proportionate to the transaction.

12. Complaints, Grievances and Whistleblowing

1. Raise routine concerns first with the responsible teacher, department, boarding officer or administrator where appropriate.
2. If unresolved, escalate in writing to the relevant school leader, stating the facts, desired resolution and any supporting evidence.
3. Safeguarding, fraud, serious harassment or threats may be escalated immediately without following ordinary hierarchy.
4. The school should acknowledge the concern, identify who will review it, gather relevant facts and communicate the outcome as far as confidentiality allows.
5. No person should be victimised for making a good-faith complaint or assisting an authorised investigation.

13. Discipline, Investigations and Procedural Fairness

- Separate allegation from proof: a report triggers review but does not automatically establish guilt.
- Collect available facts such as witness accounts, registers, CCTV/digital logs (where lawfully available), documents and system audit history.

- Give the person concerned a reasonable chance to respond before a final disciplinary decision, except where immediate temporary safety measures are necessary.
- Use proportionate outcomes and avoid arbitrary or inconsistent sanctions.
- Record serious decisions, reasons, conditions and any review/appeal outcome.
- Protect confidential information and avoid public shaming.

14. Records, Confidentiality and Policy Review

- Maintain reliable learner, staff, academic, attendance, fee, safeguarding and disciplinary records.
- Limit access according to role and legitimate need.
- Correct material errors promptly while preserving a traceable record of important changes.
- Back up critical digital systems and test recovery arrangements periodically.
- Review this policy at least annually and whenever there is a major legal, regulatory, examination, boarding, technology or safeguarding change.

Adoption and Acknowledgement

This document becomes an operational MNB College instrument when approved by authorised school management. The school may issue supplementary circulars where circumstances, law, safety requirements, technology, or examination-body rules change.

Approved by	_____
Position	_____
Signature	_____
Effective date	_____