

# WALTHAMSTOW MONTESSORI SCHOOL

## Code of Conduct for Staff, Volunteers and Students

WMS has a legal duty to safeguard and promote the well-being of children. We also have a legal duty of care towards our Staff, volunteers and students, both paid and unpaid, which requires us to provide guidance on safe working practices. Our code of conduct is set out below providing guidelines on staff behaviour and examples of unacceptable behaviour. All of our Staff, volunteers and students must agree to abide by our Code of Conduct at all times whilst being in employment with us. A breach of the Code of Conduct may result in disciplinary action. Please refer to our Disciplinary Policy and Procedure document for further information.

### General Conduct

- Always remember that while you are caring for other people's children you are in a position of trust. Therefore your responsibilities to these children and the organisation must be uppermost in your mind at all times.
- Staff, volunteers and students are required to comply with all reasonable management instructions and maintain satisfactory standards of performance at work.
- Staff, volunteers and students are required to co-operate fully with their colleagues, the Principal and any relevant staff from external agencies e.g. the local authority.
- Staff, volunteers and students must not remove any school equipment unless they are authorised by the management to do so.
- Where an employee damages property or equipment belonging to the school, either through misuse or carelessness, or where parts of equipment are lost whilst in the classroom the school reserves the right to make a deduction from the employee's pay in respect of the damage property.
- Precludes the promotion of partisan political views in the teacher of any subject in the school; and
- takes such steps as are reasonably practicable to ensure that where political issues are brought to the attention of pupils:-
  - . while they are in attendance at the school,
  - . while they are taking part in extra-curricular activities which are provided or organised by or on behalf of the school, or
  - . in the promotion at the school, including through the distribution of promotional material, of extra-curricular activities taking place at the school  
or elsewhere, they are offered a balanced presentation of opposing views.

## Safeguarding and Children's Welfare

- Staff, students and volunteers must not use un-prescribed drugs or be under the influence of alcohol whilst at work.
- Staff, students and volunteers must not use racist, sexist, discriminatory or offensive language.
- Staff, students and volunteers must ensure, whenever possible, there is more than one adult present during activities with children.
- Staff, students and volunteers must ensure that if you are alone with a child that other adults know what activities you are doing and why.
- Physical contact with children must be open and initiated by the child's needs e.g. for a hug when upset or help when toileting. Always prompt children to carry out personal care themselves and if they cannot manage ask if they would like help.
- Give help and support to any new and inexperienced colleague.
- You must read and adhere to the 'Safeguarding and Child Protection Procedures' of our organisation. This will give you the understanding and confidence to recognise when a child may be suffering from harm, how to handle any disclosure and how to report any concerns.
- If you are unclear about any part of our 'Safeguarding and Child Protection Procedures', you must seek clarification and advice from the Designated Safeguarding Lead (DSL) or the Principal.
- You must familiarise yourself with the school's policies and procedures especially Behaviour Management, Confidentiality, Whistle-blowing, Disciplinary and Grievance, Equal Opportunities, Health and Safety, Risk Assessment and Food Hygiene. If you are unclear about any of these policies and procedures, you must seek clarification and advice from a senior colleague or the pre-school coordinator.

## Behaviour Code

- NEVER use any kind of physical punishment or chastisement such as smacking or hitting against a child
- Treat all children and adults with respect.
- Respect children's and adults rights.
- Ensure that your behaviour always provides a good example that children can follow.
- Do talk to children about their right to be safe from harm.
- Do listen to children and take every opportunity to raise self-esteem
- Do work as a team with other members of staff and agree with them what behaviour you expect from the children and be consistent in enforcing it.
- If you have to speak to a child about their behaviour remember you are challenging 'what they did' not 'who they are'

## Dress Code

- Staff, volunteers and students should dress smartly and respectfully. Denim jeans, tracksuits or trainers may not be worn.
- Staff, volunteers and students should wear trousers, dresses or skirts that fall to or below the knee. Revealing clothing is not permitted and piercings must not be visible.
- High heeled shoes or strapless sandals are not to be worn whilst working.
- Volunteers and students are advised to dress in practical clothing suitable for the daily routine and activities that are provided, many of which are messy. Logos or slogan/wording on staff clothing must be appropriate for a childcare setting.
- Secure wristwatches, wedding and engagement rings (provided that they are not too large) are permitted but other jewellery including bracelets and chains should be removed whilst at work.
- Small hoops or studded earrings are permitted but no large hoops or dangly earrings are allowed.

## Mobile Phones

- The pre-school allows staff, students or volunteers to bring in personal mobile telephones and devices for their own use.
- Users bringing personal devices into the school must ensure that there is no appropriate or illegal content on the device.
- All staff, students or volunteers must ensure that their mobile telephones/devices are left inside their bag throughout contact time with children and not on their persons. Bags should be placed in the cupboards or staff lockers. Mobile phone calls may only be taken at breaks or in staff members', students or volunteers own time and not within any classroom.
- If staff, students or volunteers have a personal emergency they may use the school's phone or make a personal call from their mobile outside of the classroom.
- If staff, students or volunteers need to be contacted during working hours, they are permitted to give the school telephone number as an emergency contact only.
- Staff, students or volunteers must ensure that the principal has their up to date contact information and that staff make their families, children's schools etc. aware of the school telephone number as the emergency work telephone number. This is the responsibility of the individual staff, student or volunteer.
- It is the responsibility of all members of staff, students or volunteers to be vigilant and report any concerns regarding the use of mobile phones to the principal. Concerns will be taken seriously, logged and investigated appropriately (see Whistle Blowing Policy).

### Smoking

- We have a NO SMOKING policy within our premises and all users must abide by this policy.. This policy also applies to the use e-cigarettes.

### Annual Leave

- All annual leave must be taken out of term time only as stated in the contract of employment.

### Attendance, Sickness and Absence

- Staff, students or volunteers are required to arrive at work promptly and be ready to start work and sufficiently organised before their contracted times. Staff, volunteers and students are required to remain at work until their contracted time finishes and then only after they have completed tasks such as dismissing the children and tidying their classroom, emptying the rubbish and completing security checks.
- Staff, students and volunteers must obtain authorisation from the principal if for any reason they wish to arrive late or leave earlier than their agreed normal start and finishing times.
- It is your responsibility to report to the Head of School as soon as possible if you are unable to attend work, this must be no later than 6:45am.
- For sickness that extends beyond 7 days – a medical certificate needs to be provided and continue to be provided if the period of sickness continues. SSP operates after 4 days of sickness.
- The school reserves the right not to pay Staff, volunteers and students in respect of working time lost because of poor timekeeping.
- Persistent poor timekeeping may result in disciplinary action.

### Health and Safety

- Staff, volunteers and students are required to gain an understanding of the school's health and safety procedures, observe them, and ensure that safety equipment and clothing are always used.
- Staff, volunteers and students must report all accidents, however small, as soon as possible, making an entry in the school's Accident and Incident reporting book.

### Outside Activities and Other Employment

- Staff, volunteers and students are not permitted to engage in any activity outside their employment with the school which could reasonably be interpreted as competing with or conflicting with the school.
- Staff, volunteers and students are required to seek permission from the Principal before taking on any other employment while employed at the school.
- Staff, volunteers and students must take care when using social networking and similar websites that they do not post any material that breaches the school or client confidentiality, or which is libellous or which can damage the business of the school.

### Changes in Personal Details

- Staff, volunteers and students must notify the school of any change in personal details, including change of name, address, telephone number or next of kin. This will help the school to maintain accurate personal details in compliance with the Data Protection Act 1998, and ensure it is able to contact the employee or another designated person in case of emergency.

### Gross Misconduct

Set out below are examples of behaviour the school treats as gross misconduct. Such behaviour may result in dismissal without notice. This list is not exhaustive:

- Theft, dishonesty or fraud.
- Deliberate recording of incorrect working hours.
- Smoking on school premises, outside any designate smoking areas or outside normal break times.
- Sleeping during working hours.
- Assault, acts of violence or aggression.
- Bullying.
- Unacceptable use of obscene or abusive language.
- Possession or use of being under the influence of non-medicinal drugs or alcohol on school premises or during working hours.
- Wilful damage to school, employee or customer property.
- Serious insubordination.
- Bringing the school into disrepute.
- Falsification of records or other school documents, including those relating to obtaining employment.
- Unlawful discrimination, including acts of indecency or harassment (please refer to the Equal Opportunities Policy).
- Refusal to carry out reasonable management instructions.
- Gambling, bribery or corruption.
- Serious breach of Health and Safety policies and procedures.

- Breach confidentiality, including the unauthorised disclosure of school information to the media or any other party.
- Unauthorised accessing or use of computer data.
- Unauthorised copying of computer software.

I have read and understand the above statements and accept my responsibilities to adhere them. This policy was adopted on dated: **01.03.2016**

(A signed policy is available upon request)

Signed (Principal):

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Signed (Senior member of school staff):

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Signed (Parent Representative):

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Date signed: 1/5/18

Date to be Reviewed: **01.05.2019**