



Code of Conduct Staff & Volunteers 2018 – 2021

Purpose

To ensure that all Gisborne Montessori School staff and families are aware of the code of conduct expectations regarding interactions between staff, adults and children.

Scope

This code of conduct details practice we require all adults working or visiting our school to follow. It will assist in ensuring the safety and well-being of children, families and staff.

Application

All staff, parents, students and visitors to Gisborne Montessori School

Policy statement

Schools are places of learning and care for young children and therefore the rights of the child must always be considered first and foremost. All adults are expected to follow the principles of:

Safety	Comply with all school policies.
Ethical conduct	Act in the best interest of colleagues, children, their families and users of the school.
Support	Work in a co-operative manner.
Communication	Use courteous and acceptable verbal and non-verbal language. Avoid the use of profane, insulting, harassing, aggressive or otherwise offensive language.
Respect	Value diversity and refrain from all actions and behaviours that constitute harassment or discrimination.
Confidentiality	Keep information relating to children and families confidential.

In relation to children, all adults are required to:

- Be a positive role model at all times.
- Always speak in an encouraging and positive manner.
- Listen actively to children and offer empathy, support and guidance where needed.
- Regard all children equally and with respect and dignity.
- Support children to be able to take care of their own personal needs.

In relation to others (including staff, parents and visitors), adults are required to:

- Use respectful, encouraging and accepting language.
- Respect the rights and dignity of others as individuals.
- Give encouraging and constructive feedback.
- Deal with ethical issues in ways that reflect Gisborne Montessori School values and standards.
- Refrain from public criticism of children and adults at the school.
- Any issues or grievances should be directed to the staff member or other adult as a first priority and if this discussion does not reach a satisfactory outcome, then to the Principal as outlined in the complaints policy.
- Under no circumstances should a child, parent or member of staff be approached directly or in a confrontational manner regarding an issue or grievance.
- Gisborne Montessori School acknowledges the importance of providing an environment that is free from the use of tobacco, illicit drugs and alcohol. On occasions, Gisborne Montessori School may approve the use of alcohol for adult only events. This will always be at the discretion of the Gisborne Montessori School Board of Management.

Our responsibilities

Gisborne Montessori School employees will promote the health and well-being of all children and will strive to:

- Create and maintain safe and healthy environments for children.
- Foster all facets of children's development in the context of the child, their family and their community.
- Enhance each child's feelings of competence, independence and self-esteem.
- Act as an advocate on behalf of all children for policies, programmes and services that impact on their health and well-being.
- Act promptly in situations where the well-being of the child is compromised.
- Enable children to participate to their full potential in environments that are carefully planned to serve individual needs and to facilitate the child's progress in the social, emotional, physical and cognitive areas of development.
- Consider the children's cultural and social environments when planning.
- Apply knowledge of stages of physical, social, emotional, moral and cognitive development of each child in all actions related to the child.

We will demonstrate our care for all children in all aspects of our practice by:

- Responding appropriately to each child's expression of need.
- Providing children with experiences that build trust.
- Expressing warmth, appropriate affection, consideration and acceptance for children both verbally and non-verbally.
- Communicating to children a genuine interest in their activities, ideas, opinions and concerns.
- Supporting children as they experience different emotions and model acceptable ways of expressing emotions.

We will work in partnership with parents, recognising that parents have primary responsibility for the care of their children, value their commitment to their children and support them in their parenting. We will do this by:

- Promoting considerate relationships with parents.
- Respecting the rights of parents to transmit their values, beliefs and cultural traditions to their children.
- Supporting parents with knowledge, skills and resources that will enhance their ability to care for their children.
- Supporting families in obtaining support from other agencies / professionals.
- Providing programmes and environments that meet both child and family needs.
- Develop a strong sense of partnership between parents and the school.

We will work in ways that enhance human dignity in trusting, caring and cooperative relationships:

- Communicate respect by practising and promoting anti-biased interactions.
- Plan inclusive programmes that communicate respect for diversity regarding ability, culture, gender, socio-economic status, sexual orientation and family composition.

We will comply with the policy for dealing with a breach in the code of conduct:

- An alleged breach of the code of conduct will be reported to the Principal and/or Gisborne Montessori School Board of Management.
- The Principal and/or Board will recommend a course of action that may include but is not limited to a first and final warning meeting/letter being issued to inform the relevant person that the school will not tolerate another breach of the code of conduct.

In an emergency situation where staff believe they, the children or parents are at immediate risk (for example violence has been threatened or perpetrated) the staff must ensure action is taken quickly and decisively. These actions may include but not be limited by:

- Contacting the local police to advise them of the current situation.
- Suspending the relevant person from attending the school until the incident has been investigated and a course of action decided.

The Principal will ensure that:

- All staff are provided with a copy of the code of conduct.
- A copy of the code is sent to all parents/guardians and adults regularly using the school.
- A completed and signed 'acknowledgement of receipt of code of conduct' is collected from staff, parents/guardians and adults regularly using the school and is attached to the child's enrolment form or staff personnel file. (Appendix 1)
- The code of conduct is observed, and compliance is monitored.

Family responsibilities

- All families and visitors to the school have an obligation to follow the Code of Conduct at all times whilst on school premises
- We expect all families to model positive behaviours and respect towards all other in the school at all times

- Families, volunteers, contractors or visitors to the school must abstain from the use of tobacco, illicit drugs and alcohol. On occasions, Gisborne Montessori School may approve the use of alcohol for adult only events. This will always be at the discretion of the Gisborne Montessori School Board of Management.
- All families must sign the acknowledgement of having received and read this policy and return it to the school for processing

DETAILS

CREATED	February 2015
REVIEWED	October 2018
MAINTAINED	Gisborne Montessori School Board
RATIFIED	
NEXT REVIEW	2021

APPENDIX 1

Acknowledgement of having read the Gisborne Montessori School Code of Conduct:

I _____ have read and understood

Gisborne Montessori School Code of Conduct.

Signed: _____

Date: _____