



Policy Area:	Staff Code of Conduct		
Date:	December 2016	Policy code:	S4
Last reviewed:	September 2022	Reviewed by:	Abigail Eynon
Next review:	September 2023	<i>(For all review dates see end of document)</i>	

*“The training of the teacher is something far more than the learning of idea.
It includes training of character” – Maria Montessori*

Statement:

The purpose of the Code of Conduct is to remind ourselves of the commitment we make, as members of the Cardiff Montessori School community, to providing a peaceful, tolerant and respectful environment for our children, an essential element of Montessori philosophy. Staff at CMS are part of a community. This community is made up of staff, pupils and their families. Together, we work in partnership to provide the children in our care with the best possible experience.

All staff are ultimately there as the ‘link’, connecting the children to their environment. We must all be present when we are needed and step into the background when we are not. Staff should all embody the school values: To be kind, honest, respectful, responsible and follow the Montessori ethos.

It is essential to be aware of yourself. We are a help to the life of the child. The basis of this preparation is self-transformation. We have to prepare ourselves as just by our presence we are part of the child’s life. We need to prepare ourselves physically, psychologically, intellectually and professionally.

We must ensure we have a good work-life balance, that we give ourselves the gift of a healthy lifestyle, that we are reading, reflecting and constantly learning. The process of working with children must be a journey of love. It is important to understand it is really not us that teaches the child. The child teaches themselves. We link the child to the environment and to the world around them. We must have humility over our task. To truly embrace humility you need to accept yourself and when you accept yourself it is easier to accept others.

Take the time to work on yourself, to reflect and to be at peace. Only then will you truly be able to be there for the children and to demonstrate to them the greatest lesson they can learn- that all change, all achievement and all success begins from having the right intention and being in the right state of mind.

All staff should guide children to follow the rules of:

- Keeping yourself safe and exercising self-respect.
- Keeping the environment/materials safe and respected (appropriate handling and use)
- Keeping each other safe and respected

**General Conduct:**

The School expects staff, (as well as parents/caregivers and students) to behave in a manner that is consistent with our commitment to Montessori values of respect and tolerance within a peaceful and loving environment for our children.

We expect that everyone within the School community will practise grace and courtesy in their behaviour towards themselves, others and their environment and in particular, adults will model this behaviour within the school in their interactions with one another.

All staff are required to sign the school values charter before commencing employment at CMS. A copy is enclosed at the end of this policy. Failure to abide by the staff code of conduct is considered a disciplinary offence.

Staff of the School agree to:

- Always embody the Montessori Ethos by being friendly, supportive, hard- working, welcoming and enthusiastic
- Always model grace and courtesy.
- Be flexible, reliable, punctual and take initiative.
- Recognise that even outside of school times their behaviour and actions reflect on the school.
- Demonstrate the highest standards of professional behaviour and integrity, and act in a courteous and sensitive manner when interacting with students, parents, caregivers, other staff and the public.
- Understand that parents are on a learning journey with their children. Be sensitive to their needs and provide support so that they can fully understand what might be required of them to ensure a successful parent-teacher partnership.
- Behave in a manner that protects and enhances the esteem and community respect for the School.
- Act with honesty, integrity and diligence in making decisions in the best interests of the School.
- Ensure that the policies and procedures of the School are followed at all times.
- Respect and maintain confidential information that is discussed at all times.

Staff Dress Code

To ensure that all staff are appropriately attired for the workplace to a high standard of dress and grooming commensurate with their position at all times.

We would ask the staff to adhere to the following guidelines:

- Maintain a neat appearance at all times;
- Clothing must be safe, comfortable and practical for the range of indoor and outdoor tasks that the role requires; staff model the wearing of wellies and water-pooofs/ sunhats when required.
- Skirts and shorts must be knee length or longer;
- Leggings and low rise trousers are not considered professional attire;
- Clothing must not be low cut, strappy or expose bras/ underwear or midriff or back;



- Jeans may be worn if part of a smart attire but must not be ripped or tatty or stonewashed.
- Footwear should be practical for safe movement around the outdoors and slippers should be worn indoors;
- Clothing required for health and safety purposes shall be supplied by the school and worn when required.
- Staff must ensure that appropriate outdoor/ wet weather clothing are worn when the weather dictates this;
- Keep fingernails clean, nail polish free and fairly short and jewellery and make up to a minimum
- Tattoos should be covered;

Failure to adhere to this policy may result in staff being asked to return home to change into more suitable attire. Such leave to change may be unpaid.

Staff taking medication/other substances

- Inform the Head teacher of any medical conditions or medication that may affect their daily work
- Staff must not be under the influence of alcohol or any other substances that may affect their ability to care for and teach children.
- Staff medication on the premises must be securely stored and out of reach of children at all times (in the school office)

Medical/ Dental Appointments

- Due to the nature of the business staff are requested, if possible, to attend doctor, dentist or hospital visits outside of school hours.
- In cases where this is not possible please discuss with the Headteacher or Deputy Head.

Staff Illness/ Absence

- Staff should personally inform the Rota Manager **Abigail Eynon** (Tue-Thu)/**Esma Izzidien** (Mon & Fri) of any reason for absence in line with protocol in their contract.
- Staff should telephone the Rota Manager **Abigail Eynon** (Tue-Thu)/**Esma Izzidien** (Mon & Fri) as soon as possible to inform of an absence so that cover can be found. No later than 6am on the day of work.
- SMS text or email is not an appropriate form of communication, always telephone the Rota Manager. If they are not contactable, contact the Head teacher or your Lead teacher.
- Staff suffering from sickness and diarrhoea should follow government guidelines and remain absent from work for at least 48 hours after the last bout of sickness or diarrhoea.



Staff Risk Awareness & Health & Safety

- All staff are required to read the school policies, Health & Safety Policy and Risk Assessment Policy as part of their induction process and adhere to the guidelines.
- The induction training for staff and volunteers includes an explanation of Health and Safety issues so that all adults are able to adhere to our policy and understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting, fire evacuation, risk assessments, health & safety and safeguarding children.
- A record should be kept by the Headteacher (or such persons they allocate the responsibility to) of these induction training sessions and new staff and volunteers are asked to sign the records in their induction file to confirm that they have taken part.
- As necessary, Health and Safety training is included in the annual training plans of staff, and Risk Awareness & Health and Safety is discussed regularly at staff meetings.

Mobile Phones

- The use of personal mobile phones in the classroom by staff is **forbidden** to ensure the safety of the children. Personal mobile phones can be used in the office and staff rooms.
- Staff are reminded that they can give out the setting telephone number if they need to receive an urgent personal phone call.
- Personal phones are to be stored in the staff room or office during the school day, and should not be stored in the classroom when children are present.

Staff Code of Conduct for ICT and Social Networking Sites

- Staff are required to adhere to their professional responsibilities when using information systems and social network sites.
- Staff should be clear about the purpose of any activity, which involves photography or video of children. Staff must not take, display or distribute images of children other than those taken and directly uploaded to Transparent Classroom. All such photos should be in line with the child's GDPR permission form completed by the parent. Only approved CMS devices are to be used for this purpose. Staff must never use personal devices and phones to take photographs or videos of children.
- Staff should not use the internet at work for purposes other than the checking of staff email, Transparent classroom or for use of lesson planning. Staff may use the internet on their own devices in their allocated break times for social purposes.
- Staff will respect copyright and intellectual property rights.
- Staff will promote e-safety with students in their care and will help them to develop a responsible attitude to system use, communications and publishing.
- The School may exercise its right to monitor the use of the school's information systems and Internet access, to intercept email and to delete inappropriate materials where it believes unauthorised use of the school's information system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.
- Staff should be aware of any thing they share in a public domain such as social media may be seen by parents / children. Inappropriate posts / photographs that violate the staff code of conduct or bring the school or profession into disrepute may be grounds for disciplinary proceedings. Such as the posting of racist / sexist material.



- Staff are advised to maintain professional relationships with parents and are advised against accepting social media requests from anyone other than those adults they have a friendship with outside of work. For example, if a teacher is friends with a parent outside of school and socialises with that adult outside of work it would be reasonable to be in contact via social media. If a teacher's relationship with a parent is a professional one it is recommended to avoid connecting in informal ways.

Staff Code of Conduct for use of Google Drive and staff email

- Staff should not share any information or files from the CMS Google Drive with any member of staff outside of CMS.
- If a member of staff ceases to be employed by CMS, any files shared with them while an employee, remain the property of CMS and should not be shared
- Staff may **ONLY** access folders they are permitted to on CMS computer systems, documents may not be shared with staff who are not permitted without the Headteacher's permission.
- Staff must only use their school email account to communicate with staff within CMS. The only exceptions to this rule are for the role of: Headteacher, Deputy head, Accounts and Finance manager, ALNco & Administrator. Lead teachers may use their email to communicate with external individuals only regarding school matters and must ensure their correspondence does not contradict the school ethos or viewpoints on matters.

General Guidelines on the Use of Company Property

All Cardiff Montessori employees must maintain his or her work environment in an orderly fashion and follow all Cardiff Montessori rules to ensure its proper use and maintenance.

Any employee who is found to have neglected or misused Cardiff Montessori property will be subject to disciplinary action up to and including termination. If an employee's misuse of Cardiff Montessori property damages the property, Cardiff Montessori reserves the right to require the employee to pay all or part of the cost to repair or replace the property.

No employee may use Cardiff Montessori property (including computers, telephones, copiers, printers and materials) for personal use unless specific permission has been granted by the Headteacher. If such permission is granted, the employee will be responsible for the care and return of the loaned property. Special care should be taken to identify any concerns regarding its condition before the property is removed or used by the employee for personal use.

Access

All key holders / fob holders and ID badge holders should be aware of their responsibility to keep items safe and inform the Headteacher immediately if they suspect these may have been lost.

Staff with access to the school must **only be on school property between 7:15am and 7:15pm** weekdays during term time. Access to the school at any other time must be approved by **Esma Izzidien**. Making copies of keys / access IDs is a serious disciplinary act and may involve termination of employment and / or criminal charges. All access fobs and keys remain the property of CMS and must be returned immediately on termination of employment or upon request.



Return of property

Upon termination of employment, the Employee will return to the Employer all property belonging to Cardiff Montessori School with immediate effect, in full working order.

Holidays

- Due to the nature of the business, staff are not permitted to take holiday during term times.
- Permanent staff are allocated two personal days (pro rata) which must be prearranged and agreed with the Headteacher or Deputy Head. Those on probation are allocated one personal day once they have passed their probation period. If a member of staff chooses not to take these days, they will be paid at the end of the school year.

Whistleblowing and Incident Reports

- Staff must report any behaviour by colleagues that raises concerns, by following the Whistle Blowing Policy. Staff must take responsibility for recording and reporting any incident, which may result in being misinterpreted and/or an allegation being made.

Review of policy dates:

Date of review	Reviewed by	Notes
08/2017	Esma Izzidien	
08/2018	Esma Izzidien	
08/2019	Esma Izzidien	
02/2020	Esma Izzidien	
09/2020	Esma Izzidien	
12/2020	Esma Izzidien	
09/2021	Esma Izzidien	
12/2021	Esma Izzidien	
09/2022	Abigail Eynon	Names altered. Added personal days.