



## Code of Conduct Policy and Procedure for: Parents, Carers, Board Members, Contractors, Volunteers and Visitors

### Policy Rationale

The aim of this Code is to outline the standards of behaviour expected of all parents, carers, contractors, volunteers and visitors of the School. It also applies to external providers, therapists, allied health staff, work placement students, relief staff and education practicum students.

Casa Mia Montessori Community School is committed to providing a child-safe environment that safeguards all students and is committed to promoting practices that provide for the safety, well-being and welfare of our children and young people. CMMS expects all school community members including staff, parents, volunteers, students, visitors, consultants and contractors to share this commitment.

This Code does not attempt to provide a detailed and exhaustive list of what to do in every aspect of your interaction with the School. Instead, it sets out general expectations of the standards of behaviour required. The Code places an obligation on all parents, carers, contractors, volunteers and visitors to take responsibility for their own conduct and to work with each other and staff cooperatively to achieve a consultative and collaborative school environment where children are safe and people are happy and proud to interact.

This Code of Conduct will not only help in making our School a safer environment for children, but it will also reduce the risk that anyone will be unjustly accused of inappropriate or abusive conduct. This *Code* should be read in conjunction with the Child Abuse Prevention Policy which can be found on the School website [www.casamiamontessori.wa.edu.au](http://www.casamiamontessori.wa.edu.au)

### Agreed Code of Ethics

#### *1. All members of the School community shall*

- 1.1. Read this Code of Conduct and agree to adhere to and be bound by it;
- 1.2. Practice grace, courtesy, respect and tolerance toward one another and the environment, and will model this behaviour at the School;
- 1.3. Support the School as a best practice model of Montessori education;
- 1.4. Support the (sometimes difficult) decisions of the Principal and the Board, made on behalf of the School community;
- 1.5. Participate in the School community in a constructive manner and refrain from public criticism of the School;
- 1.6. Respect the right to privacy of all members of the School community;
- 1.7. the Communication Path for Parents; and
- 1.8. In the event of inappropriate student behaviour, refer to the Student Code of Conduct

#### *2. Parents and caregivers shall also*

- 2.1. Learn about the Montessori philosophy, so that they are able to effectively communicate with teaching staff and understand decisions made by the School;
- 2.2. Accept responsibility for their child's social and educational progress;
- 2.3. To avoid misunderstandings, as a first recourse discuss their thoughts or any concerns regarding Montessori education with teachers and then if still concerned, the Principal;
- 2.4. If concerns about their child's social or educational progress arise, work collaboratively with teaching staff to promptly and effectively address these concerns; and
- 2.5. Respect the professional advice about their child's social or educational progress that is provided by the Principal and teaching staff

### 3. Teaching staff shall also

- 3.1. Demonstrate a commitment to the Montessori Philosophy and method;
- 3.2. Follow the code of ethics which is outlined in the School's staff Handbook;
- 3.3. Comply with the requirements of the Staff Code of Conduct;
- 3.4. Demonstrate the highest standards of professional behaviour and integrity;
- 3.5. Be sensitive to parents' needs and provide support to parents so that they can fully understand what they can do to ensure a successful parent teacher partnership; and
- 3.6. Behave in a manner that protects and enhances the esteem and community respect for the School.

### 4. The Board shall also

- 4.1. Act with honesty, integrity, independence and diligence in making decisions that are in the best interests of the School;
- 4.2. Ensure that the School at all times acts appropriately and fairly; and
- 4.3. Respect and maintain confidentiality for the information that is discussed in any In-Confidence sessions of the Board meeting.

## Reporting a Breach

1. You are required to report objectively observable behaviour which breaches or is suspected of breaching the Code, other than those subject to mandatory reporting obligations, to the Principal or Chair of the Governing Body.
2. Anyone reporting a breach will be protected from victimisation or any adverse consequences if reports are made in good faith.

## Consequences of Breach

1. In the first instance, the Principal or a member of the Board shall bring the breach to the attention of the member(s) of the School community who is in breach, and remind them of this Code of Conduct.
2. If the breach is by a student the Principal or a senior teaching staff member shall refer to the Student Code of Conduct and apply the School's Behaviour Management Policy
3. If the breach is by a staff member and the breach continues, or if the breach is of a particularly serious nature, the Principal, or one or more members of the Board, shall apply the Staff Code of Conduct and if necessary the Conflict Resolution process outlined in the School's Handbook.
4. If the breach is by a member of the Board and the breach continues, or if the breach is of a particularly serious nature, the Board member shall be sanctioned and otherwise dealt with in accordance with the Constitution.
5. If the breach is by member(s) of the School community other than a student or staff member and the breach continues, or is of a particularly serious nature, the Board shall bring the breach to the attention of the member(s) in breach, by written notice of the breach and the consequences of the breach, which may include a direction to terminate a child's enrolment.
6. The decision of the Board as to whether there has been a breach of this Code of Conduct shall be final.

### Acceptance of Code of Conduct

I / We acknowledge that I / we have read this Code of Conduct and I / we agree to adhere to and be bound by, this Code of Conduct.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date:

*Approved by Governing Body 12/22. Review date 11/23*

## Appendix: Child Protection Advice

Thank you for your interest in becoming a volunteer or regular visitor. As a school, we are committed to safeguarding and meeting the needs of children and we hope this leaflet will provide some useful advice and information when working with children at CMMS.

### What are my responsibilities?

All those who come in contact with children through their everyday work whether paid or voluntary have a duty to safeguard and promote the safety and welfare of children.

### Volunteer Declaration

As a volunteer at the school, you are expected to read and sign the volunteer declaration. Volunteers who work closely with children or who attend overnight events are also expected to have or complete a Working With Children Check (WWCC).

It is a requirement, also, that you inform the Principal immediately if you become subject to any criminal investigation, caution or conviction. This helps to protect you and the young people in your care.

Casa Mia Montessori School has a Child Protection Policy and a copy is available from our website and/or front office administration.

### What should I do if I am worried about a child?

If whilst working with a child you become concerned about:

- Comments made by a child
- Marks or bruising on a child

[https://casamiamontessori.sharepoint.com/sites/CM-Staff/Shared Documents/SCHOOL POLICIES/LEVEL OF CARE/CODE OF CONDUCT PARENT.VOLUNTEER/Code of Conduct Policy for Parents Carers Volunteers Visitors Contractors \(002\).docx](https://casamiamontessori.sharepoint.com/sites/CM-Staff/Shared Documents/SCHOOL POLICIES/LEVEL OF CARE/CODE OF CONDUCT PARENT.VOLUNTEER/Code of Conduct Policy for Parents Carers Volunteers Visitors Contractors (002).docx)

- Changes in the child's behaviour or demeanour
- Concerning observations

Please report these concerns to the Principal.

### What should I do if a child discloses that he/she is being harmed?

Although the likelihood of this is small it is important to know what to do in such an eventuality as children rarely lie about such matters.

- Listen to and accept what is being said without displaying shock or disbelief.
- Allow the child to talk freely.
- Reassure the child, but do not make promises that you may not be able to keep.
- Stress that it was the right thing to tell.
- Do not ask the child to write a statement.
- Do not criticise the alleged perpetrator.
- Do not investigate or ask probing questions.

Immediately record details of the disclosure, including wherever possible the exact words or phrases used by the child. Recording forms are available from the front office and should be completed and returned to the Principal. **Please ensure you have signed and dated the record.**

### What should I do if the alleged abuser is a member of the School staff?

You should report such allegations to the Principal.

### What should I do if the alleged abuser is the Principal?

You should report such allegations to the Chair of the School Board.

### How do I ensure that my behaviour is always appropriate?

Appropriate relationships with children should be based on mutual trust and respect. As a volunteer or regular visitor, you may be working closely with children sometimes on a one to one basis.

If you are working with a pupil on his/her own you need to ensure that you are visible to others at all times.

You are not to photograph or record pupils, unless requested to by the class teacher, exchange emails or text messages, or give out your personal details. Any unprofessional contact with a child (e.g. through a social networking site) may leave you vulnerable to an allegation of abuse being made against you.

If you are a contractor on site doing work, please ensure any music you are listening to, or language you are using is child appropriate.

Please help us to safeguard the children in our care by following these guidelines.

No child should suffer harm, either at home or at school. Everyone who works in our school has a responsibility to make sure that all our children and young people are safe.

This leaflet has been given to you to make sure you understand what is expected of you. Please ask the school's Principal if you are unclear about anything in it, and keep the leaflet in a safe place, so that you can read it again if you need to.

If you are worried about the safety of any child or young person in our school, you must report this to the Principal.



# Casa Mia Montessori School

## Child Protection Advice For Volunteers and Regular Visitors

### Contacts

Principal

08 92792209

[principal@casamiamontessori.wa.edu.au](mailto:principal@casamiamontessori.wa.edu.au)