



Casa Mia Montessori School Code of Conduct



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Version 7: 23.10.2019 – reviewed; revised who must comply to include parents.

Version 8: 17.12.2019 – reviewed linked to policy and procedure for School Code of Conduct and how parties are informed of the Code of Conduct

At Casa Mia Montessori School, the **vision** is a school where the children are supported to learn and encouraged to think independently and responsibly.

It is the **mission** of the School to provide a sustainable, safe and caring school to deliver the goal.

The School **philosophy** is belief in the education of the whole child to enable them to reach their full potential physically, emotionally, intellectually, socially and spiritually.

To achieve this, the children, parents and staff work collaboratively to create a dynamic, safe learning environment underpinned by the **values** of:

INDIVIDUAL RESPONSIBILITY	COMMUNITY SPIRIT
◦ Always pursue a personal best in all areas	◦ Build a cooperative and supportive school community
◦ Be truthful	◦ Create a stable environment
◦ Be fair and just	◦ Celebrate and respect diversity of students, staff and families
◦ Strive to be open and accountable	◦ Care for the environment in which we live
◦ Be consistent and reliable	
◦ Keep learning	

1. Preface

We know the people in our Casa Mia Montessori Community – the children, the parents, guardians, staff and Board members make Casa Mia a school like no other. It's the values and passion that makes the difference. Whatever role you play at Casa Mia, it's you that makes us, us.

That is why we have a Code of Conduct.

We expect the highest standards of social and ethical conduct and believe our children deserve a safe and caring environment; our parents/families and our staff deserve a fair work place and treatment with the utmost dignity and respect.

The Casa Mia Board's mission **to provide a sustainable, safe and caring school** is central to Casa Mia and informs every aspect of the school – integrating the dignity of the human person, the common good and ethical and social justice consideration into the school's core activities of primary student learning and teaching.

Casa Mia Montessori School expects all members of the school community - students, parents, teachers, volunteers and other staff and visitors to share this commitment.

School staff are in a unique position of responsibility and authority and must make every effort to make sure that Casa Mia Montessori School provides a child safe environment. Teachers are of primary importance when it comes to detecting abuse and preventing abuse from occurring.

2. Introduction

This Code of Conduct details the standards of behaviour expected of all members of the Casa Mia Montessori School community and is particularly pertinent to employees of the School.

This Code does not attempt to provide a rigid, detailed and exhaustive list of what to do in every aspect of work in the School community. Instead, it sets out general expectations of the standards of behaviour required and gives some examples of the types of behaviour that are or are not acceptable.

The Code places an obligation on all school community members to take responsibility for their own conduct and to work with other community members and colleagues cooperatively to achieve a consultative and collaborative workplace where students are safe, and people are happy and proud to work.

This Code of Conduct will not only help in making our school a safer environment for students, it will also reduce the risk that staff will be unjustly accused of unprofessional or abusive conduct.

Nothing in this Code should be taken to limit the circumstances in which the School may take disciplinary action in respect of an employee.

This *Code* should be read in conjunction with all school policies and procedures, employment agreements and relevant legislation and the Child Protection and Behaviour Management Policies and Procedures. These policies and procedures are available from the School office.

3. Who must comply with the Code of Conduct?

All members of the Casa Mia Montessori School community – students, parents, volunteers, visitors and contractors are expected to comply with this *Code*.

Staff, students, visitors, volunteers and contractors will be held accountable for breaches of the *Code*.

How to Comply

1. You must:
 - (a) conduct yourself, both personally and professionally in a manner that upholds the ethos and reputation of Casa Mia Montessori School;
 - (b) comply with the School's policies and procedures; and
 - (c) act ethically and responsibly.
2. If you are responsible for engaging or managing external consultants, contractors or volunteers, it is your responsibility to make them aware of the School's expectations of conduct consistent with the School's Code of Conduct during the period of their engagement. They should be told that any conduct that is not consistent with the *Code* may result in the engagement of a contractor, consultant or volunteer being terminated.

4. Principles of the Code of Behaviour

As the School has a duty of care to its students and members of the school community, the expectation and understanding is that all staff, parents and students will act in the best interests of the students and that the welfare and safety of students and staff will be of paramount concern. All interactions therefore should be transparent and meet the principles of the Code of Conduct.

This Code of Conduct is intended to provide staff, students and school community members with guidance as to the expected behaviours of all staff, students, visitors, volunteers and contractors engaged by Casa Mia Montessori School.

Staff are expected to behave in a manner which promotes the safeguarding role of the school, in a manner which is in accord with professional expectations and best practice of the teaching profession, as well as the expected norms of our community. They must be fully aware that their actions will be subject to appropriate scrutiny by other staff and by the community and they must be prepared to give an account of their behaviours to leadership when requested.

Any staff member who is unsure about appropriate boundaries in a circumstance or must act contrary to either specific or implied boundaries, must consult as early as possible with their manager to discuss the possible breaches. If a breach inadvertently occurs the staff member must bring it to the attention of senior management immediately.

Staff are responsible for their own actions and should avoid any conduct which might be construed by a reasonable person as inappropriate. When considering their actions, staff could consider the following:

- (a) How might this interaction be perceived by others?
- (b) Am I treating this student differently to others?
- (c) Can I achieve the same outcome through a different interaction?

- (d) Would I do this or say this if a colleague were present?
- (e) Would I condone my conduct if I observed it in another adult?
- (f) What guidance would my employer give me in this situation?

5. What happens if I breach the Code of Conduct?

As a School employee, you hold a position of trust and are accountable for your actions.

All alleged breaches of the Casa Mia Code of Conduct will be subject to scrutiny and if substantiated, staff may be warned, suspended or have employment terminated. If the breach is considered to be grooming, the School is obliged to report this to the Teachers' Registration Board (where a teacher is involved) and the Department of Education as a critical incident. Any potentially illegal activity will be reported to the Police and appropriate actions will be taken by the Principal.

- 5.1 The consequences of inappropriate behaviour and breaches of this Code will depend on the nature of the breach.
- 5.2 Employees must report possible breaches by colleagues to their supervisor or the Principal. If the possible breach is by their supervisor, then it should be reported to the Principal. If the possible breach is by the Principal, then it should be reported to the Chair of the Board.
- 5.3 Factors the School may consider when deciding what action to take may include:
 - a) the seriousness of the breach;
 - b) the likelihood of the breach occurring again;
 - c) whether the employee has committed the breach more than once;
 - d) the risk the breach poses to employees, students or any others; and whether the breach would be serious enough to warrant formal disciplinary action.
- 5.4 Actions that may be taken by the School in respect of a breach of the Code include management or remedial action, training or disciplinary action ranging from a warning to termination of employment and reporting of the matter (in the case of a teacher) to the Teacher Registration Board WA. The School reserves the right to determine in its entirety the response to any breach of this Code.

6. Principles

Principle 1 Employee expectations

As an employee, you must be aware of the School's policies and procedures, particularly those that apply to your work. These are available from the Office on request; others may be made available to you through induction and training and development programs. Each member of staff is issued with an up-to-date Policies and Procedures Map at the start of the scholastic year and reviews and updates are minuted in the fortnightly staff meeting minutes.

If you are uncertain about the scope or content of a policy with which you must comply, or any legal obligations to which you are subject, you should seek clarification from your direct supervisor or the Principal.

You should also be familiar with the legislation under which you are employed as this may have specific requirements with which you need to comply.

As a school employee, you are expected to:

- (a) perform your duties to the best of your ability and be accountable for your performance;
- (b) follow reasonable instructions given by your supervisor or his/her delegate;
- (c) comply with lawful directions;
- (d) carry out your duties in a professional, competent and conscientious manner, while seeking suitable opportunities to improve your knowledge and skills, including through participation in relevant professional development;
- (e) act honestly and in good faith in fulfilling your duties;
- (f) be courteous and responsive in dealing with your colleagues, students, parents and members of the public;
- (g) work collaboratively with your colleagues; and
- (h) ensure that your conduct, whether during or outside working hours, is consistent with the ethos of the school and does not damage the reputation of the school.
- (i) dress in a professional manner that is appropriate for your role.

How to Comply

- 1 Inform the Principal if you are charged with or convicted of a serious offence. You must also inform the Principal if you become the subject of a Violence Restraining Order.
- 2 If you become aware of a serious crime committed by another staff member, you are required to report it to the Principal, who may be required to inform the Police and/or the Department of Child Protection and/or the Teacher Registration Board WA.
- 3 Report any concerns that you may have about the safety, welfare and well-being of a child or young person.
4. Report any concerns you may have about the inappropriate actions of any other employee, contractor or volunteer that involves children or young people;
5. Report any concerns you may have about any other employee, contractor or volunteer engaging in conduct not permitted by this Code(See 6.23) or any allegation of conduct not permitted by this Code that has been made to you (see 3.4 below); and
 - a) if you become aware that an employee, contractor or volunteer has been charged with or convicted of an offence (including a finding of guilt without the court proceeding to a conviction) involving -conduct not permitted by this Code; and
 - b) if you become the subject of allegations of conduct not permitted by this Code whether or not they relate to your employment in the school.

You should refer to the Casa Mia Montessori School Complaint Policy and Procedures for further information about these obligations.
6. Staff should make themselves familiar with the procedure for handling allegations against staff and students. It is expected that staff who form a belief that the boundaries or code of conduct has been breached will inform the Principal.
7. Teachers, and some other employees, have mandatory reporting obligations under the Children and Community Services Act 2004 (WA) where they have reasonable grounds to suspect a child is at risk of sexual harm and have current concerns about

the wellbeing of the child. You should refer to Casa Mia Montessori's Child Protection Policy for further information about these obligations.

Principle 2 Good teaching practice

As a professional teacher/educator it is expected you will provide a quality learning environment and teaching experiences appropriate for your students, recognising the diversity of learners in your care and making every effort to help all students equally so they have every chance of succeeding.

Good teaching also means you will work closely with your colleagues and the carers of your students and respond appropriately and promptly to any concerns they have.

How to Comply

1. As an employee of Casa Mia Montessori School, the expectation is that you practise the Montessori Method of Education providing an inclusive and positive prepared environment in which the children are inspired towards a lifelong love of learning by following their natural developmental trajectory and become confident, responsible, independent learners who trust their own abilities.
2. You differentiate your lessons to cater for all learners and show no favoritism, bias or prejudice in your dealing with your students.
- 3.. You maintain a safe classroom environment.
4. As a professional you will look for and take advantage of every learning opportunity that is appropriate to your role.
5. As part of your treating all students with respect, you will have high expectations of all your students.
6. It is expected you will regularly review school policies and make every effort to comply with them.
7. You maintain regular communication with your students' parents.
8. As a professional teacher who understands that things change, and improvement is always possible you will work cooperatively with your colleagues and share ideas and experiences in a collegiate manner.
9. You model the behaviours that illustrate the School values of–self responsibility and community spirit described at the beginning of this Code of Conduct. Also –refer to Behaviour Management Policy and Procedures.

Principle 3 Respect for people

Staff must understand their responsibilities to safeguard and promote the welfare of the students and other staff.

Casa Mia Montessori School expects employees and members of the school community to treat each other with respect and courtesy.

Employees who work with students have a special responsibility in presenting themselves as appropriate role models for those students. Modelling effective leadership and respect in your

interactions with students can have a profoundly positive influence on a student's personal and social development.

Our daily interaction with others reflects on the reputation of Casa Mia Montessori School. Therefore, all employees are expected to be approachable, courteous and prompt in dealing with other people, including students, parents, other employees and members of the community.

How to Comply

1. Model effective leadership and respect in your interactions with students.
2. Continually monitor and reflect on your own practice, to model appropriate behaviour and to follow the guidance in this code of conduct.
3. Do not use 'put down', negative, rude or insulting behaviour, including verbal and non-verbal aggression. Abusive, threatening, intimidating or derogatory language and physical abuse or intimidation towards other employees, contractors, students and parents is unacceptable. You must not use information and communication technologies, such as email, mobile phones, text or instant messaging, blogs, social media sites and other websites to engage in this type of behaviour.
4. You must not discriminate against, or harass for any unlawful reason, or bully for any reason any employee, contractor, student or parent. Your obligations in this regard, including the list of unlawful reasons, are set out in the School's Discrimination, Harassment and Bullying Policy. Unlawful harassment or discrimination may constitute an offence under the Equal Opportunity Act 1984 or federal industrial or discrimination legislation. Bullying may be a breach of your obligations under work health and safety legislation or your duty of care at common law.
5. You should ensure that you are aware of the School's Discrimination, Harassment and Bullying Policy. If you believe you are being unlawfully harassed or discriminated against or bullied:
 - (a) where you feel comfortable ask the person to stop or make it clear that you find the behaviour offensive or unwelcome. It may be useful to speak with your supervisor or Principal in the first instance to seek guidance on how to do this; and/or
 - (b) raise the issue as a grievance in accordance with the School's Discrimination, Harassment and Bullying Policy as soon as possible after the incident(s) have occurred.
6. Do not lie about or exaggerate a complaint.
7. Child Abuse of any form including corporal punishment and degrading punishments are not acceptable at Casa Mia Montessori School. Refer to the Behaviour Management Procedures.

Principle 4 Duty of Care and OS&H

As a school employee, you have a duty of care to students in your charge to take all reasonable steps to protect them from risks of harm that can be reasonably predicted.

The duty encompasses a wide range of matters, including (but not limited to):

- the provision of adequate supervision
- ensuring grounds, premises and equipment are safe for students' use
- implementing strategies to prevent bullying from occurring in the school, and
- providing medical assistance (if competent to do so) or seeking assistance from a medically trained person to aid a student who is injured or becomes sick at school.
- Reporting maintenance issues that may constitute hazards for the students and staff
- Reporting incidents

Duty of care

As an employee of the School, you have a duty of care to students in your charge. That duty is to take all reasonable steps to protect students from risks of harm that can be reasonably predicted. For example, preventative measures should be taken against risks from known hazards and from foreseeable risk situations. The standard of care that is required, such as the degree of supervision, needs to be commensurate with the students' maturity and ability.

Duty of care to students applies during all activities and functions conducted or arranged by the School. The risks associated with any activity need to be assessed and managed before the activity is undertaken.

You should ensure that you are aware of the Duty of Care, Excursion, Child Protection and Levels of supervision policies and procedures of the School.

Occupational Health and Safety

You also have a responsibility under occupational safety and health legislation to take care of your own health and safety at work. It is also your responsibility to ensure that your activities do not place your own safety at risk and that of your co-workers, students or other persons that you may encounter at work.

Considerations of safety relates to both physical and psychological well-being of individuals.

You should ensure that you are aware of and comply with the School's Safety and Health policies.

How to Comply

1. Do not expose students or anyone else at your workplace to any risk or hazard.
2. Read the School's evacuation and lock down procedures.
3. Do not leave students unsupervised either within or outside of class. You should be punctual to class and allocated supervision.
4. Remain with students at after school activities until all students have been collected. If a student is not collected you should remain with the student until collected or seek advice from your supervisor.
5. Do not be late to playground duty. Actively supervise your designated area, being vigilant and constantly moving around.
6. Look out for bullying or any other form of discriminatory behaviour, and report incidents to the appropriate staff member. Additional detail about student bullying is set out in the Bullying Prevention Policy and Procedure.
7. Attend to ill or injured students. Should additional assistance be required you should contact the Principal.
8. Do not store or administer medication to students unless their use complies with the School Health Policy and Procedures
9. Report OH&S concerns to the School Office or at staff meetings for remediation.
10. Know the various Levels of Supervision and take steps to ensure the team is adhering to them

Principle 5 Maintain professional relationships between employees and students

Teachers must treat their students with courtesy and respect and provide an environment that encourages their students to do the same.

As a school employee, you are expected to always behave in ways that promote the safety, welfare and well-being of children and young people. You must actively seek to prevent harm to children and young people, and to support those who have been harmed.

While not all employees are required to manage and supervise students, it is important for all school employees to understand and observe the School's child protection policies.

The detection and prevention of grooming behaviour is a vital consequence of complying with this principle.

How to Comply

Supervision of students

- 1 Do not be alone in an enclosed space with a student. Where you are left with the responsibility of a single student you should ensure that this is in an open space in view of others. Where this is not possible or practical it should be discussed with your supervisor and/or the Principal.
- 2 Do not drive a student in your car unless you have specific permission from your supervisor and/or the Principal and **written** permission from the parent to do so. In the event of an emergency you should exercise discretion but then report the matter to your supervisor.
- 3 If you wish to conduct a private conversation with a student you should consider the time and venue carefully to avoid placing yourselves in a vulnerable situation. It is preferable to leave the door open. You should not locate yourself between the student and the door.
- 4 When confiscating personal items, such as mobile phones or hats, ask students to hand them to you. Only take items directly from students in circumstances where concern exists for the safety of the student or others and your own safety is not jeopardised by this action

Physical contact with students

1. You must not impose any form of corporal or demeaning punishment on a student in the course of your professional duties. Refer to the School's Behaviour Management Policy.
2. When physical contact with a student is a necessary part of the teaching/learning experience you must exercise caution to ensure that the contact is appropriate and acceptable. You should seek reassurance from the student before making contact or asking for a volunteer if necessary, to demonstrate an activity.
3. Attention to the toileting needs of young children should be done with caution. It may be appropriate to have the door open. For students with a disability, the management of toileting needs should be included in the student's individual management plan.
4. When congratulating a student, a handshake, pat on the shoulder or brief hug are acceptable, if the student is comfortable with this action. Kissing of students is not acceptable.
5. Assessing a student who is injured or ill may necessitate touching the student. Always advise the student of what you intend doing and, if they are conscious, seek their consent.
6. Sometimes in ensuring duty of care you may be required to restrain a student from harming him or herself or others using reasonable force. Any such strategy must be in keeping with the School's Behaviour management practices or individual student management plans. You should report and document any such incidents.

Relationships with students

1. You must not have a romantic or sexual relationship with a student. It is irrelevant whether the relationship is homosexual or heterosexual, consensual or non-consensual or condoned by parents or caregivers. You are reminded of:
 - a) the law prohibiting sexual relations with a person under the age of consent (16 years); and
 - b) the law prohibiting sexual relations between a teacher and his or her student under the age of 18 years.
2. You must not develop a relationship with any student that is, or that can be interpreted as having a personal rather than a professional interest in a student. An overly familiar relationship with any student (including any adult student) that you are responsible for teaching, tutoring, advising, assessing, or for whom you provide pastoral or welfare support raises serious questions of conflict of interest, trust, confidence, dependency, and of equality of treatment. Such relationships may also have a negative impact on the teaching and learning environment for other students and colleagues and may carry a serious reputational risk for the school.
3. If you consider that a student is being overly familiar, seeking to establish a personal relationship with you or has developed a 'crush' on you, you should report your concerns to your supervisor and/or the Principal as soon as possible so that a plan can be developed to manage the situation effectively and sensitively.
4. At all times when speaking with students or in the hearing of students, care must be taken to use appropriate language. You must always treat students and their families with respect and without favouritism. There is no place for sarcasm, derogatory remarks, inappropriate familiarity or offensive comments.
5. You may, as part of your pastoral care role, engage in discussion with students. This is entirely appropriate. However, you must be cautious about making personal comments about a student or asking questions that probe your own or a student's sexuality or relationships. You must not hold conversations with a student of an intimately personal nature where you disclose information about yourself.
6. You must not:
 - a) invite students to your home;
 - b) visit students at their home; or
 - c) attend parties or socialise with students, unless you have the express permission of the Principal and the child's parents or care giver.
7. You must not engage in tutoring or coaching students from the School without the express permission of the Principal
8. You must not invite students to join your personal electronic social networking site or accept students' invitations to join their social networking site (see *Section 7 - Appropriate use of electronic communication and social networking sites*).
9. You must not give gifts to students. You should also carefully consider your position before accepting any gift from a student or a parent (see *Section 10 - Declaring gifts, benefits and bribes*).
10. Wherever practical, you should avoid teaching or being involved in educational decisions involving family members or close friends. Where it is not practical to avoid

such situations completely, another member of staff should make any significant decisions relating to the student's assessments and have those endorsed by a supervisor.

11. You should be aware of, and sensitive to, children with culturally diverse or indigenous backgrounds and cultural practices that may influence the interpretation of your behaviour.

Child protection

You must be aware of and comply with the School's Child Protection Policy. The policy can be obtained from the School Office.

You must be aware of the difference between grooming and child abuse; be aware that grooming is carried out to lower the child or family inhibitions with the objection of child abuse. Further Information about grooming is available from AISWA Child Protection.

Principle 6 Appropriate use of electronic communication and social networking sites

The School provides electronic communication facilities for its students and employees for educational or administrative purposes. It monitors and views data stored or transmitted using the School's facilities. By its nature, electronic communication is a fast and informal way of communicating. However, once a document or image has been sent there is no way to recall it and it exists forever.

How to Comply

1. You must comply with the School's Email and Internet Acceptable Use and Mobile Phones – Acceptable use at Casa Mia policies and procedures.
This includes:
 - a) exercising good judgment when using electronic mail, following the principles of ethical behaviour; including not using a mobile phone for personal communication during lessons.
 - b) using appropriate and professional language in electronic mail messages;
 - c) being aware that if an issue addressed in an email becomes the subject of a legal dispute, then those emails would be discoverable: that is, the court and all parties to the dispute would be entitled to see them;
 - d) not sending messages that are harassing, discriminatory, defamatory, threatening, abusive or obscene;
 - e) not inviting students into your personal social networking site or accepting an invitation to theirs;
 - f) not using social networking sites to email or contact students;
 - g) remembering transmission, storage, promotion or display of offensive, defamatory, or harassing material is strictly forbidden; and
 - h) reporting any situations where you become aware of the inappropriate use of electronic communication and social networking sites.
2. You must never use the School's networks to view, upload, download or circulate any of the following materials:
 - a) sexually related or pornographic messages or material;
 - b) violent or hate-related messages or material;
 - c) racist or other offensive messages aimed at a particular group or individual;
 - d) malicious, libellous or slanderous messages or material; or
 - e) subversive or other messages or material related to illegal activities.

Principle 7 Use of alcohol drugs or tobacco

Occupational Safety and Health is of fundamental importance to the School. Maintaining a safe work environment requires **everyone's** continuous cooperation.

You are responsible for ensuring your capacity to perform your duties is not impaired using alcohol or drugs and that the use of such substances does not put at risk you or any other person's health and safety.

How to Comply

General

1. You must not attend work under the influence of alcohol, illegal drugs or non-prescribed and/or restricted substances.
2. Do not consume alcohol, illegal drugs or non-prescribed and/or restricted substances while at work;
3. You must notify your supervisor if you are aware that your work performance or conduct could be adversely affected as a result of the effect of a prescribed drug;
4. Act to resolve any alcohol or other drug-related problems that you have; and
5. Consult with your supervisor or Principal if you are concerned about working with other employees who may be affected by drugs or alcohol.

Drugs

1. You must not have illegal drugs in your possession while at work. Any illegal drugs found on School property or in the possession of any person on School property may result in disciplinary action including the termination of your employment and referral to the Police and/or the Teacher Registration Board WA;
2. You must not give students or other employees illegal drugs or restricted substances, or encourage or condone their use; and
3. You must not supply or administer prescription or non-prescription drugs to students unless authorised to do so. Refer Health Policy and Procedures

Alcohol

1. You must not take alcohol to School or consume it during school hours or at any School function at any time School students are present, including those events conducted outside School premises unless expressly permitted to do so by the Principal. A School function is any occasion organised by the School and/or in the School's name, including dances, farewells, excursions, sporting fixtures and fund-raising events.
2. You must not purchase alcohol for, or give alcohol to, any school student (or to any other person under the age of 18 years); and
3. encourage or condone the use of alcohol by students of any age during educational activities.

Tobacco

1. You must not smoke or permit smoking in any school buildings, enclosed area or on School grounds. This includes all buildings, gardens, sports fields, cars and car parks.
2. You must not smoke whilst at any school function even if it is not on school campus. This includes, amongst all other activities, camps, tours and excursions.

3. You must not purchase tobacco or tobacco products for any school student or give them tobacco or tobacco products.

Principle 8 Identifying and managing conflicts of interest

Private interests can, or have the potential to, influence a person's capacity to perform their duties and in turn compromise their integrity and that of the school.

A conflict of interest can involve:

- a) pecuniary interests i.e. financial gain or loss or other material benefits;
- b) non-pecuniary interests i.e. favours, personal relationships and associations.

Conflict of interest also include:

- a) the interests of members of your immediate family or relatives (where these interests are known);
- b) the interests of your own business partners or associates, or those of your workplace; or
- c) the interests of your friends.

How to Comply

- 1 As a school employee, you must not act in conflict with the School's best interests.
- 2 When faced with a situation in which conflict of interests may be present, you should report any potential or real conflict to your supervisor or the Principal.
- 3 You should also report situations where a superior or colleague who has an identified conflict is, or may be perceived as, unduly influencing your decision.

Principle 9. Declaring gifts, benefits or bribes

As an employee, you may be offered a gift or benefit as an act of gratitude. There are some circumstances when to refuse a gift would be perceived as rude, insulting or hurtful. You are expected to exercise sound judgement when deciding whether to accept a gift or benefit.

Accepting gifts and other benefits has the potential to compromise your position by creating a sense of obligation and undermining your impartiality. It may also affect the reputation of the school and its staff. You must not create the impression that any person or organisation is influencing the school or the decisions or actions of any of its employees.

How to Comply

- 1 If you are offered a bribe (i.e. anything given in order to persuade you to act improperly), you must refuse it, explain why it is not appropriate, and immediately report the matter to the Principal.
2. If you are offered a gift or benefit, you should always consider the value and purpose of a gift or benefit before making any decision about accepting it. A gift that is more than of a nominal value (\$50) must not become personal property. You should either politely refuse it or advise the contributor that you will accept it on behalf of the school.
3. When a gift is accepted, you must advise the Principal. She/he will determine how it should be treated and make a record of its receipt. Depending on the nature and value of the gift, it

may be appropriate to record the gift in the asset register as a donation or other such record established for that purpose.

4. Sometimes employees might, in the course of their work, win a prize of significant monetary value e.g. a computer, from another organisation. Prizes are usually considered the property of the school. If you win a prize, you must advise your supervisor or the Principal who will determine how the prize should be treated and recorded.

Principle 10 Communication and protecting confidential information

You must be mindful of confidentiality when in discussions with parents. You cannot always give a guarantee of confidentiality especially if the matter under discussion requires mandatory reporting.

School employees should be aware that there are strong legal requirements around the collection, release and privacy of information.

Before asking for information or disclosing information staff need to assure themselves that they are acting in a legal manner. If unsure you should discuss the matter with your line manager.

How to Comply

Communication

1. You are required to comply with the established line of communication with parents in the school.
2. You should not disclose personal information about another staff member or student to students or parents or discuss their work performance or behaviour, except if authorised by the Principal in the context of grievance resolution.
3. All matters discussed in staff meetings and staff memos are to be treated confidentially and not discussed with students, members of the school community, or the public.
4. The media should not be given access to students or allowed entry to the Sschool without the express permission of the Principal. You should not make any comments to the media about the Sschool, students, staff or parents without the express permission of the Principal.

Confidential information

1. As a school employee, you must only use confidential information for the work-related purpose it was intended.
2. Unless authorised to do so by legislation, you must not disclose or use any confidential information without the express permission of the Principal.
3. You must make sure that confidential information, in any form, cannot be accessed by unauthorised people.

Privacy

1. Sensitive and personal information should only be provided to people who are authorised to have access to it.
2. You should always exercise caution and sound judgment in discussing the personal information of students, parents, staff and other people with other school employees. Normally information should be limited to those who need to know in order to conduct their duties, or to those who can assist in carrying out the School's work because of their expertise.

Principle 11. Record keeping

All employees have a responsibility:

- a) to create and securely maintain full, accurate and honest records of their activities, decisions and other business transactions, and
- b) to capture or store records in the School's record systems.

How to Comply

1. You must not destroy or remove records without appropriate authority.
2. Supervisors have a responsibility to ensure that the employees reporting to them, comply with their records management obligations.
3. Employees responsible for assessing and recording marks for students' work must do so accurately, fairly and in a manner that is consistent with relevant policy and the requirements of the school.
4. Employees must maintain the confidentiality of all official information and documents which are not publicly available, or which have not been published.

Principle 12. Copyright and intellectual property

When creating material, you need to ensure the intellectual property rights of others are not infringed and information is recorded about any third-party copyright/other rights included in materials.

If you develop material that relates to your employment with the school, the copyright in that material will belong to the school. This may apply even if the material was developed in your own time or at home.

How to Comply

1. Advice relating to sharing or licensing the School's intellectual property should be sought from the Principal.
2. Do not give away or assign the School's intellectual property without the approval of the Principal.
3. You should not use the School's intellectual property (including copyright) for private purposes without obtaining written permission from the Principal.

CASA MIA MONTESSORI SCHOOL CODE OF CONDUCT

Acknowledgement

I _____ have read, understood and agree to comply with the terms of the Casa Mia Code of Conduct 2020.

Employee Signature

Dated

Principal Signature

Dated

The original will be kept on file and a signed copy passed on to the employee/volunteer