



montessori school

Banksia Montessori School

Code of Conduct Staff and Principal

Revision Notice

This is a managed document. All copies of this document preceding this release are obsolete and shall be destroyed.

This Codes of Conduct document is:

- Version 3
- Dated 5 April, 2018

This document was compiled using Microsoft Word 2016.

Revision History:

Version Number	Date	Modification	Author
1.0	2/12/2016	Review of AISWA's guidelines	Fleur van Butzelaar
2.0	24/01/2018	Annual review	Fleur van Butzelaar and Sandra Gyles
3.0	05/04/2018	Breaches of the Code	Fleur van Butzelaar

Codes of Conduct for Banksia Montessori School will be reviewed annually.

Signed by Chairperson on behalf of the School Council:

Date:

1 Introduction

This Code of Conduct has been approved and endorsed by the Council of the School. A copy of this Code can always be accessed in the staff office on the noticeboard. A record will be kept of any staff breaches of this code and the outcomes thereof. All staff will participate in a review of the Staff Code of Conduct annually. The aim of the Code of Conduct is to ensure our commitment as a Staff, to provide a child-friendly, safe, nurturing, respectful and tolerant environment for everyone in our School Community. Becoming an employee of the School denotes automatic acceptance of this Staff Code of Conduct and a commitment to it.

The School expects Council members, parents, guardians, staff and students to behave in a manner that is consistent with our values and beliefs in terms of the provision of a child-friendly, safe, nurturing, respectful and tolerant learning environment. All members of our School community are expected to behave in a manner towards themselves and others in such a way that these values and beliefs are modelled to all those within our School environment.

2 Staff

Staff of Banksia Montessori School are **responsible** for:

- behaving at all times in an ethical manner
- demonstrating the very highest standards of integrity and professional behaviour
- acting in a sensitive manner ensuring that their actions and responses are always child-friendly
- being courteous towards, parents, guardians, students and other staff members
- being sensitive to the needs of parents and providing support to parents/guardians when they require it
- behaving in a manner that promotes the School's mission, vision and values
- understanding and following all School Policies and Procedures with emphasis on the School's Child Protection, Behaviour Management, Duty of Care, Grievance Resolution, and Anti-Bullying Policies as these five policies form an integral part of this Staff Code of Conduct
- ensuring that policies and procedures of the School are administered appropriately
- respecting and maintaining confidential information
- taking seriously any disclosures students or School staff have in terms of grooming or abuse and complying with legal and all other obligations
- creating and delivering a developmentally appropriate Protective Behaviours Curriculum
- making every effort to attend with the whole School Community learning provided on child abuse, grooming, vulnerability and how to protect children from abuse
- not engaging in corporal or degrading punishments inside or outside of the School
- ensuring that all physical entrances and exits to the School can be seen by teaching staff and visitors are directed to Administration to sign the visitor's book

- having a clear understanding of appropriate and inappropriate behaviour towards students and other members of staff, and knowing what is considered to be grooming and sexual abuse
- participating in child protection training and complying with mandatory reporting obligations
- reporting breaches and suspected breaches of the Staff Code of Conduct, other than those subject to mandatory reporting, to the Chairperson of the School Council
- providing parents/guardians with information about the Protective Behaviours Curriculum, the Staff Code of Conduct and giving guidance in terms of who to address any concerns about grooming or abuse to the Chairperson of the School Council
- not victimising members of the School Community for making an allegation in accordance with School policies
- reporting objectively all observable behaviour not permitted by the Codes of Conduct to the Chairperson of the School Council.

2.1 Breach of Staff Code of Conduct

If a staff member at Banksia Montessori School is alleged to have breached the Staff Code of Conduct, by reasonably suspecting grooming or abusing a child, the School Council will respond to such allegation in the best interest of the children and in accordance with the policy and procedures which comply with the School Council's legal obligations. The School Council will notify the Director General of the Department of Education as soon as possible and at least within 48 hours of the incident occurring. The School Council will inform the complainant of the allegation of grooming or child abuse, about advocacy, support and other services that are available to them and the Council will consult with the Department of Child Protection and Family Supports to determine when, what and by whom information related to an allegation of child abuse and its investigation may be given to the person the subject of the allegation, the complainant, affected children and their parents and guardians, and the wider school community. If a staff member at Banksia Montessori School breaches other areas of this code they will, be informed both verbally and in writing of the outcomes resulting from this breach, by the School Council. The Council will have a final say on what action needs to be taken.

3 Principal

The Principal at Banksia Montessori School is **responsible** for:

- acting with integrity, honesty and due diligence in making decisions in the best interests of the School as a whole
- ensuring that policies and procedures of the School are administered appropriately and relevant training takes place at regular intervals or when specified
- ensuring that all legal obligations the School has are fulfilled
- respecting and maintaining confidential information that is discussed in Council meetings, or that may be given in the course of the Principal's work.
- taking seriously any disclosures students or School staff have in terms of grooming or abuse and complying with legal and all other obligations
- supporting the Protective Behaviours Curriculum and ensuring that the School's Protective Behaviours Curriculum is reviewed on an annual basis in light of experience and relevant research
- attending individually, and with the whole School Community, learning provided on child abuse, grooming, vulnerability and how to protect children from abuse
- not engaging in corporal or degrading punishments outside of the School
- ensuring that all physical entrances and exits to the School can be seen by Staff members and a record is kept of all visitors
- ensuring that all Staff understand their commitment to a Staff Code of Conduct as well as an understanding and commitment to a further five policy documents (Child Protection, Anti-Bullying, Behaviour Management, Grievance Resolution and Duty of Care) that form an integral part to the Staff Code of Conduct as they give clear guidelines amongst other things, of appropriate and inappropriate behaviour towards students and between students and other members of staff, and an understanding of what is considered to be grooming and sexual abuse
- making every reasonable attempt to ensure that measures are in place to deter child abusers from becoming employees of the School
- ensuring that complainants of grooming or child abuse, are informed by the School Council about the advocacy, support and other service which may be available to them
- following the School Council's lead that a consultative process takes place with the relevant government authorities to determine what information to relay and to whom, when grooming or abuse has been alleged
- reporting to the School Council who in turn will report to Director General within 48 hours as prescribed when reasonably suspecting grooming or child abuse
- not victimising members of the School Community for making an allegation in accordance with School policies

3.1 Breach of Principal Code of Conduct

If the Principal at Banksia Montessori School is alleged to have breached the Staff Code of Conduct, by grooming or abusing a child, the School Council will respond to such allegation in the best interest of the children and in accordance with the policy and procedures which comply with the School Council’s legal obligations. The School Council will notify the Director General of the Department of Education as soon as possible and at least within 48 hours of the incident occurring. The School Council will inform the complainant of the allegation of grooming or child abuse, about advocacy, support and other services that are available to them and the Council will consult with the Department of Child Protection and Family Supports to determine when, what and by whom information related to an allegation of child abuse and its investigation may be given to the person the subject of the allegation, the complainant, affected children and their parents and guardians, and the wider school community. If the Principal at Banksia Montessori School breaches other areas of this code he/she will, be informed both verbally and in writing of the outcomes resulting from this breach, by the School Council. The Council will have a final say on what action needs to be taken.

Code of Conduct Staff	
Signed by Chairperson:	Council Approval Date: 5 th April 2018
	Council Review Date: April 2019