



# Staff Code of Conduct

## Our Mission

Nurturing independence so our children can find their place in, and contribute to, a better world.

## Our Vision

To provide excellence in Montessori Education

## Our Values

Respect Compassion Curiosity Responsibility Individuality

Beehive is committed to ensuring a respectful learning environment that is safe, positive and supportive for all students. The Beehive Montessori School implements the National Child Safe Organisation Principles through its Child Safe Organisation Framework to underpin all Beehive's policies, procedures, practices and strategies to ensure the provision of an environment where children feel respected, valued, supported and safe from harm.



The Beehive Montessori School Inc.

Curtin Avenue, Mosman Park, WA 6012 | PO Box 81, Mosman Park, WA 6912 | ABN: 30 855 464 402

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The School expects all School community members including staff, volunteers, students, visitors, Board members and contractors to share this commitment, and to:

- conduct themselves, both personally and professionally in a manner that upholds the ethos and reputation of the School;
- comply with the School's policies and procedures;
- act ethically and responsibly; and
- be accountable for their actions and decisions.

This Code should be read in conjunction with the School's Child Protection Policy and the Staff Handbook or Volunteers Handbook, and details the standards of behaviour expected of all staff (including full time, part time or casual employees, volunteers, and Board members) of the School.

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

The School responds appropriately to allegations of Staff Code of Conduct breaches, grooming and child abuse in the best interests of students and in accordance with the School's policies and procedures, and:

- If the breach is suspected to be grooming, the School is obliged to report this to the Department of Education as a Critical Incident, and it may be required that this be reported to the Teacher Registration Board of WA and Ombudsman WA in accordance with the Reportable Conduct Scheme.
- In the case of an allegation of grooming or child abuse by current or former staff, the complainant is informed about the services, including advocacy and support services, which may be available.
- Consultation is undertaken with the relevant government authorities to determine when, what and by whom information related to an allegation of child abuse and its investigation may be given to the person against whom the allegation is made, the complainant and his or her parents/guardians, other affected students and their parents/guardians, and the wider school community.
- The School commits to maintaining the privacy of the complainant balanced against the imperative of not hindering an investigation into the allegations through untimely disclosure and the provision of natural justice for the accused.
- Any potentially illegal activity will be reported to the Police and appropriate actions will be taken by the Principal or delegate.
- The School reserves the right to determine in its entirety the response to any breach of this Code.
- Victimisation of staff, students, parents or guardians on any basis but particularly for making an allegation in accordance with the School's Child Protection Policy or Child Protection Brochure, is forbidden, including where the allegation is unfounded.
- If substantiated staff may be warned, suspended or have employment terminated.

This Code focuses on twelve principles describing expected behaviours and practice, and examples of how to comply with them.

## 1. EXPECTATIONS

School staff are expected to:

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- 1.1. Perform their duties to the best of their ability and be accountable for their performance;
- 1.2. Follow reasonable instructions given by the Principal or his/her delegate;
- 1.3. Comply with lawful directions;
- 1.4. Carry out their duties in a professional, competent and conscientious manner;
- 1.5. Seek opportunities to improve their knowledge and skills;
- 1.6. Act honestly and in good faith in fulfilling their duties;
- 1.7. Be courteous and responsive in dealing with their colleagues, students, parents and members of the public;
- 1.8. Work collaboratively with their colleagues;
- 1.9. Ensure that their conduct, whether during or outside working hours, is consistent with the ethos of the School and does not damage the reputation of the School; and
- 1.10. Dress in a professional manner that is appropriate for their role.

#### How to comply

Staff are to:

- a. Inform the Principal or Chair of the Board if they are charged with or convicted of a serious offence.
- b. Inform the Principal or Chair of the Board if they become aware of a serious crime committed by another staff member.
- c. Inform the Principal or Chair of the Board if they have any concerns about the safety, welfare and well-being of a Beehive student.
- d. Inform the Principal or Chair of the Board if they have any concerns about the inappropriate actions of any other employee, contractor or volunteer.
- e. Report objectively observable behaviour which breaches or is suspected of breaching this Code, other than those subject to mandatory reporting obligations, to the Principal or Chair of the Board. Confidentiality and anonymity will be provided to those who report, to the extent possible, to protect them from any detrimental action.
- f. Comply with mandatory reporting obligations under the Children and Community Services Act 2004 (WA).

## 2. GOOD TEACHING PRACTICE

Teachers are expected to:

- 2.1. Provide quality teaching appropriate for students, recognising the diversity of learners in their care;
- 2.2. Nurture the mental health and wellbeing of students.
- 2.3. Make every effort to help all students so they have every chance of succeeding; and
- 2.4. Work closely with colleagues and the carers of students and respond appropriately and promptly to any concerns they have.

#### How to Comply

Teachers must

- a. Differentiate lessons to cater for all learners and show no favouritism, bias or prejudice in their dealing with students.
- b. Maintain a safe classroom environment.
- c. Treat all students with respect and have high expectations of all students.
- d. Regularly review School policies and make every effort to comply with them.
- e. Maintain regular communication with students' parents.

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- f. Work cooperatively with colleagues and share ideas and experiences in a collegiate manner.
- g. Seek support or advice from the Principal and School Psychologist as needed.
- h. Implement the Student Code of Conduct fairly, reasonably and consistently.
- i. Follow the Behaviour Policy when managing student behaviour, keeping in mind that the School explicitly forbids the use of child abuse, corporal and degrading punishment of students (see definitions below).

Child abuse:

1. *Physical abuse occurs when a child is severely and/or persistently hurt or injured by an adult or a child's caregiver.*
2. *Sexual abuse, occurs when a child is exposed to, or involved in, sexual activity that is inappropriate to the child's age and developmental level, and includes sexual behavior in circumstances where:*
  - a. *the child is subject to bribery, coercion, a threat, exploitation or violence;*
  - b. *the child has less power than another person involved in the behaviour; or*
  - c. *there is a significant disparity in the developmental function or maturity of the child and another person involved in the behaviour.*
3. *Emotional abuse includes:*
  - a. *psychological abuse; and*
  - b. *being exposed to an act of family and domestic violence.*
4. *Neglect is when children do not receive adequate food or shelter, medical treatment, supervision, care or nurturance to such an extent that their development is damaged or they are injured. Neglect may be acute, episodic or chronic.*

Corporal punishment:

*Any punishment in which physical force is used and intended to cause some degree of pain or discomfort, however light; typically involving hitting the child with the hand or with an implement; can also include, for example, forcing the child to stay in an uncomfortable position. It does not include the use of reasonable physical restraint to protect the child or others from harm.*

Degrading punishment:

*Any punishment which is incompatible with respect for human dignity, including corporal punishment and non-physical punishment which belittles, humiliates, denigrate, scapegoats, threatens, scares or ridicules the child.*

This does not include the use of reasonable physical restraint to protect the child or others from harm: from [UN Committee on the Rights of the Child, General Comment No. 8 \(2006\), paragraphs 11 and 15: CRC/C/GC/8, 2 March 2007.](#)

### 3. RESPECT FOR OTHERS

All staff should:

- 3.1. Understand their responsibility to safeguard and promote the welfare of students and other staff.
- 3.2. Treat each other with respect and courtesy.
- 3.3. Present themselves as appropriate role models for students.

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#### How to Comply

Staff must:

- a. Model effective leadership and respect in interactions with students.
- b. Not use rude or insulting behaviour, including verbal and non-verbal aggression, nor use information and communication technologies to engage in this type of behaviour.
- c. Not discriminate against, harass or bully for any reason any employee, contractor, student, parent or the Principal.
- d. If they believe they are being unlawfully harassed or discriminated against or bullied:
  - i. ask the person to stop, or make it clear that the behaviour is offensive or unwelcome and in the first instance speak to the Principal or Deputy Principal to seek guidance on how to do this; and / or
  - ii. raise the issue as a grievance in accordance with the School's Complaints and Feedback Policy as soon as possible after the incident has occurred.
- e. Not lie about or exaggerate a complaint.

#### 4. DUTY OF CARE AND OCCUPATIONAL HEALTH AND SAFETY

- 4.1. School staff have a duty of care to students to take all reasonable steps to protect them from risks that can be reasonably foreseen.
- 4.2. The standard of care required, such as the degree of supervision, needs to be commensurate with the students' ability and maturity.
- 4.3. The duty encompasses a wide range of matters including but not limited to:
  - 4.3.1. the provision of adequate supervision;
  - 4.3.2. ensuring grounds, premises and equipment are safe for students to use;
  - 4.3.3. implementing strategies to prevent bullying in the School;
  - 4.3.4. 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; and
  - 4.3.5. assessing and managing risks before an activity is undertaken.
- 4.4. School staff ensure they are aware of the School's Excursions, Incursions and Camps Policy.
- 4.5. School staff have a responsibility to take care of their own health and safety at work by being aware of and complying with the School's Work Safety and Health Policy.
- 4.6. School staff have a responsibility to ensure that activities do not place their own, co-workers, students or other persons' safety at risk.
- 4.7. Considerations of safety relates to both physical and psychological well-being.

#### How to Comply

Staff must:

- a. Not expose students or anyone else at the workplace to any risk or hazard.
- b. Read and be aware of the School's evacuation and lock down procedures.
- c. Be punctual to playground duty. Actively supervise the designated area, being vigilant and constantly moving around.
- d. 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 School's Behaviour Policy.
- e. Attend to ill or injured students. Should additional assistance be required, call on the Assistant on duty to get another person.
- f. Store and administer student medication in accordance with the School's procedures for administering medication as outlined in the Staff Handbook.

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## 5. PROFESSIONAL RELATIONSHIPS

Staff are to:

- 5.1. Treat students with courtesy and respect and provide an environment that encourages students to do the same.
- 5.2. Always behave in ways that promote the safety, welfare and well-being of children and young people.
- 5.3. Actively seek to prevent harm to children and young people, and to support those who have been harmed.
- 5.4. Understand and comply with the School's Child Protection Policy.
- 5.5. Detect and prevent grooming behaviour (further information is available in the Staff Handbook).

### How to Comply

Staff must:

- a. Not drive a student in your car unless with permission from the Principal or Deputy Principal and parent to do so. In the event of an emergency, exercise discretion but then report the matter to the Principal.
- b. Consider the time, place and circumstance carefully when conducting private conversations with students to ensure a professional relationship is maintained.
- c. Not impose any form of child abuse, corporal punishment or other degrading punishment on a student as outlined in the Behaviour Policy.
- d. When physical contact with a student is a necessary part of the teaching / learning experience, ensure that the contact is appropriate and acceptable.
- e. Exercise caution when attending to the toileting needs of young children. 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.
- f. Restrain a student from harming him or herself or others using reasonable force in keeping with the School's behaviour management practices or individual student management plans, and report and document any such incidents.
- g. Not develop a relationship with any student that is, or that can be interpreted as romantic or sexual.
- h. Report concerns to the Principal or Deputy Principal as soon as possible if a student is being overly familiar, seeking to establish a personal relationship or has developed a 'crush'.
- i. Always treat students with respect.
- j. Avoid making personal comments or asking questions about a student regarding their sexuality or relationships.
- k. Not engage in tutoring or coaching students from the School out of school hours without the express permission of the Principal
- l. Not invite current students to join your personal electronic social networking site or accept students' invitations to join their social networking site.
- m. Be aware of, and sensitive to, children with culturally diverse or indigenous backgrounds and cultural practices that may influence the interpretation of your behaviour.
- n. Be aware of and comply with the School's Child Protection Policy and the information provided in the Staff Handbook in relation to child protection.

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## 6. ELECTRONIC COMMUNICATION AND SOCIAL NETWORKING

- 6.1. The School provides electronic communication facilities for its students and employees for educational or administrative purposes.
- 6.2. It monitors and views data stored or transmitted using the School's facilities.

### How to Comply

#### Staff must:

- a. Be aware of and comply with the School's Network Usage Policy.
- b. Use appropriate and professional language in electronic mail messages.
- c. Be aware that if an issue addressed in an email becomes the subject of a legal dispute, the Court and all parties to the dispute would be entitled to see them.
- d. Not use social networking sites to contact students.
- e. Report inappropriate use of electronic communication and social networking sites.
- f. Never use the School's networks to view, upload, download or circulate any of the following materials:
  - i. sexually related or pornographic messages or material;
  - ii. violent or hate-related messages or material;
  - iii. racist or other offensive messages aimed at a particular group or individual;
  - iv. malicious, libellous or slanderous messages or material;
  - v. subversive or other messages or material related to illegal activities; or
  - vi. anything through which a school employee may materially benefit.

## 7. ALCOHOL, DRUGS AND TOBACCO

- 7.1. Staff are responsible for ensuring that their capacity to perform their duties is not impaired by the use of alcohol or drugs and that the use of such substances does not put them or any other person's health and safety at risk.

### How to Comply

#### Staff must:

- a. Not attend work under the influence of alcohol, illegal drugs or non-prescribed and/or restricted substances.
- b. Not consume alcohol, illegal drugs or non-prescribed and / or restricted substances while at work (see below).
- c. Consult with the Principal or Deputy Principal any concerns about working with other employees who may be affected by drugs or alcohol.
- d. Not have illegal drugs in your possession while at work.
- e. Not give students or other employees illegal drugs or restricted substances, or encourage or condone their use.
- f. Not supply or administer prescription or non-prescription drugs to students unless authorised to do so.
- g. Not take alcohol to School or consume it during School hours or at any School function at any time students are present unless permitted to do so by the Principal for that particular function.
- h. Not purchase alcohol for, or give alcohol to, any School student (or to any other person under the age of 18 years).
- i. Not encourage or condone the use of alcohol by students of any age during educational activities.
- j. Not smoke or permit smoking on School grounds.

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- k. Not purchase tobacco or tobacco related products (including vapes) for any School student, or give them tobacco or tobacco products.

## 8. CONFLICTS OF INTEREST

- 8.1. 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.
- 8.2. A conflict of interest can include:
  - 8.2.1. pecuniary interests ie. financial gain or loss or other material benefits;
  - 8.2.2. non-pecuniary interests ie. favours, personal relationships and associations;
  - 8.2.3. the interests of members of immediate family or relatives (where these interests are known);
  - 8.2.4. the interests of business partners or associates, or those of other workplaces; or
  - 8.2.5. the interest of friends.

### How to Comply

Staff must:

- a. Not act in conflict with the School's best interests.
- b. Report any potential or real conflict to the Principal or Deputy Principal when faced with a situation in which conflict of interests may be present.
- c. Report situations where a superior or colleague who has an identified conflict is, or may be perceived as, unduly influencing a decision.

## 9. GIFTS, BENEFITS AND BRIBES

- 9.1. Staff may be offered a gift or benefit as an act of gratitude.
- 9.2. Staff are expected to exercise sound judgement as to whether it is appropriate to accept that gift.
- 9.3. Staff 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

Staff must:

- a. Refuse any bribe (ie. anything given in order to persuade you to act improperly), explain why it is not appropriate, and immediately report the matter to the Principal.
- b. When offered a gift or benefit, consider the spirit with which the gift was offered. If the gift is inappropriate, politely refuse it or advise the contributor that you will accept it on behalf of the School.
- c. Advise the Principal if in the course of their work, they win a prize of significant monetary value eg. a computer. Prizes are usually considered the property of the School.

## 10. COMMUNICATION AND CONFIDENTIALITY

- 10.1. Staff should be mindful of confidentiality when in discussions with parents, and cannot always give a guarantee of confidentiality, for example if mandatory reporting is required.

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- 10.2. Staff should be aware that there are strong legal requirements around the collection, release and privacy of information.

#### How to Comply

##### Staff must:

- a. Comply with the School's Privacy Policy, Communication Pathway and procedures outlined in the Staff Handbook.
- b. Not disclose personal information about another staff member to students or parents or discuss their work performance, except if authorised by the Principal in the context of grievance resolution.
- c. Treat all matters discussed in staff meetings and staff memos as confidential and not discuss these with students, members of the School community, or the public unless required to do so in the minutes.
- d. Not allow media personnel access to students, or allow entry to the School without the express permission of the Principal.
- e. Not make any comments to the media about the School, students or parents without the express permission of the Principal.
- f. Only use confidential information for the work-related purpose it was intended.
- g. Not disclose or use any confidential information without the express permission of the Principal unless authorised to do so by legislation.
- h. Ensure that confidential information, in any form, cannot be accessed by unauthorised people.
- i. Only provide sensitive and personal information to people who have authorised access.
- j. 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.

## 11. RECORD KEEPING

#### Staff have a responsibility to:

- 11.1. Create and securely maintain full, accurate and honest records of their activities, decisions and other business transactions; and
- 11.2. Capture or store records in the School's record systems.

#### How to Comply

##### Staff must:

- a. Not destroy or remove records without appropriate authority.
- b. Assess and record marks for students' work accurately, fairly and in a manner that is consistent with the School's Assessment and Reporting Policy and the procedures outlined in the Staff Handbook.
- c. Maintain the confidentiality of all official information and documents which are not publicly available or which have not been published.
- d. Report any data breaches to the Principal as soon as they are known.

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## 12. COPYRIGHT AND INTELLECTUAL PROPERTY

- 12.1. When creating material, staff 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.
- 12.2. If staff develop material that relates to their employment with the School, the copyright in that material will belong to the School. This may apply even if the material was developed in the staff member's own time or at home.

### How to Comply

Staff must:

- a. Seek advice relating to sharing or licensing the School's intellectual property from the Principal.
- b. Not use the School's intellectual property (including copyright) for private purposes without obtaining written permission from the Principal.

### Related Documents and Resources

[Beehive Montessori School Child Safe Organisation](#)

[Behaviour Policy](#)

[Communication Pathway](#)

[Complaints \(and Feedback\) Policy](#)

[National Principles for Child Safe Organisations](#)

[Network Usage Policy](#)

[Privacy Policy](#)

Staff Handbook

[Student Code of Conduct](#)

Volunteer Handbook

*Approved 27/02/24 by the Board. Next review due 27/02/25*

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