

## Code of Ethics

Our code of ethics reflects the spirit and values of the behavior of our staff, as well as our staff in practices. All members of the school community are entitled to expect the highest standards of conduct from all staff employed. Our own pedagogy requires a high capacity for tolerance, respect and empathy towards our students, colleagues and families. The ethical code is of great value in a Montessori center, because it includes highly valued and even more demanding qualities in a professional to the hiring time.

### **Purpose**

This policy is intended to:

- give clear guidance to all concerned regarding appropriate conduct in the workplace;
- enable our school to set out clear expectations of all staff in order to minimise the likelihood of misconduct in the workplace;
- comply with legislation that affects staff employed in educational settings.

### **Background**

The Code sets out the minimum standards that should apply. This document is shared with all staff on appointment and those in current employment and that a copy is included in the schools staff handbook.

Employees whose conduct fails to meet the standards of conduct as set out in this document may be regarded as being in breach of discipline.

### **General Principles**

Staff is expected to fulfill the obligations placed upon them under the terms of their contract of employment, like:

1. Be ready and willing to work as specified in their role definition/Job Description.
2. Conduct their work in a co-operative manner.
3. Attend work.



4. Be punctual in time keeping.
5. Be honest and trustworthy.
6. Obey reasonable management instructions.
7. Take care of themselves, their colleagues and others while at work.
8. Take care of school property.
9. Familiarise themselves with and follow the Health and Safety rules applicable in their school.
10. Compliance with the school's Smoking at Work Policy.

### **General Requirements**

All staff is expected to:

1. Accept and adhere to school policies and procedures.
2. Undertake their duties and responsibilities effectively, efficiently and diligently.
3. Show respect for all members of the school community by being polite and courteous in all forms of communication eg verbal, face to face and electronic communications.
4. Maintain the confidentiality of sensitive information (particularly relating to pupils) obtained in the course of their employment. Any information obtained in the course of employment should be not used for personal gain or benefit, nor should it be passed on to others who might use it in the same way. Any queries about what constitutes 'sensitive' information and who it can be shared with should be directed to the appropriate member of the school's leadership team or the Designated Safeguarding Lead.
5. Ensure fairness at all times when dealing with customers, suppliers, other contractors and sub contractors. No special favour should be given to current/former employees or partners/relatives or associates.
6. Declare any interests (financial or otherwise) that may be considered as being in conflict with the school's interests.
7. Use appropriate lines of communication and/or the relevant procedure to express views relating to their employment or the activities of the school.
8. Have no contact with the media regarding school matters without the express permission of the Headteacher.
9. Notify the Headteacher of any known or suspected breaches of the law or of the school's policies, procedures and regulations and co-operate with any investigation of such breaches, particularly in relation to the safeguarding of children, health and safety and financial irregularity. Where this is considered not possible, reference should be made to the school's whistleblowing policy.



10. Disclose on appointment or at any time any civil/criminal charges or convictions (being charged or in possession of a conviction may not necessarily debar from appointment/employment or lead to disciplinary action; however failure to disclose where required will be considered as a serious act of misconduct).
11. Use school equipment provided for the purposes of carrying out their role in a responsible and lawful manner.
12. Not provide a professional reference on behalf of the school unless the contents of such reference have been agreed by the Headteacher.

### **Personal Conduct**

All staff is expected to:

1. Notify the Headteacher either at appointment or during employment of any personal relationship in or outside of school which may result in honesty, objectivity or integrity being brought into question.
2. Notify the Headteacher of any change in personal (including medical) circumstances which could impact on ability to carry out their role.
3. Not engage in outside employment (eg private tutoring of the school's own pupils) which could be considered as undermining or conflicting with the business of the school.
4. Dress in a way which is appropriate for a school setting.
5. Conduct themselves in a professional manner at all times when wearing clothing or an identification badge that identifies them as an employee of the school
6. Declare any interest/involvement with any outside organisations which may benefit financially or contractually from decisions taken by the school, eg the procurement of goods or services.
7. Conduct themselves both on and off duty in a manner compatible with their employment status with the school.
8. Ensure personal hygiene and appearance is respectful of being employed in a school setting.

### **Specific ethical code of action for our personnel in practices or observations:**

1. Our students in practices or observation will never remain alone with any student in the classroom.
2. Our personnel in practices or observation will not change of clothes or diaper in its case to any student.



3. Our personnel in practices will not remain without company in the center.
4. Never act outside of our code of ethics.
5. The student in practices or observation will always have a tutor assigned who will be responsible for their training and actions.
6. Our personnel in practices or observation will facilitate the center, in the moment prior to its incorporation, the certificate of criminal offenses.
7. Our interns will never stay longer than strictly necessary in our center.
8. In case of medical emergency, the trainee will take the task of notifying the health emergency services, while our staff, being trained in pediatric first aid, will monitor the student's health.
9. In case of other kind of emergency (like fire, flood, natural catastrophe...), the trainee will take the task of notifying the health emergency services, while our staff, being trained in pediatric first aid and in risk preventions, will monitor the student's security.
10. Like any co-worker, our interns will be treated like any worker except for the aforementioned responsibilities.

### **Professional Educator's Code of Ethics**

Confidentiality: personal information about children and families, organizational or individual problems are private matters, so their confidentiality is safeguarded. All records, files, conversations and meetings are held for the benefit of the child and are strictly confidential.

Respect for the Child: includes a positive, optimistic attitude about children, a cooperative spirit, a nurturing of independence, a recognition of unique individuality, trust in the child's work, finding the right activity and listening to and observing in order to follow the child. One should avoid pride and anger, speaking ill of the child, sarcasm, teasing, over-reacting to misbehavior, and implied reward and punishment. One should be sensitive to the child's desire. When communicating with the child, come down to the child's height.

Preparation of the Environment: caring for the environment including animals, plants, and Montessori materials, and initiating change in order to provide new stimulation.

Parent Education: recognition of parents as primary educators, they have to have accessibility of information regarding individual children, and communication about general classroom activities.



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Good Staff Relations: working and socializing cooperatively; remaining non-judgmental of staff; demonstrating trust and respect; maximizing communication through staff meetings, celebrating holiday events, program support, and school - wide projects. Malicious comments, gossip, and other harmful behaviors should be ignored and suppressed.

Professional Improvement: includes upgrading skills, participation In Montessori workshops and keeping abreast of current educational developments.