



Rawdah Montessori Primary School Staff Code of Conduct Policy

Version: 1.1

Reviewed: October 2025

Next Review Due: October 2026

1. Introduction

Rawdah Montessori Primary School is an independent, faith-based educational institution committed to providing a nurturing, respectful, and values-driven environment where every child can thrive academically, socially, and spiritually. As a Montessori school, we believe in fostering independence, respect for self and others, and a love of learning.

All staff are role models and are expected to uphold the highest standards of professional conduct, both within and outside the workplace. This Code of Conduct sets out the standards of behaviour expected from all members of staff to uphold the ethos, integrity, and reputation of the school and to safeguard the welfare of our pupils.

This policy should be read in conjunction with the:

- **Safeguarding and Child Protection Policy**
- **Disciplinary Policy**
- **Whistleblowing Policy**

- **ICT and Social Media Policy**
- **Health and Safety Policy**
- **Staff Attendance and Absence Management Policy**

2. Purpose

The purpose of this Code of Conduct is to:

- Promote a culture of professionalism, integrity, and mutual respect.
- Ensure the highest standards of conduct consistent with the school's Islamic faith ethos.
- Protect the welfare and dignity of pupils, staff, and the wider school community.
- Provide clear guidance on professional boundaries and expected behaviours.
- Comply with statutory safeguarding and educational obligations, including **Keeping Children Safe in Education (KCSIE 2025)** .

3. Core Values

All staff are expected to demonstrate and model the school's core values in all interactions:

Value	Description
Faith and Spirituality	Upholding Islamic principles of honesty, kindness, and respect in daily conduct.
Integrity	Acting honestly, transparently, and consistently in all professional matters.
Respect	Treating every individual with dignity, regardless of background or belief.
Compassion	Showing empathy and care towards pupils, colleagues, and families.
Excellence	Striving for the highest standards in teaching, learning, and professional conduct.

4. Professional Conduct

Staff must maintain high standards of professional behaviour at all times. This includes:

- Being punctual, reliable, and well-prepared for all duties.
- Treating all colleagues, pupils, and parents with courtesy and respect.
- Avoiding any language or behaviour that could be perceived as aggressive, discriminatory, or demeaning.

- Refraining from discussing school matters, pupils, or colleagues in public places (including on public transport or in social settings).
- Maintaining confidentiality regarding all school-related information, in line with the **Data Protection Policy**.
- Dressing modestly and professionally in line with the school's Islamic ethos (see Section 9).
- Not using school resources, including stationery, printing, or equipment, for personal purposes without authorisation.

5. Safeguarding and Child Protection

The welfare of the child is **paramount**. All staff have a statutory duty to safeguard and promote the welfare of pupils.

- Staff must be familiar with and follow the **Safeguarding and Child Protection Policy** at all times.
- Any concern about a child's welfare, including signs of abuse, neglect, or harm, must be reported immediately to the **Designated Safeguarding Lead (DSL)**.
- Staff must never promise a child confidentiality.
- Staff must maintain appropriate professional boundaries with pupils at all times (see Section 6).
- If a staff member has concerns about the behaviour of a colleague towards a child, they must report it to the Headteacher or DSL immediately. If the concern is about the Headteacher, it should be reported to the Chair of Governors. This is in line with the **Whistleblowing Policy**.

6. Professional Boundaries and Relationships with Pupils

Maintaining clear professional boundaries is essential to safeguarding and to the integrity of the staff-pupil relationship.

6.1 Physical Contact

- In a Montessori setting, some physical contact is necessary and appropriate (e.g., guiding a child's hand during a practical life activity, comforting a distressed child, assisting with toileting).
- All physical contact must be:
 - Age-appropriate and in response to the child's needs.
 - Respectful and never secretive.
 - In line with the school's **Intimate Care Policy** (where applicable).
- Staff must avoid any physical contact that could be misconstrued, including rough play, horseplay, or touching knees, thighs, or backs without a clear professional purpose.

6.2 Communication

- All communication with pupils must be professional, respectful, and age-appropriate.
- Staff must not communicate with pupils through personal mobile phones, personal social media accounts, or private messaging apps.
- If communication with a pupil outside of school hours is necessary (e.g., for a school trip), it must be done through official school channels (e.g., school email) and with the knowledge of a parent/carer.

6.3 One-to-One Situations

- Staff should avoid being alone with a pupil behind a closed door without visibility.
- Where one-to-one teaching or support is necessary, doors should be left open, or the session should take place in a visible area.
- Any one-to-one sessions should be known to the DSL or Headteacher.

7. Relationships with Parents and Carers

- Staff should maintain a professional relationship with parents and carers at all times.
- Communication with parents should be clear, respectful, and timely, using official school channels (e.g., school email, parent communication apps, telephone).
- Staff must not share personal contact details with parents or engage in social relationships with parents that could compromise their professional role.
- If a parent makes inappropriate contact or behaves in a way that causes concern, staff should report this to the Headteacher.

8. Use of Technology and Social Media

8.1 Professional Use

- School ICT systems (including email, internet, and devices) must be used primarily for work purposes.
- Staff must not access, download, or share inappropriate material.

8.2 Personal Use at Work

- Personal mobile phones should be kept out of sight during teaching hours and used only in designated staff areas during breaks.
- Staff must not use personal phones to take photographs or videos of pupils under any circumstances. Only school devices may be used for this purpose, with parental consent.

8.3 Social Media

- Staff must maintain a clear separation between their professional role and personal online presence.
- Staff must not:
 - Accept current or former pupils as friends or followers on personal social media accounts.
 - Discuss school matters, pupils, or colleagues on personal social media.
 - Post anything that could bring the school into disrepute or compromise their professional standing.

- Staff should be aware that their online conduct, even on private accounts, may be subject to scrutiny and could be considered in disciplinary proceedings.

8.4 Photographs and Videos

- Photographs and videos of pupils may only be taken using school devices and with parental consent.
- Images must be stored securely and used only for agreed purposes (e.g., learning journeys, school website).
- Staff must not upload images of pupils to personal social media or cloud storage.

9. Dress Code

As a faith-based school, staff are expected to dress modestly and professionally in line with the school's Islamic ethos. This includes:

- Clothing that covers appropriately (e.g., sleeves to the elbow, hemlines below the knee).
- Avoiding clothing that is tight, revealing, or casual (e.g., ripped jeans, tracksuits).
- Headscarves may be worn by staff who wish to do so; they should be plain and professional in style.
- Footwear should be safe and suitable for a busy school environment (e.g., no open-toed shoes or high heels).

Staff who are unsure about the appropriateness of an item of clothing should consult the Headteacher.

10. Equal Opportunities and Anti-Discrimination

Rawdah Montessori is committed to equality and inclusion. All staff must:

- Treat every individual with respect and dignity, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.
- Challenge discrimination, harassment, or victimisation if they witness it.
- Use language that is inclusive and respectful.
- Be aware of unconscious bias and strive to treat all pupils fairly.

Discrimination, harassment, or bullying will not be tolerated and will result in disciplinary action.

11. Conflicts of Interest

Staff must:

- Declare any potential conflict of interest to the Headteacher (e.g., a family member applying for a job, a personal relationship with a parent).
- Not use their position to gain personal advantage or benefit.
- Not accept gifts or hospitality from parents or pupils beyond a token value (e.g., a small thank-you card or gift). Any gift of significant value must be declared.

12. Health, Safety, and Welfare

Staff must:

- Follow all health and safety procedures, including fire drills and first aid protocols.
- Report any hazards, accidents, or near misses immediately.
- Take reasonable care of their own health and safety and that of others.
- Be aware of the signs of stress or mental health difficulties in themselves and colleagues, and seek support when needed.

13. Alcohol, Drugs, and Smoking

- Smoking is strictly prohibited on school premises and in school vehicles.
- Staff must not be under the influence of alcohol or illegal drugs while on duty.
- Prescribed medication that may affect performance should be declared to the Headteacher (in confidence) where it may impact safety.

14. Whistleblowing

If a staff member has a genuine concern about a practice, behaviour, or potential wrongdoing within the school, they have a duty to report it. This includes concerns about the conduct of colleagues, the Headteacher, or the governing body.

Staff should refer to the **Whistleblowing Policy** for guidance on how to raise concerns. Staff who report concerns in good faith will be protected from retaliation.

15. Breaches of the Code of Conduct

Any breach of this Code of Conduct will be taken seriously and may result in disciplinary action, up to and including dismissal. Depending on the nature of the breach, it may also be referred to the Disclosure and Barring Service (DBS) or the Teaching Regulation Agency (TRA).

Examples of breaches include, but are not limited to:

- Failure to report a safeguarding concern.
- Inappropriate relationships with pupils.
- Discrimination or harassment.
- Theft or misuse of school property.
- Bringing the school into disrepute through personal conduct (online or offline).

16. Staff Acknowledgment

All staff are required to read this Code of Conduct and sign the acknowledgment form below. The signed form will be kept in the staff member's personnel file.

Staff Acknowledgment Form

I confirm that I have read, understood, and agree to abide by the **Rawdah Montessori Primary School Staff Code of Conduct Policy**.

Name:

Role:

Signature:

Date:

Review of Policy Dates

REVIEW DATE	REVIEWED BY	SIGNED OFF (Name & Role)
Feb 2026	Governing Body	Chair: Sohaib Tanvir
Next Review Due:		
Feb 2027	Governing Body	Chair:
	Headteacher	Headteacher: