



Montessori Home School Hub Ltd

Code of Conduct (Staff)

Version: 2026

Review Date: September 2027

Introduction

Montessori Home School Hub is committed to providing a safe, respectful, and nurturing environment for all children, staff, and families.

This Code of Conduct sets out the standards of behaviour expected from all adults working within the setting. It is designed to safeguard children, support staff in maintaining professional boundaries, and uphold the values of the organisation.

All staff are in a position of trust and are expected to act as positive role models at all times. The safety and welfare of children is our highest priority.

This Code should be read alongside the Safeguarding and Child Protection Policy and is informed by statutory guidance including *Keeping Children Safe in Education (KCSIE)* and safer working practice guidance.

This policy applies to:

- Directors
- Employees (teaching and support staff)
- Volunteers
- Temporary, casual, and supply staff

All individuals must read, understand, and comply with this Code.

Failure to follow this policy may result in disciplinary action. Serious breaches may lead to dismissal and/or referral to external agencies, including the Local Authority Designated Officer (LADO), Disclosure and Barring Service (DBS), or the police.

This Code is not exhaustive. Staff must use professional judgement and always act in the best interests of children.

1. Professional Behaviour and Conduct

Staff must:

- Demonstrate honesty, integrity, and professionalism at all times
- Treat all children, families, and colleagues with dignity and respect
- Model calm, respectful behaviour in line with the ethos of the setting

- Maintain appropriate professional boundaries

Staff must not:

- Humiliate, embarrass, or undermine children
- Use sarcasm or inappropriate humour directed at children
- Show favouritism or discrimination

Staff must ensure their conduct is **transparent, accountable, and capable of being justified** at all times.

Any conflicts of interest must be declared to the Director.

2. Safeguarding Responsibilities

Safeguarding is everyone's responsibility.

Designated Safeguarding Lead (DSL): Ben

Staff must:

- Prioritise the safety and welfare of children at all times
- Report any safeguarding concerns immediately to the DSL
- Record concerns accurately and promptly
- Understand and follow safeguarding procedures

If a concern involves the DSL, staff must escalate concerns to the Local Authority Designated Officer (LADO).

3. Low-Level Concerns

A low-level concern is any concern, no matter how small, about a member of staff's behaviour that may be inconsistent with this Code of Conduct.

Staff must report all low-level concerns to the DSL.

Examples may include:

- Being overly familiar with a child
- Favouritism
- Inappropriate language or tone
- Minor boundary breaches

All concerns will be recorded and addressed appropriately to maintain a strong safeguarding culture.

4. Health, Safety and Welfare

Staff must:

- Follow all health and safety procedures
- Report hazards, accidents, or unsafe practices immediately
- Not work under the influence of alcohol or drugs

MHSH is a smoke-free environment. Smoking and vaping are not permitted on site or in sight of children.

5. Dress and Appearance

Staff must dress appropriately for a professional educational environment.

Clothing must:

- Be safe and suitable for working with children
- Not be offensive, revealing, or inappropriate
- Avoid political or contentious slogans

6. Relationships with Children

Staff must maintain clear and appropriate professional boundaries at all times.

Staff must not:

- Initiate or pursue social contact with children outside the setting
- Share personal contact details
- Communicate with children via personal social media accounts
- Make sexual or inappropriate remarks

If a child initiates contact outside of the setting, staff must use professional judgement and inform the DSL where appropriate.

7. Physical Contact

Physical contact must always be:

- Appropriate and necessary
- Proportionate to the situation
- Open and not secretive

Staff must:

- Be mindful of the child's age, needs, and context
- Avoid initiating unnecessary physical contact

Any incident that could be misinterpreted must be reported and recorded.

8. Children in Distress

Where a child is in distress, appropriate comfort may be given.

Staff must ensure their actions are supportive, appropriate, and not open to misinterpretation.

9. One-to-One Situations

Staff must recognise the risks of one-to-one working.

Where it is necessary:

- It should take place in an open or visible environment where possible
- Another adult should be aware of the situation
- Doors should remain open where appropriate
- Sessions should be transparent and justifiable

Parental consent is obtained through registration.

10. Transporting Children and Off-Site Activities

- Parental consent must be obtained before transporting children
- All trips must be risk assessed
- Staff remain responsible for children until safely returned to a parent or carer

11. Use of Technology, Mobile Phones and Social Media

Staff must:

- Use only authorised MSHS systems for communication
- Not use personal devices to photograph or record children
- Not communicate with children or families via personal accounts

Staff must ensure that their online presence does not:

- Bring the setting into disrepute
- Undermine their professional role
- Pose a safeguarding risk

Confidential information must not be shared or processed using personal devices or AI tools.

12. Photography and Use of Images

- Only authorised equipment may be used
- Images must only be taken for approved purposes
- Written parental consent must be obtained
- Images must be stored securely

Images must never be used for personal purposes.

13. Gifts and Hospitality

- Staff must not accept gifts that could be perceived as a bribe
- Money must not be accepted
- Small tokens may be accepted but must be declared if significant
- Staff must not give personal gifts to children

14. Confidentiality

Staff must:

- Treat all information about children and families as confidential
- Share information only on a need-to-know basis

Safeguarding concerns must always be shared with the DSL.

15. Whistleblowing

Staff must report concerns about:

- Unsafe practice
- Misconduct
- Behaviour that may put children at risk

Concerns will be taken seriously and handled confidentially.

No member of staff will suffer detriment for raising a genuine concern.

16. Conduct Outside of Work

Staff must ensure their behaviour outside of work does not:

- Bring the setting into disrepute
- Undermine their suitability to work with children
- Pose a safeguarding risk

17. Recruitment, Induction and Training

- All staff are recruited following safer recruitment practices
- DBS checks and references are required
- Staff receive safeguarding training and induction
- Ongoing professional development and reflective practice are encouraged

18. Monitoring and Review

This Code of Conduct will be reviewed annually or in response to changes in guidance.

The DSL is responsible for ensuring all staff understand and adhere to this policy.

19. Compliance

All staff must sign to confirm they have read, understood, and agree to comply with this Code of Conduct.

Staff Declaration

I confirm that I have read, understood, and agree to follow the Montessori Home School Hub Code of Conduct.

Name: _____

Signature: _____

Date: _____

Name: _____

Signature: _____

Date: _____