

Wallace Road Nursery School



Code of Conduct

This Code of Conduct is reviewed annually by the Governing Body, and was last reviewed on

Chair of Governors: Daisy Newbery

Headteacher: Beccy Merritt

Code of Conduct

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Background

It is the expectation of the Governors and Headteacher that all adults and children (staff, children, parents/carers, students, volunteers and visitors) will adhere to this code of conduct, and comply with three main principles in order

to ensure all adults and children feel safe and respected in an inviting and safe environment.

- **To be respectful of others, including during communication**
- **To take care of the nursery building and contents**
- **To be kind and helpful to others**

We expect adults to model and adhere to the same code to further support the children to understand and follow them.

In our capacity as School Staff and Governors, we have a duty to behave in a way that reflects well on Wallace Road Nursery School, working at all times within the law and according to our school and Council policies and procedures. At no time should public confidence in the school be put at risk by actions or words of a member of school staff or governing body. Volunteers are asked to make the same commitment.

It is important that all adults read and understand the school's Code of Conduct, staff will be expected to sign a copy to say they have read it and agree to adhere to it.

If the behaviour of a member of staff falls below the standards in this code, the Headteacher/Chair of Governors may take disciplinary action, including dismissal.

All adults must remember they are role models for our children and in a unique position of influence, therefore all must adhere to behaviour that sets a good example.

In addition to this code of conduct, all employees engaged to work under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' standards 2012' and in relation to this policy, Part 2 of the Teachers' Standards-Personal and Professional Conduct.

The Code of Conduct cannot cover every eventuality. It does not replace the general requirements of the law, common sense and good conduct.

****All adults refer to: Staff, parents/carers, governors, visitors, volunteers and students***

1. Propriety and Behaviour

- **We are committed to safeguarding and promoting the welfare of all children.** All adults are aware of their **duty to report any concern** to the Designated Safeguarding Lead (DSL)-Beccy Merritt, or the deputy DSL- Anna Willis.
- Staff are provided with the Safeguarding Policy and Whistleblowing Procedure; all staff must be familiar with both these documents.
- We will **respect** the rights of all who hold protected characteristics (e.g. Age, gender, race) treating others **equally well** and **avoiding all forms of discrimination.**
- We will fulfil the obligations placed upon us under the terms of our contracts of employment, including the fulfilment of our job descriptions.
- We know and follow the **school values and ethos.**

- We will **accept and adhere to school policies and procedures**, carrying them out as diligently and as fully as possible.
- We will follow **health and safety** procedures.
- We will take **care of ourselves, colleagues and others** whilst working.
- We will maintain appropriate levels of **confidentiality** at all times.
- We will remember that the **emotional, physical, intellectual and moral** welfare of the children is the prime purpose and first concern of our school.
- We will be **punctual and fully prepared** for our work.
- All adults must maintain high standards of **honesty and integrity** in their work. This includes the handling and claiming of money and the use of nursery property and facilities.

2. Dress and Appearance

- We will dress modestly and appropriately for working with children and families.
- A person's dress and appearance are matters of personal choice and self-expression. However; adults should dress in ways which are appropriate to their role and this may need to be different to how they dress when not at work.
- Adults who work with children and young people should ensure they take care to ensure they are dressed appropriately for the tasks and the work they undertake.
- Staff, volunteers and students should dress in a manner that is not offensive, revealing or sexually provocative.

3. Personal Living Space

- No child should be in or invited into the home of an adult who works with them.
- Under no circumstances should children or young people assist with chores or tasks in the home of an adult who works with them. Neither should they be asked to do so by friends or family of that adult.

4. Professional relationships with children and favouritism

- All adults will treat all children the same and not have 'favourites' that are treated differently or more favourably.
- All staff will remember the importance of building a professional relationship with the children in order to support learning and development and for the child to feel safe and comfortable, however adults will not favour one child over another and recognise the importance of treating all children the same.

5. Position of Power and Trust

- As a result of their knowledge, position and/or the authority, all adults working with children and young people are in positions of trust in relation to the young people in their care.
- A relationship between an adult and a child cannot be a relationship between equals. There is potential for exploitation and harm of vulnerable young people. Adults have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.
- Adults should always maintain appropriate professional boundaries and avoid behaviour which might be misinterpreted by others. They should report and record any incident with this potential to the Headteacher.

6. Personal Behaviour

- Staff must not engage in conduct outside work which could damage the reputation and standing of Wallace Road Nursery School or the employee's own reputation, that of their co-workers or of other people within the nursery school or school community.
- Criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.

7. Communication with Children and Families

- Staff will communicate with the children and their families in the context of the Nursery school. Phone calls to parents will always be made from the school phone.
- Staff will not give out their personal details, telephone numbers, e-mails or addresses to pupils or parents/carers.
- If off-site and staff need to contact parents, they will ring the school which will then contact the parent/carer. Personal mobile phones will not be used to contact parents/carers.

8. Social Media

- Staff must observe the guidance in the Acceptable Use policy which they have signed to state that they have agreed the terms.
- Staff must not enter into cyber communication with families. **Where these relationships are already in place, they must be declared to Senior Leaders** as outlined in this Code of conduct and the E-Safety policy.

9. Personal Mobile Phones, Cameras, Handheld Devices

- All adults must ensure that their personal mobile phones, cameras and other such recording devices are stored securely during working hours on school premises or when on outings.
- Mobile phones must not be used in any teaching area in school or within toilet or changing areas.
- Only school equipment should be used to record classroom activities. Photos and video footage should be put onto the secure school system as soon as possible and not sent to, or kept on personal devices.
- During school outings nominated staff will be given permission to take their personal mobile phone to make contact with school or contact emergency services. This permission will be on the condition that the personal mobile will

not be used to take photographs or be used for personal use during the outing.

- All telephone contact with parents or carers must be made on the school phone. Personal mobile phones should not be used. In the event a phone call raises safeguarding concerns, the reporting a concern procedure must be followed and a concern form be completed with details of the call. If a phone call leads to a parent making a complaint and/or being abusive, a record of the conversation must be completed for evidence and given to Beccy.
- Parents or carers are permitted to take photographs of their own children during a school production or event. The school protocol requires that photos of other people's children are not published on social networking sites such including Facebook, Snap Chat, Instagram, You Tube or other such sites, which will be communicated and made clear before all events and performances.
- All adults are advised against the misuse of network sites such as Facebook and Twitter to share confidential, negative or abusive comments or information regarding the school, a member of staff, parent or child. (Misuse will be dealt with through official channels such as the Police).

10. Social Contact

- Adults who work with children should not seek to have social contact with them or their families, unless the reason for this contact has been firmly established and agreed with the Head Teacher.
- Where staff have personal relationships of a social nature with families whose children attend the Nursery, staff will declare these to the Headteacher and agree that their personal relationship will not affect their professional conduct surrounding the child's Early Learning experience at Wallace Road Nursery School.
- Where such relationships exist staff will ensure that no information regarding the Nursery, staff or pupils will be discussed and will sign a confidentiality form to support this.
- Under no circumstances should an adult visit a child in their home outside agreed work arrangements, or invite a child to their own home or that of a family member, colleague or friend. If in an emergency, such a one-off arrangement is required, the adult must have a prior discussion with the Headteacher and the parents or carers with a clear justification for such an arrangement agreed and recorded.

11. Sexual Contact

- All adults should clearly understand the need to maintain appropriate boundaries in their contacts with children.
- Any intimate or sexual relationships between children and the adults who work with them will be regarded as a grave breach of trust resulting in immediate disciplinary action and Designated Officer (LA) involvement. The police may be also be contacted.
- Any sexual activity between an adult a child at the Nursery will be regarded as a criminal offence and will always be a matter for disciplinary action and Police involvement.

12. Physical Contact

- Not all children and young people feel comfortable about physical contact, and adults should not make the assumption that it is acceptable practice to use touch as a means of communication.
- Working with children at such a young age and stage of development it is understood that at times the children will require comfort in the form of a hug for reassurance. All physical conduct must be in response to the child to meet their needs and conducted in an appropriate manner. Any adult who has concerns about physical contact carried out by another adult must report it to the Headteacher in line with the Whistleblowing Policy.
- It is not possible to be specific about the appropriateness of each physical contact. Adults should use their professional judgement at all times, observe and take note of the child's reaction or feelings and – so far as is possible - use a level of contact and/or form of communication which is acceptable to the child. **It is important that any act meets the needs of the child, not the needs of the adult.**
- Physical contact which occurs regularly with an individual child is likely to raise questions unless there is explicit agreement on the need for, and nature of, that contact.
- Where a child seeks or initiates inappropriate physical contact with an adult, the situation should be handled sensitively and care taken to ensure that contact is not exploited in any way. Careful consideration must be given to the needs of the child and advice and support given to the adult concerned.
- It is recognised that some children who have experienced abuse may seek inappropriate physical contact. Adults should be particularly aware of this when it is known that a child has suffered previous abuse or neglect.
- In all circumstances where a child or young person initiates inappropriate physical contact, it is the responsibility of the adult to sensitively deter the child and help them understand the importance of personal boundaries. Such circumstances must always be reported and discussed with a senior manager and the parent/carer.

13. Behaviour Management

- Behaviour will be managed in keeping with the guidance set out in the Relationships Policy. Adults will always respect the child's well-being and self-worth and not seek to affect the child's dignity or act in a way which may result in the child feeling shame or humiliation.
- Where a child has specific needs in respect of particularly challenging behaviour, a Positive Handling Plan may be drawn up and agreed by all parties.
- See Relationships Policy for further detail.

14. Use of Physical Intervention

- In no circumstances will an adult use any physical force or contact in relation to discipline.
- Physical intervention will only be used to protect a child from danger. This may include stopping a child physically harming another child, or stopping a child from engaging in an action which puts them at risk of harm.

- See Physical Intervention Policy for full guidance.

15. Children in Distress

- As detailed in the Early Years Foundation Stage statutory guidance, children in Early Years need to feel secure and settled to be able to engage in their learning within a setting.
- Staff play a large role in supporting children to separate from their main carer and find ways to independently engage in learning. If children are unsettled at drop off, the staff need to work closely with the child and family to enable the child to feel safe and secure.
- Staff are encouraged to value the voice of the child in situations where children are feeling distressed and provide appropriate levels of comfort for the child to enable them to relax and engage in the nursery session.
- Children must not be left feeling distressed at any point during the nursery session without adult input, even if the child needs some time to themselves. They need to have access to an adult at all times.

16. Intimate/Personal Care

- Children are entitled to respect and privacy at all times and especially when in a state of undress, changing clothes or undertaking any form of personal care. There are occasions where there will be a need for an appropriate level of supervision in order to safeguard young people and/or satisfy health and safety considerations. This supervision should be appropriate to the needs and age of the young people concerned and sensitive to the potential for embarrassment.
- Adults need to be vigilant about their own behaviour, ensure they follow agreed guidelines from the Personal Care Policy, and be mindful of the needs of the children and young people with whom they work.
- See Personal Care Policy for more information.

17. First Aid and Administration of Medication

- Health and Safety legislation places duties on all employers to ensure appropriate health and safety policies and equipment are in place and an appropriate person is appointed to take charge of first-aid arrangements.
- Some pupils may need medication during school hours. In circumstances where children need medication regularly a Health Care Plan will be drawn up (with Health colleagues) to ensure the safety and protection of pupils and staff. Appropriate training will be given to staff and the Plan must be adhered to by staff to protect all involved.
- See First Aid and Medication Policy for full details.

18. One to One Situations

- Staff working in one to one situation with pupils, including visiting staff from external organisations can be more vulnerable to allegations or complaints. To safeguard both pupils and adults, a risk assessment in relation to the specific nature and implications of one to one work will be written if appropriate.
- Each assessment will take into account the individual needs of each pupil and will be reviewed regularly.

19. Home Visits

- When carrying out school planned Home Visits staff must remain respectful of the children and families and, where possible, respect the protocols within the family home taking account of and being sensitive to any cultural expectations.

Please read Home Visit Policy for more guidance

20. Transporting Children

- There may be occasions when adults are expected or asked to transport children as part of their duties. Adults, who are expected to use their own vehicles for transporting children should ensure that the vehicle is roadworthy, appropriately insured and that the maximum capacity is not exceeded. Business Insurance should be included in the policy.
- It is a legal requirement that all passengers should wear seat belts and it is the responsibility of the staff member to ensure that this requirement is met. Adults should also be aware of current legislation and adhere to the use of car seats for younger children.
- It is inappropriate for adults to offer lifts to a child outside their normal working duties, unless this has been brought to the attention of the Headteacher and has been agreed with the parents/carers.
- There may be occasions where the child requires transport in an emergency situation or where not to give a lift may place a child at risk. Such circumstances must always be recorded and reported to the Headteacher and parents/carers.

21. Trips and Outings

- Adults should take particular care when supervising children on trips and outings, where the setting is less formal than the usual workplace. Adults remain in a position of trust and need to ensure that their behaviour remains professional at all times and stays within clearly defined professional boundaries.
- In all circumstances, those organising trips and outings must pay careful attention to ensuring safe staff/child ratios and to the gender mix of staff.
- Risk Assessments must be seen and signed by all involved and strictly followed.

22. Photography and Video

- Working with children in Early Years involves the taking or recording of images for evidence of their learning. Any such work should take place with due regard to the law and the need to safeguard the privacy, dignity, safety and well-being of children. Informed written consent from parents or carers and agreement, where possible, from the child or young person, should always be sought before an image is taken for any purpose, but in particular permission must be given to display photographs on the school website and Twitter page.
- Care should be taken to ensure that all parties understand the implications of the image being taken especially if it is to be used for any publicity purposes

or published in the media, or on the Internet.

- It is not appropriate for adults to take photographs of children using personal devices or to use images for their personal use. School equipment should be used and photographs uploaded to the school secure system. Equipment containing images should not be taken out of the Nursery.
- For images to be used for other purposes, such as promotion or training, permission will be sought from the parents and a detailed explanation will be given so they are aware of where the image will be used.

23. Access to Inappropriate Images and Internet Usage

- There are no circumstances that will justify adults possessing indecent images of children. Adults who access and possess links to such websites will be viewed as a significant and potential threat to children. Accessing, making and storing indecent images of children on the internet are illegal. This will lead to criminal investigation and the individual being barred from working with children and young people, if proven.

24. Confidentiality and Data Protection

- Members of staff may have access to confidential information about pupils in order to undertake their everyday responsibilities. In some circumstances staff may be given highly sensitive or private information. They should never use confidential or personal information about a pupil or her/his family for their own, or others' advantage (including that of partners, friends, relatives or other schools/services).
- Information must never be used to intimidate, humiliate, or embarrass the pupil.
- Confidential information about a child or young person should never be used casually in conversation or shared with any person other than on a need-to-know basis. In circumstances where the child's identity does not need to be disclosed the information should be used anonymously.
- There are some circumstances in which a member of staff may be expected to share information about a child, for example when abuse is alleged or suspected. In such cases, individuals have a duty to pass these on but only to the Designated Safeguarding Lead (or Deputy DSL).
- All staff must be familiar with the Data Protection Policy and the requirements related to data storage. Care must be taken to ensure that all school laptops are stored securely and documents are encrypted as appropriate.
- All documents that have pupil/family names, addresses or other such identification details must be securely locked away and not left on desk, in secure drawers or cupboards or taken off site.

25. Whistleblowing

- Whistleblowing is the mechanism by which adults can voice their concerns, made in good faith, without fear of repercussion. Each employer should have a clear and accessible whistleblowing policy that meets the terms of the Public Interest Disclosure Act 1998. Adults who use the Whistleblowing procedure should be made aware that their employment rights are protected.
- Please see Wallace Road Nursery School's Whistleblowing Policy for further information

26. Curriculum

- Many areas of learning within the school curriculum can include or raise subject matter which is of a sensitive nature. Care should be taken to ensure that resource materials cannot be misinterpreted and clearly relate to the learning outcomes identified in planning.
- Learning can sometimes include or lead to unplanned discussion about subject matter of a sensitive nature. Responding to children's questions requires careful judgement and staff should take guidance in these circumstances from the Designated Safeguarding Lead.