



**Code of Conduct for Staff, Students, Volunteers and Parent Helpers (Governors code of conduct is detailed on a separate document).**

*For ease, the word staff is used throughout this document to denote; Students, Volunteers, Visiting Governors and Parent Helpers.*

## **INTRODUCTION**

A Code of Conduct is designed to give clear guidance on the standards of behaviour all Nursery School staff are expected to observe. Crossens Nursery School Staff are in a unique position of influence and must adhere to behaviour that models the highest possible standards for all the children and families who access provision within our school. Staff should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action, including dismissal.

### **1. SETTING AN EXAMPLE**

All staff who work in the Nursery School set examples of behaviour and conduct which can be copied by the children.

All staff must, therefore, demonstrate the highest standards of conduct in order to encourage our children to do the same.

All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

This Code helps all staff to understand what behaviour is and is not acceptable.

### **2. SAFEGUARDING CHILDREN**

Staff have a duty to safeguard the children from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

The duty to safeguard children includes the duty to report concerns about a pupil to the schools' Designated Person for Safeguarding and Child Protection or Deputy Designated person.

Staff are provided with copies of the Safeguarding Policy and Whistleblowing Procedure (on induction) and staff must be familiar with these documents. Copies of these are available on request from the Headteacher or School Administrator.

The Governors of Crossens Nursery School uphold the need for its staff Code of Conduct Policy to reflect the professional needs of adults to support children within the whole school community.

Staff must not demean or undermine pupils, their parents or carers, or colleagues.

Staff must take the utmost care of the children under their supervision with the aim of ensuring their safety and welfare.

### **3. SOCIAL MEDIA; Use of mobile electronic devices including mobile phones and cameras:**

We will follow the school's policy on the; 'Use of Personal Mobile Devices and Social Networking Sites' which states that:

- I. Governors, Staff, Students and Volunteers must not post anything onto social networking sites such as 'Facebook' that could be construed to have any impact on the nursery's reputation or that would offend any other member of staff or parent using the nursery
- II. Governors, Staff, Students and Volunteers must decline friend requests from parents or their families and must remain professional at all times
- III. Governors, Staff, Students and Volunteers who have internet connected phones should use them in accordance with the policy on use of social networking sites.
- IV. Only ipads that belong to the school should be used to record images of children for tracking, assessment and display purposes, at no time should any **personal mobile device** be used to take photographs or videos. Under no circumstances should cameras be taken off school premises and contents/images must be regularly deleted.
- V. Visitors to the school, including governors must leave their mobile phone with the School Administrator (if visiting during times when children are present). However, an exception to this may apply – at the discretion of the Headteacher - when a governor or visitor is in a section of the school where children are not currently or normally present and the phone is being used only so that a Governor or visitor needs to be able to receive calls in case of emergency.

### **4. CHILDREN'S DEVELOPMENT**

Staff must comply with schools' policies and procedures that support the well-being and development of the children.

Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of the children.

Staff must follow reasonable instructions that support the development of the children.

### **5. HONESTY AND INTEGRITY**

Staff must maintain the highest standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of any of the schools' property and facilities.

### **6. INFORMATION SYSTEMS**

The Leaders of the School may exercise their right to monitor the use of information systems, including Internet access and the interception of e-mails for monitoring purposes. Where they believe unauthorised and/or inappropriate use of the service's information system or unacceptable or inappropriate behaviour may be taking place, the disciplinary procedure may be implemented. If it is suspected that the system may be being used for criminal purposes or for storing unlawful text, imagery or sound, the matter will be brought to the attention of the Police.

### **7. CONDUCT OUTSIDE WORK**

Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school's communities. Any such conduct could lead to dismissal. In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct will be regarded as unacceptable and could lead to dismissal.

Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Staff must not use social media e.g. Facebook with pupils or parents.

Staff must only use their school email account when communicating electronically in their work with members of the school community.

Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school and is not to a level which may contravene the working time regulations or affect an individual's work performance.

All members of staff must declare any business interests outside of school that may be connected either to the supply of goods / services to the schools or be rewarded through association with the school.

## **8. CONFIDENTIALITY**

Where staff have access to confidential information about children or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil.

All staff are likely at some point to witness actions which may need to be confidential, for example, where a pupil is at risk of harm. This needs to be reported and dealt with in accordance with the appropriate procedure. It must not be discussed outside the school. However, staff have an obligation to share with the schools' Designated Person for Safeguarding and Child Protection any information which gives rise to concern about the safety or welfare of a pupil. Staff must never promise a pupil that they will not act on information that they are told by the pupil.

## **9. DISCIPLINARY ACTION**

All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.

## **10. AIDE MEMOIRE FOR ALL STAFF**

When we speak to others we will:

- I. Use a positive statement rather than a negative one so that children can learn what we expect of them in any situation.
- II. Use a calm tone of voice at all times, to explain something to or instruct the children, so that they can follow our words without feeling threatened or uncomfortable.
- III. Avoid using sarcastic words or phrases as these demean children and prevent them from developing high self-esteem.
- IV. Speak respectfully to other adults at all times, even if we disagree with them.

As professionals we will:

- I. Avoid workplace gossip and negativity as it breeds resentment and detracts from effective communication and collaboration. We all have a duty to take active steps to divert conversations away from this if we come across it.
- II. Maintain confidentiality about anything that we see or hear in the schools, so that parents and children can trust us, and as a way of showing respect to our fellow professionals.
- III. Work as part of a team, contributing as well as learning from others and helping to build up a strong workforce so that we can provide the best possible learning opportunities for the children.
- IV. Work within the school's policies and practices, so that what we do is consistent with what has been agreed between all members of staff, the headteacher and the governing body.
- V. Treat everyone with respect.
- VI. Dress appropriately, so that we set a good example for the children and to show that we are here to work.
- VII. Behave in a positive way despite any personal problems that we may have, especially in front of the children.

I agree to follow this code of conduct at all times.

I agree to raise any concerns I may have regarding the compliance of others with the code of conduct with the headteacher, another senior member of staff or governor.

If I have more serious concerns I will follow the Whistle Blowing procedure detailed in the Safeguarding and Child Protection Policy.

Signed:

Name:

Date