



Batford Nursery School & Day Care

Code of Conduct for Employees

Version	1.1
Based on Model Policy	HfL Model Code of Conduct for Employees
Review body:	Head of Centre
Date issued:	February 2019
Review frequency:	Two years
Target audience:	All stakeholders

Version	Date	Notes
V1.0	Sep-2017	HfL model policy with addition of own provisions 2.3-5, 3.7-.8, 5.3, 11.4
V1.1	Feb 2019	New model policy issued 16 April 2018, containing a separate category of Relationship with Offenders, amplification of unacceptable behaviours in relation to Relationships with Children – including those outside of the immediate school, and explicit reference to contact with the media. Removal of paras. not relevant to children in early years.

Batford Nursery School and Day Care is committed to:

- Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Eliminating discrimination, advancing equality of opportunity and fostering good relations between different groups. These factors were considered in the formation and review of this policy and will be adhered to in its implementation and application across the whole school community.
- Promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs: any school member or visitor expressing opinions contrary to fundamental British Values, including 'extremist' views, will be actively challenged.

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1. Objective, Scope and Principles

- 1.1 This Code of Conduct is designed to give clear guidance on the standards of behaviour all school and Day Care employees are expected to observe. Employees are role models, and are in a unique position of influence, and must adhere to behaviour that sets a good example to all the children within the school. As a member of an early years community, each employee has an individual responsibility to maintain their reputation and the reputation of the school and Day Care, whether inside or outside working hours.
- 1.2 This Code of Conduct applies to all employees of the Nursery School and Day Care. This Code of Conduct does not form part of any employee's contract of employment.
- 1.3 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

2. Setting an Example

- 2.1 All staff who work in the early years set examples of behaviour and conduct which can be copied by children. Staff must therefore for example avoid using inappropriate or offensive language at all times.
- 2.2 All staff must, therefore, demonstrate high standards of conduct in order to encourage our children to do the same.
- 2.3 Staff should adhere to professional conduct in meetings and when dealing with other members of staff, e.g. not talking over others, walking out of unfinished meetings, talking about issues they have when front facing with children.
- 2.4 Staff should ensure that they guard against inappropriate interactions with parents and inappropriate discussions with parents. They should consider how they share information with parents, using professionalism, confidentiality and sensitivity.
- 2.5 Staff should use the open door policy of addressing issues with senior leaders at an appropriate time.
- 2.6 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct
- 2.7 This Code helps all staff to understand what behaviour is and is not acceptable. Regard should also be given to the disciplinary rules set out in the school's Disciplinary Policy and Procedure
- 2.8 All staff are expected to familiarise themselves and comply with all school and Day Care policies and procedures

3. Safeguarding Children

- 3.1 Staff have a duty to safeguard children from physical abuse, sexual abuse, emotional abuse and neglect
- 3.2 The duty to safeguard children includes the duty to report concerns about a child or colleague to the Designated Senior Person (DSP) for Child Protection.
- 3.3 The DSPs are
Nursery Sarah Hedges, Jenni Voskianian
Day Care:..... Jo Hobbs, Rosemary Quint, Nicola Mainwairing

- 3.4 Staff are provided with personal copies of the setting's Child Protection Policy and Whistleblowing Procedure and staff must be familiar with these documents.
- 3.5 Staff should treat children with respect and dignity and must not seriously demean or undermine pupils, their parents or carers, or colleagues.
- 3.6 Staff should not demonstrate behaviours that may be perceived as sarcasm, making jokes at the expense of children, embarrassing or humiliating children, discriminating against or favouring children.
- 3.7 Staff should not talk about children in a manner which could cause distress to them or their parents / carers or which may cause other children to perceive that they are seen as difficult or naughty
- 3.8 Staff should always have regard to a child's developmental stage when dealing with children's behaviour, treating them with courtesy and kindness and using explanation and positive language as part of the learning
- 3.9 Staff must take reasonable care of children under their supervision with the aim of ensuring their safety and welfare.

4. Relationships with offenders

- 4.1 There is a duty to disclose all relationships which may create an enhanced risk to children – cohabitation with a person convicted of a serious offence, irrespective of whether the childcare disqualification by association regulations apply, could create potential for enhanced risk which when disclosed can be risk assessed against.

5. Relationships with children

- 5.1 Staff must declare any relationships that they may have with children outside of setting; this may include mutual membership of social groups, tutoring, or family connections. Staff should not assume that the setting is aware of any such connections. A declaration form may be found in Appendix 2 of this document.
- 5.2 Relationships with children must be professional at all times, physical relationships with children are not permitted and may lead to a criminal conviction.
- 5.3 Physical contact with children should be given careful consideration. Young children need physical comfort if they are distressed or injured. However, it is not appropriate to use force to make a child compliant. Staff should avoid rough play or lifting, swinging or throwing children.
- 5.4 Behaviour giving rise to concern should also be reported, which includes pupils seeking affection, being sexually provocative or exhibiting overly familiar behaviour.

6. Children's Development

- 6.1 Staff must comply with school and Day Care policies and procedures that support the well-being and development of children
- 6.2 Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of children.
- 6.3 Staff must follow reasonable instructions that support the development of children.

7. Honesty and Integrity

- 7.1 Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of the setting's property and facilities.

- 7.2 All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this Act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept, or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should refer to the setting's Whistleblowing procedure.
- 7.3 Gifts from suppliers or associates of the setting must be declared to the Headteacher, with the exception of "one off" token gifts from children or parents. A record will be kept of all gifts received.
- 7.4 Personal gifts from individual members of staff to children are inappropriate and could be misinterpreted and may lead to disciplinary action.

8. Conduct outside of Work

- 8.1 Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the setting or the employee's own reputation or the reputation of other members of the Batford community.
- 8.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.
- 8.3 Staff may undertake work outside the setting, either paid or voluntary, provided that it does not conflict with the interests of the setting nor be to a level which may contravene the working time regulations or affect an individual's work performance in the setting. It is not acceptable for staff to enter into private childcare arrangements with parents.

9. E-Safety and Internet Use

(See also Professional Responsibilities – Appendix 1)

- 9.1 Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Regard should be given to the setting's Online Safety and ICT Acceptable Use Policy at all times both inside and outside of work.
- 9.2 Staff must not engage in inappropriate use of social network sites which may bring themselves, the setting, Batford community or employer into disrepute. Staff should ensure that they adopt suitably high security settings on any personal profiles they may have.
- 9.3 Staff should exercise caution in their use of all social media or any other web based presence that they may have, including written content, videos or photographs, and views expressed either directly or by 'liking' certain pages or posts established by others.
- 9.4 Photographs/stills or video footage of children should only be taken using school or Day Care equipment, for purposes authorised by the setting. Any such use should always be transparent and only occur where parental consent has been given. The resultant files from such recording or taking of photographs must be stored in accordance with the setting's procedures on school or Day Care equipment.

10. Confidentiality

- 10.1 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 child.
- 10.2 All staff are likely at some point to witness actions which need to be confidential. For example, where a child is bullied by another child (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate school or Day Care

procedure. It must not be discussed outside the setting, including with the child's parent or carer, nor with colleagues in the setting except with a senior member of staff with the appropriate authority to deal with the matter.

- 10.3 However, staff have an obligation to share with the Designated Senior Person any information which gives rise to concern about the safety or welfare of a child. Staff must **never** promise a child that they will not act on information that they are told by the child.
- 10.4 Staff are not allowed to make any comment to the media about the setting, its performance, governance, children or parents without written approval. Any media queries should be directed to the Headteacher.

11. Dress and Appearance

- 11.1 All staff must dress in a manner that is appropriate to a professional role and promoting a professional image.
- 11.2 Staff should dress in a manner that is not offensive, revealing or sexually provocative, e.g. no low cut tops, bare midriffs, very short shorts / skirts
- 11.3 Staff should dress in a manner that is absent from political or other contentious slogans.
- 11.4 Staff should dress in a manner which complies with the sun safety policy in hot weather, as an example to others.

12. Disciplinary Action

Staff should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including, but not limited to, dismissal.

13. Compliance

All staff must complete the form in Appendix 3 to confirm they have read, understood and agreed to comply with the code of conduct. This form should then be signed and dated.

Appendix 1: Professional Responsibilities

When using any form of ICT, including the Internet, in school and outside school

For your own protection we advise that you:

- Ensure all electronic communication with children, parents, carers, staff and others is compatible with your professional role and in line with school policies.
- Do not talk about your professional role in any capacity when using social media such as Facebook and You Tube.
- Do not put online any text, image, sound or video that could upset or offend any member of the whole school community or be incompatible with your professional role.
- Use school ICT systems and resources for all school business. This includes your school email address, school mobile phone and school video camera.
- Do not disclose any passwords and ensure that personal data (such as data held on MIS software) is kept secure and used appropriately.
- Only take images of children and/or staff for professional purposes, in accordance with school policy and with the knowledge of SLT.
- Do not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Ensure that your online activity, both in school and outside school, will not bring the school or professional role into disrepute.
- Emails should ideally be checked daily as a minimum (on working days) or every other day if one day is particularly busy.
- You have a duty to report any eSafety incident which may impact on you, your professionalism or the school.

“School” means School or Day Care

Appendix 2: Relationships with children outside of work declaration

It is recognised that there may be circumstances whereby employees of the school or Day Care are known to children outside of work. Examples include membership of sports clubs, family connections.

Staff must declare any relationship outside of school that they may have with children registered at the school or Day Care.

Employee Name	Child's Name	Relationship

I can confirm that I am fully aware of the code of conduct relating to contact out of work with children in line with this policy.

I confirm that if these circumstances change at any time I will complete a new form to ensure the school or Day Care are aware of any relationships.

Signed

Date

Once completed, signed and dated, please return this form to the Headteacher / Day Care Manager

Appendix 3: Confirmation of compliance

I hereby confirm that I have read, understood and agree to comply with Batford Nursery School and Day Care's code of conduct.

Name

Position/Post Held.....

Signed

Date

Once completed, signed and dated, please return this form to the Headteacher /Day Care Manager