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Canterbury Nursery School
and Centre for Children and Families

Basil Street,
Bradford, BD5 9HL

Executive Head Teacher: Duncan Jacques
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Policy

Code of Conduct Policy (Staff)

Statutory or Non Statutory	Statutory
Frequency of Review	Annually
Last Review	October 2019
Next Review	October 2020
Website	Yes

Canterbury Vision

At Canterbury, children and their families are at the heart of an encouraging and challenging environment, where everyone recognises and celebrates differences, actively communicates the importance of learning and believes everyone can achieve.

At Canterbury Nursery School and Centre for Children and Families we aim to achieve the best possible, efficient and effective service for children and families, and in providing this service achieve equality of opportunity, openness and accountability, both in the delivery of services and in the employment of staff.

Managers and supervisors of staff have a duty to set good standards of conduct and performance by their own example and to similarly expect high standards of conduct and performance from staff.

The need for formal disciplinary action will be reduced by managers and supervisors setting good standards and making it clear that the same standards are expected of employees. A timely word explaining the Centre's requirements can be an effective way of improving performance or behaviour. Such guidance and instruction is a normal part of management and supervision. Managers should take care to ensure that an appropriate level of privacy is maintained in giving guidance and instruction.

We believe that this positive approach will achieve the high standards expected. Where it is necessary to take formal disciplinary action we will follow procedures that provide a fair and effective method of dealing with any shortcomings in conduct or performance and its aim is to encourage the employee to meet the standards required.

Guidance

These rules, standards and expectations are determined by Canterbury Nursery School and Centre for Children and Families and the Governing Body reserves the right to amend them from time to time.

Guidance is necessary because they set standards of conduct at work and make clear to employees what is expected of them. They are put in writing to ensure that all employees know what is required and expected of them and to avoid any misunderstanding. They should be readily available and easily understood by both employees and managers.

It is unlikely that any guidance can cover all circumstances that may arise. The following set of rules is not intended to be a complete list of all possible "offences". The emphasis is on outlining standards of performance and behaviour which are expected of employees. Common sense and good judgement is required on the part of managers in the fair and consistent application of these rules to employees.

It is a shared responsibility between managers and staff to ensure that everyone has read and understood the policies and procedures of the Centre.

General Conduct

Employees are expected to set the highest standards of conduct and must behave politely, respectfully and reasonably to colleagues, members of the public and clients/customers of the service at all times. Employees must not abuse their authority either in relation to a colleague or a member of the public.

Employees must not be under the influence of alcohol or un-prescribed drugs during working hours, in so far as it impairs employee performance, conduct or safety.

Employees must not smoke in work areas which are designated as no-smoking areas.

Employees must take reasonable care with Centre property, equipment, resources and facilities and ensure that they are only used for Centre purposes.

Employees must act honestly and in good faith in the course of their duties.

Acts of violence, threatening behaviour and verbal abuse are unacceptable.

English must be spoken at all times unless working directly with a child/parent/carer whose first language is not English.

Respect property in and around the centre and the property belonging to others.

Never jump to conclusions about others without checking the facts.

Never exaggerate or trivialise incidents that occur within the Centre.

Avoid any behaviour that may be seen as harassment. Avoid any behaviour that is intrusive or could make the recipient feel threatened, humiliated or vulnerable and which undermines self-confidence. Examples include spreading malicious rumours, making threats, constantly undervaluing effort, withholding information, persistent or unfair criticism.

Never make sarcastic, insensitive, derogatory or sexually suggestive comments, innuendo's or gestures to or in front of children, parents or colleagues.

Dress Code

Employees must achieve an appropriate standard of dress, which meets health and safety requirements, neatness and personal hygiene. The expectation is **Smart Casual**. ID badges must be worn at all times.

Be mindful of working in a mixed community where a variety of cultural norms exist. Avoid wearing inappropriate clothing.

When working with children staff should be aware of anything that could cause injury and take sensible precautions to prevent this.

Staff involved in the preparation and serving of meals and snacks should be aware of food hygiene and food preparation regulations.

Nails should be neatly trimmed and of a length that does not endanger children.

Ensure footwear allows you to move quickly, freely and safely.

Be prepared for all weathers as staff will be expected to work outside.

The following is **not** acceptable:

- bra straps or underwear of any sort showing
- flip flops (shoes must be attached to the feet securely)
- high heels (if working with children)
- low cut tops
- buttocks showing
- hoodies
- jogging or track suit bottoms
- loop earrings
- dirty or soiled clothing
- denim clothing
- leggings with short tops that do not reach the thighs
- Baseball caps or casual headwear.

Work Performance

Employees must carry out their duties at a level of performance acceptable to the Centre which is in line with the relevant 'Met' or 'Exceeding' criteria at all times.

Staff are expected to be reflective about their practice and act upon constructive feedback promptly.

Employees must co-operate with reasonable requests and instructions from managers.

Attendance and Time-Keeping

Employees are contracted to carry out a job. Regular attendance at work is essential to undertake the duties of that job.

Employees must notify their supervisor of any absence from duty for any reason - including non-attendance at an approved course of training.

Employees must explain their absence, as soon as is reasonably practicable or in accordance with other prescribed arrangements.

If the reason for absence is sickness, employees must comply with the appropriate sickness notification arrangements.

Employees must comply with their starting and finishing times including, where appropriate, the flexible working hours scheme. **Employees should be ready to begin their duties at the agreed starting time.** Employees must comply with annual leave procedures.

Persistent lateness or absenteeism is unacceptable.

Honesty and Hospitality

An employee must not accept any fee or reward whatsoever other than their proper remuneration.

An employee must not give or offer gifts, inducements, bribes or considerations of any sort in connection with the Centre's business in any way.

The public has a right to expect those providing a service to them, to have the highest standards of honesty and integrity and not to use their positions to their own advantage.

Employees supervising contracts and having direct contacts with contractors and suppliers must exercise particular care and must be able to demonstrate complete integrity.

Any gift other than of nominal value may not be accepted and all offers of gifts must be reported to Senior Management. Hospitality may only be accepted in circumstances where it is courteous and reasonable to do so. All offers of hospitality must be reported to Senior Management.

An employee who is in any doubt about whether an offer of hospitality is reasonable, should always discuss this with their supervisor before accepting.

Conflict of Interest

Employees should not place themselves in debt for money or services to any person where this might affect, or be thought to affect the proper performance of their duties.

In addition to their own relationship (be it business or social) employees must also notify their supervisor of any relationship through family to any contractor, supplier, job applicant or client with whom they may come into contact in the course of their duties. It is the responsibility of employees to avoid any suggestion of conflict of interest arising in the course of their employment. Where there is the possibility of a conflict of interest occurring, employees must immediately notify their supervisor.

An employee must not take on private work from other organisations or individuals where there is or may potentially be a conflict of interest. Any contact which may compromise interests should be reported to line management. If employees are in any doubt whether such a conflict exists they should ask their supervisor.

Secondary Employment/Private Work

Other work must not be carried out during the hours which employees are contracted to work at the Centre, including hours where employees may be required to work on a rota basis.

Employees must not engage in employment, including self-employment, during their off-duty hours, when such employment conflicts with the interest of the Centre or in any way weakens public confidence in the conduct of the Centre's business.

We expect that staff shall not engage in any other business or take up any additional appointment without the express consent of the Governing Body. This consent should be requested in writing.

Health and Safety

Employees and employers have legal duties under the Health and Safety at Work Act to provide and maintain a safe working environment.

It is Management's responsibility to inform employees of Health & Safety requirements and accident reporting procedures.

Employees must wear appropriate protective clothing where it is provided for particular duties.

Employees must comply with accident reporting procedures.

Employees must follow safety instructions and codes of practice.

Employees must comply with hygiene requirements and food handling.

Employees must not engage in dangerous or reckless behaviour involving risk of injury to themselves or other persons.

Upholding Integrity and Credibility

Employees must ensure at all times - and particularly in any dealings with the public - that their words and actions do not bring the Centre into disrepute. Conduct, whether during work hours or not and including conduct of a criminal nature, is a legitimate concern and disciplinary action may be taken where conduct has been prejudicial. Employees should notify their supervisors if they are convicted of any criminal offence during their employment where the offence may be relevant to the job or may affect the reputation of the Centre, the credibility of the service offered or the integrity of the employee.

Confidentiality of Personal Information

Employees must not disclose to any unauthorised person any information about clients of the Centre or other employees or members of the public obtained in the course of the Centre's business.

Where confidentiality is required - of any information held by the Centre - employees must maintain such confidentiality. Employees must not spread malicious rumours or gossip, as this can create unnecessary distress and fear.

Make sure sensitive issues are discussed only in an environment where confidentiality can be guaranteed.

Only share confidential or sensitive information about parents, children or colleagues, with the people that need to know.

Employee's must respect children's, parent's and colleague's right to personal privacy.

Employees must not pass on business information to other than authorised people. Such information should in no circumstances be passed to competitors and any employee leaving the Centre is forbidden to take with them copies of information of a competitive business nature or make available knowledge gained in the course of their employment.

Media / Social Media

As a Private Citizen;

As a private citizen you are free to participate in media relations subject only to certain restrictions designed to protect the Centre, as employer, from embarrassment and to preserve confidentiality within the context of Open Government.

You must not disclose:

- Confidential information affecting an individual or individuals
- Commercial information, eg. details of contracts
- Information relating to negotiations with Trade Unions
- Information relating to any legal action in which the Centre is, or is likely to become involved with
- Information in connection with your duties.

You must be especially careful if what you say involves:

- Policy making and/or political controversy
- Criticism of others including the Centre's performance.

It is important that you have taken all reasonable steps to avoid any inference that, including denial if necessary, you are speaking as an employee.

You must also ensure that neither the content of what you say nor the way in which you express yourself could in any way undermine your client's and/or public's confidence in you as an employee.

As an Employee;

If you have suggestions to make, grievances to air, concerns or wish to influence the development of School Policy, you can do so by either:

- Taking it up with your immediate supervisor who has the duty to transmit your views through the Senior Leadership Team
- Taking it up with the Governing Body
- Taking it up with your Trade Union or Professional Association who can pursue it through established procedures.

You must not attempt to do so by media / social media contact. If you are in any doubt as to whether the media contact you have in mind might infringe these guidelines, you should seek guidance from your line manager in the first instance.

Equality and Discrimination

The Centre has issued an Equal Opportunity and Community Cohesion Policy. This document is distributed to employees who must comply with the contents.

All employees must not discriminate against or harass any colleague or member of the

public on the grounds of a person's gender, race, disability, culture, religious beliefs, age, sexuality, class, economic or other disadvantage.

Harassment can be behaviour by one or more persons against any other person(s) which causes offence or embarrassment or creates fear, stress or tension or any other detriment in the workplace. Such behaviour may be physical, verbal and non-verbal and can include intimidating acts, offensive comments or gestures and interference with the employee's property or work station. This definition includes racist or sexist remarks. Even if these are intended as a joke, they are very offensive and are not acceptable.

Managers have a particular responsibility to ensure the workplace is free from discrimination and harassment and to take appropriate action at the earliest opportunity.

Employees must not display or circulate material which may cause offence.

Employees must undertake any training required of them, which is provided in connection with the Equal Opportunity and Community Cohesion Policy.

Misconduct

Gross misconduct is generally seen as misconduct serious enough to destroy the employment relationship between the employer and the employee and make any further trust, confidence and future working relationship impossible. Gross misconduct will normally lead to summary dismissal (i.e. dismissal without the normal period of notice or pay in lieu of notice) following a Formal Disciplinary Hearing.

The following list is not exhaustive nor in any order of priority but are examples of circumstances which will normally amount to gross misconduct and may result in summary dismissal. It is the responsibility of employees to be aware of other circumstances within their particular workplace or duties which would amount to Gross Misconduct:-

- Failure to comply with a reasonable management instruction. In the case of less serious/less urgent instructions repeated and wilful failure would be required for it to constitute gross misconduct.
- Improper use of an official position for private gain or the private gain of some other person, including soliciting or accepting bribes.
- Fighting or physical assault on clients, members of the public or other employees, including maltreatment of persons in the Centre's care.
- Deliberate misrepresentations as to personal information e.g. date of birth, status, qualifications, experience and health.
- Deliberate falsification of time sheets, claim forms, letters etc.
- Theft, misappropriation, unauthorised possession or malicious damage to property, materials or equipment, its clients or other employees.
- Negligence or non-compliance with any Health and Safety requirements such as to endanger life or cause unacceptable damage or injury.
- Unauthorised use of materials, equipment, vehicles or facilities whether during or outside the working day.
- Unauthorised use of labour for private purposes.

- Conduct prejudicial to the Centre’s interest or conduct of a criminal nature, whether committed at work or, committed outside working hours.
- Which may damage the reputation, integrity and credibility of the Centre?
- Doing private work during hours when contracted to work for the Centre - this includes unpaid voluntary work.
- Breaches of procedures and policies which result in discrimination in terms of service provision or employment including promotion or training. Such discrimination may be direct (i.e. applying a condition or requirement to one group which would not be applied to another) or indirect (i.e. applying a condition or requirement universally which cannot be justified and which is more easily met by one group than another).
- Personal harassment of a serious nature, including, for example:- Verbal abuse - which includes derogatory language relating to a person's gender, race, disability, culture, religious beliefs, age, sexuality, class, economic or other disadvantage.
- Unwelcome and intentional touching of another person's intimate body areas or clothing.
- Threatening to take action against a person over whom the harasser may appear to have power. This could include, for example, threatening to withhold if sexual advances are rejected or implying that promotion will be denied because of a person's race.
- Behaviour which cannot be justified; is in conflict with the Centre’s equal rights policy or equal rights employment policy; is found to be offensive by the recipient; is perceived by the recipient to be harassment and which persists despite the recipient making it clear to the harasser that they object to the behaviour in question; or continues despite the offence caused being apparent to any reasonable person. This type of behaviour need not involve direct abuse but could include general remarks about gender, race etc. which are offensive, including, including the use of patronising terminology, 'jokes', or other words or actions detrimental to a good working environment.

Confirmation the Policy in respect of Canterbury Nursery School and Centre for Children and Families has been discussed by the Governing Body

Signed by:

Chair of Governors: Date:

Executive Head / Head of School: Date

Agreed at the Governing Body Meeting on: