

Turncroft Nursery School

Staff Code of Conduct



Approved by: Mrs Celia Rushton and the
Governing Body

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1. Aims, scope and principles

This policy aims to set and maintain standards of conduct that we expect all staff to follow. By creating this policy, we aim to ensure our school is an environment where everyone is safe, happy and treated with respect.

Many of the principles in this code of conduct are based on the Teachers' Standards and standards for Teaching Assistants.

School staff have an influential position in our school and act as role models for children and young people by consistently demonstrating high standards of behaviour.

We expect that all staff will act in accordance with the personal and professional behaviours set out in the relevant professional standards.

We expect all support staff, governors and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others.

Our school vision and values are detailed in full on our school website. Ultimately, in school we wish to provide an environment which we know will help to prepare our children to be confident, happy, creative learners and good citizens of the future.

Failure to follow the code of conduct may result in disciplinary action being taken, as set out in our staff disciplinary procedures.

Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, staff will use their professional judgement and act in the best interests of the school and its pupils.

2. Legislation and guidance

We are required to set out a staff code of conduct under regulation 7 of **The School Staffing (England) Regulations 2009**.

In line with the statutory safeguarding guidance '**Keeping Children Safe in Education**' (2022), we should have a staff code of conduct, which should cover acceptable use of technologies, staff/pupil relationships and communications, including the use of social media.

The **Guidance for Safer Working Practice for Adults who work with Children and Young People in Education (2022)** offers much greater detail than that contained within this code of conduct. We fully adopted the safer working practice document and recognise its' importance: providing clear advice on appropriate and safe behaviours and professional boundaries for all adults working with children and young people in paid or unpaid capacities, in all contexts.

3. General obligations

Staff set an example to children and young people. They will:

- Maintain high standards in their attendance and punctuality
- Never use inappropriate or offensive language in school
- Treat pupils and others with dignity and respect
- Show tolerance and respect for the rights of others
- Not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Express personal beliefs in a way that will not overly influence children and young people, and will not exploit children and young people's vulnerability or might lead them to break the law
- Understand the statutory frameworks they must act within
- Adhere to the relevant professional standards

4. Safeguarding

Staff have a duty to safeguard pupils from harm, and to report any concerns they have. This includes physical, emotional and sexual abuse, or neglect.

Staff will familiarize themselves with our safeguarding policy and procedures and the Prevent initiative, and ensure they are aware of the processes to follow if they have concerns about a child.

Our safeguarding policy and procedures are available in the staff room, from the school office and can be viewed on our school website. New staff will also be given copies on arrival.

5. Staff/pupil relationships

Staff will observe proper boundaries with pupils that are appropriate to their professional position. They will act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so.

If staff members and pupils must spend time on a one-to-one basis, staff will ensure that:

- This takes place in a public place that others can access
- Others can see in to the room
- The Headteacher or member of the Senior Leadership Team knows this is taking place

Staff should avoid contact with pupils outside of school hours if possible.

Personal contact details should not be exchanged between staff and pupils and young people. This includes social media profiles.

While we are aware many pupils and their parents may wish to give gifts to staff, for example, at the end of the school year, gifts from staff to pupils are not acceptable.

If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, this should be reported to a member of the SLT or the Headteacher.

6. Communication and Social Media

Staff's social media profiles should not be available to pupils or to young people. If staff have a personal profile on social media sites, they should consider carefully the information which is displayed so that it does not bring our school into disrepute or leave them in a potentially vulnerable position. If staff receive unwelcome attention from students, they should inform the Headteacher or member of the SLT and should then consider using a first/middle name instead and set public profiles to private.

Staff should not attempt to contact pupils or their parents via social media, or any other means outside school, to develop any sort of relationship. They will not make any efforts to find pupils' or parents' social media profiles.

Staff will ensure that they do not post any images online that identify children who are pupils at the school without parental consent to the school on admission.

Staff should be aware of our school's Online Safety Policy.

7. Acceptable use of technology

Staff will not use technology in school to view material that is illegal, inappropriate or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails, gambling and viewing pornography or other inappropriate content. *See mobile phone and Online Safety policies.

Staff will not use personal mobile phones and laptops, or school equipment for personal use, in school hours or in front of pupils or young people. An exception to this is when on lunch breaks where personal mobile phones can be used in the staff room then replaced in lockers following use. Staff will also not use personal mobile phones or cameras to take pictures of pupils.

We have the right to monitor emails and internet use on the school IT system.

8. Confidentiality

During their role, members of staff are often privy to sensitive and confidential information about the school, staff, pupils and their parents.

This information will never be:

- Disclosed to anyone without the relevant authority
- Used to humiliate, embarrass or blackmail others
- Used for a purpose other than what it was collected and intended for

This does not overrule staff's duty to report child protection concerns to the appropriate channel where staff believe a child is at risk of harm.

9. Honesty and integrity

Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with pupils and young people, handling money, claiming expenses and using school property and facilities.

Staff will not accept bribes. Gifts that are worth more than £25 must be declared and recorded on the gifts and hospitality register.

Staff will ensure that all information given to our school about their qualifications and professional experience is correct. Necessary DBS and reference checks will be undertaken on and prior to appointment.

10. Dress code

Staff will dress in a professional, appropriate manner.

Outfits will not be overly revealing, and we ask that tattoos are covered up.

Clothes will not display any offensive or political slogans. (Please see school dress policy for full details.)

11. Conduct outside of work

Staff will not act in a way that would bring the school or the teaching profession into disrepute. This covers relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school on social media.

12. Monitoring arrangements

This policy will be reviewed every 3 years but can be revised as needed. It will be ratified by the full governing board.

13. Links with other policies

This policy links with our policies on:

- Disciplinary Policy (which will be used if staff breach this code of conduct. It also sets out examples of what we will deem as misconduct and gross misconduct.)
- Staff grievance procedures
- Safeguarding and Child Protection
- Safer Recruitment
- Gifts and hospitality
- Online Safety
- Mobile Phones
- Confidentiality policy
- Intimate Care Policy

- Fundamental British Values
- Whistleblowing
- Home Visits
- Induction
- Managing Medicines
- Educational Visits

Key Documents

- Keeping Children Safe in Education (2022)
- Guidance for Safer Working Practice for Adults who work with Children and Young People in Education (2022)

Elizabeth Shears

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