

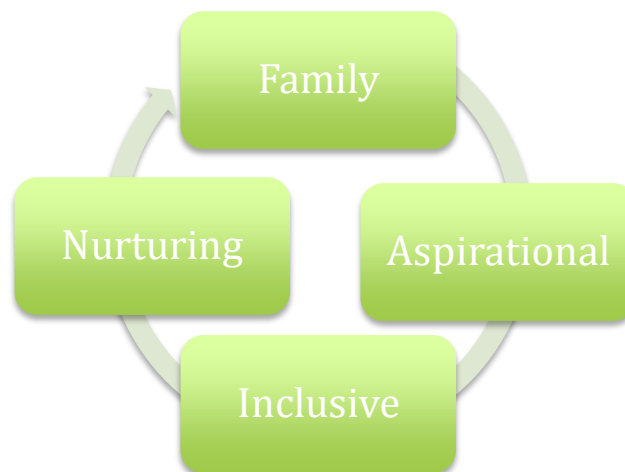


Tenterfield Nursery School

Code of Conduct

Based on Model Policy	HfL
Review body:	FGB
Date issued:	Sept 2020
Review frequency:	Every Three years
Review Date:	Sept 2023
Target audience:	Staff

Values



Vision

- To deliver high quality education in a supportive, caring and secure environment in which everyone is valued.
- To provide a centre for the families in our community to learn, grow and play.
- To continue to offer exceptional specialist provision for children and families with additional needs.

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Please refer to Staff handbook for detailed information to be read alongside this code of conduct.

The Governors of Tenterfield Nursery School believe that all staff should adhere to the code of conduct policy as set out below.

OBJECTIVE, SCOPE AND PRINCIPLES

This Code of Conduct is designed to give clear guidance on the standards of behaviour all school employees are expected to observe. School 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 pupils within the school. As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.

This Code of Conduct applies to all employees of the school. This policy does not form part of any employee's contract of employment and it may be amended at any time.

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.

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 Schools' Disciplinary Policy and Procedure. Staff should be aware that a failure to comply with the school's Code of Conduct could result in disciplinary action including but not limited to dismissal.

SETTING AN EXAMPLE

- 1.1 All staff who work in schools set examples of behaviour and conduct which can be copied by children, students and families
- 1.2 All staff and volunteers must, therefore, demonstrate high standards of conduct in order to encourage our children, students and families to do the same.
- 1.3 All staff and volunteers must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.
- 1.4 This Code helps all staff to understand what is and what is not acceptable.

2 SAFEGUARDING PUPILS/STUDENTS

- 2.1 Staff have a duty to safeguard pupils/students from:
 - physical abuse

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- sexual abuse
 - emotional abuse
 - neglect
- 2.2 The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student to the school's Designated Senior Person (DSP) for Child Protection.
- 2.3 Tenterfield has 2 DSPs : Vicky Beare & Holly Brankin. We also have 2 deputy DSPs: Ria Haley & Katie McLaughlin (Wraparound and Holiday Club)
- 2.4 Staff are provided with personal copies of the Nursery's Child Protection Policy and Whistleblowing Procedure and staff must be familiar with these documents.
- 2.5 Staff must not seriously demean or undermine pupils, their parents or carers, or colleagues.
- 2.6 Staff must take reasonable care of pupils/students under their supervision with the aim of ensuring their safety and welfare.

3 PUPIL/STUDENT DEVELOPMENT

- 3.1 Staff must comply with school policies and procedures that support the well-being and development of pupils/students.
- 3.2 Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils/students.
- 3.3 Staff must follow reasonable instructions that support the development of pupils/students.

4 HONESTY AND INTEGRITY

- 4.1 Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.
- 4.2 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 school's Whistleblowing procedure

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- 4.3 Staff must not act on behalf of the school unless they have the authority to do so.
- 4.4 Professional references from the school will be provided by the Headteacher. References given by other members of staff must be clear that they are provided in a personal capacity.

5 CONDUCT OUTSIDE WORK

- 5.1 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 community.
- 5.2 In particular, criminal offences that involve violence or possession or misuse of drugs or sexual misconduct are likely to be regarded as unacceptable.
- 5.3 Staff must exercise caution when using information technology and be aware of the risks to themselves and others.
- 5.4 The use of social networking sites must be for social purposes only and in no way be used to refer to, or discuss, pupils, staff or parents at the school
- 5.5 Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school nor be to a level which may contravene the working time regulations or affect an individual's work performance. It is recommended that permission is sought in advance.

Staff must disclose any work outside school or outside business interests where there is a potential conflict of interests with their employment at the school.

If any allegation of wrongdoing occurs in a staff member's work outside school (whether or not they deny this) which may have a bearing on their employment they must disclose this immediately to the Headteacher or their Line Manager.
- 5.6 A work related social event is considered to be an extension of the workplace and as such the standards of behaviour expected at these events is in line with this policy.

6 E-SAFETY AND INTERNET USE

- 6.1 Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Regard should be given to the school's Online Safety Policy and Acceptable User Agreements at all times both inside and outside of work.
- 6.2 Staff must not engage in inappropriate use of social media sites which may bring themselves, the school, school community or employer into disrepute. Staff should ensure that they adopt suitably high security settings on any personal profiles they may have.

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- 6.3 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. This may also include the use of dating websites where staff could encounter pupils either with their own profile or acting covertly.
- 6.4 Contact with pupils should only be made via the use of school email accounts or telephone equipment when appropriate and strictly for educational reasons.
- 6.5 Photographs or video footage of pupils should only be taken using school equipment, for purposes authorised by the school. 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 school's procedures on school equipment.

7 DRESS CODE

7.1 Due to the nature of the job staff are expected to wear clothing that is comfortable and appropriate to the role. E.g. warm/waterproof clothing when working in the garden. Nursery and wraparound staff during working time sessions (including planned contact meetings with parents) are expected to dress professionally and therefore low cut/strappy tops or blue denim jeans are not to be worn during these times.

8 CONFIDENTIALITY

- 8.1 Where staff have access to confidential information about pupils/students 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/student.
- 8.2 All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil/student is bullied by another pupil/student (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the pupil's/student's parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate role and authority to deal with the matter.
- 8.3 However, staff do have an obligation to share with their manager or the school's Designated Senior Person any information which gives rise to concern about the safety or welfare of a pupil/student. Staff must never promise to a pupil/student that they will not act on information that they are told by the pupil/student.
- 8.4 Staff are not allowed to make any comment to the media about the school, its performance, governance, pupils or parents without written approval. Any media queries should be directed to the Headteacher.

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9 DISCIPLINARY ACTION

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

10 COMPLIANCE

10.1 All staff must complete the form in appendix 2 to confirm they have read, understood and agreed to comply with the code of conduct. This form should then be signed and dated.

Professional responsibilities when using any form of ICT, including the Internet, in school and outside school

Employees of the school have a duty to report any eSafety incident which may impact on you, your professionalism or the school.

For your own protection we advise that you:

- Ensure all electronic communication with pupils, 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;
- 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 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 pupils and/or staff for professional purposes, in accordance with school policy and with the knowledge of the school's Leadership Team;
- 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 your professional role into disrepute;
- Check emails daily as a minimum (on working days) or every other day if one day is particularly busy.

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Appendix 1

Confirmation of compliance

I hereby confirm that I have read, understood and agree to comply with the school’s code of conduct.

Name

Position/Post Held.....

Signed

Date

Once completed, signed and dated, please return this form to your Line Manager

Appendix 2

Relationships with pupils outside of work declaration

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

Staff must declare any relationship outside of school that they may have with pupils.

Employee Name	Pupil Name	Relationship

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

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If I am tutoring a pupil outside of school, I am aware that the following must be adhered to:

- I do not, at any point, teach the child in question as part of my daily timetable - this is a stipulation of such tutoring
- I emphasise to parents that this is done completely independently of the school
- No monies come through the school at any point, informally (e.g. via the pupil) or formally
- No private tutoring is to take place on the school premises

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

Signed

Date

Once completed, signed and dated, please return this form to your Line Manager

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