

Streatley Hill Pre-school Code of Conduct

This document should clarify what is expected in terms of professional behaviour. If a member of staff does not follow this code of conduct this may lead to disciplinary procedures. There may be times when professional judgements are made in situations not covered by this document, or which directly contravene the guidance given by their employer. It is expected that in these circumstances staff will always advise their senior colleague of their justification for any such action already taken or proposed.

This policy applies to all staff and volunteers in the school regardless of their position, role or responsibility. References to 'staff' throughout the policy relate to all of the following groups:

- All members of staff including teaching and support staff
- Volunteers, including Committee Members
- Casual workers
- Temporary and supply staff, either from agencies or engaged directly
- Student placements, including those undertaking initial teacher training and apprentices.

Streatley Hill Pre-school requires that all staff have read and agree to comply with this policy.

Breach or failure to observe this policy will result in action being taken under the school disciplinary procedures including, but not limited to, dismissal.

This code of conduct is not an exhaustive list of acceptable and unacceptable standards of behaviour. In situations where guidance does not exist in this policy staff are expected to exercise their professional judgement and act in the best interests of the students/students and the school.

Core Principles

To reflect our school values of – inclusion, respectfulness, responsibility, honesty and openness, reflection, discipline, enthusiasm and forgiveness.

All staff, as appropriate to the role and/or job description of the individual, must:

- Place the well-being and learning of all students at the centre of their professional practice.
- Have high expectations for all students and work to help students progress regardless of their background and personal circumstances.

- Staff should apply the same professional standards in keeping with the School's Policies.
- All staff should know the name of their designated person for child protection (Lead Teacher, Cheryl Allen and Joanna Sentinella, Deputy Safeguarding Lead), be familiar with child protection arrangements and understand their responsibilities to safeguard and protect students.
- In order to maintain a calm and harmonious environment where everyone gets along well together the staff team model the language, attitudes and behaviours they are trying to inspire in students.
- Reflect on their own practice, develop their skills, knowledge and expertise and adapt appropriately to learn with and from colleagues.

Confidentiality

Members of staff may have access to confidential information about students in order to undertake their everyday responsibilities. In some circumstances staff may be given additional highly sensitive or private information. They should never use confidential or personal information about a student or his family for their own, or others' advantage. Information must never be used to intimidate, humiliate, or embarrass the student.

Confidential information about students should never be used casually in conversation or shared with any person other than on a need to know basis. In circumstances where the student's identity does not need to be disclosed the information should be used anonymously. There are some circumstances in which a member of staff may be expected to share information about a student, for example when abuse is alleged or suspected. In such cases, individuals have a duty to pass information on without delay, but only to those with designated child protection responsibilities.

If a member of staff is in any doubt about whether to share information or keep it confidential he or she should seek guidance from a senior member of staff. Any media or legal enquiries should be passed to senior leadership. Adults need to be aware that although it is important to listen to and support students, they must not promise confidentiality or request students to do the same under any circumstances. Additionally, concerns and allegations about adults should be treated as confidential and passed to a senior leader without delay.

This means that staff:

- are expected to treat information they receive about students in a discreet and confidential manner.
- in any doubt about sharing information they hold, or which has been requested of them should seek advice from a senior member of staff
- need to be cautious when passing information to others about a student.
- Need to know to whom any concerns or allegations should be reported

Propriety and Behaviour

An adult who demonstrates any unacceptable behaviour through lack of respecting professional boundaries will be challenged.

Dress and Appearance

Staff should consider the manner of dress and appearance appropriate to their professional role. Smart and professional appearance is expected at all times for staff. Staff should ensure they are dressed decently, safely and appropriately for the tasks they undertake.

Online Safety

Staff should follow Streatley Hill Pre-school's Online Safety policy for staff and the Acceptable Use Policy at all times and have regard for Streatley Hill Pre-school's Online Safety policy for students.

Staff must not engage in inappropriate use of social network sites which may bring themselves, the school or the school community into disrepute. Staff should adopt the highest security settings on any personal profiles they have.

Staff should remain mindful of their digital footprint and exercise caution in all their use of social media or any other web based presence they have. This includes written content, videos or photographs and views expressed either directly or by 'liking' certain pages or posts or following certain individuals or groups.

Staff must not make contact with students, must not accept or initiate friend requests nor follow students' accounts on any social media platform. Staff must not communicate with students via social media, websites, instant messenger accounts or text message. The only acceptable method of contact is via the use of school email accounts or telephone equipment.

Staff should not make contact with students' family members, accept or initiate friend requests or follow students' family member's account on any social media platform.

However, Streatley Hill Pre-school acknowledges that staff who are also parents may wish to make contact with other parents, who are friends, over social media. Staff must exercise caution and professional judgement in these circumstances and should not have any contact with students' family members via social media if that contact is likely to constitute a conflict of interest or call into question their objectivity.

Mobile phones and personally-owned devices may not be used during play or formal school time. They should be switched off (or silent) at all times. The Bluetooth functionality of a mobile phone should be switched off at all times and may not be used to send images or files to other mobile phones. Mobile phones and personal devices are not permitted to be used in certain areas within the school site such as changing rooms and toilets e.g swimming or at residential.

Mobile phones and personally-owned mobile devices brought in to school are the responsibility of the device owner. Streatley Hill Pre-school accepts no responsibility for the loss, theft or damage of personally-owned mobile phones or mobile devices.

Physical Contact

There are occasions when it is entirely appropriate and proper for staff to have physical contact with students, but it is crucial that they only do so in ways appropriate to their professional role. A 'no touch' approach is impractical for most staff and may in some circumstances be inappropriate. When physical contact is made with students this should be in response to their needs at the time, of limited duration and appropriate. Staff should use their professional judgement at all times about the appropriateness of any physical contact.

This means that staff should:

- be aware that even well intentioned physical contact may be misconstrued by the student, an observer or by anyone to whom this action is described
- always be prepared to explain actions and accept that all physical contact be open to scrutiny

Behaviour Management

All students have a right to be treated with respect and dignity. Staff should not use any form of degrading treatment to punish a student. The use of humour can help to defuse a situation. The use of sarcasm, demeaning or insensitive comments towards students is not acceptable in any situation.

This means that staff should:

- try to defuse situations before they escalate
- keep parents informed of any sanctions
- adhere to the School's policies

Transporting Children

In certain situations, for example out of school activities, staff or volunteers may agree to transport children. A designated member of staff should be appointed to plan and provide oversight of all transporting arrangements and respond to any difficulties that may arise. Wherever possible and practicable it is advisable that transport is undertaken other than in private vehicles, with at least one adult additional to the driver acting as an escort. The driver must also have appropriate insurance. Staff should ensure that their behaviour is safe and that the transport arrangements and the vehicle meet all legal requirements. They should ensure that the vehicle is roadworthy and appropriately insured and that the maximum capacity is not exceeded.

This means that staff should:

- plan and agree arrangements with all parties in advance
- ensure that they are alone with a child for the minimum time possible
- be aware that the safety and welfare of the child is their responsibility until this is safely passed over to a parent/carer

- report the nature of the journey, the route and expected time of arrival in accordance with agreed procedures
- ensure that their behaviour and all arrangements ensure vehicle, passenger and driver safety

First Aid and Administration of Medication

The school has a medication policy, which must be adhered to at all times.

Intimate Care

All children have a right to safety, privacy and dignity when contact of an intimate nature is required (for example assisting with toileting, changing nappies or removing wet/soiled clothing). Staff will follow the regular procedures with children in nappies. Children should be encouraged to act as independently as possible and to undertake as much of their own personal care as is practicable.

This means that staff should:

- make other staff aware of the task being undertaken
- explain to the child what is happening
- consult with colleagues where any variation from agreed procedure/care plan is necessary
- record the justification for any variations to the agreed procedure/care plan and share this information with parents.

Whistleblowing

Whistleblowing is the mechanism by which staff can voice their concerns, made in good faith, without fear of repercussion. Please refer to the school Whistle Blowing Policy. Staff should acknowledge their individual responsibilities to bring matters of concern to the attention of senior leadership and/or relevant external agencies. This is particularly important where the welfare of children may be at risk.

This means that staff should:

- report any behaviour by colleagues that raises concern

Sharing Concerns and Recording Incidents

All staff should be aware of the school's child safeguarding and protection procedures, including procedures for dealing with allegations against staff.

This means that staff:

- should be familiar with the School's Safeguarding procedures
- should take responsibility for recording any incident and passing on that information where they have concerns about any matter pertaining to the welfare of an individual in the school or workplace.

Smoking, alcohol and other substances

Streatley Hill Pre-school is a non-smoking site. Staff must not smoke on school premises or outside school gates. Any member of staff wishing to smoke must leave the school grounds.

Staff must not smoke whilst working with or supervising students offsite.

Staff must not consume or be under the influence of alcohol, illicit drugs or other illegal substances on or near school premises.

Staff must refrain from the consumption of alcohol and other substances at school/student events (i.e. Leaving Proms, residential visits) both within the school premises and outside the school setting.

Compliance

All staff must complete the form in appendix 1 to confirm they have read, understood and agree to comply with this policy. This form should be signed and dated, and a copy retained on the member of staff's file.

Appendix 1

Confirmation of compliance

I hereby confirm that I have read, understood and agree to comply with Streatley Hill Pre-school's staff code of conduct.

Name

Position/Post Held.....

Signed

Date

Once completed, signed and dated, please return this form to the Lead Teacher, Committee Chair or Secretary