



## **Code of conduct for staff employed at Aspiring Foundations Federated Nursery Schools**

### **INTRODUCTION**

The governing body is required to set out a Code of Conduct for all school employees.

Staff should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.

### **2 PURPOSE, SCOPE AND PRINCIPLES**

A Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe, and the school should notify staff of this code and the expectations therein. School staff are in a unique position of influence and must adhere to behaviour that sets a good example to all the pupils/students within the school.

This Code of Conduct applies to:

- all staff who are employed by the school, including the Headteacher;

The Code of Conduct does not apply to:

- employees of external contractors and providers of services (e.g. contract cleaners).

(Such staff are covered by the relevant Code of Conduct of their employing body)

### **3 SETTING AN EXAMPLE**

- 3.1 All staff who work in schools set examples of behaviour and conduct which can be copied by pupils/students.
- 3.2 All staff must, therefore, demonstrate high standards of conduct in order to encourage our pupils/students to do the same.
- 3.3 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct. This includes appropriateness of dress which is covered in the school dress code and all staff must abide by.
- 3.4 This Code helps all staff to understand what behaviour is and is not acceptable.

## 4 SAFEGUARDING PUPILS/STUDENTS

4.1 Staff have a duty to safeguard children from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

4.2 The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student to the school's Designated Senior Person for Child Protection.

4.3 The school's Designated Person is Amanda Brown.

4.4 Staff are provided with copies of the school's Safeguarding and Child Protection Policy and Whistleblowing Procedure and staff must be familiar with these documents. Staff should be aware of, and pay regard to the following documents stored with the safeguarding library in the Nursery (Ditton) / main office (Warrington Road) :

- "Keeping Children Safe in Education 2019"
- "Guidance for safer working practice for those working with children and young people in education settings 2019"
- "Working Together to Safeguard Children" 2018

4.5 Staff must not seriously demean or undermine children, their parents or carers, or colleagues.

4.6 Staff must take reasonable care of children under their supervision with the aim of ensuring their safety and welfare.

4.7 Staff understand that it may be appropriate to discuss with the Head teacher matters outside of work, which may have implications for the safeguarding of children in the workplace. This includes information about themselves. Staff will ensure that they are aware of the circumstances where this would be applicable

4.8 Staff must be aware that if there is involvement from Children's Social Care in respect of their own child, or a child that they live with or have contact with, it is the responsibility of Children's Social Care to assess the immediate concern and inform the school of whether the adult poses a risk to children. Examples of this may include:

- Allegations of assault, physical or emotional, on their own child or on a child they live with or have contact with
- Domestic abuse
- Substance misuse
- Lives with or is in a relationship with a person who is identified as a risk to children

4.9 Staff should ensure that they disclose information about themselves relating to the above to the Head teacher as soon as possible. School will create an environment and culture where staff are able to do this.

4.10 Staff should ensure that any possible changes to DBS checks are discussed with the Head teacher as soon as possible. All staff should be aware that the headteacher may need to take further advice from the Local Authority / OFSTED

## **5 PUPIL/STUDENT DEVELOPMENT**

- 5.1 Staff must comply with school policies and procedures that support the well-being and development of children.
- 5.2 Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of children.
- 5.3 Staff must follow reasonable instructions that support the development of children.

## **6 HONESTY AND INTEGRITY**

- 6.1 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.

## **7 CONDUCT OUTSIDE WORK**

- 7.1 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.
- 7.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.
- 7.3 Staff must exercise caution when using information technology and social media, and be aware of the risks to themselves and



others. Staff should refer to Halton's Social Networking Guidance for further detail.

- 7.4 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.

## 8 CONFIDENTIALITY

- 8.1 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.
- 8.2 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 procedure. It must not be discussed outside the school, including with the child'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 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 child. Staff must **never** promise a child that they will not act on information that they are told by the child.

## 9 DISCIPLINARY ACTION

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

I have read the Code of Conduct and agree to abide by the principles it contains.

Signed \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

This code of conduct is subject to an annual review and renewal.



## **Acceptable Use of Communications Technology**

### **Acceptable Use Policy for any adult working with learners**

**The policy aims to ensure that any communications technology is used without creating unnecessary risk to users whilst supporting learning**

I agree that I will:

- only use, move and share personal data securely
- respect the school network security
- implement the schools policy on the use of technology and digital literacy including the skills of knowledge location, retrieval and evaluation, the recognition of bias, unreliability and validity of sources; and the use of personal mobile phones
- respect the copyright and intellectual property rights of others
- only use approved email accounts
- only use pupil images or work when approved by parents and in a way that will not enable individual pupils to be identified on a public facing site.
- only give permission to pupils to communicate online with trusted users.
- use the ICT facilities sensibly, professionally, lawfully, consistent with my duties and with respect for pupils and colleagues.
- not use or share my personal (home) accounts/data (eg Facebook, email, ebay etc) with pupils or parents
- set strong passwords which I will not share and will change regularly (a strong password is one which uses a combination of letters, numbers and other permitted signs).
- report unsuitable content and/or ICT misuse to the named e-Safety officer
- promote any supplied E safety guidance appropriately.

**I know that anything I share online may be monitored.**

**I know that once I share anything online it is completely out of my control and may be used by others in a way that I did not intend.**

I agree that I will not:

- visit internet sites, make, post, download, upload or pass on, material, remarks, proposals or comments that contain or relate to:
  - inappropriate images
  - promoting discrimination of any kind
  - promoting violence or bullying
  - promoting racial or religious hatred
  - promoting illegal acts
  - breach any Local Authority/School policies, e.g. gambling
- do anything which exposes others to danger
- post any other information which may be offensive to others



- forward chain letters breach copyright law
- use personal digital recording equipment including cameras, phones or other devices for taking/transferring images of pupils or staff without permission
- store images or other files off site without permission from the head teacher or their delegated representative.

I will ensure that any private social networking sites, blogs, etc that I create or actively contribute to, do not compromise my professional role.

I understand that data protection policy requires me to keep any information I see regarding staff or pupils which is held within the school's management information system private, secure and confidential. The only exceptions are when there is a safeguarding issue or I am required by law to disclose such information to an appropriate authority.

**I accept that my use of the school and Local Authority ICT facilities may be monitored and the outcomes of the monitoring may be used.**

**Signed** \_\_\_\_\_

**Your name (in block capitals):** .....

**Date:**.....



## CODE OF CONDUCT FOR ALL STUDENTS/VOLUNTEERS WORKING AT Aspiring Foundations federated Nursery Schools

We request that you read, sign and return a copy of this code of conduct to the Headteacher as an indication that you agree to the principles it contains and in order for the school to function successfully as a partnership between parents, staff and students.

- Please treat all children equally and with respect. Respect gains respect. It is a two way process. For your own protection please make sure that you are never alone with one child. Sadly we are working in times when you can't afford to take any chances. Please avoid all physical contact with the children.
- Conversations that you hear or are part of that relate to children or staff must remain confidential.
- Inform another member of staff if you experience behaviour difficulties that you feel unable to deal with so that the child can be dealt with appropriately.
- Unless you are employed to work with children you must not discipline them under any circumstances. Report any issues to a member of the teaching staff to be dealt with appropriately.
- You may witness behaviours that we are already working closely with the child, parents and outside agencies to support and improve. You may not always be aware of this as such information is highly confidential. It is easy to make judgements without being fully aware of the facts contributing to the child's difficulties. If you have concerns please speak to the Headteacher.

I have read the Code of Conduct and agree to abide by the principles it contains.

Signed \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

This code of conduct is subject to an annual review and renewal.