



**All Saints C of E
Infant and Nursery School**

**Selston C of E
Infant and Nursery School**

Staff Code of Conduct Policy

*Opening hearts and minds through the
grace and love of God*

ALL SAINTS CHURCH OF ENGLAND (VA) INFANT SCHOOL AND PRE-SCHOOL

SELSTON CHURCH OF ENGLAND (VC) INFANT AND NURSERY SCHOOL

MISSION STATEMENT

Opening hearts and minds through the grace and love of God

At All Saints Infant School and Pre-School and Selston Infant and Nursery School children always come first and we try to nourish, challenge, prepare and inspire them within a Christian ethos.

We believe in valuing all who contribute towards the successful running of our schools including children, parents, carers, governors, teaching and non-teaching staff.

This Mission Statement lies at the heart of our schools' aims. It is the philosophical basis for all of the schools' policies and through these, for everything that happens in and round our schools. Our aspiration is for everyone at All Saints and Selston to:

- feel happy, secure, safe and valued at school
- develop a growing awareness of their own inner self and spirituality, and of the power of the Christian faith to transform lives
- develop healthy relationships based on care, trust, compassion and forgiveness
- show acceptance for and understanding of others who may have different beliefs or needs
- strive for the highest standards of achievement, developing the confidence and skills to be independent, motivated and self-disciplined learners
- have a positive approach to life, contributing to the well-being of the community and building hope for the future

We hope that children will leave our schools with open hearts and minds, ready to respond to the opportunities that lie before them and to experience the joy of life in all its fullness.

Background and principles

The staff and governors of All Saints Infant School and Pre-School and Selston Infant and Nursery School are committed to the principles of the “Safe Organisations Checklist” (*Nottinghamshire Safeguarding Children Board*). Staff have a common law Duty of Care towards children and have a legal obligation to safeguard and promote the welfare and well-being of all children, whose needs must be the first and paramount consideration. (*Children Act 1989, Education Act 2002, Education and Inspections Act 2006*).

The overwhelming majority of adults who work with children in education settings, act in a professional and responsible way and always seek to provide a safe and supportive environment, which secures the well-being and best outcomes for children. Particularly, children with social, emotional and behavioural difficulties often display challenging behaviours, which place them at risk, and may render the staff who support them vulnerable to allegations of mistreatment or abuse.

Allegations may be misplaced, malicious or genuine. Much relies on child and staff behaviours, where tensions and misunderstandings may occur and allegations may arise from different perceptions of the same event. The purpose of this Code of Conduct is to provide a framework for safe professional practice and effective partnerships between staff, leaders and parents/carers.

The Code of Conduct applies to all teachers, support staff, volunteers, visiting staff and locums working with pupils on and off-site and requires that these adults will;

- Place the welfare of children as their first and paramount consideration,
- Accept responsibility for their own actions and behaviour and avoid any conduct that might lead any reasonable person to question their motivation and intentions,
- Work in an open and transparent way,
- Make a record of any incident and promptly consult their line manager,
- Apply the same professional standards, regardless of gender, race or sexual orientation,
- Be aware of the name of the designated person with responsibility for safeguarding pupils (and their deputy) and understand their responsibilities under the safeguarding policy,
- Understand that any breaches in the law or professional expectations might lead to criminal or disciplinary action and barring,
- Understand their responsibilities to report the unprofessional conduct of other adults working in or on behalf of the pre-school/schools.

Confidentiality

- Staff must not use confidential or sensitive information about a child or their family for their own benefit or to humiliate or embarrass a child.
- Confidential information about children or the pre-school/schools should not be shared casually.
- Information that might suggest that a child is in need or at risk of significant harm must be shared with the designated person, in accordance with the safeguarding procedures.

Behaviour

- Staff have a responsibility to maintain public confidence and must uphold high standards of personal conduct to do so; both within and outside of their work setting.

- They must not do or say anything that might bring the pre-school/schools or the council into disrepute.

Dress and appearance

- Staff should dress decently, safely and appropriately for the tasks that they are required to undertake.

Gifts

- Whilst there may be occasions when parents/carers or children may wish to give a small token of appreciation to staff at religious festivities or the end of a placement, for example, it is unacceptable to receive gifts on a regular basis.
- Personal gifts should not be given by staff to children and any reward to a child should be consistent with the pre-school/schools' Behaviour Policy, recorded and not based upon favouritism.

Infatuations

- It is not unusual for pupils or, sometimes, their parents/carers to develop infatuations or "crushes" towards trusted staff. All such situations must be responded to sensitively to maintain the dignity of those concerned and any indications that this might be happening reported to your line manager.

Social contact

- Staff should not establish or seek to establish any social contact with a child or their parents/carers.
- Unplanned or other social contact that happens outside of the school setting should be reported to the Head Teacher or Heads of School.
- Staff should not give their personal telephone numbers, addresses or email addresses to children or their parents/carers.
- It is never acceptable to communicate with children or accept a friendship request from a child on social networking sites such as Facebook (see Social Media Policy).
- No member of staff will enter into extra or private tuition or childcare arrangements with parents/carers without the permission of the Head Teacher or Heads of School.

Use of personal mobile phones, laptops and tablets

- All staff are required to place any personal equipment capable of photographing children in a locked drawer/locker and such items should not be taken into the classroom. Such personal equipment is not to be used at any time during contact with pupils.

Physical contact

- When physical contact is made with children, it should be in response to their needs at that time and appropriate to their age, stage of development, gender, ethnicity and background and in line with the pre-school/schools' Positive Handling Policy.
- Physical contact should never be secretive, for the gratuity of the adult or represent a misuse of authority.
- Extra caution should be exercised where a child is known to have suffered previous abuse or neglect. Such experiences may sometimes make a child exceptionally needy and demanding of physical contact and staff should respond sensitively by

detering the child through helping them to understand the importance of personal boundaries and appropriate touch.

- Any extreme attention-needing or behaviour by children that makes staff feel uncomfortable should be reported to a line manager.
- Staff supervising PE and games or providing therapy sessions may be required to initiate physical contact with children, again this must be in line with pre-school/school policies.
- Children are entitled to respect and privacy whilst they are changing or showering after games or swimming.

Children in distress

- On those occasions when a child may be in distress and in need of comfort and reassurance, staff should ensure that they remain self-aware at all times and that their contact with the child is not open to misunderstanding.

Care, control and physical intervention

- The pre-school/schools are committed to the use of positive behaviour management and staff will not use any form of physical punishment, threats, sarcasm or demeaning comments to deal with unacceptable behaviour – see Behaviour Management/Anti Bullying Policy.
- When children need to be held for their own protection or the protection of others, this must only be undertaken in accordance with the training and policy sanctioned by the leadership team and governing body – see Positive Handling Policy.
- Any such incidents and physical interventions will be recorded and reported in line with pre-school/school policy.

One to one situations

- Staff working individually with children should recognise the potential vulnerability of children and adults in such situations and ensure that they manage these situations with regard for the safety of both the child and themselves.
- Individual work with children should not be undertaken in isolated areas or rooms where there is no external visual access. Where it is necessary to close doors for reasons of confidentiality (for example children in therapy sessions) colleagues are aware of this and asked to remain vigilant.
- In general, staff will not be expected to transport or accompany children off-site on their own. If staff use their own cars for transporting children, they will ensure appropriate escort arrangements and that they have in place motor insurance that covers business use.
- All first aid will be administered only by suitably trained and accredited staff except in an emergency where the illness or injury is such that to delay assistance might cause harm to the child.
- Children who require any form of intimate care are entitled to privacy, dignity and safety. Children with ongoing health problems will be treated in accordance with any Medical Plan that has been agreed with the parent/carer and the Health Authority and only by those who have been authorised to do so by the Head Teacher or Heads of School.
- Lone members of staff should not be placed in a position where they are expected to provide any form of intimate care without the safeguard of having a colleague in the same room or area.

Curriculum

- Care should be taken to abide by the school's policy on relationships and sex education and the wishes of parents/carers.
- The curriculum can include or raise subject matter, which is sexually explicit or otherwise of a sensitive nature. Care should be exercised to ensure that resource materials cannot be misinterpreted and clearly relate to the lesson plan.
- The curriculum can sometimes lead to unplanned discussion of sensitive subject matters. Responding to children's questions requires careful judgments and guidance should be sought from members of the leadership team, as appropriate.

Photography, videos and other creative arts

- Whilst photographic and video images can play a valuable role within the curriculum, after-school activities and to celebrate achievement, there is potential for such images and opportunities to be misused by adults with ulterior motives.
- Staff should be sensitive to the needs of children who may have been abused in this way or who appear uncomfortable when asked to participate in photography or filming.
- Staff should ensure that a member of the leadership team is aware of the proposed use of photographic/video equipment and that this is recorded in lesson plans.
- Staff should be able to give account of the rationale behind any images of pupils that are in their possession. They should be stored securely and only used by those authorised to do so.
- Permission from children and their parents/carers must be obtained for the use of images of children for publicity purposes and, in general, names of children will not be published.

Internet use

- Staff should follow the pre-school/schools' policy on the use of computer equipment and should under no circumstances, access, or allow children to access, inappropriate material or images.
- If children are found to have accessed such images, this should be reported to the Head Teacher.

Media

- Other than on matters of publicity, only the Head Teacher is authorised to speak or send any communication on behalf of the pre-school/school to members of the press or broadcast media. This decision is to avoid any embarrassment or unfair pressure on staff.
- This authorisation may be extended by the Head Teacher to other staff members.

Whistle-blowing (see separate policy)

- All staff have a responsibility to voice their concerns about the inappropriate or worrying behaviour of a colleague: in good faith and without fear of repercussions.
- Where allegations are made about the mistreatment of a child by a member of staff or volunteer, the Head Teacher (or in the case of an allegation against the Head Teacher, the Chair of Governors) will follow the procedures adopted by the Nottinghamshire Safeguarding Children Board, in consultation with relevant designated LA officers.

Use of school premises

- School staff must not use the schools' premises or facilities for activities which are not connected with their employment at the school. This includes the personal use of the school e-mail, telephones, computers, photocopiers or other equipment.

Staff facing criminal charges

- Any member of staff, volunteer or governor who, during the course of their employment with the school, faces criminal charges or who receives a new caution or conviction must inform their line manager, or in the case of the Head Teacher, the Chair of Governors.

This code of conduct will be reviewed annually and in accordance with any changes in local or national guidance or legislation.

Reference:-

"Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings" - Available in the practice guidance section of the Nottinghamshire Safeguarding Children board WebPages www.nottinghamshire.gov.uk/nscb