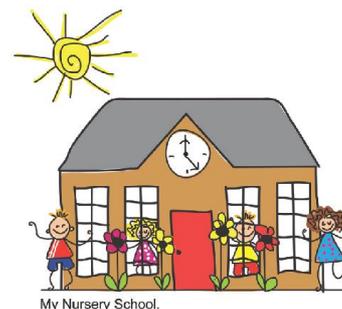


# **Hungerford Nursery School Centre for Children and Families Code of Conduct for Staff, Governors and Volunteers**

**To be reviewed:** Two yearly

**Policy Agreed:** 2<sup>nd</sup> October 2018 **To be reviewed:** October 2020



This document relates to the Nursery School, Pre-nursery and Family Centre

## **1. Aims, scope and principles**

This policy aims to set and maintain standards of conduct that we expect all staff, Governors and volunteers 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.

In line with the statutory safeguarding guidance 'Keeping Children Safe in Education', there is a requirement for us to have a Staff Code of Conduct, covering the acceptable use of technologies, staff/children and families relationships and communications, including the use of social media and protection of children's personal data.

Centre staff have a vital role in the Centre, and will act as role models for children and families by consistently demonstrating high standards of behaviour.

We expect all staff, governors and volunteers to always act with personal and professional integrity, respecting the safety and wellbeing of others. This also includes supporting equality of opportunity and combating discrimination in all its forms in line with the Equality Act 2010.

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 Centre and its children and families.

## **2. General obligations**

Staff and volunteers set an example to children and families. They will:

- Maintain high standards in their attendance and punctuality
- Never use inappropriate or offensive language in the Centre
- Treat children 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 families, and will not exploit children's vulnerability and might lead them to break the law
- Understand the statutory frameworks they must act within

As mentioned above, teachers must adhere to the Teachers' Standards

## **3. Safeguarding**

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

Staff and volunteers will familiarise 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 school office. New staff will also be given copies on arrival. They will also be expected to read Part 1 of 'Keeping Children Safe in Education' and sign to say that they have read this. There is also an expectation that all staff and volunteers will have ongoing, regular updates of safeguarding training as provided by the Centre.

## **4. Staff/children/families relationships**

Staff and volunteers will observe proper boundaries with children and families 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 children 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 into the room
- A colleague or line manager knows this is taking place
- All intimate care will follow 'Procedures for changing a child' (Safer Working practices)

Staff and volunteers should avoid contact with children outside of school hours if possible.

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

While we are aware many children and their parents may wish to give gifts to staff, for example, at the end of the school year, gifts from staff to children are not acceptable. If a member of staff receives a gift over £50 these should be declared and a record kept.

Staff are not to provide any statement or report which has been requested for the purposes of court proceedings. Staff should report such requests to the Headteacher who will liaise with the family. The Children's Centre or Nursery School will only provide such reports on production of a court order.

If a staff or volunteer is concerned at any point that an interaction between themselves and a child or family may be misinterpreted, this should be reported to their line manager or the headteacher.

## **5. Communication and social media**

*"In general terms, the centre expects that the conduct of its employees and volunteers is such that no justifiable complaint can be made by parents, pupils, colleagues, Governors, other bodies or agencies or members of the community in relation to conduct and behaviour of school staff."* This principle applies to the use of social networking sites.

The way in which staff and volunteers present and conduct themselves on social networking sites can have an impact on the public perception of the Centre and influence the way in which those staff members are perceived by children and families of the Centre. In their use of social networking sites, staff should be aware that their online behaviour could affect their professional standing, dignity and perception of their integrity.

It is recommended that Centre staff and volunteers take adequate precautions when using social networking sites/applications, both in vetting material that could be connected to them (through their own profile and information added about them) and through the use of appropriate security settings.

It is recommended that management, Centre staff, and volunteers do not identify their Centre on social networking sites as this could directly link their behaviour outside of work with the reputation of the Centre, possibly damaging the Centre's reputation and leading to disciplinary action.

Staff should not attempt to contact children or their families via social media, or any other means outside school, in order to develop any sort of relationship. They will not make any efforts to find children's' or parents' social media profiles. Staff and volunteers should not accept new friend requests from parents and families.

Staff will ensure that they do not post any images online of children and families who are pupils at the Centre.

Staff and volunteers should be aware of the school's e-safety policy and refer to the Social Media policy for the organizational policy and procedures.

## **6. Acceptable use of technology**

Staff and volunteers will not use technology in the Centre 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.

Staff and volunteers may only use mobile phones in the designated places within the Centre. They will also not use personal mobile phones or cameras to take pictures of children or families.

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

Staff and volunteers working directly with children and families should have their phones on silent and placed in a locked cupboard except when on a home visit or where it is a necessary safety measure eg Boxford woods.

## **7. Confidentiality**

In the course of their role, members of staff and volunteers are often privy to sensitive and confidential information about the Centre, staff, pupils and their parents.

This information will never be:

- Disclosed to anyone without the relevant authority including parents, friends and family.
- 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.

Data security and storage of records

We will protect personal data and keep it safe from unauthorised or unlawful access, alteration, processing or disclosure, and against accidental or unlawful loss, destruction or damage.

In particular:

- Paper-based records and portable electronic devices, such as laptops and hard drives that contain personal data are kept under lock and key when not in use
- Papers containing confidential personal data must not be left on office and classroom desks, on staffroom tables, pinned to notice/display boards, or left anywhere else where there is general access
- Where personal information needs to be taken off site, staff must sign it in and out from the school office
- Passwords that are at least 8 characters long containing letters and numbers are used to access school computers, laptops and other electronic devices. Staff and pupils are reminded to change their passwords at regular intervals
- Encryption software is used to protect all portable devices and removable media, such as laptops and USB devices
- Staff, pupils or governors who store personal information on their personal devices are expected to follow the same security procedures as for school-owned equipment (see our ICT, E-Safety and Laptop Policy)
- Where we need to share personal data with a third party, we carry out due diligence and take reasonable steps to ensure it is stored securely and adequately protected (see section 8)

Disposal of records

Personal data that is no longer needed will be disposed of securely. Personal data that has become inaccurate or out of date will also be disposed of securely, where we cannot or do not need to rectify or update it.

For example, we will shred or incinerate paper-based records, and overwrite or delete electronic files.

## **8. Honesty and integrity**

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

Staff will not accept bribes

Staff will ensure that all information given to the school about their qualifications and professional experience is correct.

## **9. Dress code**

Staff and volunteers will dress in a professional, appropriate manner.

Outfits will not be revealing, and should be at least knee length. Staff should be mindful of the revealing nature of some t-shirts. Where possible we ask that tattoos are covered up.

Clothes will not display any offensive or political slogans.

Footwear should be safe and appropriate.

## **10. Conduct outside of work**

Staff will not act in a way that would bring the Centre, 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.

## **11. Monitoring arrangements**

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

## **12. Links with other policies**

This policy links with our policies on:

- Staff disciplinary procedures, 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
- E-safety
- *Mobile phone policy*
- *Procedures for changing a child – Intimate care.*
- *Confidentiality policy*
- *Safer working practices*
- *Social networking*
- *Data Protection*
- *Equal Opportunities*