

**Current Policy Date:** 27 February 2018

**Review:** Annual/ongoing

**Date of Next Review:** May 2018



## **Staff Code of Conduct**

### **Propriety and Behaviour**

All adults working with people have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children. It is therefore expected that they will adopt high standards of personal conduct in order to maintain the confidence and respect of the public in general and all those with whom they work.

*This means that adults should not:*

- behave in a manner which would lead any reasonable person to question their suitability to work with children or act as a role model,
- make, or encourage others to make, unprofessional personal comments which scapegoat, demean or humiliate, or which might be interpreted as such.

*This means that adults should:*

- be aware that behaviour in their personal lives may impact upon their work with children,
- follow any codes of conduct deemed appropriate by their organisation,
- understand that the behaviour and actions of their partner (or other family members) may raise questions about their suitability to work with children and young people.

Adults should inform a senior member of staff if they undertake any care of children outside of their working responsibilities, which might compromise them in their professional role.

### **The Delivery of the Curriculum (See Learning and Teaching Policy and documents for curriculum areas)**

All Practitioners are expected to deliver the Early Years Foundation Stage (EYFS) Curriculum. There should be co-operation between teachers and nursery nurses within teams and across teams as we operate a whole school planning approach. Sharing of ideas, resources and observations about children across the nursery are important.

The children are encouraged and supported to be as independent as possible, for example tidying up, finding their own resources and getting dressed for outdoors.

### **Observation, Assessment & Planning**

(See separate policy)

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### **Special Educational Needs (See Special Educational Needs (SEN) policy)**

Teachers and Nursery Nurses are responsible for ensuring that their key children with SEN are getting an appropriate education. Children are based within class groups and some children receive extra help from a LSA for all or part of their time. The school has a Special Education Needs Coordinator (SENCo) who is responsible for overseeing the special needs provision.

### **Relationship/Meetings with parents**

One member of each team should be available to greet parents and children in the morning/afternoon. Any further discussions about children should take place at mutually convenient times.

### **Behaviour (See separate policy)**

We have a positive behaviour policy.

### **Dress and Appearance**

The dress code is 'smart casual' (including jeans). Staff are expected to wear clothes and footwear appropriate to working safely with young children, meeting with parents/carers and a range of professionals. Clothing should allow staff to move easily, work at the low-level nursery furniture, on the floor and outside in all weathers. Weatherproof coats, over trousers and wellingtons are available for loan, although it is recommended that staff members purchase their own if possible.

### **No Smoking Policy**

At Victoria Park Nursery School & Family Hub we believe that children should not be exposed to passive smoking for Health and Safety reasons. As a caring school/centre we promote positive role models for the children who attend.

### **Health and Safety (See separate policy)**

All staff are responsible for endeavouring to ensure the safety of the children, staff (including themselves), parents/carers and anyone else on the Nursery School and Family Hub site. Concerns about health and safety should be reported to the Headteacher immediately.

### **First Aid**

All class-based staff are expected to complete the 12 hour Paediatric First Aid certificate and courses are arranged for them to renew their qualification every 3 years.

Medicines are only administered under the strict guidelines stated within the Administration of Medication Form. If it is necessary to call for an ambulance, this is the responsibility of the First Aider who knows most about the accident. Parents will be informed at the same time by the senior member of staff on site, and appropriate arrangements made to accompany the child to hospital.

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## **Confidentiality**

Adults may have access to confidential information about children and young people in order to undertake their responsibilities. In some circumstances they may have access to or be given highly sensitive or private information. These details must be kept confidential at all times and only shared when it is in interests of the child to do so. Such information must not be used to intimidate, humiliate, or embarrass the child or young person concerned.

## **Safeguarding Children/Child Protection**

Staff are expected to attend face to face Universal Safeguarding training every 3 years, and to update online every year. All staff are expected to have read the Child Protection and Safeguarding Policy and to re-read it every time it is updated. All staff are expected to read the first part of "Keeping Children Safe in Education" (DfE, Sept 2016) which is displayed in the staffroom. All staff must complete the Disqualification Declaration Form at the start of employment and then each school year.

## **Duty of Care**

The duty of care is in part, exercised through the development of respectful and caring relationships between adults and children. It is also exercised through the behaviour of the adult, which at all times should demonstrate integrity, maturity and good judgement.

- This means that adults should:
- understand the responsibilities, which are part of their employment or role, and be aware act, in the child's best interests
- avoid any conduct which would lead any reasonable person to question their motivation and intentions
- take responsibility for their own actions and behaviour

**All staff are expected to be familiar with all of our current policies. For up-to-date copies of policies see our web site.**