

## Code of Conduct:

### Safe Working Practice for staff at Hadfield Nursery School

The document provides a guide for adults working in Hadfield Nursery School (including staff, governors, volunteers and visitors) about acceptable and desirable conduct to protect both adults and children. It refers to and complements other policies and guidance in place at Hadfield Nursery School including:

- ✚ Child Protection and Safeguarding Policy
- ✚ Behaviour, Discipline and Anti-Bullying Policy
- ✚ Physical Intervention Policy
- ✚ Managing Continence, Personal and Intimate Care Policy
- ✚ Confidentiality Policy
- ✚ Physical Handling Policy
- ✚ Mobile phone use
- ✚ E-safety Policy

This policy is based upon the DCSF document "Guidance for Safer Working Practice for adults who work with children and young people in education" (2009), in which can be found useful examples of acceptable and unacceptable conduct, together with discussion of the issues raised.

All adults working in school should know the name of the Designated Person for Child Protection in the school, be familiar with local child protection arrangements and understand their responsibilities to safeguard and protect children and young people.

Designated Persons for Child Protection:

Mrs D Mottershead and Mrs S Perry

Safeguarding Governor is Mrs S Witchalls

## Basic Principles:

- ✚ The Child's welfare is paramount
- ✚ Adults working in school are responsible for their own actions and behaviour and should avoid any conduct which would lead a reasonable person to question their motivation or intentions.
- ✚ Adults should discuss and /or take advice promptly from a senior member of staff about any incident which could give rise for concern.
- ✚ A record should be kept of any such incident and of decisions made/further actions agreed, in accordance with school record keeping policy.
- ✚ Staff should apply the same professional standards regardless of gender or sexuality.
- ✚ Staff should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.
- ✚ Staff should know procedures for handling allegations against staff and to whom they should report concerns.

All staff, volunteers and visitors to Hadfield Nursery School must:

1. Be familiar with and work in accordance with the policies at Hadfield Nursery School including in particular:

- ✚ Child Protection
- ✚ Behaviour, Discipline and Anti-Bullying
- ✚ Physical Intervention
- ✚ E-Safety
- ✚ Acceptable use of IT Policy
- ✚ Continence Guidance and Personal and Intimate care
- ✚ Health & Safety
- ✚ Use of Photography and Video
- ✚ Mobile phone use
- ✚ Confidential Reporting Code

2. Provide a good example and a positive role model to children.

3. Behave in a mature, respectful, safe, fair and considered manner e.g.

- ✚ Adopting high standards of personal conduct in order to maintain the confidence and respect of their peers, pupils and community in general

- ✚ Ensuring that standards of dress and appearance are decent, safe and appropriate for the tasks they undertake.
  - ✚ Not being sarcastic and not making remarks or "jokes" to children of a personal, sexual, racist, discriminatory, intimidating or otherwise offensive nature.
  - ✚ Not embarrassing or humiliating children.
4. Not discriminate favourably or unfavourably towards any child. e.g.:
- ✚ Treating all children equally - never building "special" relationships or conferring favour on particular children
  - ✚ Not giving or receiving gifts (other than token gifts) unless arranged through the school
5. Ensure that relationships with students remain on a professional footing. e.g.:
- ✚ Only touching children for professional reasons when this is necessary and appropriate for the children's well-being or safety (more guidance on this is set out in the DCSF Guidance for Safe Working Practice and the school's Physical Intervention Policy referred to above)
  - ✚ Not behaving in a way that could lead a reasonable observer to question conduct, intentions or suitability to care for other people's children
  - ✚ Not making arrangements to contact, communicate or meet with children outside work (this includes use of email, text and other messaging systems).

N.B. All staff are expected to familiarise themselves with the DCSF document and this kept on the staffroom area of the school's Learning Platform and Safeguarding Notice board.

In addition staff, students and volunteers are given a copy of the DSCB leaflet on Safer Working Practices.