



ASHMORE PARK


AND

PHOENIX NURSERY SCHOOLS
FEDERATION

EMPLOYEE CODE OF CONDUCT

AND

EXPECTED STANDARDS POLICY

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| Senior Leadership Team/Compliance Governor(s) Review Date | 21.06.2022 |
| Governing Board Approved/Adopted | 30.06.2022 |
| Signed on behalf of the Governing Board/Committee |  |
| Policy to be Reviewed Date | 30.06.2023 |

INTRODUCTION

Ashmore Park and Phoenix Nursery Schools Federation's Code of Conduct has been created using 'Guidance for safer working practice for those working with children and young people in education settings (May 2019 and April 2020)'.

Adults have a crucial role to play in the lives of children. This guidance has been produced to help them establish the safest possible learning and working environments, which safeguard children and reduce the risk of them being falsely accused of improper or unprofessional conduct.

The term 'allegation' means where it is alleged that a person who works with children has:

- behaved in a way that has harmed a child, or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

PURPOSE, SCOPE AND PRINCIPLES

Staff and adults at Ashmore Park and Phoenix Nursery Schools Federation's should understand that their own behaviour and the manner in which they conduct themselves with their colleagues, children, parents and other stakeholders, sets an example.

The Federation expects all of its children to receive the highest possible quality of teaching and care within a positive and respectful environment.

We expect all staff to demonstrate consistently high standards of personal and professional conduct at all times. All staff must have regard for the need to safeguard children's' well-being in accordance with statutory requirements. All staff should treat children with dignity and build positive relationships rooted in mutual respect.

All staff employed under Teacher's Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards 2012'.

This document applies to:

All staff (also referred to as employees or workers) who are employed by the Federation, including the

- Headteacher
- supply staff
- agency and third party staff
- volunteers.

Staff also working off-site are expected to comply with the principles of this policy at all times.

All staff must have proper and professional regard for the ethos, policies and practices of our Federation.

This Code of Conduct should be read and adhered to in conjunction with the following Federation policies:

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Data Protection Policy
- Digital Safeguarding Policy
- Equal Opportunities Policy

- Managing Allegations Policy
- Whistleblowing Policy
- Social Media Policy.

UNDERPINNING PRINCIPLES

- The welfare of the child is paramount
- Staff should understand their responsibilities to safeguard and promote the welfare of all children
- Staff are responsible for their own actions and behavior, and should avoid any conduct which would lead any reasonable person to question their motivation and intentions
- Staff should work, and be seen to work, in an open and transparent way
- Staff should acknowledge that deliberately invented/malicious allegations are extremely rare and that all concerns should be reported and recorded
- Staff should discuss and/or take advice promptly from their line manager if they have acted in a way which may give rise to concern
- Staff should apply the same professional standards regardless of culture, disability, gender, language, racial origin, religious belief and sexual orientation
- Staff should not consume or be under the influence of alcohol or any substance, including prescribed medication, which may affect their ability to care for children
- Staff should be aware that breaches of the law and other professional guidelines could result in disciplinary action being taken against them, criminal action and/or other proceedings including barring by the Disclosure & Barring Service (DBS) from working in regulated activity, or for acts of serious misconduct prohibition from teaching by the Teacher Regulation Agency (TRA)
- Staff and managers should continually monitor and review practice to ensure this guidance is followed
- Staff should be aware of and understand the Federation's Safeguarding and Child Protection Policy, arrangements for managing allegations against staff, Whistle Blowing Policy and the procedures of the Multi-Agency Partnership.

RESPONSIBILITIES AND DUTY OF CARE

Staff should:

- understand the responsibilities which are part of their employment or role, and be aware that sanctions will be applied if these provisions are breached
- always act, and be seen to 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.

The Headteacher will promote a culture of openness and support by:

- ensuring that systems are in place for concerns to be raised
- ensuring that adults are not placed in situations which render them particularly vulnerable
- ensuring that all adults are aware of expectations, policies and procedures.

Governors will:

- ensure that appropriate safeguarding and child protection policies and procedures are distributed, adopted, implemented and monitored.

MAKING PROFESSIONAL JUDGEMENTS

Where no specific guidance exists staff should:

- discuss the circumstances that informed their action, or their proposed action, with the Federation's Designated Safeguarding Lead/Deputy Designated Safeguarding Lead. This will help to ensure that the safest practices are employed and reduce the risk of actions being misinterpreted
- always discuss any misunderstanding, accidents or threats with the Headteacher/Deputy Headteacher
- always record discussions and actions taken with their justifications
- record any areas of disagreement and, if necessary refer to another agency, the LA, Ofsted, Teacher Regulation Agency (TRA) or other Regulatory Body.

POWER AND POSITIONS OF TRUST AND AUTHORITY

Staff should not:

- use their position to gain access to information for their own advantage and/or a child's or family's detriment
- use their power to intimidate, threaten, coerce or undermine children
- use their status and standing to form or promote relationships with children which are of a sexual nature, or which may become so.

CONFIDENTIALITY

At Ashmore Park and Phoenix Nursery Schools Federation, all staff and volunteers are expected to respect the confidential nature of the job. Under no circumstances should any issues relating to the schools' day-to-day operations be discussed with anyone outside of the School, this includes parents/carers, contractors etc.

The storing and processing of personal information is governed by the General Data Protection Regulations 2017 (GDPR) and Data Protection Act 2018.

The Headteacher/Deputy Headteacher should:

- ensure that all staff who need to share 'special category personal data' are aware that the DPA 2018 contains 'safeguarding of children and individuals at risk' as a processing condition that allows practitioners to share information without consent, if it is not possible to gain consent, it cannot be reasonably expected that a practitioner gains consent or if to gain consent would place a child at risk.

Staff:

- need to know the name of the Designated Safeguarding Lead (DSL) and the Deputy Designated Safeguarding Lead (DDSL) and be familiar with the Federation's and Multi-Agency Partnership child protection procedures and guidance
- are expected to treat information they receive about children and their families in a discreet and confidential manner
- should seek advice from the Designated/Deputy Designated Safeguarding Lead if they are in any doubt about sharing information they hold, or which has been requested of them
- need to be clear about when information can/must be shared and in what circumstances
- need to know the procedures for responding to allegations against staff and to whom any concerns or allegations should be reported
- need to ensure that where personal information is recorded electronically that systems and devices are kept secure.

Staff should note that employment references must not be given to any external organisation by anyone other than the Headteacher. If staff are requested to give personal references, the content must be confined to personal attributes/personal experiences and not contain any information relating to their professional capabilities, skills or knowledge.

STANDARDS OF BEHAVIOUR

All staff have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children. They should adopt high standards of personal conduct in order to maintain confidence and respect of the general public and those with whom they work.

There may be times where an individual's actions in their personal life come under scrutiny from the community, the media or public authorities, including with regard to their own children, or children or adults in the community. Staff should be aware that their behaviour, either in or out of the workplace, could compromise their position within the work setting in relation to the protection of children, loss of trust and confidence, or bringing the employer into disrepute. Such behaviour may also result in prohibition from teaching by the Teaching Regulation Agency (TRA) a bar from engaging in regulated activity or action by another relevant regulatory body.

The Childcare (Disqualification) Regulations 2018 set out grounds for disqualification under the Childcare Act 2006 where the person meets certain criteria set out in the Regulations. For example, an individual will be disqualified where they have committed a relevant offence against a child; been subject to a specified order relating to the care of a child; committed certain serious sexual or physical offences against an adult; been included on the DBS children's barred list; been made subject to a disqualification order by the court; previously been refused registration as a childcare provider or provider or manager of a children's home or had such registration cancelled. A disqualified person is prohibited from providing relevant early or later years childcare as defined in the Childcare Act 2006 or being directly concerned in the management of such childcare. Schools are also prohibited from employing a disqualified person in respect of relevant early or later years childcare.

Staff should not:

- behave in a manner which would lead any reasonable person to question their suitability to work with children or to act as an appropriate role model
- make, or encourage others to make sexual remarks to, or about, a child
- use inappropriate language to or in the presence of children
- discuss their personal or sexual relationships with or in the presence of children
- make (or encourage others to make) unprofessional personal comments which scapegoat, demean or humiliate, or might be interpreted as such.

Staff should:

- inform the Headteacher or specified person of any cautions, convictions, or relevant orders accrued during their employment, and/or if they are charged with a criminal offence
- be aware that behaviour by themselves, those with whom they have a relationship or association, or others in their personal lives, may impact on their work with children.

The Headteacher/Deputy Headteacher should:

- have a clear expectation that staff will discuss with them any relationship/association (in or out of school or online) that may have implications for the safeguarding of children in each school
- create a culture where staff feel able to raise these issues
- safeguard their employees' welfare and contribute to their duty of care towards their staff

- identify whether arrangements are needed to support these staff
- consider whether there are measures that need to be put in place to safeguard children (e.g. by putting arrangements in place to stop or restrict a person coming into either school where a potential risk to children has been identified).

Schools must not:

- ask intrusive questions of staff regarding those they live with or have relationships/associations with.

DRESS AND APPEARANCE

Staff should wear clothing which:

- promotes a positive and professional image
- is appropriate to their role
- is not likely to be viewed as offensive, revealing, or sexually provocative
- does not distract, cause embarrassment or give rise to misunderstanding
- is absent of any political or otherwise contentious slogans
- is not considered to be discriminatory
- is compliant with professional standards.

The following must be observed at all times:

- unsuitable clothing must not be worn, this includes denim jeans, crop/shoe string vest tops and shorts, however, tailored shorts i.e. at least to the knee are acceptable in periods of hot weather
- staff should wear suitable footwear appropriate to their job; flip flops, mules and high heels are not acceptable
- jewellery and nails must comply with health and safety requirements
- where rules apply to children for safety reasons (e.g. jewellery, footwear etc.), staff are expected to set an example for children, and comply with the rules
- the request to cover tattoos is at the discretion of the Headteacher
- excessive pairs of earrings should not be worn.

All staff are expected to dress in smart casual clothing appropriate to their job in school and when representing the school out at events/training sessions etc. unless otherwise agreed by the Headteacher. This code must also be observed at events where parents/carers/visitors will be in attendance e.g. Parent Partnership meetings.

Any concerns should be discussed with the Headteacher in the first instance e.g. exception on the grounds of religious beliefs/medical.

In addition to the above dress code, staff are expected to maintain impeccable personal hygiene.

GIFTS, REWARDS, FAVOURITISM AND EXCLUSION

Staff should:

- be aware of and understand their Federation's relevant policies e.g. gifts for rewarding positive behaviour
- ensure that gifts received or given in situations which may be misconstrued, are declared
- only give gifts to a child as part of an agreed reward system
- where giving gifts other than as above, ensure that these are of insignificant value and given to all children equally

- ensure that all selection processes of children are fair and these are undertaken, and agreed by more than one member of staff
- ensure that they do not behave in a manner, which is either favourable or unfavourable to individual children.

INFATUATIONS AND 'CRUSHES'

Staff should:

- report any indications (verbal, written or physical) that suggest a child/adult may be infatuated with a member of staff
- always maintain professional boundaries.

The Headteacher/Deputy Headteacher should:

- put action plans in place where concerns are brought to their attention.

SOCIAL CONTACT OUTSIDE OF THE WORKPLACE

Staff should:

- make the Headteacher/Deputy Headteacher aware of any relationship with a parent/carer where this extends beyond the usual parent/professional relationship
- make the Headteacher/Deputy Headteacher aware of any planned social contact with a child/parent, for example on receipt of an invite to a families' celebration
- advise the Headteacher/Deputy Headteacher of any contact that they have with a child/parent which could give rise to concern
- refrain from sending personal communication to children or parents/carers unless agreed with the Headteacher/Deputy Headteacher
- make the Headteacher/Deputy Headteacher aware of any requests or arrangements where parents/carers wish to use their services outside of the workplace e.g. babysitting, tutoring etc.

COMMUNICATION WITH CHILDREN (INCLUDING THE USE OF TECHNOLOGY)

Staff should:

- not seek to communicate/make contact or respond to contact with parents/carers outside of the purposes of their work
- not give out their personal details
- use only equipment and Internet services provided by their school
- follow the Federation's Acceptable Use Policy
- ensure that their use of technologies could not bring their employer into disrepute
- not discuss or share data relating to children/parents/carers in staff social media groups.

Schools should:

- wherever possible, provide school devices such as iPods, cameras and mobile phones rather than expecting staff to use their own e.g. on a school trip
- mobile phones must be locked away during working hours. Mobile phones are not to be used in teaching areas under any circumstances and cannot be used on the premises at any time apart from during the lunch break and then only in an office or staff room.

PHYSICAL CONTACT

Staff should:

- be aware that even well-intentioned physical contact may be misconstrued by the child, an observer or any person to whom this action is described
- never touch a child in a way which may be considered indecent
- always be prepared to explain actions and accept that all physical contact may be open to scrutiny
- always allow/encourage children, where able, to undertake self-care tasks independently
- ensure the way they offer comfort to a distressed child is age appropriate
- always tell a colleague when and how they offered comfort to a distressed child
- establish the preferences of all children
- consider alternatives, where it is anticipated that a child might misinterpret or be uncomfortable with physical contact
- always explain to the child the reason why contact is necessary and what form that contact will take in an age appropriate manner
- report and record situations which may give rise to concern
- be aware of cultural or religious views about touching and be sensitive to issues of gender.

Education settings should:

- ensure they have a system in place for recording incidents and the means by which information about incidents and outcomes can be easily accessed by the Headteacher/Deputy Headteacher
- provide staff, on a 'need to know' basis, with relevant information about vulnerable children in their care.

OTHER ACTIVITIES THAT REQUIRE PHYSICAL CONTACT

Staff should:

- treat children with dignity and respect and avoid contact with intimate parts of the body
- always explain to a child the reason why contact is necessary and what form that contact will take in an age appropriate manner
- seek consent of parents where a child is unable to give this e.g. because of a disability
- consider alternatives, where it is anticipated that a child might misinterpret any such contact
- be familiar with and follow recommended guidance and protocols
- conduct activities where they can be seen by others
- be aware of gender, cultural and religious issues that may need to be considered prior to initiating physical contact.

Schools should:

- have in place up to date guidance and protocols on appropriate physical contact, that promote safe practice and include clear expectations of behaviour and conduct
- ensure that staff are made aware of this guidance and that it is continually promoted.

INTIMATE/PERSONAL CARE

Schools should:

- have written care plans in place for any child who could be expected to require intimate care

- ensure that parents are actively consulted about their child's care plan.

Staff should:

- adhere to the Federation's guidance on intimate care procedures
- make other staff aware of the task being undertaken
- always explain to the child what is happening before a care procedure begins
- record the justification for any variations to the agreed procedure/care plan and share this information with the child's parents/carers
- avoid any visually intrusive behaviour
- always consider the supervision needs of the children and only remain in the room where their needs require this.

Staff should not:

- change or toilet themselves in the presence or sight of children
- assist with intimate or personal care tasks, which the child is able to undertake independently.

BEHAVIOUR MANAGEMENT

Staff should:

- not use force as a form of punishment
- try to defuse situations before they escalate e.g. by distraction
- keep parents informed of any sanctions or behaviour management techniques used
- be mindful of and sensitive to factors both inside and outside of the school which may impact on a child's behaviour
- follow the Federation's 'Behaviour Policy'
- behave as a role model
- avoid shouting at children other than as a warning in an emergency/safety situation
- refer to national and local policy and guidance regarding Restrictive Physical Intervention (RPI).

THE USE OF CONTROL AND PHYSICAL INTERVENTION

Education settings should:

- regularly acquaint staff with policy and guidance
- ensure that staff are provided with appropriate training and support
- have an agreed policy for when and how physical interventions should be recorded and reported.

Staff should:

- adhere to the Federation's 'Behaviour Policy', which includes the management of challenging behaviours
- always seek to defuse situations and avoid the use of physical intervention wherever possible
- where physical intervention is necessary, only use minimum force and for the shortest time needed.

Staff should not

- use physical intervention as a form of punishment.

SEXUAL CONDUCT

Staff should:

- not have any form of sexual contact with a child from the school
- avoid any form of touch or comment which is, or may be considered to be, indecent
- avoid any form of communication with a child or their parent which could be interpreted as sexually suggestive, provocative or give rise to speculation e.g. verbal comments, letters, notes, on social media, phone calls, texts, physical contact
- not make sexual remarks to or about a child
- not discuss sexual matters with or in the presence of children.

ONE TO ONE SITUATION

Staff should:

- ensure that wherever possible there is visual access and/or an open door in a one to one situation
- avoid use of 'engaged' or equivalent signs wherever possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy
- always report any situation where a child becomes distressed or angry
- consider the needs and circumstances of the child involved.

HOME VISITS

Staff should:

- agree the purpose for any home visit with the Headteacher/Deputy Headteacher
- adhere to agreed risk management strategies
- ensure any behaviour or situation, which gives rise to concern, is discussed with the Headteacher/Deputy Headteacher.

Schools should:

- ensure that they have a lone-working policy, which all adults are made aware of. These should include arrangements for risk assessment and management
- ensure that all visits are justified and recorded
- ensure that staff are not exposed to unacceptable risk
- ensure that staff have access to a mobile telephone and an emergency contact.

TRANSPORTING CHILDREN

Staff should:

- plan and agree arrangements with all parties in advance where possible
- respond sensitively and flexibly where any concerns arise
- take into account any specific or additional needs of the child
- ensure they are fit to drive and free from any drugs, alcohol or medicine which is likely to impair judgement and/or ability to drive
- always ensure two adults are present when there is a need to transport a child
- be aware that the safety and welfare of the child is their responsibility until this is safely passed over to a parent/carer
- report the nature of the journey, the route and expected time of arrival in accordance with agreed procedures

- ensure that their behaviour and all arrangements ensure vehicle, passenger and driver safety. This includes having proper and appropriate insurance for the type of vehicle being driven
- ensure that any impromptu or emergency arrangements of lifts are recorded and can be justified
- refer to Local and National guidance for Educational Visits.

Schools should seek evidence that:

- the vehicle is safe. This means that it holds a valid MOT certificate, where relevant
- the driver is suitable. This means that they hold a valid licence for the type of vehicle and meet any employer requirements
- there is a valid insurance policy covering the driver and the vehicle for the intended use. This will require that the driver has 'business use' cover
- retain evidence of the above on the staff member's personnel file
- a suitable risk assessment is in place.

EDUCATIONAL VISITS

Staff should:

- adhere to their Federation's 'Educational Visit Policy'
- always have another adult present on visits, unless otherwise agreed with the Headteacher/Deputy Headteacher
- undertake risk assessments
- have the appropriate consents in place (e.g. medical)
- ensure that their behaviour remains professional at all times
- refer to local and national guidance for Educational visits, including exchange visits (both to the UK and abroad).

FIRST AID AND MEDICATION

Schools should:

- ensure there are trained and named individuals to undertake first aid responsibilities, including paediatric first aid
- ensure training is regularly monitored and updated
- refer to local and national First Aid guidance and guidance on meeting the needs of children with medical conditions.

Adults should:

- adhere to the Federation's health and safety and supporting pupil's with medical conditions policies
- make other staff aware of the task being undertaken
- have regard to children's individual healthcare plans
- explain to the child what is happening
- not work with children whilst taking medication unless medical advice confirms that they are able to do so
- always ensure that an appropriate health/risk assessment is undertaken prior to undertaking certain activities
- always act and be seen to act in the child's best interest
- make a record of all medications administered.

PHOTOGRAPHY, VIDEOS AND OTHER IMAGES

Staff should:

- adhere to the Federation's appropriate policies and procedures
- only publish images of children where their parent has given explicit written consent to do so
- only take images of the child when the child is happy for them to do so
- only retain images when there is a clear and agreed purpose for doing so
- store images in an appropriate secure place in the school
- ensure that the Headteacher/Deputy Headteacher is aware that the photography/image equipment is being used and for what purpose
- be able to justify images of children in their possession
- avoid taking images in a one to one situation.

Staff should not:

- take images of children for their personal use
- display or distribute images of children unless they are sure that they have parental consent to do so
- take images of children using their own personal equipment
- take images of children in a state of undress or semi-undress
- take images of a child's injury, bruising or similar (e.g. following a disclosure of abuse) even if requested by children's social care
- make audio recordings of a child's disclosure
- take images of children, which could be considered as indecent or sexual.

EXPOSURE TO INAPPROPRIATE IMAGES

Staff should:

- abide by the Federation's 'Acceptable Internet and Email Use Agreement' and 'Digital Safeguarding Policy'
- ensure that children cannot be exposed to indecent or inappropriate images
- ensure that any digital footage or material shown to children is age appropriate.

CURRICULUM

Staff should:

- have clear written lesson plans
- take care when encouraging children to use self-expression, not to overstep personal and professional boundaries
- be able to justify all curriculum materials and relate these to a clearly identifiable lesson plan.

Staff should not:

- enter into or encourage inappropriate discussions which may offend or harm others
- undermine fundamental British Values
- express any prejudicial views
- attempt to influence or impose their personal values, attitudes or beliefs on children.

WHISTLEBLOWING

The Federation should:

- have a Whistleblowing Policy in place which is known to all staff
- include in the Whistleblowing Policy how to escalate concerns if they believe that safeguarding arrangements in the setting are not effective, or a child/ren are not being protected
- ensure staff are familiar with the NSPCC Whistleblowing helpline
- have, as part of their Safeguarding and Child Protection Policy, clear procedures for dealing with allegations against persons working in or on behalf of the Federation.

Staff should:

- escalate their concerns if they believe a child or children are not being protected
- report any behaviour by colleagues that raises concern
- report allegations against staff and volunteers to their Headteacher/Deputy Headteacher or where they have concerns about their Headteacher/Deputy Headteacher's response, report these directly to the (LA) Designated Officer.

SHARING CONCERNS AND RECORDING INCIDENTS

Staff should:

- be familiar with the Federation's arrangements for reporting and recording concerns and allegations
- know how to contact the LA Designated Officer
- take responsibility for reporting any incident, and passing on that information where they have concerns about any matter pertaining to the welfare of an individual in their school.

Schools should:

- have an effective, confidential system for recording and managing concerns raised by any individual regarding adults' conduct and any allegations against staff and volunteers.

DISCIPLINARY ACTION

All staff should be aware that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.

DECLARATION

I confirm I have read and understood the contents of the Federations' 'Employee Code of Conduct and Expected Standards Policy', and I agree to abide by the contents at all times.

Signed: _____

Print Name: _____

Date: _____

Position: _____