



## **Staff Code of Conduct (Behaviour)** **West Earlham Infant and Nursery School**

### **Approval**

This policy has been reviewed in line with the 2010 Equality Act and Public Sector Equality Act. Due regard has been given to Equality.

This policy was reviewed and approved in **September 2024**. The date of the next formal review will be **September 2025** and every year thereafter, unless statutory legislation changes.

Policy approved by the **Full Governing Board** of West Earlham Infant and Nursery School.

*Committed to creating a culture of excellence and the safeguarding agenda*

### **1. Purpose of Code of Conduct**

This code of conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe, and the school will notify staff of this code and the expectations therein. School staff are in a really unique position of influence and must adhere to behaviour that sets a good example to all the children and families within the school. This code of conduct applies to all who are employed by the school, including the head teacher. Staff should be aware that a failure to comply with the following code of conduct could result in disciplinary action including dismissal.

Any member of staff member that has concerns about another staff member's actions or intent or believes these actions may lead to a pupil being put at risk of harm, will report this in line with the Allegations of Abuse Against Staff Policy or Whistleblowing Policy immediately so appropriate action can be taken. This includes if the staff member in question is a volunteer, supply staff or an individual using school premises to host extra-curricular activities.

If the concern is regarding the headteacher, staff will report this to the chair of the governing board.

If a member of staff feels unable to raise an issue with the school, they will use other whistleblowing channels, including contacting the NSPCC's helpline on 0800 028 0285 (between the hours of 8:00am and 8:00pm Monday to Friday) or email address [help@nspcc.org.uk](mailto:help@nspcc.org.uk). Staff can also access guidance at [www.gov.uk/whistleblowing](http://www.gov.uk/whistleblowing). Fear about sharing information must not be allowed to stand in the way of the need to safeguard and promote the welfare of pupils.

### **2. Underpinning Principles**

- A. The welfare of the child is paramount
- B. Staff should understand their responsibilities to safeguard and promote the welfare of pupils

- C. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivations or intentions
- D. Staff should work, and be seen to work, in an open and transparent way
- E. Staff should acknowledge that deliberately invented/malicious allegations are extremely rare and that all concerns should be reported and recorded
- F. 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
- G. Staff should apply the same professional standards regardless of culture, disability, gender, language, racial origin, religious belief and sexual orientation
- H. 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
- I. Staff should be aware that breaches of the law and other professional guidelines could result in disciplinary actions being taken against them, criminal action and/or other proceedings including barring by disclosure & Barring Service (DBS) from working in regulated activity, or for acts of serious misconduct prohibition from teaching by the Teaching Regulation Agency (TRA)
- J. Staff and managers should continually monitor and review practice to ensure this guidance is followed
- K. Staff should be aware of and understand the schools child protection policy, arrangements for managing allegations against staff, behaviour policy, whistle blowing procedures and the procedures of the relevant Multi-Agency Partnership (MAP).

### **3. Setting an Example**

- A. All staff who work in school set examples of behaviour and conduct which can be copied by children and families
- B. All staff must, therefore, demonstrate high standards of conduct in order to encourage children to do the same
- C. All staff must avoid putting themselves at risk of allegations of abusive or unprofessional conduct
- D. All staff must consider whether their actions are warranted, proportionate, safe and applied equitably
- E. This code helps all staff to understand what behaviour is and is not acceptable

### **4. Safeguarding Children**

In accordance with the school's Child Protection and Safeguarding Policy, staff will also be aware of the factors that could increase a pupil's risk of being subject to safeguarding issues, including but not limited to:

- Pupils who need a social worker (Child in Need and Child Protection Plans).
- Children absent from education, particularly if on repeat occasions and/or long periods of time.
- Elective Home Education (EHE).
- Pupils requiring mental health support.
- LAC, PLAC and care leavers.
- Pupils with SEND or health issues.
- Pupils who identify as or are perceived to be LGBTQ+.

- A. All staff have a responsibility to keep pupils safe and to protect them from abuse (sexual, physical and emotional, neglect and contextual safeguarding concerns)
- B. Specific safeguarding issues include Child Sexual Exploitation (CSE), bullying including cyber bullying, domestic violence, drugs, fabricated or induced illness, faith abuse, female genital mutilation (FGM), forced marriage, gangs

and youth violence, gender-based violence, violence against women and girls, child violence to adults, mental health, private fostering, radicalisation, sexting, teenage relationship abuse, and trafficking

- C. Training is provided about the types of abuse and additional information is available at [www.nspcc.org.uk](http://www.nspcc.org.uk).
- D. The duty to safeguard children includes the duty to report concerns about a child to the schools Designated Safeguarding Lead (DSL). Because of the level of need in our school community we have several DSLs; Jade Hunter (Head Teacher DSL), Tyler Mayes (Class Teacher/ADSL). Gloria Gray (Inclusion Team Lead/Supporting Professional) and Siobhan Ashwell (Family Support Worker) support with this role
- E. Staff are provided with personal copies of the schools Safeguarding and Whistleblowing policies alongside Part one including Annex A of Keeping Children Safe in Education (2020) on induction and staff must remain familiar with these documents throughout their employment at this school
- F. Staff must read the school's Positive Handling, Restrictive Physical Intervention and Touch policies and understand them
- G. Adults must not touch a child in a way which may be considered indecent
- H. Any touch that might be construed as inappropriate must be reported to the DSL/Head teacher by the adult involved
- I. Adults will not play in an inappropriate fashion with children or develop exclusive relationships
- J. Adults will work within the health and safety policies and procedures of the school
- K. Adults will make themselves aware of cultural and religious views on touch
- L. No adult must administer medicine to a child unless written permission has been given by parents and has been approved by the Head teacher. The Schools policy on Supporting a Child With a Medical Need Including The Administration Of Medicine must be followed at all times
- M. Staff may not apply sun cream to a pupil
- N. Earrings cannot be inserted or removed by an adult at school
- O. Adults should avoid being 1-1 with a child in a closed room at school unless this has been included as part of a Care/School Support plan. If 1-1 is unavoidable another colleague should be made aware
- P. Staff making home visits must adhere to the Home Visit Procedures of the school
- Q. No child will be transported in a private car by any staff without authorisation from the head teacher or deputy head teacher. They will always be accompanied by another member of staff and have appropriate insurance
- R. Staff are made aware of legislative changes regarding Child Protection, Safeguarding and Health And Safety
- S. Staff must not demean or undermine children, their families or colleagues
- T. Staff must take reasonable care of children and their supervision with the aim of ensuring their safety and welfare at all times

##### **5. Child at The Centre**

- A. Policies, procedures, planning and school development must place the child at the centre of decision making.
- B. Staff must comply with school policies and procedures that support the well-being and development of children
- C. Staff must cooperate and collaborate with colleagues and with external agencies where necessary to support the development of children
- D. Staff must follow reasonable instructions that support the development of children, for example, carrying out observations, contributing to reports for multi-agency meetings

Based on the DfE Model policy July 2024

- E. Staff should never use their position to gain information, bully, humiliate or threaten children
- F. Staff have a duty to report any concerns they have if they believe the conduct of any member of staff or adult is impeding the development of a child in our school

## **6. Honesty and Integrity**

- A. Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money, use of school property and facilities and their interactions with children, families and colleagues

## **7. Conduct outside Work**

- A. Staff must not engage in conduct outside work which could damage the reputation and standing of the school or the employees own reputation or the reputation of other members of the school community. This may include the conduct of close family members or individuals that colleagues willingly associate themselves with
- B. In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are highly likely to be regarded as unacceptable
- C. Staff must exercise extreme caution when using information technology and be aware of the risks to themselves and others. Due regard must be given to their professional role when posting or using social media. Social media should never be used as a way of expressing discontent about work related issues, colleagues, children or families
- D. Staff must not share personal email, mobile numbers or personal details with children and families
- E. To safeguard ourselves, we do not accept 'friend requests' on social media from families and children. This includes those colleagues who are employed from within the community i.e. parents
- F. Staff may undertake work outside school, either paid or voluntarily, provided it does not conflict with the interests of the school nor be at a level which may contravene the working time regulations or affect an individual's work performance, including the ability to attend after school meetings
- G. Staff should not communicate with children or parents via personal mobile phone or text
- H. Staff should be hyper vigilant with who has access to their computers/laptops/Ipads which may contain personal information on children taken for curriculum purposes off the school site

## **8. Confidentiality**

- A. Where staff have access to confidential information about children or their families, staff must not share such information except to those colleagues who have a professional role in relation to the child
- B. All staff are likely, at some point, to witness actions which need to be confidential. For example, where a child is bullied by another child (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the family without planning, nor with colleagues in the school except with a senior member of staff with the appropriate role and authority to deal with the matter
- C. However, staff have an obligation to share with their manager or the schools designated safeguarding lead any information which give rise to concerns about the safety or welfare of a child. Staff must never promise a child they will not act on information that they are told by the child
- D. If staff have concerns that a colleague may be breaching confidentiality this should be reported immediately to the head teacher. Failure to do so may result in disciplinary procedures

- E. Where staff have very close links with the community, for example, a parent employed by the school, their role and standards of conduct are exactly the same as other employee's.

## **9. Staff Dress and Presentation**

- A. We dress in a manner that reflects the importance of the job that we do
- B. We wear smart but practical clothes that set a good example to children
- C. We do not wear clothes that cause offence or embarrassment to others including inappropriate slogans, clothes which are in any way revealing or clothes which restrict physical movement and inhibit us from doing our job
- D. Jeans are not considered acceptable, unless participating in a trip or visits that requires harder wearing clothes
- E. When leading physical activities and all PE lessons, we change into suitable clothing for that lesson (e.g. training shoes and track suit)
- F. We do not wear excessive amounts of jewellery and understand our own health and safety responsibilities.
- G. Tattoos should be covered where possible, however, if a tattoo could be deemed offensive it must be covered during working hours.
- H. Facial piercings should be removed apart from small nose piercings

## **10. Professional Conduct**

- A. Members of teaching staff must arrive in school to set up the classroom and be ready to brief staff working in their classroom with them
- B. Support staff must arrive in time to begin their role at their contracted hours
- C. Staff are welcome to arrive at school earlier to access refreshments and to talk more informally with their colleagues
- D. If for any reason we are delayed in the mornings, it is our responsibility to ensure that the appropriate person in school is informed at the earliest opportunity. Habitual lateness is not acceptable and is unfair on children and colleagues
- E. Teachers must be available at the beginning of the day and at the end of the day to meet and greet children and their families in the classroom
- F. All staff must sign in and out of school
- G. Use of mobile phones is restricted to agreed break times and in the staff room and heads office only. Mobile phones should be on silent and placed away in bags/cupboards. They should not be brought into meetings. Staff should ensure their important contacts know how to contact them in an emergency through school main phone line as mobile phones are not accessible during working hours other than lunch breaks.'
- H. We always treat children with utmost respect. This includes having the confidence to know about setting very clear boundaries and expectations as well providing reassurance and professional warmth towards them. We judge children based on the current situation rather than past behaviour
- I. We act in a professional manner towards colleagues, children and their families irrespective of our relative position or status within the school hierarchy. We do this by speaking politely to one another, being flexible and understanding of necessary changes within the school day, assuming that the actions of others are carried out in good faith, communicating clearly and honestly with each other addressing concerns openly and honestly with the person to whom the concern is addressed, being publicly supportive of colleagues and families, and dealing with concerns or disagreements privately with support if necessary

- J. We do not 'publicise' staff birthdays or use curriculum time to engage in personal celebrations for staff unless the activity is such that children may learn from it, for example, an award for a special achievement or community based event
- K. No child should be invited into the home of a staff member unless agreed by parents and the head teacher
- L. All members of the staff team are considered to have equal value, irrespective of their job, and should be treated accordingly
- M. We take responsibility for our actions and are prepared to apologise when we make mistakes and undertake to learn from those errors
- N. We do not seek to distract others from going about their professional duties and should discourage others from doing so
- O. We always use acceptable language

### **11. Smoking, e-cigarettes, alcohol and other substances**

Staff will not smoke or vape on, or within sight of the school premises and whenever in the sight of pupils, parents or visitors.

Staff will not smoke or vape whilst working with or supervising pupils off-site, such as when on educational visits and trips.

Staff will report for work and remain in a condition to perform their duties free from the effects of drugs, alcohol or any other substances that may hinder judgement and cause changes in behaviour; this does not include over-the-counter painkillers such as paracetamol.

### **12. Wellbeing**

- A. At our school we emphasise the importance of positive relationships. This begins with the relationship between staff. We promote a mutually welcoming atmosphere amongst staff so that all staff are made to feel welcome and included as a whole staff team and within specific teams
- B. Staff wellbeing is a priority of the school and to value and support mental and physical health, the school buys into the Norfolk County Council Wellbeing scheme which includes free access to Norfolk Support Line and Musculoskeletal injury rehabilitation service
- C. We are all responsible for our own wellbeing and also contribute to the wellbeing of others
- D. If you are worried about your own wellbeing or that of another member of staff, it is important that we sensitively discuss this with the individual and/or the head teacher or deputy head teacher
- E. Discussions about individual wellbeing are confidential
- F. We discuss wellbeing collectively in training and informally as part of the school day

### **13. Financial inducements**

Staff will:

- Familiarise themselves and comply with the school's financial regulations.
- Declare to the governing board, in writing, any gifts received, with the exception of:
  - Low cost, functional items suitable for business rather than personal use and displaying the supplier's logo – these items may be accepted.

- Non-excessive gifts offered by parents or pupils to school staff to express their gratitude, but staff members should always refuse monetary gifts.
- Hospitality in the form of meals and drinks where it is part of a normal business meeting.
- Authorised visits to exhibitions, demonstrations, conferences, business meals and social functions in connection with the school's business, which shall be at the school's expense.
- Not accept a personal gift, payment, or other incentive from a business contact – any such gifts should be returned.
- Declare any gift that cannot be returned to the governing board, who will decide how it will be used.
- Only accept offers to specific events after authorisation from the governing board.

The following bullet points are to ensure we as staff develop and reflect on our own emotional literacy:

### HELPFUL BEHAVIOURS

- |  |   |
|--|---|
| ✓ Kindness   | ✓ Involving people in decision-making processes                       |
| ✓ Being positive about our unique role in children's lives | ✓ Sticking to the agenda  |
| ✓ Acknowledgement of each other in our differing roles     | ✓ Knowing when to deviate from the agenda                             |
| ✓ Empathy  | ✓ Listening to a range of views                                       |
| ✓ Hearing not just listening                               | ✓ Giving clear reasons for decisions                                  |
| ✓ Courtesy   | ✓ Commitment to professional role                                     |
| ✓ Tolerance  | ✓ Honesty   |
| ✓ Patience   | ✓ Willingness to contribute   |
| ✓ Inspiration  | ✓ Helpfulness   |
| ✓ Being concise  | ✓ Being able to express difficulty, challenge or worry                |
| ✓ Being calm   | ✓ Smiling   |
| ✓ Enthusiasm   | ✓ Welcoming   |
| ✓ Confidence to take risks                                 | ✓ Warmth  |
| ✓ Not being frightened to make mistakes                    | ✓ Routinely being punctual at the beginning of the day and throughout |
| ✓ Good manners   | ✓ Humour  |
| ✓ Addressing issues, not brushing them under the carpet    | ✓ Following through agreed actions                                    |
| ✓ Being decisive   | ✓ Being flexible  |
| ✓ Developing positive relationships among all staff        | ✓ Being available   |
|  | ✓ Loyalty   |
|  | ✓ Taking responsibility for professional development                  |

**UNHELPFUL BEHAVIOURS- Not that we dream of using these.**

- ☛ Rudeness
- ☛ Being moody/sulky
- ☛ Taking things personally
- ☛ Not willing to have ago
- ☛ Catastrophising
- ☛ Arriving late
- ☛ Being stuck in a rut
- ☛ Not including others
- ☛ Being secretive or forming cliques
- ☛ Having exclusive friendships
- ☛ Stopping conversations when colleagues enter a room
- ☛ Not being able to move on or forgive
- ☛ Not sharing information with all staff i.e. MSAs

- ☛ Using passive aggression to make a point
- ☛ Being lazy
- ☛ Being helpless
- ☛ Over reliance on other colleagues
- ☛ Distracting others
- ☛ Being abrupt
- ☛ Untidiness
- ☛ Bad manners
- ☛ Undermining of colleagues
- ☛ Belittling children/families
- ☛ Unwillingness to change/contribute
- ☛ Passing the buck and abdicating responsibility
- ☛ Not expressing calmly and openly when conduct of others is impeding own professional performance
- ☛ Choosing unnecessarily complicated routes of communication

**11. Disciplinary Action**

- A. All staff need to recognise that failure to meet the standards of behaviour and conduct may result in disciplinary action including dismissal
- B. The above bullet points help the school management avoid the need for formal disciplinary action
- C. If a member of staff is concerned about the conduct of a member of staff they must attempt to communicate this with their colleague at an appropriate time without putting others at risk and contact the Head teacher
- D. If a member of staff is concerned about the conduct of the Head teacher, they must contact the Chair of Governors, whose telephone number can be found within the Whistleblowing policy in the staffroom, or through the office

**Please confirm you have read this policy :**

**Name**.....

**Date**.....