



Bicker Preparatory School and Early Years

Staff Code of Conduct.

As a staff we have agreed the following Code of Conduct (Also see Staff Handbook)

We will:

1. Treat others equally regardless of ability, gender, age, race or position in school.
2. Attempt to be good role models for pupils.
3. Listen to what children and adults have to say and value and respect their opinions.
4. Engage in a professional dialogue when our ideas and opinions differ.
5. Speak appropriately to, and in front of, children, their families and staff.
6. Adhere to the school dress code – i.e. to dress appropriately for the task in hand. Staff should be mindful that a smart dress code helps to present a professional image to parents, visitors and children. A suit jacket should be kept in school at all times for use when visitors/parents are in school.

This school is committed to Safeguarding and promoting the welfare of all children and expects all staff and volunteers to share this commitment. **Our staff understand they have a duty to disclose if they have any criminal conviction that prevents them from working with children or if they are disqualified from working with children.**

Aims of this Code

- ☒ **to be a learning community that enables every child to be and to do the very best they can.**
- ☒ **to create a caring family atmosphere that allows this to happen.**
- ☒ **to outline the principles of good practice in matters of attitude and conduct when dealing with the children in our care**
- ☒ **to help safeguard children from any abuse, whether physical, sexual, emotional or through neglect**
- ☒ **to protect adults working with children from any false allegations.**

Staff and volunteers must feel able to raise issues of concern and must recognize the duty to do so particularly in terms of child protection. Staff and volunteers are regularly updated on the whistle blowing procedure. Red flag behaviours are outlined in the Child Protection Policy and include demonstrating favouritism, appearing to have a special or different relationship with a pupil or pupils, inappropriate behaviour etc. The Child Protection Policy forms part of this Code of Conduct.

Staff and volunteers agree to work within the following guidelines:

1. Adults will conduct themselves in a professional manner in their relationships with children, including not overstepping the boundaries into personal contacts outside school, unless the child is already known to them in another capacity.

For example: when a member of staff is invited by a pupil's family to engage in extra tuition outside school, or to attend a concert or celebration connected with the child, the Management Team will be informed. Staff must inform the Management Team if they give their telephone number or email address to a family or pupil. Staff should adopt high standards of personal conduct in and out of the workplace. This maintains the confidence and respect of pupils, families and the general public.

In accordance with our Child Protection Policy, staff need to consider carefully their use of social networking sites and blogging. Staff must not post material that could damage the reputation of the school or post material that is inappropriate. Staff must not communicate with pupils on internet gaming or chat sites.

Staff should leave their mobile phones in the office. The taking of photographs within school is covered in a separate policy which forms part of this code of conduct.

Gifts – there are occasions when pupils or parents wish to say thank you with a small token of appreciation. This is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value.

2. Physical contact with children

We recognise that children sometimes require physical comfort when upset or hurt. We will be sensitive when offering physical comfort to a hurt child, as to the most appropriate way to do this.

Where feasible, staff should seek the pupil's permission before initiating contact. Staff should take note of the pupil's reaction and – so far as is possible – use a level of contact that is acceptable to the pupil.

We try to ensure that any physical comfort takes place in public so that all our actions are seen to be professional.

3. Intimate Care

When changing or cleaning a child, we operate an open door policy. The Nursery School toilets and washing facilities are part of the main Nursery area where two members of staff, at least, are present. As far as possible, the child should deal with his, her own needs. Please also refer to the Intimate Care Policy.

Children should not be allowed to treat their own or each other's injuries when first aid is required.

If you have any concerns about how your actions might be interpreted, report them to the designated person for Child Protection.

4. Seeing Children alone

Again, we operate an open door policy where teachers and the Management Team are constantly in and out of all school areas.

Music Tutors: Staff such as music tutors who work one to one with pupils have signed our Child Protection Policy and this Code of Conduct. Codes of behaviour are discussed with them on a regular basis by the Management Team. Whenever possible, the Headteacher will also be present or visit the room regularly when lessons are taking place.

Transporting Pupils: Our normal procedure, when transport is required, is to use a designated coach company and to ensure there is more than one adult on each vehicle used (see separate policy). Staff do not give lifts to individual children unless in an emergency and with specific parental permission. The driver must ensure that the vehicle meets all legal requirements and is appropriately insured.

All staff are aware of the need to report any concerns to the designated person.

5. Physical Restraint (see separate policy)

This should only take place if it is necessary in order to:

Protect that child from danger

Protect another child from danger

Protect serious damage to property

Do follow any training given on how to restrain children

6. Behaviour of children

Follow our Behaviour and Anti Bullying Policy Guidelines

Shouting, screaming or swearing at children is not permitted (but this does not preclude raised voices as a Behaviour Management strategy).

Complaints are always addressed towards children's behaviour, not character.

7. Educational Visits – staff and volunteers remain in a position of trust and the same standards of conduct apply as in school.

8. Resources: all staff should treat resources responsibly, not wasting resources unnecessarily (this includes heat/electricity/water.) Staff follow the principles of reuse and recycle wherever possible. All money should be clearly labelled and sent to the office as soon as possible. Receipts should be provided for items bought for school use.

9. Physical and Mental Wellbeing: all staff are encouraged to look after their physical and mental wellbeing. This includes maintaining a healthy work / life balance. We look to provide help and support where needed. Staff are encouraged to discuss issues and concerns with the Management Team in confidence.

This Code of Conduct forms part of the school's disciplinary rules for staff. A serious breach of the Code will be regarded as gross misconduct. A less serious breach may result in a disciplinary warning.

Policy drawn up 14.1.08.

Reviewed yearly.

Reviewed 18/06/20.

Next review date 18.6.21

Mrs J Miles
Headteacher.