

Selly Oak Nursery School



CODE OF CONDUCT FOR STAFF, CHILDREN AND VISITORS

Agreed by the Nursery Schools Federation Governing Body on

Signed

Dated

At Selly Oak Nursery School we follow the policies and procedures from Birmingham City Council and Birmingham Safeguarding Children Board (BSCB) which includes the Government's prevent strategy.

This code applies to staff, children, students and volunteers. It should be used in conjunction with your appropriate professional / Local Authority Code of Conduct. This does not replace any other Code of Conducts which you may be bound by.

INTRODUCTION

At Selly Oak Nursery School we recognise that everybody within the school has the right to feel safe, valued and respected, and has the responsibility to ensure their conduct contributes positively to the rights of all other members of the school community - children, staff and parents.

THE PURPOSE OF THIS CODE OF CONDUCT ARE TO:

- safeguard children at all times
- ensure a safe environment in which all members of the school community can work
- minimise opportunities for abuse and the potential for allegations of abuse within the school environment
- promote confidence in all members of the school community to report concerns in a safe environment with appropriate levels of confidentiality and know that these concerns will be investigated and addressed appropriately
- Create an ethos of mutual respect, openness and fairness

OUR ETHOS AND VALUES

Our vision is: *Live, Learn, Play and Grow*

Achieved by

- Creating a secure, happy, effective and stimulating learning environment
- Inspiring everyone to achieve and extend their individual potential
- Maximising talents
- Working within a climate where all efforts and opinions are valued and respected
- Promoting collaborative partnerships with parents and the wider community.
- Celebrating the journey of lifelong learning

WHAT YOU CAN EXPECT OF US AND WHAT WE EXPECT OF YOU

STAFF, STUDENTS AND VOLUNTEERS MUST:

1. Be bound by the school and Local Authority Child Protection Procedures.

- understand that Child protection, including the reporting of concerns, is the responsibility of every member of the staff team.
- take a proactive approach towards the school and Local Authority Child Protection Policies.
- on induction, familiarise themselves with all policies and procedures relating to safeguarding (see appendix 1 for list)
- take a proactive approach towards child protection and behaviour policies through the creation of a positive classroom environment where all children are respected and encouraged to respect one another.

2. Follow the school's policies and procedures in all their interactions with children

- All interactions will be safe and appropriate for the situation.
- The recognition of positive behaviour should be a priority and any sanctions should be applied in an appropriate manner and environment.
- All interactions should take place in a calm manner.
- If you need to meet or work with a child on a one to one basis, you should consider the necessity of this arrangement and then how this can be managed effectively. For example: leaving a door open, using a room that has a window in the door.
- They should only ever carry a child as a passenger in their car if they have the appropriate insurance to do so and it is for school-related activities. Wherever possible, the member of staff should request that another adult accompanies them. Children should only travel in the back seat of the car, and booster seats must be used for children up to the age of 12, or height of 135 cm as per English law.
- Should ensure that they do not on any occasion, favour one child over others, and they act in ways which avoid the perception of favouritism.
- The School Behaviour Policy and associated documents establish in more detail the expectations within school and the approved sanctions to be used.
- If there are occasions when a member of staff has difficulties managing a child's behaviour this should be discussed with the SLT at the earliest opportunity. Any actions to be taken should be recorded, monitored and reviewed.

3. Should work within an environment where physical contact with children is managed appropriately.

- All interactions will be safe and appropriate for the situation.
- Should only use physical restraint as a last resort and should use techniques from the school's training relating to managing difficult behaviour (Team Teach). Physical restraint should only be used where there is a need to prevent injury to a child or a member of staff.
- Any physical contact with a child should be appropriate to the situation, such as comfort to a child who is hurt or distressed.
- Children should be encouraged to be as independent as possible with self-help skills and in managing their own care.
- Any physical contact should be within clear boundaries and should not leave the member of staff open to any allegations of inappropriate touching. Children should not generally be picked up, carried around or sat on laps.
- A level of physical contact may be necessary for a child with medical needs. This contact will be agreed within a health plan, be subject to the required risk assessments, manual handling plans, in the appropriate private space with two adults if possible.
- Must inform another member of staff if they are about to administer First Aid or change a child.

4. Are expected to treat others with respect.

- Interactions should be characterised by fairness, openness and respect. This means valuing all contributions, acknowledging and respecting differences.
- Must behave in a way that promotes and fosters inclusion.
- Where differences of opinion occur they should be dealt with fairly and calmly, and discussed with the Head Teacher if the differences are proving difficult to reconcile. These should be dealt with away from the children.

- 5. All staff should treat resources responsibly and exercise due financial care.**
- Have a responsibility to look after the resources and equipment. This includes not wasting resources e.g., heat, electricity, water, school materials.
 - Purchasing of resources should always be authorised by a member of the SLT and be made using the principles of best value.
- 6. All staff are expected to behave professionally, thoughtfully and responsibly.**
- Should be punctual at all times ensuring they sign in and out.
 - Should be well prepared to carry out the tasks required of their job description to the best of their ability.
 - All absences relating to ill health will be reported in line with the Sickness policy and will be monitored using the Managing Absence Procedures.
 - Staff should set an example to the children in the way they dress. They should be appropriately dressed appropriately for the activities that they are involved in and clothing should not be sexually provocative or displaying inappropriate text or images. Footwear should not constitute a health and safety risk. See staff handbook
- 7. All staff are expected to ensure confidentiality regarding information about children and staff**
- Staff are privy to sensitive information relating to children and their families. This information should be recorded appropriately, kept securely and only shared on a need to know basis.
 - Files with information about individual staff members including performance management records are held securely in the office in individual staff files. Access to these files is restricted , but available on request at any time by the individual members of staff.
- 8. All staff should maintain appropriate relationship with parents.**
- Staff will create a welcoming and open relationship with parents and/or carers/extended family. All concerns raised by parents should be taken seriously and dealt with promptly and feedback given to the parents.
 - Concerns relating to parents' behaviour should be reported to the Head Teacher / Deputy Head Teacher for further consideration.
 - Relationships with parents should remain on a professional basis at all times and social interaction outside school should not occur.
 - At no time should their own personal information and concerns be shared with children, parents and carers.
- 9. All staff should take care of their physical and mental well-being.**
- Staff should always consider a healthy work/life balance - both in their own interests, and in the interests of children in their care.
 - All members of staff should feel confident to discuss issues relating to stress/anxiety with their line manager or leadership team.
 - If a member of staff needs additional support for issues relating to stress/anxiety, support services are available through Education Support Partnership.

10. Use of internet and technology

- It is accepted that staff will use aspects of internet technology as part of their daily life. The use of mobile phones in schools will be managed through relevant policies. Mobile phones should only be used in the staff room and outside the building.
- Any use of social networking sites should be with privacy settings in place and no child, parent or carer should be accepted as a 'friend'. Any existing relationship with children, parents or carers should be made known to the Designated Safeguarding Lead.
- Social networking sites should not be used to bring the school and the Local Authority into disrepute. All staff should also ensure that activities they are personally involved in not be can be accessed so that their professional integrity is maintained at all times.

WHAT THE SCHOOL EXPECTS OF VISITORS:

The contacts for school visitors are Yvonne James (Head Teacher) Laura Foster (Deputy) and Paula Bayliss (School Office Manager)

All visitors will need to produce photo identification whilst signing into the building. The school expects its visitors to follow the school's policies and procedures when visiting. Bags and Mobile phones must be left in the staffroom, in a locker or in the Office. A member of school staff will supervise visitors to ensure they have the help, support and information they need. Anything that Selly Oak Nursery School reasonably believes adversely affects its safe and caring learning environment and/or puts their own or others' physical or emotional wellbeing at risk will be treated as unacceptable behaviour/conduct.

THE TYPES OF BEHAVIOUR THAT THE SCHOOL CONSIDERS UNACCEPTABLE

Our School will decide on a case by case basis whether a visitor's behaviour is unacceptable, but any behaviour that we believe adversely affects our safe and caring learning environment and / or puts the physical or emotional well-being of a child, member of staff, parent or other visitor at risk is not acceptable behaviour.

This may include, but is not limited to:

- Disruptive behaviour
- Aggressive or threatening speech or behaviour
- Damaging school property
- Behaviour that could be considered racist, sexist, homophobic or similarly offensive in some way
- Smoking, vaping or being under the influence of alcohol or drugs whilst on out school site
- Being in possession of weapons of any kind
- Refusing to follow the reasonable instructions of the staff

HOW THE SCHOOL WILL DEAL WITH UNACCEPTABLE BEHAVIOUR

In most cases the school will attempt to informally remedy the situation by speaking with the individual concerned, privately. There may be no further action.

Where there is any dispute over what has occurred, or if the alleged incident is complex or serious, the school will conduct a formal investigation in order to establish the facts and determine what action should be taken, if any.

If the school decides that a visitor's behaviour has been unacceptable the school or, in some cases the Local Authority on the school's behalf, may decide to:

- Informally, i.e. verbally, warn the visitor about their behaviour;
- Formally, i.e. in writing, warn the visitor about their behaviour;

- Ban the visitor from the premises for a specified period; and / or
- Report the behaviour to the Police.

Visitors will be entitled to make representations to the governing board, in line with the school's complaints procedure, if they disagree with the decision reached by the school.

QUESTIONS AND CONCERNS ABOUT THIS CODE

Selly Oak Nursery School is grateful for the support that it receives from visitors in maintaining its caring and safe learning and working environment, so any feedback that you may have about the content of this Code is welcomed.

Please direct any feedback or questions about the Code to Paula Bayliss or Pete Mckinney in the school office who will refer your comments on to an appropriate member of staff.