



Staff Conduct Policy

Date Approved by the Governing Body: 02/07/2022

SHERINGHAM NURSERY SCHOOL AND CHILDREN'S CENTRE

CODE OF CONDUCT

No job is more important than working with young children and their families. The way we work can make a difference – for good or for ill – to everyone who comes into the school and centre.

Young children are learning all the time from the actions and behaviour of the people around them.

So please think all the time: am I helping to provide families with the best possible service, in the politest and most respectful way that I can? Will children learn positive things about kindness, politeness, attention and respect from me?

The users of Sheringham Nursery School and Children's Centre expect the highest standard of conduct from staff, students and volunteers. That's why we have set out our basic standards of conduct.

BEHAVIOUR MANAGEMENT

We provide a warm, friendly and happy environment where each child is encouraged to reach their full potential through praise, sensitivity and mutual respect. Positive behaviour is praised and encouraged. It is illegal to smack, shake or otherwise hurt children in a school. Please read our Behaviour Policy for further details.

USE OF ICT

Please read our policy on the acceptable use of ICT before you use any ICT equipment at Sheringham.

You must not take any photos, videos, or make any type of recording of children and families on roll with your own digital or photographic equipment. You must always use the school's equipment and ensure that you are acting appropriately and in the best interests of children at all time. If in doubt, please ask for advice.

You must not have a mobile phone or your own digital camera, tablet or any other digital or photographic device with you whilst you are working with the children. If you wear a smart watch or have any other wearable ICT, all notifications should be switched off so that you are not distracted from your work. Please be aware that you will be challenged and instructed to leave the children's area if you breach any of these requirements. Please inform a team leader or challenge any user or other person if you see them breaching this requirement.

Social media play an important part in our personal and professional lives. But you must not post or share any information about a child or a family or any other confidential matter or inappropriate information about your work. Please take great care not to damage Sheringham Nursery School and Children's Centre's reputation by making thoughtless or

critical comments on social networking sites. Keeping children safe and acting in their best interests are your key priorities. If in doubt, ask for advice first.

Please note that as ICT develops quickly it is not possible to include all scenarios in this section. The devices we have referred to are examples, not a definitive list. You are expected to ensure that your use of ICT does not create the potential for inappropriate use.

HOW WE RELATE WITH CHILDREN AND PARENTS

All relationships at Sheringham should be characterised by a high standard of conduct, mutual respect, politeness, professionalism and honesty.

You must always act in the best interests of children and their families. Because of your position at Sheringham you may have considerable influence over parents and the decisions they make, which is why you need to develop a professional relationship and not act as a “friend”.

We recognise that there are a variety of situations where staff may meet parents and families outside of work. Please remember to ensure that you are always bound by the same high standards of professional conduct. Always act in the best interests of the child and family, and maintain all boundaries around confidentiality just as you would in the workplace. If you have any concerns about how you and a parent/family are relating please ask for advice or support.

DRESS

You are required to dress in a way which is appropriate to the work you do. Dress needs to be clean and comfortable and suitable for play and spending time outdoors. You must ensure that you have the right clothes for the weather, so you promote a positive image of being outdoors in all seasons. Please use your professional judgement and present yourself in a way which is appropriate to an early years setting used by a diverse range of people from many backgrounds. You must not cover your face: children need to see your expressions so they can communicate confidently with you.

DRUGS/ALCOHOL

Sheringham Nursery School and Children’s Centre, in line with Government legislation, operates a Smoke Free Policy. You must not be drunk or under the influence of drugs, alcohol or any other substances at work.

PRESCRIBED MEDICATION

Please see the headteacher if you are taking prescribed medication which might affect your judgement, mood, or make you drowsy.

LANGUAGE

You should always interact positively and politely with children, parents and staff. Rude, harsh or abusive language is not acceptable.

Please do not raise your voice unless there is an emergency.

If you feel that a parent or any other user is speaking to you in an unacceptable way, please try to de-escalate the situation. Advise the person to move away from public areas to a more private space. State that you can tell they are angry or unhappy, and suggest that they speak to the headteacher so their concern can be discussed.

OFFENSIVE BEHAVIOUR

All staff, users and visitors to the centre must behave in a respectful way. Offensive behaviour, including inappropriate sexual behaviour or remarks, harassment or physical assault, is unacceptable.

RACISM

All users, children and staff of Sheringham Nursery and Children's Centre are entitled to be treated equally and with respect. Racist language or derogatory comments about people's racial identity, culture or language will not be tolerated.

INCLUSION OF PEOPLE WITH SPECIAL NEEDS AND DISABILITIES

We are positive about the inclusion of adults and children with special educational needs and disabilities in all aspects of life in the school and centre. We think it is very important for children to grow up with positive attitudes towards disability. If you consider that you have a special need or disability please talk to your supervisor so we can make all possible and reasonable adjustments to ensure you have a successful placement with us.

WE AIM TO BE INCLUSIVE AND POSITIVE ABOUT DIVERSITY

People work here and use services who have a range of backgrounds and lifestyles. There are many different sorts of families in our local area.

We aim to be inclusive and positive about this diversity. We uphold everyone's right to go about their lives and business without experiencing harassment or prejudice. We welcome all lesbian, gay and transgender staff and users.

BRITISH VALUES

We actively promote British Values, including democracy, following rules and laws, equality and understanding of other faiths.

We are required by the Prevent Duty to prevent people from being drawn into terrorism. In order to protect children in your care, you must be alert to possible concerns about the child's life at home or elsewhere. This includes parents or older relatives expressing extreme views which might incite violence or hatred.

FINAL WORDS ON GENERAL CONDUCT

Please:

- Model the highest standards of conduct at all time –we must always be positive role models to children, families and parents;
- Listen actively at all times;
- Put children, their safety, health and wellbeing first;
- Challenge offensive views, including those related to race, sex, culture, faith, sexuality, transgender, age and maternity;
- Be observant;
- Help us to provide a calm, warm and welcoming atmosphere at all times;
- Ask for advice or support if or when you need it;
- Talk about issues around diversity and inclusion, so that we can learn about each other's views and lifestyles.

Please do not:

- Act in any way which is not in the best interests of children and their families, either at work or outside the workplace;
- Chat about things not related to work during work time;
- Chew gum;
- Have your mobile phone, tablet, camera or any other digital device with you