



**Foundations for Children**  
Nursery Schools Federation



## Foundations for Children Staff Code of Conduct Policy

**Croyland Nursery School, Parklands Nursery School,  
Camrose Early Years Centre and  
Highfield Nursery School**

<b>POLICY APPROVED BY:</b>	<b>Full Governing Body</b>
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<b>TO BE REVIEWED BY:</b>	<b>Cath Draper</b>



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## Foundations for Children Nursery Schools Federation



### 1. Introduction

These are guidelines for all relationships within the Nursery School. We will provide a safe environment for children and their families by establishing open and honest partnerships with parents/ carers from the start.

### 2. Aims

- To nurture the whole child and encourage a positive self-image.
- To provide a safe, happy and welcoming environment in which all have opportunities to develop.
- To support families, carers and children by building positive relationships and working in partnership with others to meet everyone's needs.
- To provide a high quality provision that is inclusive and accessible so that it can be valued and enjoyed by all in our community.
- To promote confidence and well-being in child and adult.
- To understand we are individuals with individual needs.

### 3. Expectations of all members of the school community

- Be enthusiastic and enjoy coming to the nursery schools
- Be sensitive to everyone's needs
- Give time to listen and respond
- Be supportive of the children and their families
- Value/respect each other's opinions
- Be friendly, open and honest
- Show care and concern
- Be flexible
- Embrace individual differences
- Be interested and motivated to learn alongside the children
- Be encouraging and offer reassurances
- Understand, appreciate and respect children's and families' individual feelings
- Nurture and foster positive relationships between children and their families
- Work together as a supportive team with shared expectations and levels of professionalism
- To have a positive approach towards and within their work; displaying this through



positive interactions

- Be knowledgeable, competent practitioners; willing to move their practice forward through professional development
- Show professional confidence
- Be mindful in how they conduct themselves with children, their families and other practitioners in the nursery and across the wider professional network
- Share information about children and families with colleagues so we can work together to support the children and their families.
- Know and understand the communication procedures.
- Be aware of school policies and procedures in order to keep themselves and the children safe.
- Ensure they know about correct procedures to report concerns about children and their families.
- Report to their line manager any time a parent comes in with a concern about the School
- Be aware of who is the designated safeguarding officer and who are the deputy safeguarding officers
- Be aware of the E-Safety/online Lead
- Be aware of the named Safeguarding Governor
- Report any low level concerns of staff conduct or relationships through the Low Level Concerns procedures.
- Report any concerns regarding other staff members conduct to a DSL or Deputy DSL and follow the Whistleblowing Policy.

## 4. Raising Safeguarding Concerns

As part of our whole Federation approach to safeguarding, we promote a culture of openness, trust and transparency in which safeguarding is a shared responsibility and our values and expectations are lived, monitored and reinforced by all staff.

In this context, everyone is expected to report any and all safeguarding concerns as soon as they arise. This includes an expectation of self-reporting where an individual finds themselves in a situation which may be, or appear to be, compromising or where they have fallen short of expectations.

Safeguarding concerns cover a wide spectrum from serious issues where a child is harmed or at risk to lower level concerns where practice or behaviour is inappropriate, undesirable or not in keeping with usual expectations. This will include cases of inadvertent or accidental conduct and where individuals find themselves in situations which could be misinterpreted or make them vulnerable to allegations.



## Who to report to

Concerns should be referred to the Executive headteacher (or where the concerns relate to the Executives headteacher, to the Chair of Governors or to the Designated Safeguard Lead (who will share information with the Executive headteacher or chair of governors) (Whistleblowing Policy). In a situation where there is a conflict of interest in reporting the matter to the Executive headteacher/chair of governors, it should be reported directly to the local authority designated officer(s) (LADOs).

All issues raised will be dealt with in a sensitive and proportionate manner. While there are clear procedures in place for dealing with matters of misconduct and poor performance - including procedures for dealing with safeguarding allegations against adults at the school, our objective is to protect our children and adults, by identifying and tackling issues early and providing advice, direction and support to improve our collective and individual practice.

To support these objectives, confidential records of all reported concerns and actions taken will be kept to identify any patterns, enable monitoring and to facilitate improvement in policy and practice.

## 5. Behaviour Standards for Staff

As a staff, we believe that acceptable standards of behaviour, work and respect depend on the example set by all. All staff should maintain their professional conduct, behaviour, attitude, honesty, integrity and ability to reflect on their practice by and setting examples by:

- All staff and children have positive contributions to make
- Good order has to be worked for-it does not simply happen
- We should set high standards
- Rules should be applied fairly, firmly and consistently
- Everyone should be treated as a valued individual
- All staff should respect the confidentiality of every and any situation that may occur
- Being approachable, respectful and friendly, without losing objectivity or blurring or breaching professional boundaries (e.g. staff are friendly but are not friends)
- Offering advice, assistance, and support to parents in a respectful and non-judgmental manner, including a willingness to open up potentially difficult discussions (ask for support if needed), sign-post onto other services, and make appropriate referrals
- Being explicit about the safeguarding policy and understand the way information is shared across services
- Remaining focused on each parent's child when talking to them, rather than making comparisons with other children or breaching confidentiality



- Be respectful in your interactions
- Recognising that each of us hold a varying level of power in their relationships with children and parents and that its power can be abused especially with vulnerable families
- Arriving to work before your “start time” so that you are ready and prepared to work with the children and parents
- Adhere to the Schools agreed dress code
- To inform your line manager if this will not be possible due to unusual circumstances
- To be ready to meet the children at the designated start time-this means, in suitable clothing, not eating lunch/ dinner/tea/ breakfast
- Staff are able to drink water during the session
- Maintaining high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of nursery property and facilities.
- Gifts from suppliers or associates of the nursery must be declared to the Executive Headteacher, with the exception of ‘one off’ token gifts from parents.

**Staff are expected to intervene where they witness a parent or child being discriminated against or disempowered by anyone in a professional position by:**

- Ensuring professional discussion regarding a child or their parents is not conducted in their presence unless in open discussion, where they have equal opportunity to express themselves (not to talk over/near children or parents)
- Safeguarding children from disputes or conflicts with parents/ carers or work colleagues, by ensuring these are resolved outside the children’s environment
- Striving to avoid giving special attention or having “favorite” children or parents

**Mobile phones/ cameras devices and social networks**

- Personal staff mobile phones are not to be taken into any areas of the Nursery. In line with the Federation Safeguarding Policy all mobile telephones must be stored away. If staff are expecting important calls, they can be received through the main reception area at breaktimes
- Staff personal cameras are not to be used in the teaching areas without Head Teachers permission
- Parents will be politely reminded that mobile phones are not to be used in the Nursery
- Parent will be politely reminded they are unable to use cameras/videos/iPads within the Nursery including parent events
- On Nursery trips, if parents ask to take photos of their child please make sure NO other children are in the shot. (Offer the school cameras and print photo for them). Unaccompanied children: staff need to find out what are the parents’ wishes with regards to photographs.
- Staff need to be aware that involvement in social networks can compromise their professionalism. It is advised that parents are not given access to your information



- Where mobile phone usage is necessary for reason of personal safety, then the Nursery school phone can be used.
- Those using the school's equipment and networks are expected to do so responsibly and to comply with all applicable laws, policies and procedures, and with normal standards of professional and personal courtesy and conduct.
- Detailed expectations are set out in the Acceptable Use Policy and agreement that all staff and visitors must sign.

### **Social media Responsibility**

Any material presented on line in reference to Nursery by any employee is the responsibility of the poster. At no time should posts be made in reference to children, parents and staff or other agencies or professionals. At no time must any photographs or materials be published that identify the setting or the children. Pictures of staff may only be used with the express permission of the staff members concerned. Any member of staff found to be posting remarks or comments that breach confidentiality or are deemed to be of a detrimental nature to the Nursery School or other employees may face disciplinary action. Posting or publishing photographs of the setting, children, or staff or other nursery school users, unless specific permission had been granted, may also incur disciplinary procedures.

### **Confidentiality**

Confidential information can take various forms and be held and transmitted in various ways e.g. manual records (files, reports and notes), verbal discussions and electronic records. As a general rule, all information received in the course of employment or whilst volunteering/being engaged by the school, no matter how it is received, held or transmitted, should be regarded as sensitive and confidential and must not be disclosed or divulged within or outside the school other than in accordance with the requirement of the role and/or where specific permission has been provided.

NOTE: All workers must be aware that they are obliged to disclose information relating to child protection issues and should make it clear to the individual either that confidentiality cannot be guaranteed and/or decline to receive the information and direct them to a more appropriate person e.g. the Designated Safeguarding Lead.

The school is committed to being transparent about how it collects and uses the personal data of its workforce, and to meeting its data protection obligations. The Data Protection Policy sets out the school's commitment to data protection, and individual rights and obligations in relation to personal data. Any actual or suspected/potential breach of data protection must be reported immediately to the school's Data Protection Officer



## Relationships

- Relationships with Parents should always be on a professional level
- You should not offer to baby sit for families
- You should not arrange to meet parents and their children socially
- You should not share personal details
- You should not invite them to your house
- Accepting invites to children's parties may be acceptable if your child has been invited
- If you offer a parent/ child a lift in your car in work time please inform the head.

## CONDUCT OUTSIDE WORK

- Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the nursery or the employee's own reputation or the reputation of other members of the nursery, and its community.
- In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.
- Staff must exercise caution when using information technology and be aware of the risks to themselves and others.
- Staff may undertake work outside nursery, either paid or voluntary, provided that it does not conflict with the interests of the nursery nor be to a level which may contravene the working time regulations or affect an individual's work performance.
- Staff must not engage in inappropriate use of social network sites which may bring themselves, the nursery into disrepute.

## DISCIPLINARY ACTION

- All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.





FOR THIS POLICY TO BE EFFECTIVE EVERYONE CONCERNED MUST TAKE OWNERSHIP AND ASSUME RESPONSIBILITY OF IT. TO ENSURE THIS HAPPENS:

The management will endeavour to:

- Abide by the standards of conduct as set out in this policy
- Make this policy available to all Parents, Carers and Visitors to the setting
- Ensure all staff and volunteers have copies of this
- Review this policy at least annually or more if required with the involvement and inclusion of staff

The staff will endeavour to:

- Abide by the standards set out in this policy
- Respect individual needs and value the cultural practices and beliefs of the children and families that use our service
- Work with colleagues, management and Families to provide an environment that encourages positive communication and feedback
- Act as positive role models at all times

NAME: \_\_\_\_\_

Signature: \_\_\_\_\_

Date:



## 6. Linked Policies

- Behaviour and Relationships Policy 2022
- Safeguarding Policy 2023
- Whistleblowing Policy 2022
- Administering Medicines Policy 2023
- Health and Safety Policy 2024
- Low Level Concerns Policy 2024
- Confidentiality Policy 2022
- GDPR Policy 2023
- Online/ E-Safety Policy 2024

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