



Sandbank Nursery School & Playcare Project Staff Code of Conduct

Sandbank Nursery School and Playcare Project holds a code of conduct which seeks to protect colleagues, pupils and their families, whilst ensuring that staff have the freedom to question policies and practice; put forward ideas, controversial or unpopular opinions without placing themselves in jeopardy of disciplinary procedures.

There are areas of our professional lives where there are clear rules and regulations that have to be obeyed, for example; financial regulations, health and safety policies including child safeguarding, employment law and contractual obligations. Staff contravening these will be dealt with in line with procedures set out within Walsall Children's Services Personnel Manual.

This code of conduct however is not a list of rules that must be obeyed but a document that seeks to set out shared expectations of each member of staff's duty to the rest of the school community. Staff are trusted to discharge their duties in a way that allows them to exercise initiative and individual judgement. The purpose of this document is to set out guidelines to staff in areas that may potentially bring them into conflict with others in exercising initiative and individual judgement.

As professionals we will:

- Treat everyone with respect and avoid gossip about adults or children, taking active steps to divert conversations away from this if we come across it.
- Build up a strong workforce so that we can provide the best possible learning opportunities for the children, staff, parents and families.
- Maintain confidentiality about anything that we see or hear at Sandbank, so that parents and children can trust us, and as a way of showing respect to our peer professionals.
- Praise colleagues and celebrate success whenever possible.
- Be prepared to accept, supportive and constructive criticism.
- Promote the sharing of good practice.

- Never criticise colleagues in public but address the individual concerned directly in a polite and respectful manner.
- Behave in a positive way despite any personal problems that we may have, being careful not to upset colleagues or children.
- Dress appropriately and professionally at Sandbank Nursery, so that we set a good example for the children and to show pride in our professional image.
- Seek permission from colleagues before posting their images in electronic format where it can be accessed by the public (i.e. by parents, pupils, past colleagues and anyone else who is not a current member of staff).
- Not allow publication of images of children unless appropriate permission has been sought.
- Always use a professional approach when using social networking sites on the internet for example, Facebook. Using these sites with caution so that our professional integrity is not compromised and we do not bring ourselves or other staff into disrepute.
- Be involved in and contribute to Sandbank policies.
- Recognise the important role of the school in the life of the local community, and take responsibility for upholding its reputation and building trust and confidence in it.
- Maintain reasonable standards in behaviour that enable us to maintain an effective learning environment and also to uphold public trust and confidence in our profession.
- Inform the Headteacher or Deputy in person of any illness or intended absence.

Disagreeing with school policy is not poor performance; actively failing to adhere to it is. Policy grows and develops and so disagreement and dialogue about it is a positive thing but the correct channels should be used in altering policy and the discussions surrounding this.

In addition to the above code of practice, we will ensure we **uphold the statutory requirements of working with children**. In order to do this, we will:-

- Work within the school's policies and practices, so that what we do is consistent with what has been agreed between all members of the staff and governors.
- Follow the school's guidelines on dealing with children, particular regard to policies and practices about behaviour and discipline, understanding when and how we are able to restrain or handle children.
- Keep up to date with the guidelines for child protection; know what to do and who to report to if anything occurs. Always report serious concerns about individual children to the **Designated Teacher for Child Protection**.

- Ensure through our behaviour that our equal opportunity policy and anti-racism is practiced.

This Code of Conduct recognises the unique contribution of all members of staff at Sandbank Nursery whether part of the nursery team, playcare team or admin team. It covers the behaviour of senior and junior staff.

As professionals we are committed to carry out our individual role as part of a community of staff, governors, children and parents working towards the vision statement and aims of Sandbank Nursery.

Reviewed: March 2021

Next review date: September 2022

Passed by: _____

Date: _____