

Appendix 2: Code of Conduct (for safer working practice)

Please note that all staff and volunteers should read and understand Part 1 of *Keeping Children Safe in Education*, 2019. The Code of Conduct should be provided to all adults, working or volunteering in the school – including temporary staff- at induction and after subsequent updates.

Introduction

This document provides a guide for adults working in Early Years (including staff, committee members, volunteers and visitors) about acceptable and desirable conduct to safeguard both adults and children. It refers to and compliments other policies and guidance in our setting.

Always remember that while you are caring for other people's children, you are in a position of trust and your responsibilities to them and the organisation must be uppermost in your mind at all times.

All adults working in the setting should know the name of the:

Designated Safeguarding Lead: Emma Flack
Deputy Safeguarding Lead: Tracey Jacobs
Deputy Safeguarding Lead: Hayley Dewsbury
Committee Safeguarding Lead: Chairperson

Power and positions of trust and authority	
Staff working in school are given positions of trust and authority which should never be abused.	
All adults SHOULD:	SHOULD NOT:
<ul style="list-style-type: none">• avoid any conduct which would lead a reasonable person to question their motivation or intentions;• work and be seen to work in an open and transparent way;• provide a good example and a positive role model to our children and behave in a mature, respectful, safe, fair and considered manner;• ensure that their relationship with children remains on a professional footing.	<ul style="list-style-type: none">• discriminate favourably or unfavourably towards any child, treating all children equally and not receiving any gifts unless token gifts or arranged through the pre-school;• use their position to gain access to information for their own advantage and/or a child or family's detriment;• use their power to intimidate, threaten, coerce or undermine children;• use their status and standing to form or promote a relationship with a child or their family – or that of a past child / family member, that is not of a professional nature.
Confidentiality	
As part of their responsibilities, staff may be given highly sensitive or private information. The storing and processing of personal information about children is governed by the Data Protection Act 1998. Such information should be kept confidential and shared on a need to know basis only.	
All adults SHOULD:	SHOULD NOT:
<ul style="list-style-type: none">• discuss and take advice promptly from the manager, deputy, Chair or safeguarding lead – as appropriate, about any incident which could give rise to concern.• Make a record of any such incident and of decisions made / further actions agreed.• treat information they receive about students in a discreet and confidential manner.	<ul style="list-style-type: none">• use confidential or personal information about a student or his family for their own, or others' advantage• use information to intimidate, humiliate or embarrass any pupil or adult.• use information casually in conversation or share it with any person other than on a need to know basis• promise confidentiality or request pupils to do the same under any circumstances.

Standards of behaviour	
All of us have a responsibility to maintain public confidence in our ability to safeguard the welfare and best interests of young people.	
All adults SHOULD:	SHOULD NOT:
<ul style="list-style-type: none"> • set a good example by conducting themselves appropriately; • involve children in decision-making which affects them where appropriate; • encourage positive and safe behaviour; treat all children and other adults with respect; • be a good listener; • be alert to changes in child's behaviour; • recognise and understand all the school's safeguarding and guidance documents on wider safeguarding issues, for example bullying, physical contact, e-safety and information sharing; • maintain appropriate standards of conversation and interaction with and between children; • maintain professional standards and boundaries at all times on and off the school site; • be aware that the personal and family circumstances and lifestyles of some children lead to an increased risk of neglect and or abuse. (see Safeguarding and Child Protection Policy) 	<ul style="list-style-type: none"> • use sexualised or derogatory language • behave in a manner which would lead any reasonable person to question their suitability to work with students or act as a role model; • drink alcohol or be under the influence of alcohol or any illegal substance when supervising children or on school trips; • make unprofessional personal comments in any form of communication;
Dress and appearance	
Smart and professional appearance is expected at all times for staff. Appropriate personal presentation is expected of staff.	
All adults SHOULD:	SHOULD NOT:
<ul style="list-style-type: none"> • promote a positive and professional image that is appropriate to their role. 	<ul style="list-style-type: none"> • Present themselves in an offensive, revealing, threatening or sexually provocative manner that might distract, embarrass or give rise to misunderstanding.
Gifts, rewards and favouritism	
Staff need to take care that they do not accept any gift that might be construed as a bribe by others, or lead the giver to expect preferential treatment.	
All adults SHOULD:	SHOULD NOT:
<ul style="list-style-type: none"> • accept small tokens of appreciation, for example Christmas or as a thank-you; • treat all individuals equally and fairly; • whenever possible, avoid categorising pupils by gender or any other protective characteristic. 	<ul style="list-style-type: none"> • accept gifts on a regular basis or of any significant value which may be at risk of giving or receiving a bribe; • give personal gifts to children (this does not include school Christmas gifts or prizes of a small value); • discriminate children according to a protective characteristic.
Social contact outside of the workplace	
It is expected that adults who work with children and young people are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.	
All adults SHOULD:	SHOULD NOT:
<ul style="list-style-type: none"> • continually monitor and review their practice in terms of the evolving world of social networking and ensure they follow the guidance contained in the school's ICT Policy; • consider the appropriateness of the social contact according to their role and nature of their work. 	<ul style="list-style-type: none"> • have any undisclosed social contact (including that on social media) with students outside of school.

Communication with children, parents and carers	
Be aware that actions that bring the school into disrepute could lead to disciplinary procedures being taken.	
All adults SHOULD:	SHOULD NOT:
<ul style="list-style-type: none"> • behave in a mature, respectful, safe, fair and considered manner at all times; • communicate with children and adults within clear and explicit professional boundaries and in an appropriate and professional manner; • ensure that behaviour and language is of a mature nature, respectful, safe, fair and in considered manner; • be cautious in their contact with ex-families, as there is still a professional relationship and there may be contact with current children; • communicate to parents and carers using the school's administrators email account; • refer to Longleaze Pre-school and nursery's ICT policy. 	<ul style="list-style-type: none"> • make arrangements to contact, communicate or meet with pupils outside work; this includes use of email, text and other messaging systems such as social networking sites (see Wiltshire's Safeguarding Social Networking Procedures); • be sarcastic and make remarks or 'jokes' to pupils of a personal, sexual, racist, discriminatory, intimidating or otherwise offensive nature and that they do not humiliate children; • give out personal contact details to students; • have images of students stored on personal cameras, devices or home computers nor any images available on the internet other than through the school website (parent's permission is sought); • use a personal email account to communicate with parents, carers or pupils.
Use of mobile phones and other similar technical equipment	
Staff should be aware of the risks that these devices pose to pre-school's security.	
All adults SHOULD:	SHOULD NOT:
<ul style="list-style-type: none"> • store their own mobile phones in the designated area; • use the pre -school's equipment to take photographs, films or record sounds; • access the internet through the school's secured network when appropriate. 	<ul style="list-style-type: none"> • Contact parents or carers, in a professional capacity, on their own mobile phone; • Use their own mobile phone in front of pupils; • Use their own mobile phone to take photographs, , films or sounds;
Physical contact	
It is crucial that in all circumstances, we should only touch children in ways which are appropriate to our professional or agreed role and responsibilities.	
All adults SHOULD:	SHOULD NOT:
<ul style="list-style-type: none"> • be prepared to explain actions and accept that all physical contact should open to scrutiny. 	<ul style="list-style-type: none"> • Touch a child in a way which may be considered indecent; • Change in the same place as children.
Intimate and personal care	
All staff follow our nappy changing and toilet training policy when meeting children's intimate or personal care needs. For other needs a risk assessment would be written in partnership with the child's parents and relevant professionals.	
All adults SHOULD:	SHOULD NOT:
<ul style="list-style-type: none"> • make other staff aware of the task being undertaken; • explain to the child what is happening; • consult with colleagues where any variation from agreed procedure/care plan is necessary; • record and share with parents any variations to the agreed procedure/care plan; • ensure that another appropriate adult is in the vicinity and is aware of the task to be undertaken; • encourage the child to act as independently as possible and to undertake as much of their own personal care as is practicable. 	<ul style="list-style-type: none"> • Provide physical care outside the remit of our nappy and Toilet Training policy, or of a child's risk assessment.
Behaviour management, use of care and control / physical intervention	
All pupils have a right to be treated with respect and dignity even in those circumstances where they display difficult or challenging behaviour.	
All adults SHOULD:	SHOULD NOT:
<ul style="list-style-type: none"> • If physical restraint is necessary an Incident Report would be completed; • try to defuse situations before they escalate; • keep parents informed when necessary or appropriate to the individual; • use our professional judgement to comfort or reassure a student in an age appropriate way whilst maintaining clear professional boundaries 	<ul style="list-style-type: none"> • Use force as a form of punishment, or to gain a child's attention; • Use force to move a child unless they are in immediate danger or are a danger to others.

Sexual Contact	
In particular our attention is drawn to the provisions of the Sexual Offences Act 2003, which creates a criminal offence of abuse of a position of trust (when a person aged 18 or over is in a 'position of trust' with a person under 18 and engages in sexual activity with or in the presence of that child, or causes or incites that child to engage in or watch sexual activity). The Wiltshire Safeguarding Children Board (WSCB) has developed and approved a multi-agency strategy and action plan in relation to Child Sexual Exploitation (CSE) and Abuse.	
All adults SHOULD:	SHOULD NOT:
<ul style="list-style-type: none"> understand that any relationship formed between an adult and a child or young person, not within the family setup, with whom they work, regardless of whether the child or young person consents or not, may be regarded as a criminal offence and will always be a matter for disciplinary action; be able to identify and act upon the signs of vulnerability and risk to children and young people of CSE. 	<ul style="list-style-type: none"> develop 'personal' or sexual relationships with pupils; have communication with a child which could be interpreted as sexually suggestive or provocative.
One to one situations	
Where there is a need for any member of staff to be alone with a student, certain procedures and explicit safeguards must be in place.	
All adults SHOULD:	SHOULD NOT:
<ul style="list-style-type: none"> ensure any activities or conversations with children on their own will be undertaken in a public place or in a teaching area with the door open; always report any situation where a child becomes distressed or angry to the manager, deputy or DSL; consider the needs and circumstances of the child or children involved. 	
Home visits	
Please refer to Wiltshire Council procedures: http://thewire.wiltshire.council/hrdirect/hsloneworking/loneworkingpolicy.htm	
All adults SHOULD:	SHOULD NOT:
<ul style="list-style-type: none"> whenever possible, meetings should be undertaken in the pre-school. There are however occasions where it may be necessary to arrange a home-visit; ensure these are extremely rare but if necessary or appropriate, 2 members of staff will go together after authorisation from the manager. 	
Visits and outings within the community	
All risk assessments for visits and outings are completed before each event and shared appropriately with relevant adults.	
All adults SHOULD:	SHOULD NOT:
<ul style="list-style-type: none"> Ensure they are aware of the relevant risk assessment; Ensure they take a list of the children with contact numbers of parents / carers; Ensure that all visits and outings have consent from parents; Wear a fluorescent jacket when accompanying children on a visit; Ensure that any medication that children require is made available to that child at any time; Follow the pre-school's Supervision of Children on Outings and Visits' 'Missing Child' and 'Uncollected Child' Policy if necessary. 	<ul style="list-style-type: none"> Take a child on a visit or outing unless we have gained consent from the parents / carers.

First aid and medication

Appropriate training will be provided before an individual takes on a role which may require administering first aid or medication. Health care plans will be drawn up when medication or emergency medication is needed eg: Epipen.

All adults SHOULD:

- ensure that for daily or prescribed medication permission of parents is gained;
- ensure that a medical form is completed informing parents/carers when first aid has been administered and by whom;
- adhere to the health and safety policy for medication and first aid;
- ensure that parents are informed of any kind of head injury;
- ensure that parents are informed if any injury has caused a bruise or a swelling or has the potential of causing longer term damage or pain.

SHOULD NOT:

- administer first aid or medication unless there is consent from the parent/carers via a letter, medicine admission form or pre - school registration form.

Photography, video and other images

Staff are provided with pre-school equipment for the taking of photographs of children linked to an educational intention. Longleaze Pre-School produces publications, display boards and Learning Journals for distribution and regularly feature images of recognisable individuals.

All adults SHOULD:

- ensure that permission to take photographs is sought from parents when a child starts at our setting;
- seek permission from the parents for the individuals to be in pictures, but without disclosing the individuals name and accessing the internet (see requests for parental consent form for new starters);
- ensure that all parents are aware of their responsibilities in this matter;
- ensure that all images are available for scrutiny in order to screen for acceptability;
- be able to justify images of children in their possession.

SHOULD NOT:

- Have images of children stored on personal cameras, devices or home computers.

Access to inappropriate images and internet usage

Where indecent images of children or other unsuitable material are found, the manager / chair must be immediately informed; they will in turn will in turn alert the police and the designated officers from the local authority as a matter of urgency. Please refer to our Safeguarding and Child Protection Policy for the allegation management procedures used by our setting.

All adults SHOULD:

- refer to our Safeguarding and Child Protection Policy for the allegation management procedures used by our setting.

SHOULD NOT:

- not use equipment belonging to the school to access adult pornography or offensive material Neither should these images be brought into the workplace

Whistle Blowing

Refer to our Whistle Blowing policy

Sharing concerns and recording incidents

- If you have any concerns about a child's welfare, you must report your concerns to the Designated Safeguarding Lead or Deputy Lead and follow the procedures laid out in our Safeguarding and Child Protection Policy;
- In addition there is a separate procedure for dealing with allegations against staff, also found in the Safeguarding and Child Protection Policy.
- If the allegations concern the manager / owner / chair of committee, the manager / owner / chair of the committee must be alerted (see Wiltshire Safeguarding Children Board Allegations against a Member of Staff guidance Flowchart).

Reference Documents

- 'Guidance for safer working practice for those working with children and young people in education settings' (safer recruitment consortium – October 2015), 'Keeping Children Safe in Education' 2016
- 'What to do if you're worried a child is being abused'
- 'Allegations against a member of staff' guidance flowchart
- 'Information sharing' 2015
- WSCB Social Networking Policy 2015
- Longleaze Pre-school and Nursery Policies including: Safeguarding and Child Protection Policies, Anti - bullying Policy, Behaviour Management, Equality Policies, Health and Safety Policies, Record Keeping Policies, and Staffing Policies.
- WSCB website
- Statutory Framework for the Early Years Foundation Stage

Policy review

- The Committee will undertake an annual review of the Code of Conduct and remedy any deficiencies and weakness found without delay.
- Date of policy last review: October 2018
- Date of next review: October 2019

Signed; Date;