

Staff Code of Conduct

Introduction

This is a working document and can be reviewed or updated at any time by the management of Longwood School and Nursery. This document applies to all staff.

All staff have personal and legal responsibilities, including treating others (colleagues, parents, children etc) with dignity and respect, acting honestly, adhering to safeguarding and health and safety policies, and practising equal opportunities.

This code also highlights the principal areas where staff need to be aware of their responsibilities and is a framework for behaviour.

Responsibilities

Staff are required to be familiar with, and adhere to the Policies and Procedures as displayed in the group rooms, classrooms and listed on the web site. Group leaders or class teachers are required to give advice and support to the staff working under them, in order to ensure their staff are fulfilling this requirement.

Health and Safety – staff are to read and adhere to the Policy and HSE poster in the staff room which explains the statutory responsibilities. Staff must ensure that they take every action to keep themselves and everyone at Longwood safe and well.

Safeguarding (As set out by Hertfordshire Safeguarding Children Board)

Read and understand the Longwood Safeguarding Policy. Seek advice from your supervisor or head teacher if you do not understand anything or your responsibilities.

Staff are to refer to the HSCB web site for help and advice.

www.hertssafeguarding.gov.uk

Do Not:

- Use any kind of physical punishment or chastisement such as smacking or hitting
- Kiss the children
- Smoke on the Longwood premises, nor anywhere else whilst on duty with children (including outings).
- Use non-prescribed drugs or be under the influence of alcohol
- Behave in a way that frightens or demeans any child
- Use any racist, sexist, homophobic, discriminatory or offensive language
- Invite a child to your home (or attend their home) or arrange to see them outside Longwood unless arranged by Longwood (e.g. outings, meeting with specialist)
- Engage in any sexual activity (this would include using sexualised language) with a child you meet through your duties or start a personal relationship with them, this would be an abuse of trust
- Engage in rough or physical games, including horseplay
- Let allegations a child makes go unchallenged, unrecorded or not acted upon
- Rely upon good nature to protect you or believe 'it could never happen to me'
- Give children presents or personal items *
*(exceptions to this could be a custom such as : buying children a small birthday token or leaving present; help to a family in need such as equipment to enable them to participate in an activity. Both types of gift should come from Longwood as a whole in a professional capacity (not personally) and be agreed with a safeguarding manager and the child's parent/carer. Similarly do not accept gifts yourself other than small tokens for appropriate celebrations, which you should mention to the head teacher or supervisor)

Do:

- Exercise caution about being alone with a child (e.g. when visiting the bathroom). In situations where this is unavoidable, ensure another worker or volunteer knows what you are doing and where you are.
- Ensure that any physical contact is open and initiated by the child's needs e.g. for a hug when upset, nappy changing, feeding. Always prompt children to carry out personal care themselves and if they cannot manage ask if they would like help. Otherwise, physical contact is not appropriate
- Talk explicitly to children about their right to be kept safe from harm
- Listen to children and take every opportunity to raise their self-esteem
- Work as a team with your co-workers / volunteers. Agree with them what behaviour you expect from children and be consistent in enforcing it
- Remember if you have to speak to a child about their behaviour you are challenging 'what they do', not 'who they are'
- Make sure you have read the Safeguarding Policy and that you feel confident that you know how to recognise when a child may be suffering harm, how to handle any disclosure and how to report any concerns
- Seek advice and support from your colleagues and your designated managers for safeguarding children
- Be clear with anyone disclosing any matter that could concern the safety and wellbeing of a child that you cannot guarantee to keep this information to yourself
- Seek opportunities for training
- Where possible encourage parents to take responsibility for their own children
- Make sure you are familiar with your organisation's confidentiality policy and the HSCB Information Sharing Protocol
- Only speak in English whilst at work unless in support of a parent / child or visitor

Advice for professionals who work with children, when using any form of ICT, including the internet (Hertfordshire Safeguarding Children Board)

For your own protection it is advised that you:

- Ensure all electronic communication with children, parents, carers, staff and others is compatible with your professional role and in line with the Policies and Procedures
- Do not talk about your professional role in any capacity when using social media such as Facebook and YouTube
- Do not put online any text, image, sound or video of anyone connected to Longwood, member of the community or be incompatible with your professional role.
- Use your Longwood's ICT systems and resources for all official business. This includes your business email address, business mobile phone or photography equipment.
- Do not give out your own personal details, such as mobile phone number, personal email address or social network details to children, parents and carers.
- Do not disclose any passwords and ensure that personal data is kept secure and used appropriately
- Only take images of children and/or staff for professional purposes, in accordance with Longwood E-Safety Policy. Ensure that the parent/carer of any child under 18 has given written consent. Do not use your own equipment (e.g. camera)
- Ensure that any images are represented only in a positive context and are removed from the Longwood website when appropriate.
- Do not browse, download or distribute any material that could be considered offensive, illegal or discriminatory
- Ensure that your online activity, **both in work and outside**, will not bring your organisation or professional role into disrepute
- You have a duty to report any E-Safety incident which may impact on you, your professionalism or your organisation.

Employees receiving inappropriate communication or material or who are unsure about whether something they propose to do might breach this Code should seek advice from the head teacher or supervisor.

The management at Longwood has the right to monitor emails, telephone calls, internet activity or document production.

For E-Safety support and guidance – please contact 01438 843350
(Hertfordshire)

The following are examples of unsatisfactory conduct

Unsatisfactory attendance record (e.g. taking time off work without a doctor's unfit for work certificate; taking time off for work for reasons other than an immediate family bereavement)

Persistent bad time-keeping

Taking unauthorised absence from work

Not self-certificating or providing a doctor's note when absent from work due to illness or injury

Not telephoning the Supervisor in person by 8am, to inform that you will be absent from or late for work

Not undertaking your share of the duties of what is reasonably expected

Unsatisfactory care of the children (e.g. not interacting with them)

Personal appearance or hygiene which is unsuitable for working with children at a school or nursery

Not carrying out work as specified in your Job Description

Not preparing class lessons or activities and other work as specified in the curriculum or by the head teacher, supervisor or group leader

Failing to attend parents' evenings, staff meetings, training sessions, fete, sports day, concerts and other events as required by the head teacher or supervisor

Being disproportionately favourable to a child(ren)

Using Longwood equipment including the internet and telephone for personal use

The following are examples of misconduct

Neglect of work or care of the children

Unacceptable attendance record

Incapacity to work due to intoxicants, alcohol or drugs
Refusal to obey a reasonable instruction
Wilful neglect of Policies and Procedures, including Safeguarding, Fire, First Aid, Equal Opportunities, Health and Safety
Sleeping or smoking at work
Objectionable and or insulting behaviour
Leaving a child unattended
Any form of discrimination

Examples of Gross Misconduct

Malicious attack of fellow employees, or other persons
Causing injury or inflicting any physical punishment or mental harm to any child
Shouting, rudeness or swearing
Theft
Indecent or immoral behaviour including sexual harassment, discrimination, insulting behaviour and bullying
Wilful destruction of premises or equipment
Wilfully endangering the lives of any person
Unauthorised disclosure of confidential information
Recording of conversation
Dishonesty about qualifications, police checks or experience
Not giving the correct notice period as specified in the Contract of Employment

Dress Code

The Nursery staff are to wear the Longwood uniform – polo shirt and fleece with dark trousers and comfortable flat shoes
The School staff are to wear appropriate smart casual clothes – no jeans, trainers, hoodies or tee-shirts with inappropriate wording or logos
No flip flops
Sandals must have secure strap at the front and back
No high heeled shoes

No tight fitting clothing such as leggings, treggings, jeggings or skinny jeans
Outdoor clothing such as coats, hats, gloves, scarves and boots are to be worn outside only

No vest tops, halter necks and sleeveless tops, nor revealing neck lines

No inappropriate wording on any clothing

Nail extensions must not impact on the care of the children

Hair longer than shoulder length must be tied back

Fringes must not cover eyes

No coloured nail varnish

Criminal Actions

It is a statutory requirement that all staff disclose to their supervisory staff / head teacher all details of any convictions, cautions, court orders, reprimands or warnings which may affect their suitability to work with children (whether received before or during their employment at Longwood).

If supervisory staff / head teacher have concerns about the children's safety or welfare, they will notify agencies with statutory responsibilities without delay. This means the local children's social care services and, in emergencies, the Police.

Staff are to be aware that following Police checks, their home address is tagged by the authorities. The authorities may well contact you if a person living at the same address poses a risk to children.

Declaration of Interests

Staff are required to declare this where they are a member of a group or organisation that would be considered to be in conflict with the ethos Longwood. Staff should declare their relationship with any individual(s) where this might cause a conflict with Longwood.

Other employment

Staff are permitted to take up secondary employment outside Longwood, as long as this does not constitute a conflict of interest. The primary employment is at Longwood and staff are required to attend Longwood at the times required and not attend secondary employment. Staff are not to exceed the legal maximum working week of 48 hours as defined by the Working Time Regulations.

Parking and Car Park - Staff are to drive slowly and responsibly in the car park and report any incidents to the management

Chewing Gum – staff are not to chew gum whilst working at Longwood

Mobile Telephones – not to be used on site, and must be switched off, apart from texting only in the staff room. They must not be used in the staff room for any other purpose (e.g. use of internet, recording, playing music or games).

All age groups - Staff can be asked to work with any age group at Longwood if required.

Confidentiality

Staff must not disclose any information about Longwood, including the details of Longwood working practices, colleagues, children and parents with anyone outside Longwood. The Head teacher, supervisory staff or Designated Managers for Safeguarding will make appropriate contact with outside agencies.

Copyright Legislation

Copyright legislation is displayed next to the photocopier in the office. Staff are required to read and adhere to the guidance provided about the use of educational resources.

Reviewed March 2014