

Aire Valley Nursery Schools Federation

PROFESSIONAL CODE OF CONDUCT Reviewed June 2020

Good communication and professional behaviour are essential for staff well being as well as providing the best possible service to all those who use and come into contact with the school.

When working together we feel this is achieved through;

- ❖ Ensuring our duties regarding safeguarding children are maintained
- ❖ Ensuring that confidentiality is maintained at all times
- ❖ Ensuring our duties regarding health and safety are maintained
- ❖ Creating a positive environment where all staff and children are included and valued.
- ❖ Ensuring that everyone knows 'who's who'.
- ❖ Being aware of the importance of welcoming new staff and students.
- ❖ Valuing each other and what we have to say.
- ❖ Respect for each other and each other's cultures.
- ❖ Dealing with issues as they arise.
- ❖ Being honest, open and caring for each other.
- ❖ Acknowledging everyone's role.
- ❖ Identifying times for discussion and clarification.
- ❖ Celebrating everyone's achievements.
- ❖ Clear procedures and systems.
- ❖ Collaborating with staff from other settings in a professional manner, ensuring all staff feel welcome and part of the team.

When working with children and families we feel this is achieved through the following;

- ❖ Recognising that interaction with children and families is the priority.
- ❖ Knowing that we need to observe children/ get to know families in order to meet their needs.
- ❖ Ensuring that we maintain high quality resources and environments.
- ❖ Ensure that there is a consistent approach from all staff.
- ❖ In all sessions for children all jobs to be completed before contact time – staff should not be out of rooms in contact time unless directed and staffing ratios allow
- ❖ Everyone has joint responsibility in maintaining quality.
- ❖ Ensure that we role model behaviour and follow behaviour policy and guidelines
- ❖ Staff should not be eating in front of parents and children unless at lunchtime with the children.
- ❖ In all sessions for children, children should help with tidying up; this is on-going and should not happen too soon at the end of the session.
- ❖ Adults should always behave professionally in front of children and families, for example not chatting informally.
- ❖ Staff should ensure a safe environment.
- ❖ Staff need to maintain energy and enthusiasm.
- ❖ Taking time to listen and respect confidentiality.
- ❖ Respecting different cultures and heritages.
- ❖ Working collaboratively in the best interest of children and families at all times.

Remember;

- ❖ Be ready to start work at the beginning of your working day
- ❖ To make the best use of your time if workloads are low / high.
- ❖ Not to use personal mobile phones during working hours and only for texts when in the staff room.
- ❖ When in staff room keep phones on silent and take voice calls in private areas
- ❖ Do not use internet access for personal use without prior agreement from Senior Leadership
- ❖ Keep personal belongings locked away
- ❖ Not to use personal mobile phones to contact parents and carers.
- ❖ Not to use whats app as a form of communication with parents.

Staff/pupil relationships

- ❖ Staff will observe proper boundaries with pupils that are appropriate to their professional position. They will act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so.
- ❖ Staff who have children or any other child who is related to them in the school will observe proper boundaries with the pupil/s and act in a professional manner at all times.
- ❖ Staff will not question decisions made in relation to the pupil/s by other staff members in a way that is different to other pupils in the school and staff will not monitor the pupil/s in a way that is different to other pupils in the school. Children who are related to staff members will be treated by all staff in the same fair and transparent way as all other children.

Reference Requests

- ❖ It is imperative that any references for someone that has worked in the school should be made or checked by the Headteacher.