



## Manningham Community Nursery Schools Federation

### PROFESSIONAL CODE OF CONDUCT September 2024

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 in a professional manner, ensuring all staff feel welcome and part of the team.
- ❖ Staff must not make unprofessional personal comments that scapegoat, demean, discriminate or humiliate, or might be interpreted as such.
- ❖ Discussing with the Headteacher any relationship or association (in or out of school or online) that may have implications for the safeguarding of children in school.

#### **When working with children and families in school 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 the behaviour policy and guidelines
- ❖ Staff must not be under the influence of alcohol or other substances that may affect their ability to care for children.
- ❖ Staff should not be eating in front of parents and children unless at lunchtime with the children. This includes chewing gum.
- ❖ 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.
- ❖ Dressing in a manner that promotes a positive and professional image and is appropriate to the role and duties being carried out. Clothing should not be likely to be viewed as offensive, revealing or provocative. It should be absent of any political messaging or symbols.
- ❖ Working collaboratively in the best interest of children and families at all times.
- ❖ Staff should not use their position to intimidate, bully, humiliate, threaten, coerce or undermine children.

**When working with children and families that are not currently attending school we feel this is achieved through the following;**

- ❖ Staff will contact families via school telephone systems. Personal mobile devices must never be used.
- ❖ Staff will not use whats app to communicate with parents under any circumstances.
- ❖ Providing parents with Facebook/Learning Journal posts featuring familiar members of staff from school that promote Communication and Language and regular reading at home. Staff will dress appropriately when making video recordings for Facebook/Learning Journals as they would if attending work.
- ❖ Staff will role model language and behaviour as above, following our policies and guidelines.
- ❖ Staff will behave professionally whilst communicating via telephone with parents and carers.

**Remember;**

- ❖ Be ready to start work at the beginning of your working day. This means you need to arrive in school a few minutes before your start time.
- ❖ 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. Staff are permitted to take their phones into office spaces during PPA time to enable two factor login authentication to Microsoft 365 e-mails and CPOMS.
- ❖ Not to use personal mobile phones to contact parents and carers.
- ❖ Not to use whats app as a form of communication with parents.
- ❖ When in staff room 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 take images of children using their mobile phone or any other unapproved device.
- ❖ Not to engage with children on a one-to-one basis in a secluded area or behind a closed door. Staff are permitted to do this in bathroom areas when nappy changing or helping a child following an accident, or if they need to get changed.
- ❖ Staff must not use inappropriate sexualised, intimidating or offensive language.

**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 report any indications that a child may be infatuated with a member of staff.
- ❖ 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.
- ❖ Staff must not act in a way that could be interpreted as over friendly with children.
- ❖ Staff must not have favourite children.
- ❖ Staff must not discuss their personal or sexual relationships with or in the presence of 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.