



BAYLIS COURT NURSERY SCHOOL

Staff Code of Conduct Policy

Rationale

Our Staff Code of Conduct Policy is set to reflect the principles that Britain is a multi-ethnic society operating in a wider context of an interdependent world. It sets out to assist in the principle that staff who work at the nursery school will form role models for the children with whom they come into contact.

As such this policy forms part of a whole-school approach to good behaviour and discipline which aims to promote the good behaviour necessary for effective learning to take place. It should be read in conjunction with the other policies of the nursery school.

Purposes

1. To promote equality of opportunity so that all staff and children treat each other with respect and in a caring way.
2. To promote good relationships between members of different racial, cultural and religious groups and communities.
3. To eliminate unlawful discrimination.
4. To set a standard that all staff can adhere to.

Broad Guidelines

1. A caring and sensible approach to relationships with others is fundamental to the relationship of staff and children as well as the development of all our children into responsible members of society.
2. Staff and children are actively encouraged not to tolerate any form of discrimination and should be prepared to respond in a positive way to any incidents that they witness. Incidents should be reported where a member of staff witness an incident.
3. All staff are responsible for implementing this policy and should be aware of their responsibility to act appropriately in any case of unlawful discrimination or incident that may occur. It is also made clear to all children that all members of staff will help if there are any problems.
4. All staff are, at all times, expected to set an example to children. As such staff are expected to use appropriate language, which does not include the use of swearing or vulgarities at any time. They should not shout at the children. Conversations within the learning areas while children are present should be of a professional nature.
5. Staff should set an example to the children in the way they dress.



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6. Punctuality is the key to the running of a school. Children and staff are expected to attend school on time. Staff should be in the classrooms ready to assist in setting up and preparation of the rooms at 8.15am for the morning session and 12.30pm for the afternoon session. Staff changing areas from inside to outside during the session time should do so as swiftly and efficiently as possible.

7. The school will provide staff members, where practicable, access to enable them to operate equipment as necessary to enable the efficient operation of their role. Any items belonging to the school must remain available to be used by staff in the school, as well as helping children to gain from their learning experience. Staff will be responsible for the safekeeping of equipment loaned to them by the school. The school will not pay Internet access charges from the staff members' home. As role models to the children the staff will treat all the equipment in the nursery with respect and will use the chairs provided to sit on and not other items of furniture. The staff will keep the environment safe and tidy at all times

8. Staff must not use their mobile phones during session time and must not make or receive telephone calls or text messages at any time that they are expected to be with the children. Any emergency telephone calls will be handled by the school office. Staff should approach the head teacher if it is necessary for them to receive an urgent phone call during the session time.

9. The accessing of social network sites using school equipment e.g. "Twitter", "Facebook" is prohibited on the school site (it is strongly recommended that staff do not add, or allow, parents to access their social networking site, if they have one).

10. Good supervision is expected from all staff at all times. Staff will inform their colleagues when they are leaving the classroom or going to change a child or administer first aid. The member of staff who administers first aid should be responsible for recording it in the accident book. The same member of staff should complete the accident form to inform parents and then pass this to the correct class group.

11. It is made clear to all children when inappropriate behaviour is identified specific sanctions will follow. Staff should provide children with a reason as to why their behavior is inappropriate. Incidents of inequality will be dealt with clearly, firmly, and promptly. All incidents will be reported to the Governing Body.

12. Teachers must adhere to the General Teaching Council Code of Conduct and Practice for Registered Teachers.

13. Every new member of staff will attend an Induction meeting, which will include dissemination of essential information, training on Child Protection, Health and Safety briefing, and a discussion on, and copy of, this policy. Staff members who change their role within the nursery will attend an induction meeting with their new line manager.

Aims

1. Every child and staff member should have the opportunities to achieve the highest possible achievements.



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2. Every child and member of staff should be helped to develop a sense of personal and cultural identity that is confident and open to change, and that is receptive and respectful towards other identities.

3. Every child and member of staff should develop the knowledge, understandings and skills that they need in order to participate in Britain's multi-ethnic society, and in the wider context of an interdependent world.

Conclusions

Baylis Court Nursery School has a responsibility to ensure that all its children thrive in a safe and caring community. The example set by staff in their behaviour, deportment and manner can distinctly affect the individuals' learning and playing conditions.

Agreed by Governing Body: 22nd June 2018

Review Date: June 2019

Chair of Governing Body signature:.....

Head Teacher signature:.....