

Code of Conduct

Millfields Nursery School Community Services holds a code of conduct which protects children and staff but which also has regard for the need to ensure that staff have freedom to question, put forward new ideas, controversial or unpopular opinions, without placing themselves in jeopardy of disciplinary procedures.

There are areas of our professional lives where there are clear rules and regulations that have to be obeyed for example; financial and health and safety regulations, child safeguarding, employment law and contractual obligations. Staff contravening these will be dealt with in line with Walsall Children's Services Personnel Manual procedures.

This code of conduct is not a list that must be obeyed but a document that seeks to set out shared expectations of each member of staff's duty to the rest of the setting's community. Staff are trusted to discharge their duties in a way that allows them to exercise initiative and individual judgement. The purpose of this document is to set out guidelines to staff in areas that may bring them into conflict with others in exercising initiative and individual judgement.

As professionals we will:

When speak to others we will always:

- Use a POSITIVE statement rather than a NEGATIVE one, so that children can learn what we expect of them in any situation.
- Use a calm tone of voice at all times, to explain or to instruct children, so that they can follow our words without feeling threatened or uncomfortable.
- Avoid using sarcastic words or phrases; these demean both children and user and prevent them from developing high self-esteem. Demonstrate through our conversations with children and adults, and by our responses, that racist or sexist language and attitudes are NEVER acceptable. Speak respectfully to/about other adults at all times, even if we disagree with them.

As professionals we will:

- Treat everyone with respect and avoid gossip about adults or children, taking active steps to divert conversations away from this if we come across it.
- Maintain confidentiality about anything that we see or hear in school, so that parents and children can trust us, and as a way of showing respect to our peer professionals.
- Seek permission from colleagues before posting their images in electronic format where it can be accessed by the public i.e. by parents, pupils, past colleagues and anyone else who is not a current member of staff.
- Not allow publication of images of children unless appropriate permission has been sought.
- Always use a professional approach when using social networking sites on the internet e.g. Facebook. Always using websites with caution so that our professional integrity is never compromised ensuring that we do not bring ourselves or other staff into disrepute. **Please note that parents of children or children at this setting should not be friends on Facebook with staff.** (Guidance for Safer Working Practice for Adults Working with Children and Young People)
- Work as part of a team, contributing as well as learning from others and helping to build up a strong workforce so that we can provide the best possible learning opportunities for the children.
- Dress appropriately and professionally, in uniform which consists of school logo top, black bottoms (trousers,skirt), sensible enclosed black shoes so that we set a good example for the children and to show that we are here to work. In addition any visible tattoos need to be covered in work time. This code applies to PPA time.
- Behave in a positive way despite any personal problems that we may have, being careful not to upset colleagues or children.
- Praise colleagues and celebrate success whenever possible
- Be prepared to accept, supportive and constructive criticism
- Promote the sharing of good practice.
- Never criticise colleagues in public but address the individual concerned directly in a polite and respectful manner.
- Be involved in and contribute to Millfields policies

Disagreeing with setting policy is not poor performance; failing to adhere to it is. Policy grows and develops. Therefore, disagreement and dialogue

about it is a positive thing but the correct channels should be used in altering policy and the discussions surrounding this.

In addition to the above code of practice we will ensure we uphold the statutory requirements of working with children, we will:

- Work within the school's policies and practices, so that what we do is consistent with what has been agreed between all members of the staff and governors.
- Follow the school's guidelines on dealing with children, with particular regard to policies and practices about behaviour and discipline.
- Keep up to date with the guidelines for child protection, know what to do and who to report to if anything occurs. Always report serious concerns about individual children to the **Designated Person for Child Protection** .(Headteacher- Lynne Emery, in her absence Deputy headteacher, in her absence the Daycare Manager, in her absence the Deputy Daycare Manager.
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- Ensure that mobile phones are locked away at the beginning of sessions and ensure cameras are used in a way that protects our children and families
- Ensure through our behaviour that our equal opportunity and race relations policies are practiced.

This Code Of Conduct recognises the unique contribution all members of the staff team at Millfields. It covers the behaviour of senior and junior staff. As professionals we are committed to carry out our individual roles as part of a community of staff, governors, children and parents working towards the aims of Millfields Nursery School Community Services.

Signed

Name.....

L.Emery

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Review Yearly