



**Grandpont**  
Nursery School & Childcare

## Grandpont Nursery school and Childcare Code of Conduct

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The Code of Conduct forms part of an employee's contract. Failure to comply with the School policies may result in disciplinary action being taken and Grandpont Nursery School reserves the right to take legal action against employees where breaches of the Code warrant such action.

All members of the Grandpont Team are role models for these values at all times.

### A1 Physical Safety and Welfare of Children

- Staff should remember that the welfare of the child should always come first.
- Staff should only restrain children for their own safety or the safety of others, using the Team Teach technique. Staff must be Team Teach trained where appropriate. Parents must be informed when this has happened and all the relevant paperwork completed.
- Staff must adhere to the School's Safeguarding Policy, First Aid Policy and Administering Medicine's Plan. Non - compliance will be viewed as gross misconduct
- Staff must all read the Covid risk assessment sign to say they have done this
- Staff must report any behaviour by colleagues that raises concerns, by following the School's Whistleblowing Policy. Staff must take responsibility for recording and reporting any incident, which may result in being misinterpreted and /or an allegation being made.

### A2 Positive Ethos/Diversity

- Staff should provide an example of good conduct that you wish others to follow, **in line with our Covid risk assessment.**
- Diversity is a tremendous asset at our School and we are committed to providing equality of opportunity and will not tolerate any illegal discrimination or harassment based on race, colour, religion, sexual orientation, gender, disability, national origin or any other class.
- We encourage all staff to challenge any behaviour (staff, parent, child) that goes against the ethos of our Positive Behaviour Policy
- All members of staff must be aware of and be compliant with the school's GDPR policy and ensure that all personal information is stored securely and shared only with the relevant bodies. No personal memory sticks or laptops to be used for personal information about children or staff. If a memory stick is

required e.g., for sharing information, this must be encrypted. Personal email accounts should not be used for work related matters.

### **A3 Appropriate Behaviour with Children**

- Staff should not raise their voices in front of the children
- Staff should be able to tune into the children's physical, verbal and gesture/sign language, to understand and interpret what is being expressed
- Staff must be aware that behaviour of children may be related to experiences in lockdown and on-going experiences during Covid and time must be spent unpicking this, liaising with the nurture team as necessary
- Adults and children have a responsibility to treat each other with dignity and respect.

### **B Staff: safety**

- Staff must ensure that classrooms are left tidy each day and that there are no Health and Safety risks to children.
- Staff must follow the Covid risk assessment.
- Prescription medicines should be stored safely in the kitchen areas and inhalers and epipens should be accessible in classrooms, un-locked but stored safely in case of an emergency/teacher cover.
- Individual care plans must be kept up to date and all staff working with those children aware of the content.
- If staff are unwell/unable to come to school, they MUST phone the office by 8:00 am and leave a message on the answer phone if no-one takes the call. They must also inform their line manager so that cover can be arranged.

### **C Staff: appropriate conduct**

- Staff must conduct themselves professionally in both virtual and face-to-face meetings, showing consideration to the staff members presenting.
- Ensure that your behaviour at work or outside does not cause embarrassment to our School or reflect negatively on Grandpont Nursery School in a way that would bring its reputation into disrepute or cause a loss of public confidence. This includes using social networking sites.
- During Covid staff are requested to keep the headteacher fully informed of any potential absences as a direct result of Covid i.e. track and trace.
- Staff need to ensure that if disagreements arise, they discuss directly with the relevant member of staff, kindly, honestly and professionally. SLT will support if necessary.
- Staff need to adhere to confidentiality at all times and only discuss with colleagues what is appropriate and in line with their role on the team.

### **D Staff: requirements**

- Staff should never use chewing gum in school.
- Staff should never use mobile phones where children are present. Mobile phones should be out of site, including not being stored in back pockets.
- Hot drinks outside of the staffroom/office areas should be either in lidded mugs or drank sat down or to the side of the room. No one should walk around with a mug of hot drink. Mug carriers are used to transport any drinks around the building.
- Sensible dress code should be adhered to by all staff. It should be tidy, functional and appropriate. This includes for outdoor learning.
- Emails must be checked daily as this is the first line of communication in a school with many staff, preferably once in the morning and again at the end of the day
- Staff must read the minutes of meetings.
- School laptops should be used for school purposes only but may be taken home for home
- Staff must take care of the school environment by working as a team to keep their bubble area clean and clear.

**Date of Policy:** April 2021

**Review:** March 2022