Broadmayne First School and Nursery

Staff Code of Conduct

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1. Aims, scope and principles

This policy aims to set and maintain standards of conduct that we expect all staff to follow.

By creating this policy, we aim to ensure our school and Nursery is an environment where everyone is safe, happy and treated with respect.

Many of the principles in this code of conduct are based on the Teachers' Standards and the statutory framework for the Early Years Foundation Stage (EYFS).

Broadmayne First School and Nursery expects all pupils and early years children to receive high quality teaching, care, and learning in a positive and respectful environment.

Employees at our school and Nursery should understand that their own behaviour, and the manner in which they conduct themselves with their colleagues, pupils, parents and other stakeholders sets an example.

School and early years staff have an influential position, and will act as role models by consistently demonstrating high standards of behaviour.

We expect that all teachers will act in accordance with the personal and professional behaviours set out in the Teachers' Standards.

We expect all early years practitioners, support staff, governors and volunteers to also act with personal and professional integrity, respecting the safety and wellbeing of others.

This policy forms part of a staff member's contract of employment and failure to comply with it, and with the associated school policies, may result in disciplinary action being taken, including legal action where this is warranted.

Please note that this code of conduct is not exhaustive. If situations arise that are not covered by this code, staff will use their professional judgement and act in the best interests of the school, Nursery, and children.

This document applies to all staff members who are:

- employed by the school, including the headteacher and volunteers
- employed to deliver enrichment activities that are attached to the school

2. Legislation and guidance

We are required to establish procedures for the regulation of staff conduct under regulation 7 of The School Staffing (England) Regulations 2009.

In line with the statutory safeguarding guidance Keeping Children Safe in Education and the Statutory Framework for the Early Years Foundation Stage (EYFS), we maintain a staff code of conduct covering acceptable use of technologies (including mobile devices and smartwatches), staff/pupil relationships, intimate care, and communications including social media.

3. General obligations

Staff set an example to pupils and Nursery children. They will:

- Maintain high standards in their attendance and punctuality
- Never use inappropriate or offensive language in school or Nursery environments
- Treat pupils, early years children, and others with dignity and respect
- Show tolerance and respect for the rights of others
- Not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Express personal beliefs in a way that will not overly influence pupils, and will not exploit pupils' vulnerability or might lead them to break the law
- Understand the statutory frameworks they must act within (including Key Stage and EYFS statutory requirements)
- Adhere to the Teachers' Standards and relevant early years professional standards

4. Safeguarding

Staff have a duty to safeguard pupils from harm, and to report any concerns they have. This includes physical, emotional, and sexual abuse, neglect, child-on-child abuse, cyberbullying, and online harm.

Staff will familiarise themselves with our Child Protection and Safeguarding Policy and procedures, and the Prevent initiative, ensuring they are aware of the processes to follow if they have concerns about a child.

In accordance with the school's Child Protection Policy, staff members will be prepared to identify pupils who may be subject to, or at risk of, the following types of abuse or neglect:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Child-on-child abuse (including bullying, cyberbullying, and sexual harassment)
- Serious violence
- Female Genital Mutilation (FGM)
- Child Sexual Exploitation (CSE)
- Child Criminal Exploitation (CCE)

Staff will also be aware that the following factors could increase a pupil's risk of being subject to safeguarding issues:

- Pupils who need a social worker (Child in Need and Child Protection Plans)
- Pupils requiring mental health support
- Looked-after children (LAC) and previously Looked-after children (PLAC)
- Pupils with Special Educational Needs and Disabilities (SEND)

4.1 Allegations that may meet the harm threshold

This section applies to all cases in which it is alleged that anyone working in the school or Nursery, including supply staff, volunteer or contractor, has:

- Behaved in a way that has harmed a child, or may have harmed a child, and/or

- Possibly committed a criminal offence against or related to a child, and/or
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children, and/or
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children – this includes behaviour taking place inside or outside of school and Nursery.

We will deal with any such allegation quickly and in a fair and consistent way that provides effective child protection while also supporting the individual who is the subject of the allegation.

A 'case manager' will lead any investigation. This will be the headteacher, or the chair of governors where the headteacher is the subject of the allegation.

4.2 Low-level concerns about members of staff

A low-level concern is a behaviour towards a child by a member of staff that does not meet the harm threshold, is inconsistent with the staff code of conduct, and may be as simple as causing a sense of unease or a 'nagging doubt'. For example, this may include:

- Being over-friendly with children
- Having favourites
- Taking photographs of children on a personal device
- Engaging in one-to-one activities where they can't easily be seen
- Humiliating pupils

Low-level concerns can include inappropriate conduct inside and outside of work.

All staff should share any low-level concerns they have using the reporting procedures set out in our child protection and safeguarding policy. We also encourage staff to self-refer if they find themselves in a situation that could be misinterpreted. If staff are not sure whether behaviour would be deemed a low-level concern, we encourage staff to report it.

All reports will be handled in a responsive, sensitive and proportionate way.

Unprofessional behaviour will be addressed, and the staff member supported to correct it, at an early stage.

This creates and embeds a culture of openness, trust and transparency in which our values and expected behaviour are constantly lived, monitored and reinforced by all staff, while minimising the risk of abuse.

Reporting and responding to low-level concerns is covered in more detail in our Safeguarding and Child Protection Policy.

4.3 Whistle-blowing

Whistle-blowing reports wrongdoing that it is "in the public interest" to report. Examples linked to safeguarding include:

- Pupils' or staff's health and safety being put in danger
- Failure to comply with a legal obligation or statutory requirement
- Attempts to cover up the above, or any other wrongdoing in the public interest

Staff are encouraged to report suspected wrongdoing as soon as possible. Their concerns will be taken seriously and investigated, and their confidentiality will be respected.

Staff should consider the examples above when deciding whether their concern is of a whistle-blowing nature. Consider whether the incident(s) was illegal, breached statutory or school procedures, put people in danger or was an attempt to cover any such activity up.

Staff should report their concern to the headteacher. If the concern is about the headteacher, or it is believed they may be involved in the wrongdoing in some way, the staff member should report their concern to the chair of governors.

Concerns should be made in writing wherever possible. They should include names of those committing wrongdoing, dates, places and as much evidence and context as possible. Staff raising a concern should also include details of any personal interest in the matter.

5. Physical contact with pupils

The school and Nursery understand that physical contact is necessary and appropriate when supporting young children, particularly in early years provision. Staff will always act in a professional manner in line with relevant policies.

When physical contact is made, it must be responsive to the child's needs, of limited duration, and appropriate to their age, stage of development, gender,

ethnicity, and background. Staff will seek consent where possible and maintain transparent communication.

5.1 Intimate Care & Personal Hygiene Protocols:

- Intimate care (nappy changing, assistance with toileting, and changing soiled clothing) must always be carried out with utmost respect for the child's dignity, privacy, and safety.
- Staff must follow established hygiene procedures, including wearing disposable gloves and aprons, and using designated changing facilities.
- Intimate care routines must maintain a balance between privacy for the child and safety for staff. Intimate care should never be conducted behind closed doors without another staff member being aware; staff must ensure another colleague is informed prior to carrying out intimate care.
- Staff must maintain accurate records of intimate care / nappy changes where required by Nursery protocols.
- Staff will never touch a child in an indecent or aggressive manner, nor engage in rough play, tickling, or play fights.

6. Early Years Foundation Stage (EYFS) Specific Standards

6.1 Sleeping and rest routines

Staff supervising sleeping or resting Nursery children must ensure constant visual monitoring. Staff must ensure safe sleeping positions are maintained and that room temperatures are appropriate. Distracting activities, personal phone use, or leaving resting children unattended is strictly prohibited.

6.2 Mealtime supervision and choking hazards

Staff supervising mealtimes and snack times in the Nursery must actively monitor children at all times. Staff must be vigilant regarding potential choking hazards (ensuring food is served cut appropriately for age), manage dietary requirements and allergies strictly, and ensure children remain seated while eating.

6.3 Administering medication and prescription handling

Only authorised staff who have received appropriate training may administer medication to Nursery children, in accordance with written parental consent and EYFS requirements. All administrations must be witnessed and logged. Personal prescription medication belonging to staff must be securely stored in locked lockers or staff areas out of reach of children at all times.

6.4 Statutory ratios and supervision duties

Staff working within the Nursery provision are obligated to maintain statutory EYFS adult-to-child ratios at all times, including during outdoor play, mealtimes, rest times, and transitions. Staff must notify senior leadership immediately if staffing levels fall below statutory requirements.

7. Transporting pupils

When transporting pupils or preschool children off-site, staff will ensure the vehicle meets legal requirements, holds a valid MOT and insurance, and that parental consent is obtained. Two or more staff members will be present in the vehicle to maintain safeguarding standards.

8. 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.

If staff members and pupils must spend time on a one-to-one basis, staff will ensure that:

- **This takes place in a public place that others can access**
- **Others can see in to the room**
- **A colleague or line manager knows this is taking place**

Staff should avoid contact with pupils outside of school hours if possible.

Personal contact details should not be exchanged between staff and pupils. This includes social media profiles.

While we are aware many pupils and their parents may wish to give gifts to staff, for example, at the end of the school year, gifts from staff to pupils are not acceptable, except for low value, whole class gifts that are given to all at significant times, such as Christmas or the end of the academic year.

If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, or if a staff member is concerned at any point about a fellow staff member and a pupil, this should be reported in line with the procedures set out in our child protection and safeguarding policy.

9. Staff with Children Attending the School

Staff members whose own children attend Broadmayne First School and Nursery must exercise professionalism, discretion, and objectivity in all interactions involving their child. To maintain the integrity of the learning environment and avoid any appearance of bias or conflict of interest, staff must adhere to the following expectations:

- Separation of Roles: Staff must maintain a clear boundary between their parental and professional roles while on school premises. During school hours, staff are expected to engage with their own child only in their professional capacity unless otherwise permitted (e.g. during drop-off/pick-up or school events).
- Academic Involvement: Staff must not be involved in any academic instruction, assessment, or decision-making processes related to their own child. Where possible, their child's education and pastoral care should be managed by another member of staff.
- Behavioural and Disciplinary Matters: Staff must not be directly involved in investigating or addressing behaviour or discipline issues relating to their own child. These matters should be referred to a senior leader or another appropriate staff member.
- Access to Information: Staff must not access confidential information regarding their own child beyond what any parent would be entitled to. All personal data access should comply with the school's data protection and confidentiality policies.
- Professional Language and Conduct: Staff should avoid using personal knowledge of their child's peers or teachers in conversations or decision-making within the school setting.
- School Events and Communications: While staff may attend events or parent meetings in a parental role, it should be made clear when they are acting as a parent, and not as a staff member. Staff should also refrain from using internal communication systems (e.g. internal emails or staff meetings) to raise matters related to their own child.

By upholding these expectations, staff can help ensure fairness, objectivity, and a professional learning environment for all children.

10. Communication and social media

School staff's social media profiles should not be available to pupils. If you have a personal profile on social media sites, it is good practice not to use your full name, as pupils may be able to find them. Staff should consider using a first and middle name instead, and set public profiles to private.

Staff should not attempt to contact pupils or their parents via social media, or any other means outside school, in order to develop any sort of relationship. They will not make any efforts to find pupils' or parents' social media profiles.

Staff will ensure that they do not post any images online that identify children who are pupils at the school without their consent.

Staff will not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute.

The school understands that some staff members are also parents of pupils at the school, and, therefore, may wish to contact other parents. When doing so, staff will exercise their professional judgement and will not contact family members on social media if this would lead to a conflict of interest. This also applies to members of staff who have friends within the parents of the school.

Staff should be aware of the school's Online Safety Policy, mobile technology policy and social media policy.

11. Acceptable use of technology (including Smartwatches)

Staff will not use technology in school or Nursery to view illegal, inappropriate, or offensive content.

11.1 Personal Mobile Devices & Photography Storage Protocol: Personal Mobile Devices & Photography Storage Protocol:

Personal mobile phones, cameras, and personal laptops are strictly prohibited during working hours outside designated staff rooms or offices. Personal mobile devices must be switched off or silenced and securely stored inside staff lockers or designated office storage units during working hours and whenever staff are working with or supervising children. Staff are strictly prohibited from taking photographs, audio recordings, or videos of children on personal devices under

any circumstances. School-owned devices must be used exclusively for official educational photograph

11.2 Smartwatches and Wearable Devices

Smartwatches and wearable technology may be worn by staff; however, all connectivity functions must be completely disconnected or turned off (e.g. placed in airplane mode, with Bluetooth, Wi-Fi, and cellular data disabled) during working hours and while working with or supervising children. Smartwatches must not be used to receive notifications, send messages, record audio/video, or take photos at any time while on duty. Smartwatches must remain fully disconnected or be removed entirely when in early years setting areas, changing rooms, toileting facilities, or during intimate care routines.

12. Confidentiality

In the course of their role, members of staff are often privy to sensitive and confidential information about the school, staff, pupils and their parents.

This information will never be:

- Disclosed to anyone unless required by law or with consent from the relevant party or parties
- Used to humiliate, embarrass or blackmail others
- Used for a purpose other than what it was collected and intended for

In addition to this, staff and volunteers will not discuss pupils or other information about the school outside of the school, and within school only on a 'need to know' basis.

This does not overrule staff's duty to report child protection concerns to the appropriate channel where staff believe a child has been harmed or is at risk of harm, as detailed further in our child protection and safeguarding policy.

13. Honesty and integrity

Staff should maintain high standards of honesty and integrity in their role. This includes when dealing with pupils, handling money, claiming expenses and using school property and facilities.

Staff will not accept bribes. Gifts that are worth more than £20 must be declared.

Staff will ensure that all information given to the school is correct. This should include:

- Background information (including any past or current investigations/cautions related to conduct outside of school)
- Qualifications
- Professional experience

Where there are any updates to the information provided to the school, the member of staff will advise the school as such as soon as reasonably practicable. Consideration will then be given to the nature and circumstances of the matter and whether this may have an impact on the member of staff's employment.

14. Attendance

The school expects that staff members will:

- attend work in accordance with their contract of employment and associated terms and conditions in relation to hours, days of work and holidays
- make routine medical and dental appointments outside of their working hours or during holidays where possible
- refer to the school's Leave of Absence Policy if they need time off for any reason other than personal illness

15. Health and Safety

Staff members will:

- be familiar with and adhere to the school's Health and Safety Policy and ensure that they take every action to keep themselves and everyone in the school environment safe and well.
- comply with health and safety regulations and use any safety equipment and protective clothing which is supplied to them, including PPE during infection outbreaks.
- comply with hygiene requirements,

- comply with accident reporting requirements
- inform the headteacher of any paid work which is undertaken elsewhere, for compliance with the Working Time Regulation 1998 (as amended)

16. Dress code

Staff will dress in a professional, practical manner suitable for working with young children and an early years active learning environment.

Outfits must not be overly revealing

Denim clothing (including jeans, denim jackets, skirts, or dresses) is not permitted.

Clothes must not display any offensive or political slogans.

17. Conduct outside of work

Staff will not act in a way that would bring the school/Nursery, or the teaching profession, into disrepute. This covers conduct including but not limited to relevant criminal offences, such as violence or sexual misconduct, as well as negative comments about the school on social media.

Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school. The nature of the work cannot be seen to bring the school into disrepute, nor be at a level which may contravene the working time regulations or affect an individual's work performance.

18. Smoking, alcohol and other substances

18.1 Smoking and Vaping

Broadmayne First School and Nursery is a completely smoke-free and vape-free environment. Staff, volunteers, and contractors must not smoke, use e-cigarettes,

or vape anywhere on the school or Nursery premises, including all indoor spaces, outdoor grounds, play areas, car parks, and boundary borders.

This prohibition applies at all times, including outside normal school hours, during evening events, and while supervising pupils or early years children off-site (such as on educational visits, trips, or transport).

18.2 Alcohol and Controlled Substances

Staff members must not consume, possess, or be under the influence of alcohol or illegal substances during working hours or while present on school/Nursery premises. Staff must never report for duty, represent the school, or supervise children while impaired by alcohol, illegal drugs, or medication that adversely affects their ability to perform their duties safely.

18.3 Prescription and Medication Safety

If a staff member is taking prescribed or over-the-counter medication that may affect their alertness, judgment, or physical capabilities, they must inform their line manager or the Headteacher immediately. All personal prescription medications belonging to staff must be safely stored out of reach of children in locked lockers or designated staff areas at all times.

18.4 Policy Breaches

Any breach of this policy, including smoking/vaping on school property or attending work under the influence of substances, will be treated as serious misconduct and dealt with under the school's Disciplinary Procedures, which may result in formal action or referral to relevant external agencies

19. Monitoring arrangements

This policy will be reviewed annually, but can be revised as needed. It will be approved by the full governing board.

Our governing board will ensure this code of conduct is implemented effectively, and will ensure appropriate action is taken in a timely manner to safeguard children and deal with any concerns.

20. Links with other policies

This policy links with our policies on:

Staff disciplinary procedures, which will be used if staff breach this code of conduct. It also sets out examples of what we will deem as misconduct and gross misconduct

Staff grievance procedures

Safeguarding

E-safety

Mobile Technology

Social Media

Restraint

Data Protection

The next scheduled review of this document is September 2027