

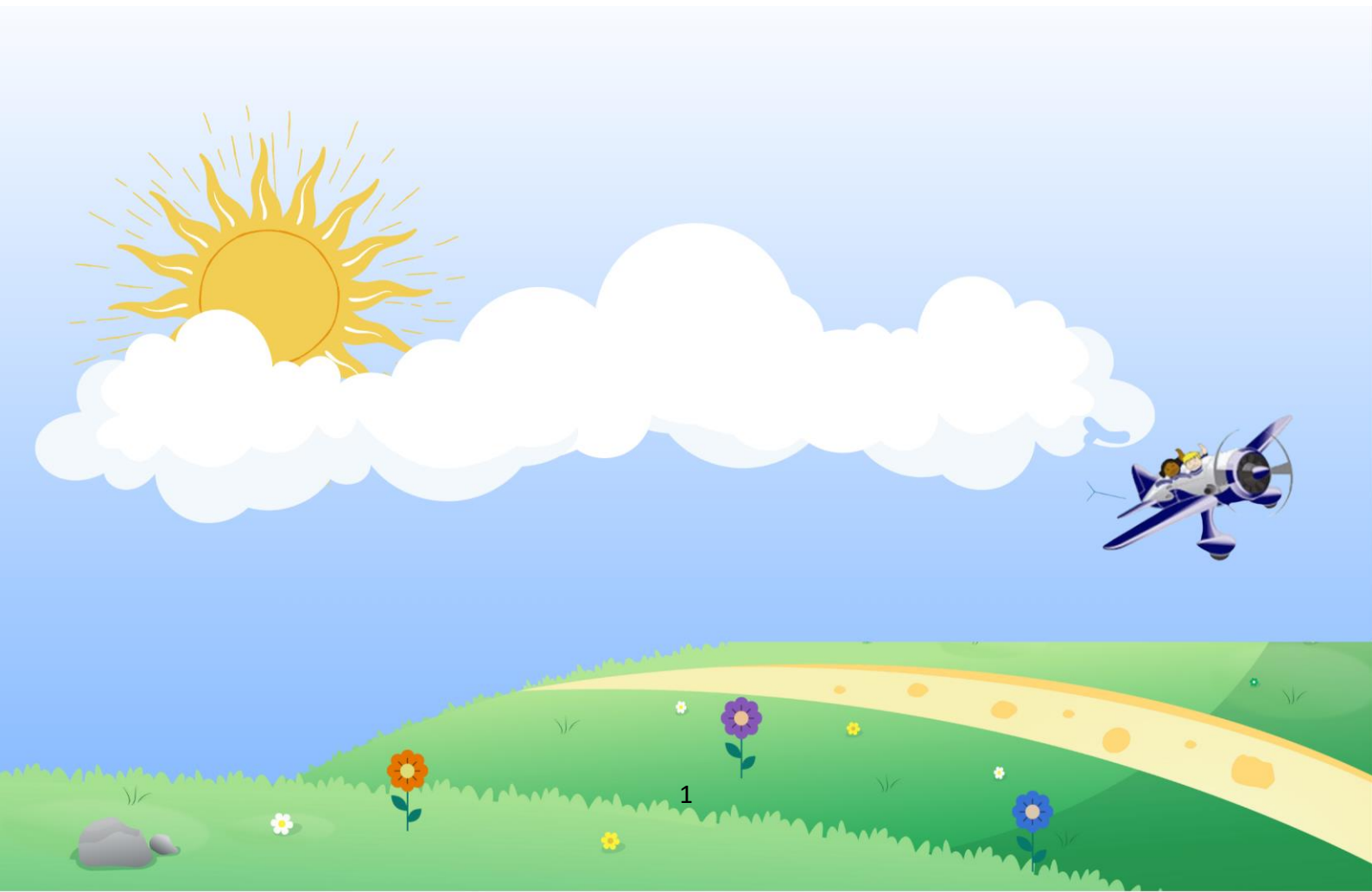
Perry Beeches Nursery School



Marsh Hill Nursery School



Staff Code of Conduct



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1. Purpose and Scope

This Code sets out clear expectations of professional behaviour for all who work at both Perry Beches and Marsh Hill Nursery Schools, including staff, supply staff, volunteers, students, governors and contractors.

It complements the school's safeguarding policy, which states:

"Safeguarding and promoting the welfare of children is everyone's responsibility... All staff share an equal responsibility to act on any concern, disclosure or suspicion that a child may be at risk of harm."

This Code must be read alongside:

- Child Protection and Safeguarding Policy
- Whistleblowing Policy
- Behaviour Policy
- EYFS Framework
- KCSIE (2026)
- Safer Working Practice Guidance (Safer Recruitment Consortium)

Compliance with this Code is a condition of employment.

2. Safeguarding Culture

All of our Nursery School's safeguarding policies emphasise:

- Zero tolerance for abuse
- Every adult acting in the best interests of the child
- Listening to and supporting children who may be pre-verbal or have limited language
- Vigilance around changes in behaviour, demeanour or presentation as possible indicators of harm

All staff must:

- Read Part 1 (or Annex A where appropriate) and Annex B of KCSIE 2026
- Sign annual declarations of understanding
- Uphold the values of respect, inclusion and early help

3. Leadership Roles Identified in this Policy

Safeguarding roles across the federation are listed below:

- **Interim Executive Headteacher/ Lead DSL:** Shilpa Rathore
- **Perry Beches Deputy DSL:** Jackie Fortey, Claire McManus
- **Marsh Hill Deputy DSLs:** Ashley Barr, Jenny Barker, Maria Irabor, Jessica Lothian, Jane Bailey
- **Chair of IEB:** Sean Delaney
- **Safeguarding Link Governor:** Nasra Hussain
- **Online Safety Lead:** Jackie Fortey (PB) Ashley Barr (MH)
- **Data Protection Officer / Prevent SPOC:** Shilpa Rathore

The DSL and Deputy DSL fulfil the role expectations described in the school's safeguarding policy, including management of referrals, liaison with families and agencies, support to staff, recording systems, filtering and monitoring oversight and safeguarding training coordination.

4. Duty to Safeguard and Report Concerns

All staff are expected to:

- Report **any** concern about a child directly to the DSL or Deputy DSL
- Record the concern promptly using the school's procedures (secured digital safeguarding system), ensuring clarity, factual detail and accuracy
- Never delay reporting where a child may be at risk

Staff must not:

- Promise confidentiality to a child
- Investigate or evaluate whether abuse has occurred
- Share safeguarding information with unauthorised individuals

The safeguarding policy confirms that staff must participate in early help and multi-agency working where appropriate

5. Listening to Children

Staff must:

- Listen attentively
- Take concerns seriously
- Reassure the child they are heard
- Record disclosures in the child's voice

The policy highlights that children may communicate distress through behaviour, presentation or changes in engagement, particularly within an EYFS context.

6. Professional Relationships, Conduct and Boundaries

All staff must:

- Maintain appropriate professional boundaries
- Model respectful language and behaviour
- Treat children and families equally and fairly

Staff must never:

- Form secretive relationships
- Show favouritism
- Communicate privately with pupils or parents through personal accounts

7. Physical Contact and Intimate Care

The school recognises that physical contact is sometimes necessary in Early Years settings and does **not** adopt a no-touch policy.

The Safeguarding Policy confirms that physical contact must be:

- Appropriate
- Protective
- Guided by professional judgement
- Proportionate and child-centred

Staff must:

- Follow individual behaviour or intimate care plans
- Record physical intervention where it relates to safeguarding concerns
- Consider SEND vulnerabilities, as per the safeguarding policy

8. Behaviour Management

Behaviour support must:

- Reflect positive nurturing principles
- Avoid humiliation, threat or punitive practice
- Respect children's personal boundaries
- Recognise adverse experiences and trauma awareness

The safeguarding policy embeds early preventative teaching of relationships, boundaries and emotional expression

9. Online Safety, Mobile Devices and Filtering/ Monitoring

Staff responsibilities include:

- Understanding filtering and monitoring roles as set out in the safeguarding policy
- Never photographing children on personal devices
- Following EYFS mobile phone policy (personal phones away from children)
- Immediately reporting any online or digital risk

The DSL oversees filtering and monitoring compliance, as specified in the safeguarding policy.

10. Confidentiality and Information Sharing

The safeguarding policy states that:

- The Data Protection Act and GDPR **do not prevent sharing where failure to do so could place a child at risk of harm**

Staff must:

- Only access information they need for safeguarding purposes
- Store safeguarding records securely and separately
- Share information proportionately, accurately and in line with DSL direction

Staff must never:

- Promise confidentiality
- Discuss pupils in public spaces
- Use personal email or devices to transfer data

11. Whistleblowing and Reporting Concerns About Adults

Staff must follow the school's Whistleblowing Policy and may additionally contact the NSPCC whistleblowing helpline if needed — as signposted in the safeguarding policy.

All staff must:

- Report concerns about staff conduct (including low-level concerns)
- Report concerns directly to the Executive Headteacher or Chair of Governors where appropriate
- Understand that anyone can refer where a risk exists

There is **zero tolerance** for failing to report safeguarding concerns.

12. Low-Level Concerns / Allegations Against Staff

Each Nursery School's Safeguarding Policy requires clear systems for low-level concerns and managing allegations.

Staff must:

- Raise low-level concerns promptly with their line manager
- Understand that concerns about the Headteacher go to the Chair of Governors
- Cooperate fully with investigations

Behaviour that may constitute a concern includes:

- Boundary violations
- Favouritism
- One-to-one secrecy
- Inappropriate touch or language
- Use of school resources for personal contact

13. Equality, Inclusion and Vulnerable Learners

The Safeguarding Policy highlights children's diverse risk factors and barriers to disclosure.

Therefore staff must:

- Apply anti-discriminatory practice
- Promote inclusive relationships
- Be vigilant for indicators of harm that may be wrongly attributed to disability or SEN

Discriminatory behaviour by staff is misconduct.

14. Professional Conduct and Staff Behaviour

Staff at each Nursery School are public servants entrusted with the care, education and safeguarding of children. As such, they must uphold the highest ethical and professional standards, including behaving at all times in accordance with the Seven Principles of Public Life (the Nolan Principles):

1. **Selflessness** – Acting solely in the public interest and making decisions that serve children’s best interests rather than personal gain.
2. **Integrity** – Avoiding inappropriate influence, conflicts of interest or behaviour that compromises professional judgement or trust.
3. **Objectivity** – Making decisions fairly, impartially and based on evidence, including when managing concerns, recording safeguarding issues or allocating support for children.
4. **Accountability** – Being answerable for actions and decisions, especially in safeguarding practice, professional boundaries and information handling.
5. **Openness** – Being transparent in professional decision-making, record keeping and communication, unless this compromises safeguarding or confidentiality duties.
6. **Honesty** – Being truthful and declaring any conflicts, mistakes, safeguarding concerns or risks.
7. **Leadership** – Modelling respectful behaviour, high standards and ethical conduct to colleagues, families and children.

In practice, this means staff must:

- Maintain public trust in the school and teaching profession
- Treat colleagues, families and pupils with dignity and respect
- Report unsafe or unethical practice
- Model behaviour expected of pupils and uphold a safeguarding culture
- Avoid actions, language or relationships that may breach professional boundaries or compromise integrity

Staff must not:

- Use threatening, humiliating or demeaning language
- Form inappropriate relationships or private social media interactions with pupils or parents
- Engage in conduct inside or outside work that damages the school’s reputation or undermines trust

Where behaviour falls short of these expectations, it will be addressed under safeguarding, disciplinary or allegations procedures, as appropriate.

15. Dress and Appearance

Staff must:

- Dress professionally and safely for EYFS practice
- Avoid clothing that compromises safety, dignity or professionalism

16. Use of School Equipment and Resources

Staff must:

- Use school systems responsibly
- Protect personal data under GDPR
- Follow safeguarding expectations for filtering and monitoring
- Never store pupil images or data on personal devices

This reflects the safeguarding policy's online safety duties.

17. Record Keeping, MyConcern and Body Maps

Your safeguarding policy requires:

- All concerns recorded on MyConcern, supported by body maps where relevant, within one hour or by end of day

Therefore:

- Staff must follow correct reporting standards
- Records must be accurate, factual and secure
- Staff must follow information sharing processes outlined in the safeguarding policy

18. Data Protection & Confidentiality

Each Nursery School holds sensitive information about children, families, staff and safeguarding matters.

All staff are legally and professionally required to:

- Protect confidentiality,
- Handle information lawfully, and
- Share information only when it is appropriate and necessary to safeguard children.

The school's Safeguarding and Child Protection Policy states that timely information sharing is essential, and that GDPR and the Data Protection Act do not prevent sharing where failure to do so places a child at risk of harm

18.1 Key Expectations for Staff

All staff must:

- Treat all information about children and families as confidential
- Access records only where they have a professional need to do so
- Store and share information securely in line with policy
- Follow the Nursery School's recording expectations (e.g. MyConcern)
- Report any safeguarding concerns **without delay**, even if information appears incomplete

Staff must never:

- Promise confidentiality to a child or family — the safeguarding policy prohibits this
- Discuss children or families in public or social settings
- Share information with unauthorised individuals (including other staff who do not need to know)
- Use personal devices to store school information, images or documents
- Remove records from site unless authorised and secure

18.2 GDPR, Safeguarding and Legal Compliance

Staff must understand that:

- The Data Protection Act 2018 and UK GDPR support information sharing for safeguarding purposes — they are not a barrier
- Special category data can be shared without consent where:
 - it is not possible to obtain consent,
 - it is unreasonable to obtain consent, or
 - seeking consent would place a child at risk.
- Child protection and safeguarding files are kept securely and transferred appropriately when children move settings, as the safeguarding policy states

18.3 Storage, Recording and Access

Staff must:

- Record concerns factually and promptly
- Understand that safeguarding records are held separately from general pupil files
- Ensure written notes, body maps or disclosures are stored securely
- Follow reporting expectations (written entry within one hour or end of day)

Only those with legitimate safeguarding or operational reasons may access these records.

18.4 Appropriate Sharing

Staff may share confidential information when:

- It protects a child's safety
- It supports early help or multi-agency working
- It enables assessment or intervention
- Requested by statutory agencies
- The DSL authorises sharing

Sharing must always be:

- Proportionate
- Relevant
- Necessary
- Accurate
- Secure

18.5 Conversations and Professional Conduct

Staff must:

- Speak about children only in professional forums (team meetings, DSL discussions, multi-agency meetings)
- Avoid identifiable discussions in social spaces (corridors, reception, cafes, social media, messaging apps)

Breaches of confidentiality will be treated as misconduct or safeguarding risk.

18.6 Information Security and Digital Conduct

Staff must:

- Use school email and secure drives for communications
- Follow filtering and monitoring expectations, as set out in the school's safeguarding policy
- Never use personal email accounts or messaging platforms for school information or parent contact

Personal data breaches must be reported immediately to the DSL/Data Protection Officer, as listed in the safeguarding policy

18.7 Consequences for Breach

Failure to follow these requirements may:

- Lead to disciplinary action
- Trigger safeguarding or allegations procedures
- Result in referral to external agencies (e.g., ICO, Police, LADO, DBS)

19. Health & Safety and Supervision

All of our Nursery Schools are committed to providing a safe, nurturing learning environment where children, staff and visitors are protected from harm. Health and safety is an integral part of safeguarding — the school's safeguarding policy makes clear that issues such as supervision, behaviour, physical intervention, intimate care and premises safety all fall under safeguarding responsibilities.

19.1 Staff Responsibilities

All staff have a duty to:

- Take reasonable care for their own health and safety

- Protect the health, safety and welfare of children
- Follow school policies, EYFS statutory guidance and risk assessments
- Report hazards, accidents, near misses, unsafe practices or concerns immediately

Staff must **model safe behaviours**, maintain vigilance and act promptly to prevent harm.

19.2 Supervision and EYFS Ratios

The Safeguarding Policy emphasises that appropriate supervision and staffing ratios are central to safety in EYFS settings

Therefore, staff must:

- Never leave children unsupervised
- Ensure correct ratios are maintained at all times
- Know which children they are responsible for at any point
- Remain attentive and positioned to safeguard children

Failure to maintain ratios or supervision is a safeguarding and health and safety breach.

19.3 Safe Environment and Premises

Staff must:

- Check indoor and outdoor spaces daily for hazards
- Follow risk assessments and report defects
- Ensure equipment is age/ stage appropriate and safe
- Keep exits and pathways clear
- Secure gates, windows and doors as required

Each Nursery School expects a proactive safeguarding culture — where hazards are not ignored but rectified or escalated.

19.4 Personal Conduct and Safe Working Practice

Safe working practice expectations include:

- Maintaining professional boundaries
- Managing behaviour calmly and safely
- Using reasonable physical contact only where necessary
- Following individual behaviour or risk-management plans

These expectations reflect the school's position that physical contact may be necessary to prevent harm, but must be "reasonable", planned where possible, and child-centred.

19.5 Risk Assessment

Staff must:

- Engage with risk assessments for learning activities, trips, intimate care and individual needs
- Adapt practice for children with SEND or health conditions

- Report if plans need updating

Ignoring or bypassing risk assessments constitutes unsafe practice.

19.6 Medical Needs, First Aid and Incident Reporting

Staff must:

- Follow first aid and medication procedures
- Record accidents and injuries accurately
- Use body maps for visible marks or injuries where necessary
- Inform parents appropriately
- Report concerns where injuries or explanations raise safeguarding concerns

Safeguarding and H&S responsibilities are linked — e.g. unexplained injury may trigger safeguarding procedures.

19.7 Physical Safety and Moving Children

Where staff move, guide or hold children, they must:

- Use only the minimum physical contact needed to protect a child
- Consider individual plans and vulnerabilities
- Document significant intervention if used
- Inform the DSL where restraint relates to safeguarding concerns

This reflects the safeguarding policy's guidance on reasonable force and SEND-sensitive approaches

19.8 Personal Safety and Lone Working

Staff must:

- Avoid working alone in isolated spaces where risks are unmanaged
- Follow signing-in/out procedures
- Seek assistance if dealing with challenging behaviour or a distressed child

Lone working is permitted only where safe systems exist.

19.9 Visitors, Contractors and Premises Use

Consistent with the safeguarding policy, staff must:

- Challenge unknown visitors
- Ensure visitors follow signing procedures
- Never allow unsupervised contact between visitors and children
- Support safeguarding requirements for hirers of space

19.10 Reporting Unsafe Practice

Staff must report immediately to the DSL, Headteacher or line manager if:

- Safety systems fail
- Staff behaviour compromises safety
- Unsafe conditions pose risk

Whistleblowing protections apply.

19.11 Consequences of Non-Compliance

Health and safety failures may:

- Trigger safeguarding procedures
- Lead to investigation under allegations frameworks
- Result in disciplinary action

20. Links to Related Policies

This Code must be read alongside:

- Safeguarding and Child Protection Policy
- Whistleblowing Policy
- Behaviour Policy
- Allegations Management and Low-Level Concerns Framework
- Online Safety and Filtering/Monitoring Guidance
- Intimate Care Procedures
- Health and Safety Policy

Each of these is cited in the safeguarding policy as forming part of the safeguarding framework.

21. Breaches of This Code

Breaches will be dealt with under disciplinary procedures and may:

- Result in safeguarding referral
- Trigger investigation under allegations procedures
- Lead to referral to the Police or DBS where necessary

This aligns with the safeguarding policy's requirement to refer where risk of harm is identified.

22. Review, Monitoring and Approval

This Staff Code of Conduct forms part of each Nursery School's safeguarding framework and supports statutory responsibilities under the EYFS, Keeping Children Safe in Education, and safer working practice guidance.

- The **Executive Headteacher and Governing Board** are responsible for monitoring its implementation.
- The Code will be **reviewed annually**, or sooner if:
 - legislation changes,
 - national or local safeguarding guidance is updated,

- there are learning outcomes from safeguarding practice, or
- organisational changes occur.

Updates will be: approved by the Governing Board, communicated to all staff, and reinforced through induction, supervision and safeguarding training. All staff are required to re-confirm their understanding and compliance following each revision.

The review cycle mirrors that of the Safeguarding & Child Protection Policy and forms part of the school's annual safeguarding report to Governors.

23. Staff Declaration

All staff must sign:

"I confirm that I have read, understood and agree to comply with the Nursery School's Staff Code of Conduct and Safeguarding Policies."

Signed: _____

Date: _____

Date Agreed by Chair's Actions:

Renewal Date: Autumn Term 2027