

Code of Conduct

SAINT JOSEPH'S



NURSERY SCHOOL

Saint Joseph's Nursery
52 Greystone Road,
Antrim

ST JOSEPH'S NURSERY SCHOOL - CODE OF CONDUCT

Introduction

All actions concerning young children must maintain the best interests of the young child as a primary concern. Adults coming into contact with young children must always be aware that they hold a position of trust, and that their behaviour towards the young child must be above reproach. *Any abuse of that position of trust by any member of staff is unacceptable.*

This code of conduct is intended to assist staff, parents, volunteers and students by drawing attention to the areas of risk and by offering guidance on prudent conduct.

Code of Conduct

Staff

All members of staff, volunteers and students will wear a name badge at all times for purposes of identification.

All members of staff, students and volunteers will be signed in on the staff register each morning upon arrival in school.

School Collection

All parents are made aware of the necessity to arrange for their child to be brought to school and collected by an adult. If another adult is coming to collect the child, it is the duty of the parent to inform the staff and for the parents to add the name to the official collectors list. Where this is not done, staff will not release the child to an unknown adult, but will attempt to contact the parent.

School Security

There is a security system installed in the nursery school to ensure the safety of the children. Staff are responsible on a rota basis to cover the arrival and departure times - see copy of front door staff rota:

Child Protection and Safeguarding

Adults working in the nursery should be aware of the dangers that may arise when alone with an individual child. As far as possible all dealings with children should take place in a room with visual access or with the door open. Staff should advise another adult if they are going to be alone with an individual child. Where possible invite another adult, child or children to accompany you.

Health and Safety

When a child is sick or injured, the school will make every effort to contact the parent. If, in the opinion of a teacher, a child needs hospital treatment urgently, an ambulance will be called and the child will be accompanied to hospital by a member of staff. The staff remaining in school will ensure that the parent and/or other emergency contact person is notified as soon as possible and goes directly to the hospital. In all cases it will be school policy to act in the best interests of the child.

Intimate care

Dealing with toileting accidents may be required in the nursery school. All parents/guardians will be informed at the induction meeting and in the school booklet that accidents can occur and that the school has a policy for dealing with such incidents. Each parent/guardian will be asked to sign a permission slip to permit a member of staff to change his/her child's clothing in the event of an accident.

No adult volunteer or student will be asked to change a child.

If a child is wet or soiled please inform the second member of staff discreetly before you go to the toilet area. Your role is to encourage the child to be as independent as possible; however where a child requires assistance please help him/her. Changing should be completed in the open toilet area or toilet and no other location.

The exception is where a child wearing a nappy needs to be changed. This should be carried out in the agreed location. The child's soiled clothes should be placed and tied securely in a plastic bag and placed on the child's peg. Any soiled nappies must be placed in an empty plastic bag, tied tightly and deposited in the outside bin.

The staff member will complete a 'toileting form' for the parent explaining why their child was changed. (Appendix 1) A staff member may also inform the parent/guardian, discreetly, why the child was changed and remind the parent/guardian to provide an additional change of clothing in case of a subsequent accident.

Physical Contact

Adults are advised not to make unnecessary physical contact with children. *It is essential not to touch children in ways, on parts of the body or in circumstances that might be considered indecent.* However, it is unrealistic in a nursery school to suggest that adults should only touch a child in an emergency. A distressed child may need reassurance involving physical comforting, in the form of a hug, as a caring parent would provide.

If a child indicates clearly that s/he is uncomfortable with contact, their wishes should be respected - unless it is necessary to protect the child, others or property from harm.(DENI Circular 1999/9, on the use of reasonable force, gives guidance on Article 4 of the Education (Northern Ireland) Order 1998 (*Power of member of staff to restrain pupils*))

Positive Behaviour

Physical punishment is illegal, as is any form of physical response to misbehaviour, unless it is by way of necessary restraint. Pupils will be dealt with fairly and positively by staff, respecting their rights as individuals. (see Positive Behaviour Management Policy.) Staff are expected to act in an open and transparent way that would not lead any reasonable person to suspect their actions or intent. Staff are in a position of trust and have a duty to protect young people from discrimination and harm and to appropriate professional boundaries.

Any physical contact that would be likely to be misinterpreted by the pupil, parent/guardian or a casual observer should be avoided.

Following any incident where a member of staff feels that her actions have been, or may be, misconstrued, a written report of the incident should be submitted to the Principal.

Addressing Bullying

In Saint Joseph's Nursery School, we believe all forms of bullying behaviour are unacceptable and that all children have the right to learn in a safe, caring, friendly and supported environment. Saint Joseph's Nursery School's core values are that every child will feel safe, and valued in school so that they can meet their full potential and be the best that they can be.

We aim to provide an environment that allows children to feel happy in school. We want parents/carers to feel confident that their children are safe and cared for and that incidents when they do arise, are dealt with promptly and appropriately. As a school committed to Rights Respecting values, we work to promote a rights ethos where children are safe, can freely express their opinions and feel valued.

First Aid

The administration of first aid to children should be carried out, as far as possible, by staff. Wherever possible this should be done in the presence of other children or another adult. *However, no member of staff should hesitate to provide first-aid in an emergency simply because another person is not present.*

Communication

When communicating with Parents/carers, staff should not discuss in detail issues relating to any pupil other than the child of those parents. Staff should not disclose information relating to the school community inappropriately at any time. All communication with the media must be directed through the Principal or another nominated person.

Complaint

Complaints by Parents/Carers against teachers, by pupils against a teacher, and by teachers against teachers will be dealt with in a sensitive, objective and professional manner. Complaints should be dealt with by the Principal who will then inform the member of staff concerned and will decide on any action to be taken. If required, Governors will be informed. (See Complaints Policy)

Disciplinary procedures

Informal and formal disciplinary procedures against staff will be followed according to the Department of Education guidelines and the school's Disciplinary Policy.

Dress Code

The school operates a smart casual dress code. Facial piercings should be removed during school hours and tattoos should be covered. Skirt lengths should be of an appropriate length. Blue denim jeans should only be worn on school trips/visits but black denim is acceptable.

Mobile Phones

Please note that in line with Child Protection guidelines, all staff phones should be locked away during class time. There are lockers available for all staff. Mobile phones should not be used during working hours and should be turned to silent or off. Mobile phones should only be used during the staff break time and when not in contact with pupils.

Photographs or videos of pupils must never be taken on a staff member's phone. Personal phone numbers should not be shared with Parents/carers.

School Trips

Adults should be particularly careful when supervising children on a school trip. Each member of staff has an important role as a group leader who is responsible for a number of parents and children from St Joseph's Nursery School. Parents are invited to help on school trips and will be vetted if applicable and in line with the schools Child Protection policy. Toileting should be carried out at specified times for all the group and all group members must comply with the requests of the leader.

Within the Pastoral Care Policies of the school and the employing authority, adults should ensure that relationships with children are appropriate to their age, maturity and sex, taking care that conduct does not give rise to comment or speculation. You are a role model for the children in attitude, behaviour and language and you must be aware of this at all times.

Conclusion

"It would be impossible and inappropriate to lay down hard and fast rules to cover all circumstances in which adults interrelate with young children, or where opportunities for their conduct to be misconstrued might occur.

In all circumstances, the professional judgement of staff will be exercised and for the vast majority of employees this Code of Conduct will serve only to confirm what has always been their practice. If employees have any doubts about points in this document, or how they should act in particular circumstances, they should consult the principal or a representative of their professional association.

From time to time however, it is prudent for all staff to reappraise their teaching style, relationships with young children and their manner and approach to individual children to ensure that they give no grounds for doubt about their intentions, in the minds of colleagues, of young children or of their parents/guardians."

(Pastoral Care in Schools: CHILD PROTECTION)

Appendix 1

Parent Toileting Record Form



_____ needed his/her clothes changed in school today.

- He/She was able to change her/himself.
- He/she needed adult support.
- He/she changed into own clothes.
- He/she changed into school clothes. **
- Pants wet/soiled.
- Wet at the water/messy play/while playing outdoors/sickness

** Please return clothes to school as soon as possible. Thank you.

