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Hertfordshire

**Code of Conduct**

**Herts for Learning**

**Department: Schools' HR Advisory Team**

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**1 INTRODUCTION**

This policy is adapted from the model policy for schools by the department stated on the front page. As Sunflowers is linked closely to Thorley Hill Primary School it is important that staff follow the same guidelines.

Employees should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.

**2 PURPOSE, SCOPE AND PRINCIPLES**

A Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe, and staff should be aware of this code and the expectations therein. Staff are role models and are in a unique position of influence and must adhere to behaviour that sets a good example to all the pupils/students within the pre-school. As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school and pre-school, whether inside or outside working hours.

This Code of Conduct applies to:

* All staff who are employed by Sunflowers Pre-School Out of School Clubs including the manager Louisa Cowler.

The Code of Conduct does not apply to:

* employees of external contractors and providers of services (*e.g.* contract cleaners).

(Such staff are covered by the relevant Code of Conduct of their employing body)

**3 SETTING AN EXAMPLE**

3.1 All staff who work in schools set examples of behaviour and conduct which can be copied by pupils/students. Staff must therefore avoid using inappropriate or offensive language always.

3.2 All staff must, therefore, demonstrate high standards of conduct to encourage our pupils/students to do the same.

3.3 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

3.4 This Code helps all staff to understand what behaviour is and is not acceptable.

**4 SAFEGUARDING PUPILS/STUDENTS**

4.1 Staff have a duty to safeguard pupils/students from:

* physical abuse
* sexual abuse
* emotional abuse
* neglect

4.2 The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student to the club’s Designated Senior Person (DSP) for Child Protection.

4.3 The DSP is *Louisa Cowler- Manager*

4.4 Staff are provided with personal copies of the club’s Safeguarding policy and Whistleblowing Procedure and staff must be familiar with these documents.

4.5 Staff must not seriously demean or undermine pupils, their parents or carers, or colleagues.

4.6 Staff must take reasonable care of pupils/students under their supervision with the aim of ensuring their safety and welfare.

**5 PUPIL/STUDENT DEVELOPMENT**

5.1 Staff must comply with policies and procedures that support the well-being and development of pupils/students.

5.2 Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils/students.

5.3 Staff must follow reasonable instructions that support the development of pupils/students.

**6 HONESTY AND INTEGRITY**

6.1 Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.

6.2 All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept, or receive a bribe from another person. If you believe that a person has failed to comply with the Bribery Act, you should refer to the Whistleblowing procedure.

6.3 Gifts from suppliers or associates of the clubs must be declared to the manager, except for “one off” token gifts from students or parents. Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted.

**7 CONDUCT OUTSIDE WORK**

7.1 Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee’s own reputation or the reputation of other members of the school community.

7.2 Criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.

7.3 Staff must exercise caution when using information technology and be aware of the risks to themselves and others.

7.4 Staff may undertake work outside school, either paid or voluntary, if it does not conflict with the interests of the school nor be to a level which may contravene the working time regulations or affect an individual's work performance.

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

**8 CONFIDENTIALITY**

8.1 Where staff have access to confidential information about pupils/students or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil/student. Please refer to the Privacy Notice for GDPR compliance.

8.2 All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil/student is bullied by another pupil/student (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate pre-school procedure. It must not be discussed outside the clubs, including with the pupil’s/student’s parent or carer, nor with colleagues except with a senior member of staff with the appropriate role and authority to deal with the matter.

8.3 However, staff have an obligation to share with their manager or the school’s Designated Senior Person any information which gives rise to concern about the safety or welfare of a pupil/student. Staff must **never** promise a pupil/student that they will not act on information that they are told by the pupil/student. Please refer to the settings safeguarding policy for more information.

8.4 **Staff personal mobile phones should be kept in a cupboard out of reach.** Only Sunflowers devices should be used by the children or staff for accessing cameras or the internet. (Please see the safeguarding policy for more information). Children’s phones are also to be kept in their bags and not used during the club’s times. Any child not following these rules will have their mobile looked after by staff until they are collected. Smart watches linked to phones should be set to silent/notifications off- to use just as a time piece.

**9 DISCIPLINARY ACTION**

9.1 All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.