



PUDDLEDUCKS

Nursery & Pre-School

STAFF BEHAVIOUR POLICY

This document provides a guide for adults working and volunteering in Puddleducks Nursery & Pre School regarding acceptable and desirable conduct to safeguard children.

Policy agreed (date):	12 October 2020
Policy published (including on website) (date):	16 October 2020
Next review (date):	August 2021

Key Personnel			
Role	Name	Tel.	Email
Manager	Beverley Smith	01672 562371	manager@puddleducks-pewsey.com
Designated Safeguarding Lead (DSL)	Beverley Smith	01672 562371	manager@puddleducks-pewsey.com
Deputy DSL(s) (DDSL)	Cheryl Stephens	01672 562371	manager@puddleducks-pewsey.com
Senior assistant for safeguarding	Carol Eyles	01672 562371	manager@puddleducks-pewsey.com
The key safeguarding responsibilities within each of the roles above are set out in Keeping Children Safe in Education 2020			

Designated Officer for Allegations	0300 456 0108
Children's Social Care referrals:	
Multi-Agency Safeguarding Hub (MASH):	0300 456 0108
Out of hours:	0300 456 0100
If you believe a child is at immediate risk of significant harm or injury, you must call the police on 999.	

Introduction

Puddleducks Nursery & Pre School is committed to providing positive academic, social and emotional outcomes for our children, underpinned by a strong safeguarding ethos. We are equally committed to the welfare of our staff, who are expected to adhere to the highest standards of professional behaviour to maintain confidence and respect of the general public and colleagues.

The management will make sure that this policy reflects national and local requirements to protect and support the children and adults in our setting

We will fulfil our local and national responsibilities as laid out in the following key documents:

- Working Together to Safeguard Children (2018)
- Keeping Children Safe in Education (2020)
- The procedures of Safeguarding Vulnerable People Partnership (SVPP)
- Non-statutory interim guidance: COVID-19: safeguarding in schools, colleges and other

This policy:

- is based on the Guidance for Safer Working Practice for those working with children and young people in education settings (May 2019 with April 2020 Addendum).
- aims to provide a guide for adults about acceptable and desirable conduct to ensure that staff maintain safe working practice and so safeguard both children and adults.
- does not provide a complete checklist of appropriate behaviour for staff in every circumstance. Staff must make judgements about their behaviour to secure the best interests and welfare of the children in their charge and, in so doing, will be seen to be acting reasonably.

In *very exceptional* circumstances where a member of staff believes it is the best interest of a child to breach these guidelines, that person **must** tell the manager of the justification for any proposed, or action already taken, at the earliest opportunity. The manager will make a written record of that discussion including any areas of disagreement and actions taken.

Scope

This policy is consistent with all other policies adopted by the management and should be read alongside the **Child Protection and Safeguarding policy** as well as the following documents relevant to the safety and welfare of our children:

- | | | |
|----------------------------|-----------------------------|--------------------------|
| • Behaviour policy | • SEND policy | • Online/e-safety policy |
| • Health and safety policy | • Whistleblowing guidelines | |

This policy applies to all staff and volunteers working at our setting.

For the purposes of this policy:

- 'Staff' refers to all those working for the school, full time or part time, on a temporary basis, or permanent, in a paid or regular voluntary capacity.
- A 'volunteer' is a person who performs an activity that involves spending time, unpaid in this school (except for approved expenses).
- A 'position of trust' is one in which one party is in a position of power or influence over another, due to their work or the nature of their activity.
- 'Child' refers to all children up to the age of 11. All adults are in positions of trust in relation to every child at our setting.

It does not apply to employees of external contractors and providers of services (eg contract cleaners). Such staff are covered by the relevant Code of Conduct of their employing body.

Expectations

All staff:

- are familiar with this policy and have an opportunity to contribute to its review.
- understand their responsibilities to safeguard and promote the welfare of children.
- are aware that failure to meet the standards of behaviour and conduct in this policy may result in disciplinary action. This includes dismissal, criminal action and/or other proceedings including barring by the Disclosure & Barring Service (DBS) from working in regulated activity.

Mandatory Procedures

Confidentiality

The sorting and processing of personal information is governed by GDPR (General Data Protection Regulations 2018) - see our Privacy policy.

Child records are shared with those who have a professional need to see them. When staff have access to confidential information about colleagues, children or their parents/carers, the staff must treat such information in a sensitive and confidential way, sharing it only in the interests of a child and when legally permitted to do so.

Staff will not use their position to gain access to information for their own advantage and/or a child's or family's detriment.

If a member of staff is concerned that a child is being abused, is at risk of being abused or may have been abused in the past, they will follow the agreed procedure set out in the flowchart 'What to do if you are worried about a child', displayed in the play rooms/staff room/staff cloakroom... See Safeguarding and Child Protection Policy (dated September 2020)

If a member of staff is ever in any doubt about whether to share information or not, they should get advice from the designated safeguarding lead.

Staff relationships with children and parents

Staff responsibilities

All staff know that:

- they are in positions of trust in relation to all children on roll. They ensure that the power imbalance is never used for personal advantage or gratification. They avoid behaviour which might be interpreted by others as an abuse of the position of trust, and report any incident with this potential to the manager. This includes sharing personal contact details with children or families.
- they have a legal duty to protect the interests of children and accept the obligations inherent in that responsibility.
- they must not establish or seek to establish social contact with children to secure a friendship or to pursue or strengthen a relationship.
- they must inform the manager of any pre-existing (prior to the member of staff or child starting at the school) or new relationship with a child or close family member, which they feel, might compromise the setting or their own professional standing.

- they should disclose any relationship or association (in the real world or online) that may impact on the setting's ability to safeguard pupils.
- it is an offence (Sexual Offences Act 2003) for a member of staff in a position of trust to engage in **any** form of sexual activity with a child under the age of 18.

Certain behaviours are at odds with a position of trust. These include, but are not limited to:

- Harassment or discrimination based on any characteristic protected by the Equality Act 2010
- Loss of personal civility including, personal attacks or insults, displays of temper (such as throwing objects), unwanted physical contact (pushing, shoving, hitting) or the threat of the same.
- Staff must not swear, blaspheme or use offensive language in front of pupils, nor use language which is discriminatory and demeaning in any way.

Such behaviours are disciplinary offences and may be referred to Local Authority and/or the police.

Communication with children and parents, including social contact outside of the workplace

Staff must use their professional judgement when requesting or accepting any social contact (including through social media). This means that they must:

- not accept any request from pupils for contact via any social media platform.
- make a judgement about whether to maintain the connection in any cases where contacts were made before the child started at the school (eg teacher being friend with a parent). Staff must discuss any decision to maintain such contact with the manager.

We acknowledge that staff may have friendships and social contact with parents of children outside of school. Staff will not engage in conduct outside work that could damage their professional reputation or the reputation of the school community.

Any contact between staff and children and/or parents that is deemed to bring the school into disrepute or that might lead a reasonable person to question the staff member's motivation or intentions will always be investigated and could lead to disciplinary action.

Staff must not make sexual innuendos or any comments of a sexual nature to any child nor make any comments trivialising alcohol or drug abuse.

Staff must inform the manager of any proposed or pre-existing arrangements between them and the families of children on roll that take place outside school eg baby-sitting, sports coaching, music tuition.

Staff are advised to wait until after an ex-pupil's 18th birthday before accepting any request on social media.

Gifts, rewards, favouritism and exclusion

Staff must:

- declare any gift they receive from a parent or child. This does not include small tokens of appreciation such as at Christmas or the end of the year.
- not give gifts to individual children. Any rewards or treats will be given only as part of the setting's agreed behaviour policy.
- advise the manager about the offer of any gift or hospitality, from outside or inside the setting, which might be interpreted as an attempt to influence staff conduct towards children, parents or other employees.

Physical contact including intimate/personal care and behaviour management

It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one child, in one set of circumstances, may be inappropriate in another, or with a different child. Any physical contact will be in response to the child's needs, of limited duration and appropriate to their age, stage of development, gender, background and any agreed support or care plan.

The use of physical intervention including the use of reasonable force will always be in line with Supporting children with medical needs, the following policies (Behaviour policy and Special Needs policy).

Staff understand that:

- on a daily basis, it may be entirely appropriate and proper for staff to have physical contact with children and that they do so in ways appropriate to their professional role and in relation to the child's individual needs.
- some children are more comfortable with touch than others and/or may be more comfortable with touch from some adults than others. Whenever possible, adults seek the child's permission before initiating contact and are sensitive to any signs that the child may be uncomfortable or embarrassed.
- they have a responsibility to ensure the way they offer comfort to a distressed child is age appropriate.
- they must never touch a child in a way which may represent a misuse of authority or considered indecent.
- physical contact must never be secretive, or for the gratification of the adult.
- they should be aware of cultural or religious views about touching and be sensitive to the issues of gender.

If a member of staff believes that an action by them or a colleague could be misinterpreted, or if an action is observed which is possibly abusive, the incident and circumstances will be immediately reported to the Manager/DSL and recorded in writing. If appropriate, the manager will consult with the Designated Officer for Allegations (DOFA).

Staff understand that a child who has suffered previous abuse or neglect may associate physical contact with such experiences. They recognise that such a child may seek out inappropriate physical contact and know to deter the child sensitively to help them to understand the importance of personal boundaries. Staff know that they must never indulge in play that involves rough-and-tumble or fun fights.

Children with disabilities may require more physical contact to assist their everyday learning. The arrangements are understood and agreed by all concerned, justified in terms of the child's needs, consistently applied and open to scrutiny. Staff always allow/encourage children, where able, to undertake self-care tasks independently.

If a child's behaviour presents a serious risk to themselves or others, a robust risk assessment and, where relevant, a physical intervention plan is always put in place and reviewed regularly. In all cases where physical intervention takes place, staff record the incident and subsequent actions and report these in line with the school's behaviour and safeguarding policies.

First aid

Staff adhere to the setting's health and safety policy, the policy for supporting pupils with medical conditions and for administering first aid or medication.

One to one situations

Staff carefully consider the welfare needs of children when with them in a one to one situation. All spaces in the school are set up to allow any activity to be easily observed by other staff in the school.

Children are provided with age/developmentally appropriate advice about managing distressing feelings that may arise during 1-1 situations in school. Staff will record any time a child has appeared upset/angry during a 1-1 session and will report this to their line manager.

Staff appearance (Also applies to online and virtual teaching)

Staff must dress smartly, in clothing appropriate to the role, compliant with professional standards and not likely to be viewed as offensive, revealing or sexually provocative. It should not distract, cause embarrassment or give rise to misunderstanding. Political slogans must be avoided.

Any staff with tattoos that might be viewed as offensive, provocative or likely to give rise to misunderstanding must ensure those tattoos always remain covered when that adult is working for the school.

The acceptable use of technologies

Staff must not engage in inappropriate use of social network sites which may bring themselves, the setting, setting community or employer into disrepute. Staff should ensure that they adopt suitably high security settings on any personal profiles they may have.

Staff must be circumspect in their use of **all** social media or any other web based presence that they may have, including written content, videos or photographs, and views expressed directly or by association with websites/pages or posts established by others (eg 'liking', reposting or forwarding). This includes the use of dating websites where staff could encounter parents or students either with their own profile or acting covertly.

They must consider the long-term implications of any content published by them online, specifically how it might ever have an adverse effect:

- on their reputation as an individual working in an education setting
- their ability to maintain good professional boundaries with parents and with children
- on the reputation of the school.

Staff must not access any content from the internet on personal device during working hours, in the school building, or on a business computer or device at any time that could bring the setting into disrepute or that might lead a reasonable person to question the staff member's motivation or intentions.

Exceptional operating circumstances

If the school is required to change the way we offer our provision to children due to exceptional circumstances eg during a pandemic lockdown, staff safeguarding responsibilities to children will continue to apply, in line with the safeguarding policy.

The DSL will ensure staff, children, and families are provided with written:

- temporary changes to procedures for working with children eg online.
- timescales for such changes so that all children, families and staff understand when such arrangements will end, and arrangements revert to those in place prior to the events leading to the need for the temporary changes.

Photography and recording

Staff are not permitted to use their phones, cameras or any device that can be used for photographing or recording children, when on duty for any purpose. Phones are kept in the staffroom. Any pictures taken of children by the school will be in accordance to the school Mobile phone and camera published procedures.

Staff will not:

- take images of a child's injury, bruising or similar (eg following a disclosure of abuse)
- make audio recordings of a child's disclosure.

Whistleblowing

All staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in the school safeguarding regime (or whistleblowing). All staff within the school who wish to

raise an issue relating to the organisation with someone in confidence can use the following whistleblowing procedures:

In the first instance, concerns about poor or unsafe practice within must be raised with:
The Manager (Beverley Smith)

Where a staff member feels unable to raise an issue with the manager or feels that their genuine concerns are not being addressed, other whistleblowing channels may be open to them:

- The NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 or email: help@nspcc.org.uk if:
 - they think the concern will not be dealt with properly or
 - may be covered up or
 - if they raised a concern but it has not been acted upon or if they are worried they are being treated unfairly.

Allegations against staff (including supply teachers and volunteers)

If a member of staff is concerned about the behaviour of a person working or volunteering at the setting, they will follow the agreed procedure set out in the flowchart 'Allegation against adults', displayed in the play rooms/staff room/staff cloakrooms... See Safeguarding and Child Protection Policy

Training

All members of staff and volunteers have read and signed to confirm they understand this Staff Behaviour Policy.

Induction

The welfare of all children on roll is of paramount importance. All staff including volunteers are informed of this policy at induction and given the chance to question and discuss the expectations set out.

Staff support

Work in Early Years settings is both rewarding and demanding. We support staff by prioritising time to discuss the challenges of their role linked to any aspect of this Staff Behaviour Policy with their line manager and seek further support as appropriate.

Monitoring and review

This policy is reviewed annually or earlier as required by changes to legislation or statutory guidance.

This policy was adopted September 2020. Date of next review August 2021.