



**St. George's School**  
incorporating **Little Steps Nursery School**  
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**Little Steps**  
Nursery School

## Code of Conduct

### Aims

- This policy sets out the standards of conduct that we expect all staff to follow to ensure a safe, happy and respectful environment for all.
- Staff have an influential position in the school and will act as role models for children by consistently demonstrating high standards of behaviour.
- It is expected that all staff and volunteers act with personal and professional integrity, respecting the safety and wellbeing of others.
- Failure to adhere to this code of conduct may result in disciplinary action being taken.

### Legislation

- In line with statutory safeguarding guidance 'Keeping Children Safe in Education' this code of conduct applies to all staff and volunteers and covers acceptable use of technologies, staff/children and family relationships and communications, including the use of social media.

### Setting an Example

#### Staff

Staff will:

- maintain high standards of attendance and punctuality
- not use inappropriate or offensive language
- treat children, families and other staff with dignity, respect and tolerance
- not express personal beliefs in a way that could overly influence children
- understand the statutory framework they must act within
- work to maintain good relationships with colleagues, children and families

#### Safeguarding

- Staff have a duty to safeguard children from harm, and to report any

concerns they may have

- Staff will read and understand the safeguarding policy and procedures and the Prevent Duty

### Staff/Children and Family Relationships

- Staff will treat all children fairly and will not discriminate against any child or family member according to their gender, race, religion, sexual orientation or disability.
- If staff spend time with children on a one-to-one basis the door should be left open and a manager or colleague should know that this is taking place
- Staff should avoid contact with children and families outside of school/nursery activities. If a relationship between a member of staff and family exists prior to the child starting at the setting, the member of staff should disclose this relationship to their manager. Any communication between the staff member and family outside of the setting should not be about school/nursery business.
- If a staff member is approached by a family to take part in activities outside of school/nursery e.g. tutoring, babysitting etc. the staff member must gain approval from the Nursery Manager or Headteacher before undertaking such activities.
- Gifts from staff to children and families will generally not be acceptable. If a staff member wishes to give a gift, they must gain approval from the Nursery Manager or Headteacher
- Staff may accept gifts from children and their families (for example at Christmas or the end of term) however, any gifts of a significant value (above £30) must be disclosed to the Nursery Manager or Head Teacher. No cash gifts may be accepted.
- If physical contact is initiated by the child, staff are encouraged to provide appropriate comfort but should encourage the child to engage in play or activities with other children as soon as they are able.

### Communication and Social Media

- Staff profiles on social media should be set to private, with nothing inappropriate available for public to view
- Staff will not attempt to contact families via social media unless an existing relationship has been disclosed. If a previous relationship exists, school or nursery matters should not be discussed via social media.

- Staff will refrain from posting pictures or content relating to children within the setting

#### Technology

- Staff will not view illegal, inappropriate or offensive material while in the setting
- Staff will adhere to the mobile phone policy while in the setting
- Email communication with families will be via the school's IT system through which all emails can be monitored.

#### Confidentiality

- Staff will not disclose any information about children or families to anybody outside of the school or nursery unless they have been asked to liaise with official authorities.
- Staff will not use any information about children or families to blackmail or humiliate.

#### Honesty and Integrity

Staff will:

- maintain a high standard of honesty regarding school or nursery matters
- not accept bribes from colleagues or families
- ensure that all personal information and qualifications are correct and up to date
- be open and honest about absences from work

#### Dress code

- Staff will dress in a professional manner, appropriate to their work
- Outfits will not be overly revealing, and tattoos will be covered
- Clothes will not display offensive or political slogans
- Staff who are required to wear uniform will do so and request new uniform in a timely manner when needed

### Conduct outside of work

- Staff will not act in a way that could bring the school or nursery into disrepute
- Staff will not make negative comments about the school, nursery, colleagues, children or families on social media
- Staff will not smoke outside the building or while their uniform is on show.