Kenilworth Nursery
&
Whitnash Nursery Schools

Staff Code of Conduct
26/27

"Celebrating the uniqueness of every child"

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Committee Responsible: Governing Board
Lead Responsibility: Executive Headteacher

Policy Statement

Kenilworth and Whitnash Nurseries hold the value of treating all staff with respect and expects the same from each member of staff. The setting expects all staff to treat the setting, each other and the children and their families with respect always. At all times, staff should be a positive role model to children and their families, ensuring they are meeting the core values we hold for our children.

This Staff Code of Conduct Policy outlines the way in which we as a setting expect all staff members to always conduct themselves.

This Staff Code of Conduct Policy is linked with other policies for the setting, including:

● Child Protection / Safeguarding Policy.
● Complaints Policy.
● Equality and Diversity Policy.

Expectations of Staff Behaviour

The EYFS Framework 2026, states:
All children deserve high quality early education and care. This requires a quality workforce. A well-trained, skilled team of practitioners can help every child achieve the best possible educational outcomes.

At our schools, we expect all staff to behave in a way which reflects the school values and ethos. All staff across our schools are expected to:

- Always demonstrate the highest possible standards of personal and professional conduct and behaviour.
- Treat everyone associated with the setting with respect and fairness at all times.
- Demonstrate tolerance of and respect the rights of others.
- Uphold the fundamental British Values including democracy, the rule of law, individual liberty, mutual respect, and tolerance of those with different faiths and beliefs.
- Have regard to the settings ethos and values and ensure that they do not act in a way which may bring the setting, their colleagues or themselves into disrepute.
- Understand the settings policies and procedures and ensure they act in accordance with these at all times.

Relationships

Staff must always ensure they act in a professional manner. Whilst the building of strong relationships is fundamental in Early Years, staff must ensure that they maintain professional boundaries with children and their families and must always consider whether their actions are warranted, proportionate, safe and applied equitably.

Staff should not establish or seek to establish social contact with children or their families for the purposes of securing a friendship or to pursue or strengthen a relationship. However, it is acknowledged that staff and volunteers may have genuine friendships and social contact with families from the setting, independent of the professional relationship, such as when a parent and practitioner are part of the same family or personal network. Those circumstances will usually be easily recognised, openly acknowledged and should be explicitly declared in writing by staff to the

Executive Headteacher. Staff should always take care to maintain appropriate personal and professional boundaries in any such circumstances.

Physical Contact with a Child

Within the roles and duties of staff members, there are occasions when it is needed for staff to have appropriate physical contact with the children in their care, but it is essential that this is always done so in an appropriate manner which meets the individual circumstances and child's needs. When possible, staff should aim to seek a child's individual permission before making appropriate physical contact with a child.

There may be some occasions when staff or volunteers consider that a distressed child needing comfort and reassurance requires physical contact. Young children may need immediate physical comfort, for example after a fall, separation from a parent etc. Staff and volunteers should use their professional judgement to comfort or reassure a child in an age-appropriate way, whilst maintaining clear professional boundaries.

It is not possible to outline individual circumstances in which physical contact is appropriate, therefore staff should always use their professional judgement. Whereby another member of staff deems physical contact with a child to be inappropriate, the settings whistleblowing policies should be followed immediately. These are found in the safeguarding policy.

The EYFS Framework 2026, states that:

Providers must keep a record of any occasion where physical intervention is used and parents and/ or carers must be informed on the same day, or as soon as reasonably practicable.

Therefore, if physical contact is used to support behaviour, this must be reported to the senior leader on site and via CPOMs and the behaviour policy followed.

Communication

All staff must ensure that language used is appropriate and always professional. Informal language should be avoided as all staff are expected to always model the correct use of language to children and set a good example in their spoken language. The way in which staff speak to children, each other and the families in the setting, should be respectful and supportive.

Gifts

Gifts from the families within our setting are not expected but greatly appreciated. All staff need to be mindful that they do not accept any gifts which might be viewed as a bribe or lead the receiver to give preferential treatment to an individual child or family.

There may be times when as a setting, we give children and their families gifts, for example at special times of the year such as Christmas. This will be agreed and organised as a school and not undertaken by individual members of staff.

Absence from Work

To meet the needs of the school, staff are required to comply with the guidelines relating to notification of absence, as set out in their contract of employment. Additionally, any leave of

absence requests will be considered on an individual basis and may not always be granted if leave affects the running of and needs of the business. See the *Leave of Absence policy* for further guidance.

Timekeeping

All staff are expected to maintain appropriate and consistent timekeeping standards in line with their individual employment contract. Staff are required to arrive at the time and leave at the time, which is outlined in their contract of employment. If for any reason, staff members wish to arrive later or leave earlier than their normal times, this must be agreed in advance by the Executive Headteacher.

The setting provides a signing in and out system for recording staff attendance which must be completed each day. When leaving the setting for periods of time during the workday, for example during a lunchbreak, staff must ensure that they return to the setting and are ready to fulfil their duty within the agreed time. When leaving the setting during the workday, staff must ensure that they sign in and out of the setting so that the office manager and senior leaders are aware of who is on the premises.

Dress and Appearance

We recognise that dress and appearance are part of personal choice and self-expression. At all times, all staff should ensure that they are dressed appropriately for the tasks they undertake as part of their role. Staff should always dress in a manner which could not be viewed as offensive, inappropriate or provocative and always maintains professionalism. Items of clothing, such as footwear, should be suitable and not increase potential risk.

On occasions, it may be that as a staff team we choose to participate in events, such as charity days, which provide staff with the option to wear different clothes. During these events, staff need to ensure that clothes worn remain appropriate and professional.

Social Media and Online Safety

Whilst we understand that staff are entitled to a private life away from school and the use of social media and other online platforms can be beneficial for individuals, we recognise they can also have risks for staff. The boundaries between the offline and online world can be easily blurred: this can have potentially serious consequences for professionals. When using social media or public online platforms, staff must ensure that they act respectfully and appropriately so as not to bring the setting, their colleagues or themselves into disrepute.

Staff must not use their private social networking sites in connection with the setting, this includes:

- Contacting children or their families to discuss any aspect of the setting.
- Uploading photos, comments or information about the setting or individuals linked with the setting.

For further guidance regarding online safety considerations, staff should refer to Safeguarding Children and Protecting Professionals in Early Years Settings

Mobile Phones, Cameras, and Devices

All members of staff must keep personal mobile phones, cameras and electronic devices with imaging and sharing capabilities in a secure place, in a staff area only. Personal mobile phones, cameras and electronic devices with imaging and sharing capabilities, such as Smart Glasses are not to be used in any spaces that are accessed by children at any time.

Staff may wear smart watches; however:

- Messaging, call and camera functions must not be used while supervising children.
- Devices must not be used to photograph, record or communicate about children.
- Where safeguarding concerns arise, staff may be required to remove or securely store wearable devices.

There may be occasions, for example an agreed outing, where staff are required to have access to their personal mobile phone to ensure the safety of children and staff. During these circumstances, staff must ensure that their personal mobile phone is only used for the direct reason for having it available, for example contacting the setting in time of an emergency.

Personal mobile phones, devices and cameras must never be used to take photographs of any nature of children from the setting or their families. When families from the setting are around the children from the setting, for example during stay and play sessions, all staff must ensure that families do not take photographs of children within the setting.

Photography, Video and Digital Records

Photographs, videos and observations play an important role in documenting children's learning and development within the Early Years Foundation Stage.

- Authorised Devices at Kenilworth Nursery School and Whitnash Nursery School:
- Staff use school-owned iPads to take photographs and videos of children's learning and development.
- Personal mobile phones or personal devices must never be used to photograph, record or store images of children.
- Only authorised members of staff may use school iPads for recording children's learning.

Use of Photographs and Videos

- Photographs and videos may be used to:
- Support assessment of children's learning and development.
- Create observations linked to EYFS outcomes.
- Celebrate achievements and learning experiences.
- Share children's progress with parents and carers through the school's approved learning journal system.
- Support moderation, transition and professional discussions about children's learning.

Images will only be used in accordance with parental permissions and school procedures.

Use of Learning Journals and Online Observation Systems

Kenilworth Nursery School and Whitnash Nursery School use a secure online learning journal platform to record observations, assessments and children's progress.

Staff may use school iPads to:

- Record observations of children's learning.
- Upload photographs and videos.
- Complete assessments and planning records.
- Share approved learning experiences with parents and carers.

Staff must:

- Access the learning journal using secure passwords.
- Ensure devices are locked when unattended.
- Log out when not in use.
- Keep all information confidential.
- Follow the school's Data Protection Policy.

Staff must not:

- Access learning journals on personal devices unless specifically authorised by the Headteacher.
- Save children's photographs to personal devices.
- Download, share or transfer images outside approved systems.
- Share login details with others.

Smoking, Alcohol, e-cigarettes, and Other Substances

The EYFS Framework 2026 states that:

Schools must not allow smoking in or on the premises when children are present or about to be present. Practitioners should not vape or use e-cigarettes when children are present or about to be present, and providers should consider Public Health England advice on their use.

Smoking is not permitted by staff; this includes the use of e-cigarettes. Any member of staff wishing to smoke, including using an e-cigarette, must leave the premises. Staff must not smoke or use e-cigarettes when working with or supervising children offsite, for example on an outing.

The EYFS Framework 2026 states that:

Staff members must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If a staff member is taking medication which may affect their ability to care for children, the staff member should seek medical advice. Schools must ensure that staff members only work directly with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly. All medication on the premises must be securely stored, and out of reach of children, at all times.

All staff must ensure that they are always fit for duty. Staff should be aware of the lasting effects of alcohol and other substances and ensure that any consumption of these does not impair their ability in their duties. When medication is required by staff, this needs to be always stored securely, ensuring it is not accessible to any child.

Confidentiality

The storing and processing of personal information is governed by the General Data Protection Regulations 2017 (GDPR) and Data Protection Act 2018. As part of procedures in place, when appropriate and required, staff may have access to personal information relating to other staff,

children and families. All staff must follow the data protection principles as outlined in The Data Protection Act 2018, which outlines:

Everyone responsible for using personal data must follow strict rules called data protection principles.

They must make sure the information is:

- Used fairly, lawfully, and transparently.
- Used for specified, explicit purposes.
- Used in a way that is adequate, relevant, and limited to only what is necessary.
- Accurate and, where necessary, kept up to date.
- Kept for no longer than is necessary.
- Handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction, or damage.

To ensure these principles are met, all staff must ensure:

- All records are always kept secure.
- Information relating to individuals should not be disclosed in any form to unauthorised people.
- If required and appropriate to share information relating to an individual, staff should consider how and where the sharing of this information takes place to ensure that confidentiality is maintained.
- Any breach of confidentiality must be reported immediately to the Executive Headteacher, who must take appropriate action in accordance with statutory guidance.
- If staff are in any doubt regarding the sharing of information, they should refer to the senior leader on site.

Whistleblowing

Whistleblowing is when someone raises a concern about a member of staff of any wrongdoing within their setting. Whistleblowing is important part of safeguarding and ensuring the safety of everyone within the setting.

The EYFS Framework 2026 states that:

Schools must put appropriate whistleblowing procedures in place for all staff (including students and volunteers) to raise concerns about poor or unsafe practice in the school's safeguarding provision. This must include when and how to report concerns and the process that will be followed after staff report concerns. Providers must ensure staff are aware of the schools' whistleblowing procedures and must ensure all staff feel able to raise concerns about poor or unsafe practice and know that such concerns will be taken seriously by the senior leadership team.

Where a staff member feels unable to raise an issue with their employer, or feels that their genuine concerns are not being addressed, they should use the other channels open to them:

- *NSPCC whistleblowing advice line is available. Staff can call 0800 0280285 – 08:00 to 20:00, Monday to Friday and 09:00 to 18:00 at weekends. The email address is: help@nspcc.org.uk.*

- *Alternatively, staff can write to: National Society for the Prevention of Cruelty to Children (NSPCC), Weston House, 42 Curtain Road, London EC2A 3NH.*
- *Ofsted provides guidance on how to make complaints about a provider: Complaints procedure - Ofsted - GOV.UK (www.gov.uk). https:/www.gov.uk/government/organisations/ofsted/about/complaints-procedure*
- *General guidance on whistleblowing can be found via: Whistleblowing for employees.*

When concerns are held by a member of staff, these should be recorded on a yellow form and handed to the Executive Headteacher immediately. If the concern is regarding the Executive Headteacher, this should be followed up with the Chair of Governors. The relevant person will then consider if the concern meets the threshold of harm and contact LADO (Local Authority Designated Officer) within 1 working day if the threshold has been met.

LADO Criteria:

- Behaved in a way that has hurt or harmed a child.
- Possibly committed a criminal offence.
- Behaved towards a child or children that indicates that they may pose a further risk of harm to children.
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children.

Informing Ofsted of allegations of harm

Our setting is committed to ensuring that all allegations relating to the harm, abuse, or inappropriate conduct of any person living, working, volunteering, or caring for children on the premises are taken seriously and responded to promptly.

The EYFS 2026 states:

Registered providers must inform Ofsted of any allegations of harm or abuse by anyone living, working, or looking after children at the premises. This must happen whether the allegations of harm or abuse are alleged to have been committed on the premises or elsewhere, for example, on a visit.

Registered providers must also notify Ofsted of the action they have taken in response to the allegations. Ofsted must be notified as soon as is reasonably practicable, but in any event within 14 days of the allegations being made. A registered provider who, without a reasonable excuse, fails to do this, commits an offence.

As a registered provider we will notify Ofsted of any allegation of harm or abuse made against any person living, working, or looking after children at the setting. We recognise that this duty applies whether the alleged incident occurred on the premises or elsewhere, including during outings, visits, or activities away from the setting.

As a registered provider we will also inform Ofsted of the actions taken in response to the allegation. Notification will be made as soon as reasonably practicable and, in all circumstances, within 14 days of the allegation being received.

As a school we recognise that failure to notify Ofsted without reasonable excuse is an offence. All staff within our school are expected to cooperate fully with safeguarding procedures and

immediately report any concerns or allegations to the Designated Safeguarding Lead (DSL) in accordance with our setting's safeguarding and child protection procedures.

Low Level Concerns

A low-level concern is any concern that a professional has acted in a way which does not meet the staff conduct expectations and this includes inappropriate conduct outside of work. Low Level concerns would be concerns which do not meet LADO threshold of harm.

Recognising and responding to low level concerns is an important part of our safeguarding culture. It supports us to ensure that all adults consistently behaviour in a way which is appropriate and helps keep children safe.

Low-level concerns should be recorded in writing, held securely, and reviewed for patterns.

When a low-level concern is raised, the Executive Headteacher will consider the information and the need for:

- Training either individual or as a team.
- The implementation of a support plan, which is reviewed regularly.
- Increased Supervision.
- Re confirm the staff behaviour policy (code of conduct) – clear expectations of appropriate behaviour.
- Empower reporting of low-level concerns.

Supervision and Wellbeing

As a school, we value the importance of the wellbeing of all our staff team. Our staff make a valuable contribution to the lives of the children and families within our settings community. We also understand, that at times, working in a school may provide us with challenges and demands and so it is important that we look after our own and each other's wellbeing. Wellbeing may mean different things to different people and so we as a school aim to continuously reflect upon how we support wellbeing and value the contribution of all staff's ideas and thoughts on this.

Supervision is also an important aspect of our setting supporting the wellbeing of all our staff team.

The EYFS Framework 2026 states:

Providers must put appropriate arrangements in place for the supervision of staff who have contact with children, families, and carers. Effective supervision provides support, coaching, and training for the staff and promotes the best interests of children. Supervision should foster a culture of mutual support, teamwork and continuous improvement, which encourages the confidential discussion of sensitive issues.

Supervision should provide opportunities for staff to discuss any issues – particularly concerning children's development or well-being, including child protection concerns, identify solutions to address issues as they arise and receive coaching to improve their personal effectiveness.

As well as supporting wellbeing, we recognise the important role supervision plays in improving the lives of the children we work with and it is therefore important that we all work together make sure appropriate arrangements are in place for all members of staff.

Effective supervision provides support, coaching and training for the practitioner and promotes the interests of children and serve to safeguard our children and staff too as it provides opportunities for staff to share concerns and issues sensitive issues.
Supervision meetings will:

- Allow for an opportunity to discuss any issues, particularly concerning children's development or wellbeing, including child protection concerns.
- Identify solutions to address issues as they arise.
- Provide an opportunity for staff to receive coaching to improve their personal effectiveness.
- Be recorded using our supervision template, at the end of the supervision meeting you will receive a copy of your supervision and one will be placed in your individual staff file.
- Occur at regular intervals, at the end of each supervision meeting another date will be set.

During certain times, supervision meetings may happen on a more regular basis, this will be discussed with individual staff members and agreed with management.

Reporting of Changes

The EYFS Framework 2026, states that:

Providers must tell staff that they are expected to disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children (whether received before or during their employment at the setting).

Staff must ensure that they report to the Executive Headteacher any details of any arrests, criminal conviction or cautions made against them by the Police, where the offence calls into question the member of staff's suitability to work with children or is a breach of discipline and/or may have a direct impact on the staff member's job.

Failure to comply with ongoing reflections on professional suitability may result in action being taken against you and you able to continue in the role.

Appendix 1

Confirmation of Compliance

I confirm that I have read, understood, and agree to comply with Kenilworth and Whitnash Nursery Schools' Staff Code of Conduct Policy.

If I consider there are any changes to my suitability to work in the role, I acknowledge in signing here that I have a responsibility to inform the Executive Headteacher or Assistant Headteacher.

Name ……..

Position/Post Held……

Signed …….. Date ……

Once completed, signed, and dated, please return this form to the Office Manager to be held on your staff file.

Appendix 2

Early Years and Childcare Safeguarding Flowchart: Low Level concern /allegations against a member of staff/volunteer

