

At Grantham Farm Montessori School, we take the safety and welfare of our children and staff seriously. This policy ensures staff behave in an appropriate manner to act as a role model for and to protect all children in their care. Within this policy we will also ensure that any changes to staff behaviours or ways of working are closely monitored, discussed and supported to ensure all children are safeguarded throughout their time here.

At Grantham Farm Montessori School, we believe that all those working with children must set an appropriate example as becoming of those responsible for the education of children. This code of conduct applies to all those working within the school, regardless of employment status, and all staff/volunteers/visitors are expected to familiarise themselves with this important set of standards and to observe and comply with them at all times.

Expected staff behaviour

Within our school you are expected to:

- Put our children first; their safety, welfare and ongoing development is the most important part of your role.
- Behave as a positive role model for the children in your care by remaining professional and conducting yourself in a proper way at all times and demonstrating a caring attitude to all.
- Ensure that your classroom, working space and physical appearance represents the school well. You are expected to keep an orderly, well-prepared classroom and to dress in an appropriate, well-groomed and smart, presentable manner.
- Speak positively of the children at all times. Where there are concerns for a child's development, these should be raised in private with the headteacher and at staff meetings if appropriate.
- Children should be addressed by their proper names and not nicknames, unless the child and his/her parents prefer a shortened name for the child to be known by.
- Work as part of the wider team, cohesively and openly. Be a great team member.
- Be aware of the requirements under the EYFS Statutory Framework, Independent School Standards and the school policies and procedures designed to keep children safe from harm whilst teaching children and supporting their development.
- React appropriately to any safeguarding concerns by responding quickly and concisely in accordance with the school's / Local authority's safeguarding procedures and the training received.
- Not share any confidential information relating to the children, school or families at the school or previously at the school.
- Maintain the public image of the school both in a professional and personal capacity, both within and outside of your working hours, and do nothing that may put the school into disrepute.
- Ensure that parental relationships are professional and inappropriate external social relationships are not forged. If a relationship exists prior to the child starting at the school, discussions with the head teacher/DSL will be held to ensure the relationship remains professional.

- Private work should not be undertaken in the school's time, or using the schools premises or equipment, without the prior approval of the head teacher. The head teacher reserves the right to review any agreements made in this context at any time.
- Be aware of school policy on the use of social media: do not publish any material online that may undermine your own professional reputation or that of the school. This could result in disciplinary action. No staff should be linked to parents on social media during their time at the school. If there are any pre-existing relationships these should be declared to the head teacher/DSL to formally acknowledge the relationship and to ensure it remains professional.
- Report to management immediately any changes in your personal life that may impact on your ability to continue in your role. These may include (but are not limited to) changes in police record, medication, people living in the same premises, any social service involvement with their own children.

Monitoring staff behaviour

Within the school we:

- Conduct regular peer observations involving all staff and management, during which we will look at staff performance and interactions with children and peers.
- Hold regular supervision meetings with all staff in which ongoing suitability will be monitored and recorded.
- Use a whistleblowing policy that enables team members to discuss confidentially any concerns about their colleagues.
- Operate staff suitability forms and clauses in staff contracts to ensure any changes to their suitability to work with children are reported immediately to management.
- Ensure all new staff members are deemed suitable with the appropriate checks as detailed in the safeguarding and safe recruitment policy.

Some behaviours that may cause concern and will be investigated further:

- Change in moods.
- Sudden change in religious beliefs / cultural beliefs (may be a sign of radicalisation).
- Changes in the way of acting towards the children, parents/carers or the other members of the team (becoming more friendly and close, isolation, avoidance, agitation etc.).
- Inappropriate behaviour toward children, parents/carers and/or other team members.
- Any behaviour that may bring the school into disrepute.
- Any behaviour that leads to a formal complaint being made by a parent.
- Sudden outbursts.
- Becoming withdrawn.
- Secretive behaviours.
- Time off work, regularly calling in sick, coming in late.
- A decline in standards of work.
- Extreme changes in appearance.

Improper conduct can cover a wide range of behaviours, which may include financial irregularity, abuse of pupils, abuse of power or position, neglect of duty, discrimination, bullying or harassment in accordance with the whistleblowing policy.

Procedures to be followed:

Where an employee has reason to suspect that a colleague(s) are acting improperly, the employee should report these suspicions to the head teacher (or deputy- head teacher if the suspicions concern the head teacher). The employee will be assured the concerns, when made in good faith, will be heard without fear of victimisation discrimination or disadvantage.

If there is a concern about changes in staff behaviour within the school, an immediate meeting will be called between the individual concerned and a member of the management team to ascertain how the person is feeling. We will aim to support the staff member wherever possible and will put support mechanisms in place where appropriate; the well-being and safety of the children will always be our first priority.

Ultimately we are here to ensure all staff are able to continue to work with the children as long as they are suitable to do so, but if any behaviours cause concern about the safety or welfare of the children then the procedure on the safeguarding policy will be followed as in the case of allegations against a team member and the Local Authority Designated officer (LADO) will be called.

All conversations, observations and notes on the staff member will be recorded and remain confidential.

August 2017

Reviewed: August 2018

Next review date: August 2019

Adopted by: Emma Wetherley, Head Teacher