



THE
**WHITE
HOUSE**
PREPARATORY SCHOOL

**The White House Preparatory School
and
Woodentops Day Nursery**

Staff Code of Conduct and Behaviour Policy

This policy must be read together with the Employment Handbook also Safeguarding and Child Protection Policy.

All staff must treat all members of the school community with respect. This includes colleagues, pupils and parents.

Staff are expected to behave professionally at all times and be aware that parents and children form a view of them and the school whenever they meet whether outside of school or in school. Staff behaviour outside of school can have an adverse impact on their professional standing with parents and children as well as impacting on the view of the school. Therefore staff should behave in a manner which reduces any risk of an adverse view. This will help staff to perform their roles in the school to the best of their ability. This code of conduct and policy is intended to support staff in protecting themselves e.g. of inadvertently laying themselves open to allegations of abuse or unprofessional conduct.

Whilst specific details are covered below some initial guidance in appropriate:

1. Try never to be alone with a child. If this is not possible ensure the door is open, that you are visible through a window or a colleague is in close geographic proximity, ideally able to hear. This is especially important for staff supporting music, sport and specific learning experiences which demand 1:1 support outside of the classroom.
2. Any physical contact should be the minimum required for care, instruction or restraint. Any physical contact should be for the benefit of the child (e.g. positioning fingering on a violin or piano, a cuddle for an upset Kindergarten child) not the adult.



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THE
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HOUSE**
PREPARATORY SCHOOL

3. Any restraint of a pupil must be reported to the Headteacher and will be recorded. This is as much to support the member of staff as to monitor and track the behaviour of the child.
4. Staff must never transport a child in their car or a taxi without specific permission from the Headteacher or Principal and this would be given only in exceptional circumstances and with specific guidance.
5. Staff must not have any contact with children or parents on any social media platform. Any communication must be through official school channels such as the school email system. This expectation continues after children have left the school and until they are 18 or have left secondary education – whichever is latest. See separate policy on staff who are parents of children in the school.
6. If a member of staff ever finds themselves in an uncomfortable situation or one that they feel compromises them, however innocent, they should alert the Headteacher as soon as possible after the event and most usually before leaving school site that day.

Communication with Pupils including the use of social media

Staff must not give their personal mobile phone numbers or email addresses to pupils or parents, nor should they communicate with them by text message or personal email. If they need to speak to a pupil by telephone, they should use one of the school's telephones and email using the school system. Phone calls to parents should be made in the School Office unless agreed otherwise.

Staff should be aware that it is not appropriate to use social media to communicate with pupils. Staff are reminded that it is a criminal offence for a person aged 18 or over to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual.

Where a member of staff is also a parent specific protocols will be agreed for communication and association with their parent peers and their child's peers.



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Physical contact with pupils

There are occasions when it is entirely appropriate and proper for staff to have physical contact with pupils, but it is crucial that they only do so in ways appropriate to their professional role. Staff should use their professional judgement at all times. Staff should not have unnecessary physical contact with pupils and should be alert to the fact that minor forms of friendly physical contact can be misconstrued by pupils or onlookers.

A member of staff can never take the place of a parent in providing physical comfort and should be cautious of any demonstration of affection.

Physical contact should never be secretive, or for the gratification of the adult, or represent a misuse of authority. If a member of staff believes an action could be misinterpreted, the incident and circumstances should be recorded as soon as possible, the Headteacher/Designated Safeguarding Lead informed and, if appropriate, a copy placed on the pupil's file.

Physical education and other activities requiring physical contact

Where exercises or procedures need to be demonstrated, extreme caution should be used if the demonstration involves contact with pupils and, wherever possible, contact should be avoided. It is acknowledged that some staff, for example, those who teach Sport and swimming, or who offer music tuition, will, on occasions, have to initiate physical contact with pupils in order to support a pupil so they can perform a task safely, to demonstrate the use of a particular piece of equipment/instrument or assist them with an exercise. This should be done with the pupil's agreement.

Contact under these circumstances should be for the minimum time necessary to complete the activity and take place in an open environment. Staff should remain sensitive to any discomfort expressed verbally or non-verbally by the child.

Physical Restraint

Physical restraint is permissible only when a child is in imminent danger of inflicting an injury on himself/herself or on another, and then only as a last resort when all efforts to diffuse the



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situation have failed. Another member of staff should, if possible, be present to act as a witness. All incidents of the use of physical restraint should be recorded in writing and reported immediately to the Designated Safeguarding Lead/Head who will decide what to do next. Where this relates to the school's nursery/EYS setting, parents will be informed of any physical restraint used on their child the same day or as soon as reasonably practicable.

Electronic communication with pupils

Any communication with parents and pupils must be via the school systems e.g. The White House School Gmail account and system. Staff must report any attempts by pupils or parents to communicate with them outside of this.

School Trips

The trip leader on all trips and visits, whether day or involving an overnight stay, should take a school mobile phone with him/her. The school mobile should be used for any contact with parents that may be necessary. The trip leader will delete any record of parent' mobile phone numbers at the end of the trip or visit.

Transporting pupils

Staff must never transport a child in their car or in a taxi without specific permission from the Headteacher or Principal and this would be given only in exceptional circumstances. If necessary specific instructions and conditions will be communicated and must be agreed.

Confidentiality

Staff members should never give absolute guarantees of confidentiality to pupils or adults wishing to tell them about something serious. They should guarantee only that they will pass on information to the minimum number of people who must be told in order to ensure that the proper action is taken to respond to the problem and that they will not tell anyone who does not have a clear need to know. They will also take whatever steps they can to protect the informing pupil or adult from any retaliation or unnecessary stress that might be feared after a disclosure has been made. Any concerns must be reported on the same day to the DSL.



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Equal Treatment

We are committed to equal treatment for all pupils regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity.

We aim to create a friendly, caring and receptive environment in which every individual is valued. We endeavour to contribute positively towards the growing autonomy, self-esteem and safety of each pupil. Our staff undertake regular consultation activities with our pupils e.g. through safety questionnaires, participation in anti-bullying week and speaking to children about their experiences at lunchtime and playtimes.

Bullying

Bullying, harassment, victimisation and discrimination will not be tolerated. We treat all our pupils, staff, and their parents fairly and with consideration and we expect them to reciprocate towards each other, the staff and the school. Any kind of bullying, including cyber bullying, is unacceptable and the school keeps a record of any incidents. Please see our school policy on anti-bullying for further details.

Complaints

The school has a complaints procedure which is available to parents. Parents are encouraged to articulate any concerns they have at the earliest possible moment so we are able to respond and hopefully resolve if at all possible.

Whistleblowing

The School wishes to foster a culture of openness and safety and the school's Whistleblowing Procedure reflects this. Should any member of staff have any concerns about the behaviour of another member of staff towards a pupil, he or she should report it at once to the Headteacher (or to the Principal). Any concern will be thoroughly investigated under the school's whistle-blowing procedures. Such reporting will be without prejudice to the member of staff's position in the school. Where there are allegations of criminal activity, the LADO will always be informed, and advice taken, before the school undertakes any investigation of its own. Wherever possible, and subject to the rights of the pupil, the member of staff will be informed of the outcome of the investigation. No one who reports a genuine concern in good



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faith needs to fear retribution. Under the Public Interest Disclosure Act 1998 the member of staff may be entitled to raise a concern directly with an external body where the circumstances justify it.

DAILY CONDUCT REQUIREMENTS FOR STAFF

Attendance and Timekeeping

Staff are expected to be punctual at all times. Should a staff member need to be absent or expect to be late for any reason, he/she should ask their Headteacher in advance when possible. If a member of staff is delayed or will be absent from school due to short notice (e.g. due to illness) they must follow the schools procedures about which they will be briefed at the beginning of the Autumn Term or in the Induction Process.

Signing out/Signing in

Staff are not required to sign in or out at the normal beginning and end of the day. Should staff arrive after or leave before the normal time then they must report to the School Office and sign in/out.

For Fire/Health & Safety reasons staff are required to sign out with the School Office and to sign back in if they leave site for any reason (e.g. to get to the Post Office). Not to do so will be treated seriously.

Eating and Drinking

- No coffee/tea to be taken around the school unless in a cup with a secure lid.
- No hot food to be consumed by staff, unless in the dining hall, whilst taking care of children including whilst teaching and on playground and sport duty.

Smoking

To promote a healthy and pleasant working environment and because of the fire risk, smoking (in any form, including the use of e-cigarettes) is not allowed anywhere on site.



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Should staff leave school site to smoke or smoke on their way to work then they must ensure their clothes do not smell of smoking. This is a health and safety matter of especial relevance to very young children.

Alcohol and Illegal Drugs

Consumption of alcohol or illegal drugs is not permitted on site save where, in the case of alcohol, at a school function or otherwise agreed when modest amounts of alcohol may be consumed. Employees' conduct and performance must not be adversely impacted by alcohol consumption or use of drugs when undertaking their duties. This includes perceived impact of previous usage. e.g. the morning after the night before. If the school leadership feel that this may be the case then they will investigate with immediate effect.

Security

Staff must not remove any school documents from the site nor take any photographs without permission. The school reserves the right to search outer clothing, bags, secure areas and vehicles etc. of staff members whilst on site. The staff member may have a colleague in attendance on such (rare) occasions.

Personal Appearance

The school regularly receives visits from parents, potential parents and others, and naturally wishes to convey an impression of efficiency and organisation. Therefore whilst not wishing to impose unreasonable obligations on staff they are, nonetheless, required to look smart in appearance. No Jeans or flip flops. Please keep a jacket in school for showarounds. Appearance on Open Mornings and school events attended by parents must be especially smart.

Mobility and Flexibility

Due to the demands and nature of the school, staff should be prepared to transfer upon request within classes either temporarily or permanently, to undertake work of a different nature, providing it is reasonable and safe to do so and the staff member is adequately trained.



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Use of Mobile Phones and Cameras

All staff should provide the school number as the emergency work contact for other parties (e.g. school their children attend). During the school day staff mobiles should be stored in a discrete and safe place as provided in each setting and switched off.

Mobile Phones must never be used in the presence of pupils and on site are to be used only in the staff room, the Headteacher's Office or the School Office. If staff need discretion in their phone conversations they should sign out with the School Office and leave the school site, remembering to sign back in with the School Office on their return.

Good manners demands that staff using their mobile phones in the staff room should be respectful of others in the room.

Photographs

The school provides school cameras for taking pictures and recording. These cameras should have images downloaded onto the Google Drive for sharing and the images should be deleted from the camera/disc before the device leaves the school site. For residential trips images will be held on the camera until the trip returns to school at which point they will be downloaded and then deleted from the device.

We will follow the General Data Protection Regulations 2018 when taking and storing photos and recordings for use in the school.

Specific permission must be obtained for Staff to take photographs using personal equipment. This will be for specific situations agreed in advance. E.g. "green-screening". As a general rule staff must not take photographs of children using any personal equipment and never on anything other than school provided equipment without very specific permission from the Headteacher or Principal. Images must never be taken off site except with very specific permission. Usually memory cards should have their images downloaded to the school system and then deleted from the memory card before the memory card is taken off site.



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Where photographs are taken by staff to give evidence of children's progress, photos can only be taken on school cameras/devices. They must then be downloaded onto school computers, where they will be monitored.

Photos cannot be used or passed on outside the school or nursery.

Publication of any photographs of children is limited by the consents requested of parents at the beginning of each school year. No photo of a child can be published or shared in any manner unless parent permission has been provided.

Woodentops Nursery

The nursery allows staff to bring in personal mobile phones for their own use on their lunch breaks. All staff must ensure their mobile phone is switched off and left in the locked box in the staff kitchen during working hours, only to be checked in the staff room at breaks and lunch.

Mobile phones are not to be used in the building at any time and must NEVER be used to take photographs of other staff members, parents, or children.

Parents and visitors must be reminded that they are not to use their phones whilst in the nursery, and under no circumstances can they take any photos within the building.

Under no circumstances are staff permitted to have their mobile phones in the play rooms or bathrooms. This will be deemed gross-misconduct.

Whilst on an outing with the children mobile phones must stay at work in the staff room, the nursery provides an outing phone which has the contact numbers for management from both settings.

Where photographs are taken by staff to give evidence of children's progress, photos can only be taken on school cameras/devices. They must then be downloaded onto nursery computers, where they will be monitored. Photos cannot be used or passed on outside the school.



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Failure to adhere to any off the above will be taken very seriously, logged and investigated appropriately and disciplinary action may occur.

The School

Staff mobile phones should be stored securely away from and out of sight of children and used only as advised above. Any use of a mobile in and around children may be seen as a significant issue resulting in disciplinary action.

Visitors, parents and relations

As a general rule, visitors including parents and relations are not allowed to take photos or recordings inside the school building or on site or at school functions EXCEPT where specific permission has been given by the Headteacher or Senior Leadership e.g. Sports Day, Interhouse Music competition, ballet displays i.e. public occasions when children are performing or competing. Permission will be given only to parents and relations and specific guidance will be given that such images (photos or recordings) must never be shared in a public forum but are for private viewing among family.

Policy will be reviewed annually			
Policy reviewed:	Sept 16	By:	Principal & Headteacher
Policy reviewed:	Sept 17	By:	Principal & Headteacher
Policy reviewed:	Sept 18	By:	Principal & Headteacher
Policy reviewed:	Sept 19	By:	Principal & Headteacher
Policy reviewed:	Sept 20	By:	Principal & Headteacher
Policy reviewed:	Sept 21	By:	Principal & Headteacher
Policy reviewed:	Sept 22	By:	Principal & Headteacher
To be reviewed:	Sept 23	By:	Principal & Headteacher



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