

## East Prescott Road Nursery School Safer Working Practices Code of Conduct for Adults 2025-26

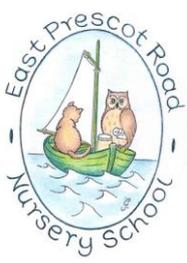
East Prescott Road Nursery School is committed to safeguarding children and promoting children's welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. It is our willingness to work in a safe manner and challenge inappropriate behaviour that underpins this commitment. Everyone is expected to adhere to this 'Code of Conduct' and the DfE's 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Educational Settings'. Everyone must also read part one of Keeping Children Safe in Education (DfE 2025). This code of conduct aims to support adults so they don't work in a manner which might lead to an allegation against them. Equally it aims to reduce the opportunity for any adult intent on grooming or harming a young person. It encourages you to work in an open and transparent way that should avoid someone questioning your motives, intentions or suitability to work with young people. It is a key principle of this code of conduct that **everyone** understands their responsibility to share **without delay** any concerns they may have about a child's welfare or an adult's behaviour towards a young person. In addition, **everyone** has a responsibility to escalate their concerns to the Local Authority Designated Officer ([lado@liverpool.gov.uk](mailto:lado@liverpool.gov.uk)) if they feel that safeguarding concerns they have raised about a child or adult working at the school are not being addressed by the school.

### Code of Conduct:

- If you have any concerns that a child is being harmed, abused or neglected you must share **your concerns immediately both verbally and in writing** with the school's Designated Safeguarding Lead or a Deputy Designated Safeguarding Lead. If they are absent, you should inform another member of the school's Senior Leadership Team.
- Always listen carefully to the child and record what they tell you in the child's own words. **Never promise to keep a secret.**
- If you receive an allegation against an adult working in the school or observe behaviour that concerns you, you must discuss your concerns without delay with the Headteacher or Designated Safeguarding Lead. Concerns regarding the Headteacher should be directed to the Chair of Governors, Julie Nadim ([j.nadim@eastprescotroadnursery.co.uk](mailto:j.nadim@eastprescotroadnursery.co.uk))
- Local Authority Designated Officer: email: [LADO@liverpool.gov.uk](mailto:LADO@liverpool.gov.uk)  
Catherine Ballans, LADO & Risk Manager: Tel: 0771 670 2034  
Pauline Trubshaw, LADO: Tel: 0784 172 7309
- Anyone can make a referral about their concerns about a child to Liverpool CASS (Tel: 0151 351 2701)

### You must:

- Uphold the school's values (Friendship and Trust) at all times in relation to children and adults, both during working hours and as an ambassador for the school outside working hours;
- dress appropriately according to your role, ensuring that clothing is not likely to be viewed as offensive or revealing;
- not wear clothing that displays any political or other contentious slogans or images;
- act as an appropriate role model, treating all members of the school community with respect, dignity and tolerance;
- ensure that all gifts given or received are recorded and discussed with the Headteacher;
- respect others' confidentiality, unless sharing information is appropriate to ensuring their welfare;
- adhere to the school's policies, particularly those related to safeguarding – including child protection, behaviour, attendance, intimate care, anti-bullying, equal opportunities, health and safety and e-safety/acceptable use policy (AUP 2025-26)



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- **report immediately any behaviour or situations which you may feel give rise to a complaint or misunderstanding in respect of your own actions.**
- share situations with the Headteacher if you feel your actions might have sat outside this code of conduct;
- share with the Headteacher any behaviour of another adult in the school where it gives you cause for concern or breaches this code of conduct or the school's safeguarding policies. Your intervention may allow for their practice to be supported and developed and/or prevent a child from being harmed.
- inform the Headteacher of any intimate personal/sexual relationships between yourself as a member of staff and any parent, governor, volunteer or another member of staff.

### **Never:**

- make, encourage or ignore others, making personal comments which scapegoat, demean or humiliate any member of the school community.
- use your position to intimidate, bully, humiliate, coerce or undermine any member of the school community. This includes shouting at a child to punish them.
- develop 'personal' or sexual relationships with children and young people, including making sexual remarks or having inappropriate sexual banter.
- engage in inappropriate conversations with children or adults when children are present, or share inappropriate personal information about yourself or others.
- discriminate favourably or unfavourably towards a child
- give personal contact details to pupils or communicate outside of school using social networks, email, text, twitter etc or meet a young person out of school unless part of a planned school activity with the knowledge of the Headteacher
- have conversations on social networking sites that make reference to children, parents or other colleagues or are derogatory about the school.
- have contact with parents through social network sites or declare any friendships/relationships to the Headteacher. Avoid any statements on social networking sites that might cause someone to question your suitability to act as a role model to young people.
- use personal equipment to photograph children (always use the school's equipment) and ensure any photographs are only stored on the designated secure place on the school's network and not on portable equipment, unless with the expressed permission of the Headteacher
- use your personal mobile phone in areas used by children unless in emergencies or under an agreed protocol set out by the Headteacher
- undertake 'one to one' activities out of the sight of others unless it is a planned activity with the knowledge of the class teacher in keeping with your particular responsibilities.
- transport children unsafely, for example by driving whilst using your mobile phone, consuming alcohol, failing to ensure that seat belts are worn or driving without appropriate insurance. Any trips should be planned and with the knowledge of the Headteacher. Unforeseen events should be reported to the Headteacher. It is good practice to have another adult to act as an escort during the journey
- have physical contact with young people that might be misconstrued or considered indecent or harmful. Ensure you are always able to give an account of the reasons for physical contact or physical intervention. Where physical contact is required it is good practice for it to be within the sight of others. Any physical contact with a child that was needed to control or restrain a child should be the minimum required.



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**All school employees should have a clear understanding of their responsibilities under this code of conduct. It aims to help them avoid poor working practices that *may* lead to their behaviour being *investigated* and the *consideration* of disciplinary procedures.**

Please sign below to confirm that you have read and understood the safeguarding responsibilities outlined within the above code of conduct.

Name:

Date:

Signature:

Please return your completed form to the Headteacher.